

About this form

- You can use this form to request a Subdivision Certificate within the Kiama Municipal Council local government area.
- An application for a Subdivision Certificate **can only** be made by the owner of the land or by a person with the written consent of the owner of the land.

How to complete this form

- Ensure that Parts A and B have been filled out correctly, and are saved as separate PDF files.
- All fields are mandatory and must be completed before submitting the application.
- Once completed you must submit this form electronically by email or by the NSW Planning Portal. Refer to the Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for further information.
- Ensure all relevant information is provided at the time of lodgement. Failure to provide the required information will result in the application being rejected.

Part A – Personal Information

A1 PROPERTY/SITE DETAILS					
Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					

A2 APPLICANT DETAILS			
Name/Company:		Phone:	
Contact Name:		Mobile:	
Postal Address:			
Email:			
Applicant Signature:		Date:	
X			
Note: All enquires and correspondence relating to this application will only be discussed with or directly through the nominated contact.			

A3 CONSENT OF OWNERS

This section must be signed by every property owner. If the owner is a Strata Title Body Corporate, consent to lodging the application must be signed by an authorised person under the common seal of the body corporate. If the owner is a company, either the signature of an authorised person identifying their office held, signed under the company seal, or if no company seal, two directors' signatures and their office held, one director and a company secretary and their office held, or in the case of a proprietary company that has a sole director who is also the company secretary – that director's signature and office held.

As the owner/s of the above property, I/we consent to this application and to any subsequent inspections required to be undertaken by Council officers in the assessment of this application.

Name/Company:		Phone:	
Contact Name:		Mobile:	
Postal Address:			
Signatures of all owners:	X	X	

A4 AUTHORITY TO SIGN: Section 127 of the Corporations Law

Signature of authorised person:	Signature of authorised person:
X	X
Name of authorised person:	Name of authorised person:
Office held:	Office held:

Important: Every owner must sign this form (or attach a separate letter signed by each owner if more space is required). Incomplete or inaccurate information on this section may result in rejection of the application.

Is the subject land Crown Land? No Yes – **attach** Authority

A5 APPLICANT DECLARATION – to be signed after completing Parts A & B of this form

All of the details sought in this form must be provided. On-site inspections are carried out prior to the determination of any application. The applicant undertakes to take all necessary steps to make access available to the property to enable the inspection to be carried out. As a result of this inspection, or from a preliminary assessment, further information may sometimes be required. The Assessing Officer will contact you soon after their initial inspection if this is the case.

Failure to provide the required documentation of an acceptable standard will result in your application being returned.

What you need for lodgement

	Subdivision Certificate Application Form
	Copy of Subdivision Works Certificate or Construction Certificate (where applicable) and approved plans and specifications (if works required are not issued by Council)
	Final Plan of Subdivision (3 copies), administration sheet and 88B Instrument (where consent requires)
	Original Section 73 Certificate from Sydney Water (where applicable)
	All conditions of consent have been addressed and all works have been completed to the satisfaction of the Principal Certifying Authority
Note:	Council will notify you of the Fees and Charges payable once your application is submitted and has completed a pre-lodgement check. Fees and Charges will be applied in accordance with Council's adopted fees and charges.

Important Notice:

- I understand that Council will not process applications that are incomplete or non-complying with lodgement requirements. I understand that incomplete applications will be returned to applicants within 14 days (see Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality').
- I understand that building work will be valued independently by using the latest building cost indicators.
- I apply for approval to carry out the development or work described in Parts A and B of this application. I declare that all the information provided as part of the application is, to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed, rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this application and the data is not corrupted or does not contain any viruses. All documents are saved as separate PDF files, no bigger than 20MB each, named in accordance with Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' and Parts A and B of this form are saved as separate PDF files. I understand that information provided electronically (excluding Part A and non-exhibition plans) will be publicly available.
- I understand that the Council will use the information and materials provided for notification and advertising purposes and that material provided will be made available to the public for inspection and copying at Council's Administration Building and on Council's website.

Applicant Name: (print name)	Applicant signature:	Date:
	X	

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Part B – Proposed Development

Note:

- Information provided on this Part B will be public information and will be placed on the Council's website.
- All fields on this form are mandatory and must be completed before submitting the application.

B1 PROPERTY/SITE DETAILS					
Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					

B2 APPLICANT DETAILS	
Name/Company:	

B3 DESCRIPTION OF THE SUBDIVISION					
	Community Title Scheme		Strata Scheme		Torrens Title
Number of lots:					

B4 DEVELOPMENT CONSENT DETAILS	
Provide details of the development consent issued for the subdivision.	
Development Application	
Development consent reference number:	
Date of development consent:	
Name of applicant for development consent:	
Construction/Subdivision Works Certificate	
Certificate reference number:	
Date of Construction/Subdivision Works Certificate:	
Name of Consent Authority:	

Conditions of Development Consent

You will need to refer to the conditions on the development consent to answer the following questions:

Are there any conditions of consent requiring documentation to be provided prior to the determination of this application?

Note: Failure to address each development consent condition may incur additional fees in accordance with Council's adopted fees and charges.

No

Yes

Local Infrastructure Contribution Payments

Does the development consent require payment of any Local Infrastructure Contribution Payments under Section 7.11 or 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) (formerly Section 94 of 94A Contributions)?

No

Yes

If yes, have the fees been paid?

No

Yes

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*.

Intended recipients: The intended recipient of the information is Kiama Municipal Council.

Supply: While the supply of this information is voluntary, the personal information you provide will enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*. If you cannot provide this information, Council will be unable to process your application(s).

Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the *Government Information (Public) Access Act* and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the *Government Information (Public) Access Act*, Council's Privacy Management Plan or if otherwise required by law.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street, Kiama. NSW. 2533.