



SUBDIVISION CERTIFICATE (SC) APPLICATION CHECKLIST

Community Title or Strata Title Subdivision

This checklist has been prepared in order for both the applicant and customer service staff at Council to ensure that the subdivision certificate application to be submitted is complete. Failure to provide the requested information will delay processing of the subdivision certificate application and may result in the application being returned to you for completion.

Applicant to tick	Item	No. copies	SC Guide reference	CSO (office use only)
Fees And Administration				
<input type="checkbox"/>	Completed Subdivision Certificate Application Form	1	p9	
<input type="checkbox"/>	Correct site details provided (Address, Lot, Section, DP)	-	p9	
<input type="checkbox"/>	Correct DA, CDC, and/or CC Numbers provided	-	p9	
<input type="checkbox"/>	Owners Consent (including ASIC search for company ownership)	-	p9	
<input type="checkbox"/>	Payment of Application Fees	-	-	
<input type="checkbox"/>	Electronic copy of any documents (as required below)	1	K	
<input type="checkbox"/>	Required Signature Locations	-	L	
Always Required				
<input type="checkbox"/>	Development Consent (copy)	1	A	
<input type="checkbox"/>	Plan of Subdivision (A3 size original)	1	B	
<input type="checkbox"/>	- A3 size paper copy	1		
<input type="checkbox"/>	- electronic copy on CD and in PDF format	1		
<input type="checkbox"/>	Certificate of Compliance (Golden Fields Water)	1	C	
<input type="checkbox"/>	Certificate of Acceptance or Notice of Arrangement (Essential Energy)	1	C	
<input type="checkbox"/>	Certificate of Acceptance (APA Group)	1	C	
<input type="checkbox"/>	Statement of Compliance	1	D	
May Be Required				
<input type="checkbox"/>	Section 88b instrument (signed original document) When: the creation (or release) of easements, profits à prendre or restrictions on use of land are proposed	1	E	
<input type="checkbox"/>	- paper copy	1		
<input type="checkbox"/>	- electronic copy on CD and in PDF format	1		

<input type="checkbox"/>	Management Statement (copy only) When: for community, precinct and neighbourhood schemes	1	F	
<input type="checkbox"/>	- electronic copy on CD and in PDF format	1		
<input type="checkbox"/>	Development Contract (signed original document) When: for neighbourhood schemes (optional with community and precinct schemes)	1	G	
<input type="checkbox"/>	- paper copy	1		
<input type="checkbox"/>	- electronic copy on CD and in PDF format	1		
<input type="checkbox"/>	Proof of Payment – Contributions, Bank Guarantees, Bonds, etc. When: contributions, bank guarantees, bonds or other monetary payments are required as a condition of development consent prior to release of survey certificate.	1	H	

Applicant Declaration

I/we declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied. I/we acknowledge that the subdivision certificate application may be returned to me/us if information is found to be missing or inadequate.

Applicant's name/s (Printed)

Applicant's signature/s

Date

Important Notes:

- Please reference the **Subdivision Certificate Preparation and Lodgement Guide** to ensure that all documents/plans required to be submitted are correct and include the necessary information.
- If you believe that a particular item is not required in relation to your Subdivision Certificate due to specific circumstances, please discuss this matter with Council prior to lodgement of the application.