

APPLICATION FOR SUBDIVISION CERTIFICATE

Section 109C(1)(d), Environmental Planning and Assessment Act, 1979

Office Use Only:	Date received:	SDC No:
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APPLICANT DETAILS		
Applicant: _____		
Company Name: _____		
Contact Address: Unit: ____ House Number: _____ Street or PO Box: _____		
Suburb: _____	State: _____	Postcode: _____
*Daytime Phone: _____	*Fax: _____	*Mob: _____
*Email: _____		
<i>* Voluntary information only (Assists with timely processing of your application). See Privacy and Personal Information Act statement)</i>		

PAYMENT DETAILS	
Method of Payment (please tick): <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card	
Complete section below if credit cardholder is not the applicant. The cardholder authorises payment for the amount specified. In the event of a refund the cardholder will be the recipient of the fund.	
Cardholder's Printed Name _____	Date _____
Cardholder's Signature _____	

CONTACT DETAILS	
(Complete when a company or more than one person is the applicant)	
Contact person: _____	*Daytime Phone: _____

OWNER'S CONSENT	
As owner/s of the land to which this application relates, I/we consent to the lodgement of this application. I/we consent to relevant Council officers, Councillors and any consultants or legal representatives engaged by Council to enter the premises to carry out inspections in relation to the development. Refer to Lodgement Information for detail of what form of owners consent is required.	
Full name or company name: _____	
Position of signatory if a company name: _____	ACN No. _____
Postal address: _____	
Postcode: _____	Signature (s) _____

PRIVACY AND PERSONAL INFORMATION ACT	
Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.	
DECLARATION	
The details provided by me are correct and I have read and understand all information provided in this application.	
Applicant's Signature _____	Date _____

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APPLICANT DETAILS

(Please copy over from Page 1 of the form)

Applicant: _____

Company Name: _____

Contact Address: Unit: _____ House Number: _____ Street or PO Box: _____

Suburb: _____ State: _____ Postcode: _____

SITE DETAILS

Unit / Shop No.: _____ Street No: _____ Street: _____

Lot No.: _____ Section No. (if applicable): _____ DP No.: _____

Strata Plan No. (If applicable): _____

Notes:

When the application involves multiple allotments, list all allotments. If you are unsure of property details, they may be obtained from rate notices or from maps at Council's office.

DEVELOPMENT DESCRIPTION

- ☐ For Torrens Title Subdivision (pursuant to Section 109C of the Environmental Planning and Assessment Act 1979).
- ☐ For Strata Subdivision (pursuant to the Strata Schemes (Freehold Development) Act 1973).

Description of subdivision approved (copy description from development consent):

CONSENT DETAILS

Development Consent Details: _____

Development Consent No.: _____ or Complying Development Certificate No. _____

Date of Determination: _____

Construction Certificate Details (if applicable): _____

Certificate No.: _____ Date of Issue: _____

DISCLOSURE OF POLITICAL DONATIONS AND GIFTS (Local Government and Planning Legislation Amendment (Political Donations Act 2008))	
<input type="checkbox"/>	I/We declare that we have made no reportable political donations to a Mosman Councillor and have provided no gifts to any Mosman Councillor or Council employee in the last two years. I/We also declare that no person with a financial interest in this application has made any such political donation or gift.
<input type="checkbox"/>	I/We declare making a reportable political donation to a Mosman Councillor or gift to a Councillor or Council employee within the last two years. A completed disclosure form is attached.
Applicant's Signature/s _____	
Please refer to Council's website www.mosman.nsw.gov.au for further detail and to obtain a disclosure form.	

CHECKLIST			
This checklist must be completed by the applicant and checked by Council. Applications will be rejected if all information is not received.			
INFORMATION NEEDED	Applicant		Checked
	N/A	Supplied	
Three copies of an original plan of subdivision prepared by a registered surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deposited Plan/Strata Plan Administration Sheet signed by a registered surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sydney Water Subdivider/Developer Compliance Certificate (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 88B Instrument/s (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence that the applicant has complied with all conditions of consent that it is required to comply with before a subdivision certificate can be issued (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of the "address" number assigned to each lot, in this regard: ➤ seek Council advice if uncertain of appropriate allocation of 'house numbers' (Note: the designation and display of appropriate house numbers is essential in assisting emergency vehicles and postal services to locate properties).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LODGEMENT INFORMATION
Method of Lodgement Applications may be submitted in person or lodged by post. Applications must be lodged before 4.30pm. Applications that are lodged by post should be addressed to The General Manager, PO Box 211, SPIT JUNCTION NSW 2088. Within 14 days of receipt, Council staff will check the application for completeness. If any information required in the checklist is missing, the application will be rejected and returned, together with fees paid, less a handling fee. If complete, the application will be officially lodged and the assessment process will begin.
For privacy and security reasons payment is prohibited by credit card via email transmission.
Fees Fees will be determined by Council and payment may be made by cash, cheque or credit card. Credit card transactions incur a service fee of 1% for American Express, Mastercard and Visa cards. If you wish to know the fee prior to lodgement, contact Council's Corporate Support Team on 9978-4000.
For privacy and security reasons payment is prohibited by credit card via email transmission.

OWNERS CONSENT INFORMATION

Individual ownership

Sign this form or provide a separate letter. When the owner is not the applicant, the letter should name and give consent to the applicant to lodge the DA.

Joint owners

All owners should sign this form or where one person is signing on behalf of a joint owner (for example a husband or wife), that person should state by letter that they have the authority of the other joint owner(s). When the owners are not the applicant, the letter should name and give consent to the applicant to lodge the DA.

Strata Title / Owner's Corporation

If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature, the following items must be provided if any works or proposed use affect common property:

- The common seal of the owner's corporation must be stamped on this form.
- And, one of the following:
 - (a) A letter on strata management letterhead stating that the requirements of the *Strata Schemes Management Act 2015* have been met; or
 - (b) Copy of resolution or minutes showing that a special resolution has been passed at a general meeting of the owners corporation that specifically authorises the change to common property.

Company

If the owner is a company, the following items must be provided:

- An up to date ASIC Company Extract; and
- Execution of the owners consent (or other documentation to the same effect) in accordance with Section 127(1) of the *Corporations Act 2001*; or
- Common seal affixed to and execution of the owners consent (or other documentation to the same effect) in accordance with Section 127(2) of the *Corporations Act 2001*.

Legal Representative for the true owner(s):

Where a person is legally authorised to provide consent on behalf of the true owner(s) in a Power of Attorney, Executor or Trustee capacity, documentary evidence of that legal authority must be attached with this application form.

Crown Land

When the application relates to leased Crown land above mean high water mark, this form must be signed by an authorised officer from the Department of Industry. When the application relates to Crown Land below mean high water mark, an authorised officer of the Roads and Maritime must either sign this form or provide written consent on letterhead.

OFFICE USE ONLY		CST AUTHORITY	Initials:
			Date:
	Amount	Receipt No.	Date
Subdivision Certificate fee	\$		
Scanning fee	\$		
Miscellaneous	\$		
Total	\$		

Credit Card Authority Form

This credit card authority form is destroyed after the transaction is processed and no information contained therein is retained by Council

Credit Card Details - Council Payment Fax No. (02) 9978 4299
This form cannot be emailed to Council

Please charge my

American Express

☐

Master Card

☐

Visa

☐

Card number

Card holder's name

Expiry Date

Amount

\$

Phone

()

daytime

Signature

Please note that American Express, Master Card and VISA incur a 1% service fee.

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