





SUPPORTING DOCUMENTATION **CHECKLIST**

**INFORMATION TO BE ATTACHED TO YOUR APPLICATION**

Prior to Council accepting your application for a subdivision certificate or endorsement of a strata certificate, the following information must be provided with your subdivision plans.

1	Original plan of subdivision prepared by a registered surveyor and three copies of the original plan OR signature sheet (form 6) and three copies of the original plan.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2	Signature of ALL owners provided and Body Corporate/Company seal provided (where applicable).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3	Does a condition of consent require a letter from Telstra (or approved telecommunications provider)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ If YES, is the letter attached with your application?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ If NO, the application will NOT be accepted by Council until this requirement is satisfied.				
4	Does a condition of consent require a letter from Country Energy?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ If YES, is the letter attached with your application?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ If NO, the application will NOT be accepted by Council until this requirement is satisfied.				
5	Does a condition of consent require payment of Section 94 Contributions and/or water and sewer headworks?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ If YES, have the contributions been paid in full (as applicable to the stage of development)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ Is a copy of the receipt and/or contributions payment form attached to your application?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ If NO, the application will NOT be accepted by Council until this requirement is satisfied.				
6	Is the plan of subdivision to be accompanied by an 88B Instrument?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ Is the 88B attached to your application?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ If NO, the application will NOT be accepted by Council until this requirement is satisfied.				
7	Are any bonding deeds required for this subdivision? (eg maintenance, outstanding subdivision work, extended maintenance)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ If YES, is a copy of the signed deed agreement attached and all fees paid?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	↳ If NO, the application will NOT be accepted by Council until this requirement is satisfied.				
8	Is evidence attached demonstrating that <b>all</b> conditions of consent (as applicable to the stage of the subdivision) have been complied with?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
9	Is a copy of the certificate of compliance from the relevant water supply authority (where applicable) attached?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
10	If a subdivision is the subject of an order of the Land and Environment Court under Section 40 of the <i>Land and Environment Court Act 1979</i> , is evidence that required drainage easements have been acquired by Council, attached?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**PLEASE NOTE:**

If Council is the Principal Certifying Authority (PCA), this application is also deemed to be an application for a *certificate of completion of engineering works*. An additional fee is payable for this service.

**Signature of applicant(s)**

Date

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Date

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Council seeks to process applications for average Subdivision/Strata Certificates within 10 working days from the date of lodgement of a completed application form. Delays may occur where incomplete or incorrect applications are made to Council. Priority is given to complete and correct applications only. Council reserves the right to return incomplete applications and may retain the Subdivision Certificate fee (or part thereof) to cover the costs incurred as a result.