

Application for Subdivision Certificate

For Approval and Release of Torrens Title,
Community Title & Strata Subdivision Plans

Breese Parade Forster
PO Box 450 Forster NSW 2428

phone 02 6591 7222

fax 02 6591 7200

email council@midcoast.nsw.gov.au

website www.midcoast.nsw.gov.au

Type of Subdivision (tick as applicable): Torrens Title / Community Title (ENG/SR) Strata Title (CC/SSC)

FOR 2017/18 FEES & CHARGES PLEASE REFER TO PAGE 2

Applicant Details

| | | | |
|------------|----------------------|-------------|----------------------|
| Company: | <input type="text"/> | | |
| Surname: | <input type="text"/> | First Name: | <input type="text"/> |
| Address: | <input type="text"/> | | |
| Suburb: | <input type="text"/> | Postcode: | <input type="text"/> |
| Phone (h): | <input type="text"/> | Phone (w): | <input type="text"/> |
| Phone (m): | <input type="text"/> | Fax: | <input type="text"/> |
| Email: | <input type="text"/> | | |

Owner Details (If different from applicant details above)

| | | | |
|------------|----------------------|-------------|----------------------|
| Surname: | <input type="text"/> | First Name: | <input type="text"/> |
| Address: | <input type="text"/> | | |
| Suburb: | <input type="text"/> | Postcode: | <input type="text"/> |
| Phone (h): | <input type="text"/> | Phone (w): | <input type="text"/> |
| Phone (m): | <input type="text"/> | Fax: | <input type="text"/> |
| Email: | <input type="text"/> | | |

Subject Land Address

| | | | | | |
|----------|----------------------|------------|----------------------|-----------|----------------------|
| Unit: | <input type="text"/> | House No.: | <input type="text"/> | Street: | <input type="text"/> |
| Suburb: | <input type="text"/> | | | Postcode: | <input type="text"/> |
| Lot: | <input type="text"/> | DP or SP: | <input type="text"/> | | |
| Section: | <input type="text"/> | Vol/Fol: | <input type="text"/> | | |

Please note: You can find the Lot, DP or SP, Section and Volume/Folio details on a map of the land or the title document for the land.

Description of Subdivision: Number of lots / Boundary Adjustment

Office Use:

Date Paid / Lodged:

SR Application No.:

Relevant DA No.:

Receipt No.:

Payment Options

If you are posting your application to Council, please tick ✓ your intended payment method:

| | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | I/we have attached a cheque payable to MidCoast Council in the required amount. |
| <input type="checkbox"/> | I/we would like to pay via credit card, please arrange for Council's Customer Service Centre in Forster to contact me/us for payment details. <i>Note: if the credit card payment is to be made by someone other than the applicant, please specify below:</i> |
| <input type="checkbox"/> | Payment to be made by <i>property owner</i> , refer to contact details in application form above. |
| <input type="checkbox"/> | Payment to be made by <i>other</i> - specify name and contact details below: |
| Name: | Contact Phone: |

Applicant's Declaration

Application is hereby made for a Subdivision Certificate. I/We have read, understood and accept the conditions and applicable fees specified in relation to this application. I/We accept that all these conditions must be complied with. I/We declare that all the information given is true and correct. I/We understand that:

- if incomplete, the application may be delayed or rejected; and
- more information may be requested after the date of lodgement.

| | | | |
|---------|----------------------|--------------|----------------------|
| Name/s: | <input type="text"/> | Signature/s: | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> |
| Date: | <input type="text"/> | Date: | <input type="text"/> |

Owner's Consent

Please indicate "as above" if same as applicant: _____

I/We have read, understood and accept the conditions and applicable fees specified in relation to this application. I/We accept that all these conditions must be complied with. I/We declare that all the information given is true and correct. I/We understand that:

- if incomplete, the application may be delayed or rejected; and
- more information may be requested after the date of lodgement.

| | | | |
|---------|----------------------|--------------|----------------------|
| Name/s: | <input type="text"/> | Signature/s: | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> |
| Date: | <input type="text"/> | Date: | <input type="text"/> |

Note 1: Application in caravan parks require the signature of the caravan park owner.

Note 2: If a company owns the land, the signature of the Managing Director or the Director and the Company Secretary is required

| | | | |
|---------------------------------|----------------------|----------------------|----------------------|
| Name of Company: | <input type="text"/> | (Director): | <input type="text"/> |
| | | | |
| | OR | | |
| Signature of Managing Director: | <input type="text"/> | (Company Secretary): | <input type="text"/> |

Please affix Company Seal

PRIVACY STATEMENT: The information provided in this form may constitute personal information as defined in the Privacy and Personal Information Protection Act 1998. Council is collecting this information so that it can consider matters in relation to dealing with your [complaint, request, application, order etc]. The information may be made available to other parties where such access is in accordance with relevant legislation, regulation or policy. The submission of personal information in this case is voluntary and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. Council is to be regarded as the agency that holds the information, which will ultimately be stored in Council's records system. You may make application for access to or amendment of information held by Council and you may also request that Council suppress your personal information from a public register. Enquiries concerning this matter can be addressed to Council's Privacy Contact Officer.

Application Fees - APPLICANT TO NOTE

The Application for Subdivision Certificate fee is reviewed each year and is applicable in accordance with Council's Fees & Charges Document. The Application for Subdivision Certificate fee is also applicable to boundary adjustments and other subdivisions which do not require development approval.

The Subdivision Certificate fee applicable for the 2017/18 financial year is \$315.00 per lot (maximum 15 lots). For e.g. a 5 Lot Subdivision: 5 x \$315.00 = \$1,575.00, a 16 Lot Subdivision: 15 x \$315 = \$4,725.00.

Other Fees

All correct Application fees and bonds required by the Development Consent must also be paid prior to the approval and release of the subdivision plans by Council. These fees include, but are not limited, Section 94 Contribution Fees.

Torrens Title Subdivisions - APPLICANT TO NOTE

Subdivision Construction Certificate (SCC)

If you were required to submit a Subdivision Construction Certificate (SCC) as a condition of your Development Consent for construction of public works (e.g. road construction), the Defects Liability Bond must be paid and the constructed infrastructure must be approved by Council prior to release of the subdivision plans from Council. Please refer to the Subdivision Construction Certificate Application and the relevant Conditions of Consent for further details.

Road naming

If you have constructed a new road as a requirement of your Development Consent, ensure that a Roads Name Application has previously been lodged and approved by Council. Approved road names must be indicated on the original plan of subdivision. Please refer to the New Road Name/s Application for additional information.

Documentation Required - APPLICANT TO NOTE

The following documentation must be submitted with the Application for Subdivision Certificate:

1. Original subdivision plan plus five (5) copies of the plan.
2. Original Plan Form 6 (Administration Sheet) plus five (5) copies.
3. Original Section 88B Instrument plus one (1) copy (if applicable).
4. All other relevant documents (original (where applicable) plus one (1) copy) e.g. Covenants, Community Management Statement etc.
5. Works-As-Executed (WAE) plans, including certification as required for civil works (paper & CD Rom Plans), if applicable and if not previously provided.

Certificates of Compliance:

Certificates of Compliance for the following, if applicable:

1. Electricity service
2. Telephone service
3. Water service
4. Sewerage

Other:

1. Geotechnical reports for lot fill/other land fill/general earthworks, where applicable.
2. Any other relevant documentation required (refer to Development Conditions of Consent).

Failure to supply complete information with this application will result in a delay in the subdivision linen release process.

Contact Details - APPLICANT TO NOTE

For further assistance in relation to this application form, please contact Council's Projects & Engineering Section on:

TELEPHONE: 02 6591 7235
FAX: 02 6591 7248
EMAIL: council@midcoast.nsw.gov.au
POSTAL: PO Box 450
FORSTER NSW 2428