



SUBDIVISION CONSTRUCTION CERTIFICATE APPLICATION

DA Application No.:

↓ Applicant and Contractor Details #Applicant to Complete

Applicant/s:
 Postal Address: P/C:
 Phone: (H) (W) (M)
 Email Address:

CONTRACTOR DETAILS

Company:
 Contractor's Representative:
 Postal Address:
 Phone: (H) (W) (M)
 Email Address:

↓ Property Details #Applicant to Complete

House No.: Street/Road: Town:
 Lot No.: Section: DP:

↓ Payments (Valid until 30/06/2017) #Applicant to Complete

TYPE OF DEVELOPMENT: e.g. 3 lot urban subdivision

VALUE OF PUBLIC WORKS: \$.....

Please insert the no. of lineal metres being constructed (see "Engineering Inspections/Fees" for requirements).

TYPE BEING CONSTRUCTED	No. of Lineal Metres	Total Fee
Urban Roads (Including kerb & gutter)	Lin m @ \$8.50 =	\$
Rural Roads - Residential/Sealed (Roads > 1km rate subject to negotiation)	Lin m @ \$5.50 =	\$
Rural Roads - Unsealed (Roads > 1km & special works (including divided roads, roundabouts, bridges, major drainage, rate subject to negotiation)	Lin m @ \$5.50 =	\$
Footpath	Lin m @ \$5.50 =	\$
Kerb & gutter	Lin m @ \$5.50 =	\$
Shoulder	Lin m @ \$5.50 =	\$
Drainage	Lin m @ \$9.50 =	\$
LONG SERVICE LEVY	0.35% of the value of public works (if value of public works equal to or >\$25,000)	\$
DEFECTS LIABILITY BOND (May be paid upon completion of public works)	(5% of the value of public works or minimum \$2,700, whichever is greater)	\$
TOTAL		\$
OFFICE USE ONLY		
SCC Application No:	Receipt No:	
Lodgement Date:	Payment Date:	
Bank Guarantee Legal Doc No.	LD	

*Note: A Bank Guarantee is acceptable for the bond only, fees must be paid upfront.

Owner Details & Signature **#Owner to Complete & Sign**

Owner/s: (Please indicate "as above" if same as applicant).....
Postal Address: P/C:
Phone: (H) (W) (M)

Your declaration

I/we, (the owner/s) 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 apply for consent to carry out the works described in this application. 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.

Signature: Date:

Signature: Date:

Applicant Signature **#Applicant to Complete & Sign**

Your declaration

I/we, (the applicant/s) 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 apply for consent to carry out the works described in this application. 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.

Signature: Date:

Signature: Date:

Information **#Owner/Applicant to Note**

A Subdivision Construction Certificate (SCC) is required to be lodged / approved before works involved in Development Consent for a subdivision can proceed (e.g. road construction). If you are undertaking public works required by a development other than a subdivision, e.g. multiple dwelling, you are required to lodge a Public Engineering Works Permit Application rather than a Subdivision Construction Certificate Application.

The application for an SCC is to be made to Council by the applicant for the development consent.

Complete detailed drawings showing engineering details are required to be lodged along with the SCC application. It is not possible to issue the SCC conditional upon such details being submitted at a later date. See requirements below.

Additional Documentation Required **#Applicant to Note**

The following documentation must be submitted:

- a) With lodgement of the Public Engineering Works Permit application, a work site Traffic Control Plan (in accordance with the RMS Traffic Control at Work Sites Manual by a suitably accredited person) is to be approved by Council's Transport Assets Section prior to a Public Engineering Works Permit being issued for the engineering works to commence; and
- b) Prior to the commencement of any work (including set up) associated with this this development, evidence of the contractor's public liability insurance is required as per the value indicated in the relevant Development Condition of Consent.

↓ Plan / Drafting Requirements

#Applicant to Note

Four (4) copies of Engineering plans must be submitted with your application. Two stamped copies will be returned to applicant with the Subdivision Construction Certificate to commence works, following approval by Council.

- Design plans shall be clearly set out so as to present the design concepts in such a way that the project can be understood, specified for construction and satisfactorily built. For subdivisions and large development, an electronic copy of plans shall be provided on CAD within two weeks of the plan approval.
- When kerb & gutter is to terminate without joining onto existing Kerb and Gutter, the design is to extend a minimum of 60m past the point of termination. The design may require extending due to specific design requirements such as crests, curves and flat grades.
- Designers are encouraged to consult with Council and other relevant authorities prior to and during design.

Plans on A1 Sheets shall include:

- a. Locality sketch and Index of Sheets
- b. Development Consent Number
- c. General Plan with contour details and a clear indication of the extent of the work, topographic information, existing vegetation, property boundaries and waterways. (Scale 1:1000RL)
- d. Road Cross Sections showing road pavement widths, depths, batter slopes, kerb and gutter types, cycleways, footways, pavement design, surface treatment and edge treatment and relationship to road boundaries (Scale 1:100)
- e. Plan and Longitudinal section, scale 1:500 or 1:100 showing services.
- f. Drainage Plan and profiles, and Schedule of Drainage elements, including subsoil drainage, easements, and interlot drainage and catchment details/boundaries at scale 1:100, 1:500 or 1:4000 and calculations.
- g. Intersection Layout Details including linemarking, pavement marking and signposting.
- h. Erosion and Sedimentation Control Plans (short term and long term treatment). A copy of Council's Erosion and Sediment Control Policy is available at Council's Planning or Engineering counters for a fee
- i. Landscape plans to show any proposed street trees, gardens plots or public reserves.
- j. Traffic Control Plans are to be included.

WORKS AS EXECUTED PLANS - Works as Executed Plans shall be submitted to Council by a registered surveyor, prior to release of the subdivision plans by Council.

↓ Design & Construction Specifications

#Applicant to Note

Relevant specifications, conforming to Council Design Specifications and Construction Specifications are to be submitted with the plans. If you require a copy of Council Specifications, please contact Council's Engineering Services Division at Breese Parade, Forster.

↓ Engineering Inspections / Fees

#Applicant to Note

Engineering Inspection Fees are payable with lodgement of this application. The fees are for inspections carried out by the responsible Engineering Officer at the Field Inspection Hold Points. Please ensure that a copy of the "Field Inspection Hold Points" (attached) is retained by the Contractor. Fees are reviewed each year and will be applied according to Council's current fees & charges at the time the application is lodged.

The fees are applicable to infrastructure that will become a Council asset. This also includes pipelines and other facilities located within private property which conveys Council and/or public stormwater, or in which Council has a vested interest.

Roads (Urban & Rural Residential)	Apply relevant fee per lineal meter of construction (includes kerb & gutter and footpath)
Rural Roads (Sealed & Unsealed)	Apply relevant fee per lineal meter of construction. Distances over 1km can be negotiated with the Director of Engineering Services Division.

Kerb & Guttering	Apply fee when kerb and guttering is built onto the side of a constructed road. Do not apply to kerb built as part of full width road construction. (See road fees) May also apply to other kerb profiles including V drains or median kerb.
Footpath	Apply when footpaving is not constructed in conjunction to adjacent shoulder or kerb and guttering works.
Drainage	Apply per lineal meter of pipeline. One rate will apply to dual cell pipelines when constructed in unison. Multi cell structures are subject to negotiation. The Drainage fee also includes open channels, surcharge paths, small detention ponds and other small "water sensitive urban design facilities". Applies to widest cross sectional distance through small detention/nutrient ponds. Larger detention/nutrient ponds are subject to negotiation.
Shoulder Widening	Apply fee when shoulder widening is constructed onto the side of an existing road.

NOTE:

- *When additional inspections are required due to presentation of unsatisfactory or incomplete works, an inspection fee of \$160.00 (GST not applicable) per visit or as per Council's current Fees & Charges will be charged for subsequent inspections of the failed section of work.*
- *Plans requiring additional checking due to amendments being necessary will incur an additional fee under S177 of \$88.00 (GST inclusive) per hour per staff member (minimum 1 hour) or as per Council's current Fees & Charges.*
- *TCP's requiring additional checking will incur an additional fee of \$80.00 (GST not applicable) per hour per staff member (minimum 1 hour) or as per Council's current Fees & Charges.*

↓ Defects Liability Bond #Applicant to Note

The Defects Liability Bond is payable to Council for ensuring the due and proper performance and maintenance of public work as required in the conditions of development consent, the Engineering plans, and Council Codes and Specifications.

On 23 March 2006 Council changed its policy in relation to the payment of the Defects Liability Bond. For DA Consents issued after 23 May 2006 the Defects Liability Bond is payable by the applicant/contractor prior to the following:

- Issue of a Certificate of Practical Completion by Council;
- Commencement of the defects / maintenance period; and
- Approval and release of the subdivision plans from Council. *Please note that a Subdivision Certificate will not be issued by Council unless this bond has been paid.*

For DA Consents issued prior to 23 May 2006 the Defects Liability Bond is payable upon lodgement of this application.

2016/17 Financial Year – The Defects Liability Bond is 5% of the value of public works or minimum \$2,700 (GST not applicable).

The bond shall be in the form of cash or a bank guarantee (in favour of MidCoast Council and unlimited in time) and shall be equal to 5% of the value of the public works, (minimum \$2,700).

Maintenance Period

The bond shall be lodged in a Council Trust Fund and held by Council for a minimum maintenance period of two (2) years from satisfactory completion of the work, or from the date of the release of the subdivision, whichever is the latter, to cover any defects in the works subsequent to their acceptance by Council.

↓ **Naming of Newly Constructed Roads** #Applicant to Note

If you are constructing a new road, you will be required lodge a New Road/s Name Application form to have your proposed road name/s approved by Council. Your proposed road name/s must comply with Council's requirements (please refer to the New Road/s Name Application for additional information).

↓ **Certificate of Practical Completion** #Applicant to Note

The works shall be completed in accordance with the requirements of Council's Development Consent, codes, specifications and approved plans. Upon practical completion of the public work, the applicant shall request Council to hold a site inspection which will involve the applicant, the contractor for the work and Council's Engineering Division representative (usually the Engineering Development Officer).

If the work is deemed to meet all requirements, a Certificate of Practical Completion will be issued to the applicant.

The defects / maintenance period (2 years) shall commence at the date of the approval of the public works or from the date of release of the subdivision, whichever is the latter.

The Defects Liability Bond must be paid prior to the issue of a Certificate of Practical Completion by Council.

↓ **Completion of Maintenance Period and Refund of Defects Liability Bond** #Applicant to Note

At the end of the two (2) year maintenance period, the applicant shall request Council to hold a site inspection which will involve the applicant, the contractor for the work and Council's Engineering Division representative (usually the Engineering Development Officer).

If the work is agreed to be satisfactory, the bond shall be returned to the person/s that provided payment of the bond. In cases where a cheque has been provided to Council, payment will be returned to the drawer of the cheque.

If the work is deemed not to comply with Council Codes and Specifications, as notified in writing, and following the required repairs, the bond shall be retained in part or in whole (minimum \$2,700) for a further period of one (1) year and the inspection process will then be repeated.

↓ **Contact Details** #Applicant to Note

For further assistance in relation to this application form, contact Council's Transport Assets Section on telephone no. 6591 7235.

Fax No: 6591 7248
Email: council@greatlakes.nsw.gov.au
Postal Address: MidCoast Council, Forster Office, Engineering Services Division, PO Box 450, Forster, NSW, 2428

↓ **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.



FIELD INSPECTION HOLD POINTS

#To be Retained by the Contractor

The Contractor will be required to have works inspected by the responsible Engineering Development Officer at nominated hold points as set out below, prior to proceeding to the next stage.

Minimum of two (2) days notice will be required to be given prior to inspections.

1. Preconstruction meeting
2. Safety inspection
3. Traffic Control (if any)
4. Inspection of Erosion and Control measures – plans
5. Inspection of Grubbing and Clearing
6. Earthworks in agreed lot sizes
7. Inspection of pipelines prior to backfill
8. Subgrade inspection
9. Inspection of sub-base layer
10. Inspect preparation of kerb and gutter track
11. Inspect Kerb and Gutter – finish pits – sub soil drainage
12. Inspection of base course layer
13. After sweeping prior to seal
14. Inspection of wearing surface
15. Inspection of trench restoration
16. Inspect overland flow paths
17. Landscaping inspection
18. Inspect concrete pathways
19. Practical Completion Inspection
20. Maintenance Period Inspection