

Subdivision works certificate application (SWC)

About this form:

Completion of this form is required if you are undertaking work for a subdivision development.

Relevant DA number

Applicant details (applicant to complete)

Owner/applicant/company name

Postal address

Suburb

Postcode

Mobile

Email

Phone

Property details (applicant to complete)

Lot number

Section Number

Deposited/Strata Plan Number

Address

Suburb

Postcode

Contractor details (if different from details above)

Company

Contractor's representative

Postal address

Suburb

Postcode

Email

Mobile

Type of development

Value of public works \$

Office use only

Application no

Receipt number

Application fee \$

Payment at time of lodgement

Non-refundable application fee.

For amount visit www.midcoast.nsw.gov.au under Fees & Charges.

Payment after lodgement and prior to commencing the SWC assessment

The following table will be completed following lodgement of the application and an invoice issued. Payment in full is required before assessment of the SWC application can commence.

Type being constructed	No. of lineal metres (applicant to complete)	Cost per metre (Council to complete)	Amount payable (Council to complete)
Urban Roads (including kerb & gutter)		\$	\$
Rural Roads - Sealed For roads longer than one (1) km, rates are subject to negotiation		\$	\$
Rural Roads - Unsealed For roads longer than one (1) km and special works (including divided roads, roundabouts, bridges & major drainage) rates are subject to negotiation		\$	\$
Footpath		\$	\$
Kerb & Gutter		\$	\$
Shoulder		\$	\$
Drainage		\$	\$
Long Service Levy - 0.25% of the value of the public works if the value of public works equals or is greater than \$250,000			\$
TOTAL assessment fee required prior to assessment of SWC commencing (for amounts visit www.midcoast.nsw.gov.au under Fees & Charges)			\$
Office use only	Date Paid		Receipt No

Payment prior to the issue of a Certificate of Practical Completion

Payment in full is required before the issue of a Certificate of Practical Completion.

Non-refundable defects liability bond administration fee	\$		
Defect liability bond - The amount payable is a condition of the Notice of Determination (NOD) and is 5% of the value of the public works (minimum \$2,700).	\$		
TOTAL required prior to the issue of a Certificate of Practical Completion (for amounts visit www.midcoast.nsw.gov.au under Fees & Charges)	\$		
Office use only	Date Paid		Receipt No

Payment options

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

I/we have attached a cheque payable to MidCoast Council for the amount payable under section "Payment at time of lodgement". An invoice will be issued after lodgement for the balance owing.

I/we would like to pay via credit card for both payments, please arrange for Council's Customer Service Centre to contact me/us for payment details. A Merchant Service Charge is payable on all credit card payments.
Note: if the credit card payment is to be made by someone other than the applicant, please specify below:

Payment to be made by *other* - specify name and contact details below:

Name Contact phone

Owner details

Owner/s or Company name (please indicate "as above" if same as applicant)

Postal address

Suburb

Postcode

Email

Phone

Mobile

Owner's 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's declaration (if different)

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

Application information

The application for a Subdivision Works Certificate (SWC) is to be made to Council by the applicant for the development consent. Works involved in a DA consent cannot proceed prior to obtaining a SWC. Complete detailed drawings showing engineering details are required to be lodged along with the application form. It is not possible to issue the SWC conditional upon such details being submitted at a later date. See requirements below.

Additional documentation required

The following documentation must be submitted:

- With lodgement of the SWC application, a work site **Traffic Control Plan** (in accordance with the RMS Traffic Control at Work Sites Manual and prepared by a suitably accredited person) is to be submitted.
- Prior to the commencement of any work (including set up) associated with this development, evidence of the **contractor's public liability insurance** is required as per the value indicated in the relevant Development Condition of Consent (minimum of \$20 million).
- Approvals for construction by the relevant utilities service providers.

Plan/drafting requirements

- a) **Two (2) copies of Engineering plans (A1 in size) must be submitted with your application and/or an electronic copy** - a stamped copy will be returned to applicant with the SWC 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.
 - When kerb & gutter is to terminate without joining onto existing kerb and gutter, the design is to extend up to 60m past the point of termination. The road design may require extending due to specific design requirements such as crests, curves and flat grades; road alignment and levels for future K & G connection; appropriate location for the dispersal of the road stormwater; to ensure no traffic hazard/s.
 - Designers are encouraged to consult with Council and other relevant authorities prior to and during design.
 - Plans (on A1 sheets) shall include:
 1. Locality sketch and Index of Sheets
 2. Development Consent Number
 3. General plan with contour details and a clear indication of the extent of the work, topographic information, existing vegetation, property boundaries and waterways (Scale 1:1000)
 4. Road Cross Sections showing road pavement widths, depths, batter slopes, kerb & gutter types, cycleways, footways, pavement design, surface treatment and edge treatment and relationship to road boundaries (Scale 1:100)
 5. Plan and longitudinal section, scale 1:500 or 1:100 showing services
 6. Drainage plan and profiles, and Schedule of Drainage elements, including subsoil drainage, easements and inter lot drainage and catchment details/boundaries at scale 1:100, 1:500 or 1:4000 and calculations
 7. Intersection layout details including linemarking, pavement marking and signposting
 8. Erosion and Sedimentation Control Plans (short term and long term treatment). A copy of Council's Erosion and Sediment Control Policy is available on Council's website
 9. Landscape plans to show any proposed street trees, garden plots or public reserves
 10. Traffic Control Plans are to be included
- b) **A Bill of Quantities must be submitted with your application** which quantifies the full extent of all works.
- c) **Works As Executed plans** by a registered surveyor, shall be submitted to Council prior to practical completion in the following:
- i) digital form. All elements of digital plans are to be fully attributed.

Council's required format for digital plans are;

 - GIS format - MapInfo (*.tab) or ESRI (.shp)
Coordinate/projections: Geodetic Datum of Australia (GDA)94 - Map Grid of Australia (MGA) Zone 56 or Geodetic Datum of Australia (GDA)94 - Longitude/Latitude
 - AutoCAD format - (*.dwg or *.dxf)
AutoCAD drawings must be in metres in model space. The plan azimuth must be grid north and the plan must include MGA coordinated mark/s providing a table of Easting, Northing and Scale factor to bring the plan to MGA. Refer also Surveyor Generals Direction No 7.
 - A PDF copy is also required.

Design & construction specifications

Relevant specifications, conforming to Council's Design Specifications and Construction Specifications are to be submitted with the plans. A copy of Council's Specifications is available via Council's website.

Engineering inspection fees (applicant to note)

Fees are payable with lodgement of this application. Fees are reviewed each year and are applied according to Council's current fees & charges at the time the application is lodged. 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.

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 metre of construction (includes kerb & gutter).
Rural Roads (Sealed & Unsealed)	Apply relevant fee per lineal metre of construction. Distances over 1km can be negotiated with the Director of Engineering & Infrastructure.
Kerb & Guttering	Apply fee when kerb & gutter 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 relevant fee per lineal metre of construction.
Drainage	Apply per lineal metre 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:

- Additional fees are payable if checking of amended plans is required
- Additional inspection fees are payable due to unsatisfactory or incomplete works
- The current fees are available by contacting Council or are on Council's web page under Fees & Charges

Naming of newly constructed roads

If you are constructing a new road, you will be required lodge a Road and Bridge Naming 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 Road and Bridge Naming Application for additional information).

Defects liability bond

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. The bond is to cover any defects in the works subsequent to their acceptance by Council. The bond shall be lodged into a Council Trust Fund and held by Council for the minimum maintenance period.

The Defects Liability Bond is payable by the applicant/contractor prior to the issue of a Certificate of Practical Completion by Council.

The bond shall be in the form of cash, or an unconditional bank guarantee (in favour of MidCoast Council and unlimited in time). The amount of the bond is a condition of the NOD (Notice of Determination) for the DA.

Certificate of practical completion

The works shall be completed in accordance with the requirements of Council's Development Consent, codes, specifications and approved plans. Upon practical completion of all works required by Council to release the subdivision certificate, the applicant shall request Council to hold a site inspection which will involve the applicant/superintendent, the contractor for the work and Council's Engineering Division representative. If the work is deemed to meet all requirements, a Certificate of Practical Completion will be issued to the applicant.

Maintenance period

The minimum maintenance period of two (2) years shall commence from the date of release of the subdivision certificate (i.e. linen plans) by Council.

At the end of the maintenance period, the applicant shall request Council to hold a site inspection which will involve the applicant/superintendent, the contractor for the work and Council's Engineering Division representative.

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. Council's preferred payment is via direct debit. The drawer's bank details will be asked for at this stage.

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

Field inspection hold points

The Contractor will be required to have works inspected by the responsible Engineering Development Officer at nominated hold points as set out below and 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 & gutter - finish pits
12. Inspect kerb & gutter - sub soil drainage
13. Inspection of base course layer
14. After sweeping prior to seal / Benkelman beam test
15. Inspection of wearing surface
16. Inspection of trench restoration
17. Inspect overland flow paths
18. Landscaping inspection
19. Inspect concrete pathways
20. Practical Completion Inspection
21. Maintenance Period Inspection

How to lodge this application

1. Save this form
2. Lodge this form via the [NSW Planning Portal](#).

Privacy: This information is required to assist with your application and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in our Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting us.