

SUBDIVISION CERTIFICATE APPLICATION CHECKLIST



Use this checklist to identify mandatory documents required to submit a Subdivision Certificate. The checklist and documents identified below MUST be uploaded to the [NSW Planning Portal](#), when submitting your application.

If you do not submit the necessary documents the application maybe delayed or returned.

(Note if works do not form part of your application insert 'N/A'):

Documents to be submitted		Yes	N/A
1.	Owners' Consent Form (signature of all owners/ or body corporate / company seal provided (where applicable))	<input type="checkbox"/>	<input type="checkbox"/>
2.	Plan of subdivision prepared by a registered surveyor and an administration sheet	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the plan of subdivision to be accompanied by a Section 88B instrument? If YES, the 88B instrument must accompany your application. <i>Note: The Council signature panel must be in accordance with Section 378 of the Local Government Act 1993.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.	A copy of the relevant: a) Development Consent (if a development application was lodged); or b) CDC (if permitted under Complying Development); or c) If considered exempt development, evidence that demonstrates compliance with the development standards in the Exempt and Complying Development SEPP. AND d) Evidence of compliance with any conditions required to be fulfilled prior to issue of subdivision certificate. Your application must include a copy of the relevant supporting documentation, and a marked-up development consent stating how each of the conditions have been satisfied.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.	For a deferred commencement consent - evidence the applicant has satisfied the consent authority of all matters of which the consent authority must be satisfied before the consent can operate	<input type="checkbox"/>	<input type="checkbox"/>
6.	A copy of any relevant subdivision works certificate	<input type="checkbox"/>	<input type="checkbox"/>
7.	A copy of any Works-As-Executed (WAE) plans prepared by a registered surveyor	<input type="checkbox"/>	<input type="checkbox"/>
8.	A copy of the Section 73 certificate from Sydney Water	<input type="checkbox"/>	<input type="checkbox"/>
9.	Evidence that required drainage easements have been acquired by downstream properties or council (where relevant)	<input type="checkbox"/>	<input type="checkbox"/>
10.	Additional requirements for Subdivisions involving subdivision work, including but not limited to: a) Engineering compliance certificates (eg retaining walls, structural pits, OSD etc) b) A surveyor's certificate certifying that all structures within the subject land comply with the development consent in regard to the setbacks from the new boundaries. c) A surveyor's certificate certifying that all services, drainage lines or access are located wholly within the property boundaries. Where services encroach over the new boundaries, easements are to be created. d) Certification that the requirements of relevant utility authorities have been met.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	e) A surveyor's certificate certifying finished ground levels are in accordance with the approved plans. <i>Note: Council will not issue a subdivision certificate until all conditions of the development consent have been completed.</i>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Evidence of payment of Section 7.11 contributions (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>
12.	a) Evidence of completion of any required subdivision work, or b) An agreement has been reached with the relevant consent authority as to payment for the cost of the work and the time for carrying out the work, or c) An agreement has been reached with the relevant consent authority as to security to be given to the consent authority with respect to the completion of the work.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Digital requirements for all documents submitted with your application for a Subdivision Certificate via the [NSW Planning Portal](#):

Digital copies of all documentation are required to be submitted for all Subdivision Works Certificate applications.

Digital documentation is to be saved without a PDF security lock, and must be submitted in accordance with the NSW Planning Portal Submission Requirements and the following specifications:

- Owner's Consent Form (all owners)
- Reports (saved as separate documents):
 - S88B Instrument
 - Marked up consent detailing how relevant conditions have been satisfied.
 - Certification from Project Arborist
- Plans (saved as separate documents):
 - Subdivision Plan
 - Engineering Plans
 - Stormwater Plan
 - Works-As-Executed drawings

Image Requirements

- Size - standard A4 unless plans size are A3 to AO
- Colour
 - Plans must be able to be reproduced in black and white (monochrome)
 - Graphic images can be monochrome, grayscale, or colour
- Resolution - 200 dots per inch (dpi)
- An image of a document comprising more than one sheet must be created as a multi-page file.

How Should Files be Named?

Digital files lodged on the planning portal should be provided using the naming convention outlined below:

- Property address format: 296 Peats Ferry Road, Hornsby
- Document type and description:

Document Type	Document Description (Example)
■ Development Consent/ Notice of Determination	■ Development Consent - 296 Peats Ferry Road, Hornsby
■ Owner's Consent Form	■ Signed Owner's Consent - 296 Peats Ferry Road, Hornsby
■ Subdivision Plan	■ Subdivision Plan - 296 Peats Ferry Road, Hornsby
■ Stormwater Plan	■ Stormwater Plan - 296 Peats Ferry Road, Hornsby
■ Section 88B Instrument	■ Section 88B Instrument - 296 Peats Ferry Road, Hornsby
■ Section 73 Certificate	■ Section 73 Certificate - 296 Peats Ferry Road, Hornsby

File Size

- Each plan must be supplied in PDF files that are no larger than 34MB in size and optimised for publishing to the web.
- PDF files larger than 4MB should be separated into logical parts, adopting the same naming convention with parts identified. Example Part 1, Part 2 and Part 3.