

Subdivision Certificate

Torrens and Strata

Environmental Planning and Assessment Act 1979



This form

A plan of subdivision cannot be registered by the NSW Land & Property Information unless it has been endorsed by a subdivision certificate issued by the City of Newcastle (CN). Use this form to apply for a Subdivision Certificate.

Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed. **Your application is not considered lodged until the required fees have been paid.**

Part 1: Applicant and site details

1. Your name & contact details

All correspondence will be sent to the email address provided unless 'care of' email address is specified

Name or company

ABN (required if company)

Postal Address.....

Suburb.....Postcode.....

PhoneE-mail

Contact person (if company)

Leave blank if not required

Will your correspondence be 'care of' another company?

Yes

No

Care of name or company.....

ABN (required if company) Contact person

Postal Address.....

Phone.....E-mail

2. Location and title description of the property

This information is available on rates notices

Unit NoHouse NoStreet.....

Suburb.....

Lot(s).....Section.....

Deposited Plan(s)..... Strata plan.....

3. Who owns the land?

Give the name of every owner. Attach a list if space insufficient.

Name 1.....Phone.....

Address.....Postcode.....

Name 2.....Phone.....

Address.....Postcode.....

Part 2: Application and Development Details

<p>4. Consent Details</p> <p>Provide details of the consent/s that have been issued for the development or identify if it is 'exempt development' as defined by the State Environmental Planning Policy (Exempt and Complying Codes)</p>	<p>a) Development Consent No..... Date Issued..... Construction certificate No Date issued.....</p> <p>OR</p> <p>b) Complying Development Consent No..... Date issued.....</p> <p>OR</p> <p>c) The development is exempt development <input type="checkbox"/></p>
<p>5. Description of the proposed subdivision</p>	<p>a) <input type="checkbox"/> Torrens Subdivision <input type="checkbox"/> Strata Subdivision <input type="checkbox"/> Community Title <input type="checkbox"/> Stratum Subdivision</p> <p>b) How many proposed lots?</p> <p>c) How many existing lots?</p> <p>d) Does it involve a new road? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Do you want a certificate for all of the land covered by the consent?</p>	<p><input type="checkbox"/> Yes, all of the land <input type="checkbox"/> No, only part of the land Which part?</p>

Part 3: Checklist

<p>7. Which documents have you supplied?</p> <p>One original and one electronic copy of each document is required</p>	<p><input type="checkbox"/> Plan of subdivision</p> <p><input type="checkbox"/> Deposited Plan Administration Sheet/ Strata Plan Administration Sheet</p> <p><input type="checkbox"/> Section 88b Instrument (if applicable)</p> <p><input type="checkbox"/> Other e.g. community title, management plan</p>
<p>8. Have you attached a copy of a certificate of compliance for the subdivision issued by Hunter Water Corporation Ltd?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, not relevant (Strata only)</p>
<p>9. Have you attached any compliance certificates that were required by any development consent?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, not relevant</p>
<p>10. Have you discussed the plans with a CN Officer?</p>	<p><input type="checkbox"/> Yes. Whom did you speak to?.....</p> <p><input type="checkbox"/> No</p>

Part 4: Owner's consent and applicant's declaration

11. Owner's consent

Who signs the form?

- All owners of the subject property.
- If the owner is a company - a director, secretary or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.

If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).

Owner's consent

As owner/s of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised CN officers to enter the land to carry out inspections.

Name 1

Signature

Company and legal authority (if applicable)

Name 2

Signature

Company and legal authority (if applicable)

Name 3

Signature

Name 4

Signature

12. Probity

Parties include owners, applicants, developers and companies.

Are parties with pecuniary or non-pecuniary interest:

- a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or,
- b) a State or Federal Member of Parliament?

Yes. If yes, state the relationship.....

No

13. Applicant's declaration

- I apply for a Subdivision Certificate for the proposed plan of subdivision referred to in this application.
- I declare that all the information given is true and correct.
- I declare that the electronic data has been named correctly and there are no security settings applied.
- I understand that if incomplete, the application may be delayed, rejected or returned.
- I understand that the information supplied on this form and any related document may be made available to the public *.

Applicant's name (please print).....

Applicant's Signature.....

*Under the *Government Information (Public Access) Act 2009 (NSW)* (GIPA Act), objections to the future disclosure of floorplans, after the application has been determined, may be lodged on the basis that there is an overriding public interest against disclosure.

Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection:	To enable CN as the consent authority to assess your proposal.
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal.
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	The City of Newcastle, 282 King Street Newcastle 2300 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be accessed to check for accuracy by calling (02) 4974 2000.

How to lodge your application

Applications can be lodged:

1. By email meeting the following criteria:

- Enter the address of the property and the type of application (i.e. DA, Mod) in the subject line of the email.
- Documents are to be named in accordance with the document titled "[Plan Standards - Guidelines for Lodging Electronic Documents](#)".
- Emails are to be sent to applications@ncc.nsw.gov.au
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

More information is available on the information sheet titled "[How to submit an application via email](#)".

2. In person, at the Customer Contact Centre, located at 282 King Street, Newcastle. Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.

3. By mail:

The City of Newcastle
PO Box 489
Newcastle NSW 2300

Fees

Fee estimates can be obtained by contacting CN on (02) 4974 2000.

Your application is not considered lodged until the required fees have been paid. If the application does not include payment we will contact you when payment is required. Payments need to be made within 24 hours of contact.

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS.

Please note a merchant fee is payable on all credit card transactions.

Cheques are to be made payable to the City of Newcastle.

Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

How to contact us:

Phone: (02) 4974 2000

E-mail: mail@ncc.nsw.gov.au

In Person: 282 King Street Newcastle