

CHECKLIST FOR THE LODGEMENT OF SUBDIVISION/STRATA CERTIFICATE APPLICATION

Before you lodge your application for a Subdivision Certificate via the [NSW Planning Portal](#), you must provide the following information with your application.

1.	Plan of subdivision prepared by a registered surveyor and an administration sheet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.	Signature of ALL owners provided and/or body corporate/company seal provided (where applicable).	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.	Is the plan of subdivision to be accompanied by an 88B Instrument? If YES, 88B Instrument must accompany your application.	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.	Is there a current development consent for the development? If YES, provide evidence demonstrating ALL conditions of consent (as application to the stage of development) have been complied with. 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.	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.	Does a condition of consent require payment of Section 7.11 contributions and/or water and sewer headworks, maintenance bonds, or other applicable fee? If YES, contributions and/or bonds must be paid in full (as applicable to the stage of development) prior to the issue of the Subdivision Certificate.	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.	Does a condition of consent require construction or an extension of: <ul style="list-style-type: none"> • reticulated sewer and/or • reticulated water and/or • inter-allotment drainage and/or • roadworks and footpaths. If YES, certified Works as Executed plans to Council's standard must be provided with your application.	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.	Is the proposal exempt development? If YES, is evidence attached demonstrating Subdivision 38 – Subdivision – State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 has been complied with?	YES <input type="checkbox"/> NO <input type="checkbox"/>

FURTHER ENQUIRIES

Further enquiries can be made by contacting Council's Development Help Desk or visiting Council's Moruya customer service office, cnr Vulcan and Campbell Street, MORUYA NSW 2537

Phone: 02 4474 1231

Email: council@esc.nsw.gov.au