

CHECKLIST FOR THE LODGEMENT OF APPLICATION FOR A SUBDIVISION WORKS CERTIFICATE

This checklist has been prepared to assist you with the lodgement of your application by ensuring that you have provided all the necessary details. This will help prevent delays in the processing of your application.

Please refer to Councils '[Infrastructure design standards](#)' (IDS) for more detail, if required.

Subdivision Detail

Applicant Office

MASTER PLAN	Plan shall include proposed subdivision pattern, including the number of lots and the location of roads.	<input type="checkbox"/>	<input type="checkbox"/>
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Additional Details

SERVICES	Provide details of public authorities with regards to the provisions of utility services to lots created (this information may be presented in an ancillary master plan).	<input type="checkbox"/>	<input type="checkbox"/>
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Plans

DETAILED ENGINEERING PLANS	<p>Engineering plans shall be provided for the following matters:</p> <ul style="list-style-type: none"> earth works road works road pavement road furnishings storm water drainage water supply works sewage works landscaping works erosion control works <p>Plans shall be prepared in accordance with Council's engineering specifications.</p>	<input type="checkbox"/>	<input type="checkbox"/>
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Cost of works breakdown

COST OF WORKS BREAKDOWN	Have you supplied a cost breakdown for subdivision and associated works?	<input type="checkbox"/>	<input type="checkbox"/>
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General Requirements

Applicant Office

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| <ol style="list-style-type: none"> 1. You will need to lodge your Subdivision Works Certificate on the NSW Planning Portal 2. You will need to prepare all of your supporting documents as separate PDFs and upload them as attachments with your subdivision certificate on the NSW Planning Portal. 3. Have you read 'Plans' under 'Step 3' on our web page? 4. Have all pre-subdivision works certificate conditions of consent been met? 5. Has the applicant, owner or any person with a financial interest in this application made a donation to a councillor or Council employee in the past two years? 6. Have all registered owners signed the 'owners consent' form? 7. The application is fully completed. | <input type="checkbox"/>
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Privacy Statement: The information on this form is being collected by Council for purposes associated with processing your application. Access to this information is limited to relevant Council officers and it may be disclosed to any other government agency outside of Council as required by legislation. Supply of this information is required to enable accurate information to be provided. Your application may not be accepted or processed due to a lack of information. The information will be stored securely in Council's systems. Visit www.esc.nsw.gov.au/privacy for more information.