

Subdivision Certificate Checklist

Advisory Notes

- As from 1 January 2022, all applications for Solid Fuel or Domestic Oil Heaters are required to be lodged via the NSW Planning Portal - [Welcome to the NSW Planning Portal | Planning Portal - Department of Planning and Environment](#)
- If a subdivision is the subject of an order of the Land and Environment Court under section 40 of the Land and Environment Court Act 1979 evidence that required drainage easements have been acquired by the relevant Council.
- For subdivision involving subdivision works evidence that:
 - i. the work has been completed, or
 - ii. agreement reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out the work, or
 - iii. security given to the consent authority with respect to the completion of the work
- For information about registration of plans contact Land and Property Information: Tel: 9228 6666 www.lpi.nsw.gov.au.
- If you require assistance with your application, please contact Council's Customer Service on 9330 6400 (8.30am-5.00pm Monday to Friday).

| Subdivision Certificate Application Lodgement Requirements | Yes | N/A |
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| Occupation Certificate – Occupation Certificate issued by Council or private PCA. This includes any supporting documentation. | | |
| Conditions of Development Consent - Ensure all conditions have been satisfied. Evidence must be provided when applicable. | | |
| Administration Sheet of the Deposited Plan | | |
| Subdivision Plan (Torrens or (Strata) | | |
| Sydney Water S73 Certificate - Subdivider/developer compliance certificate for subdivision. | | |



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| <p>Electricity Authority Certificate - (eg. Integral Energy, Endeavour Energy, Origin, AGL etc) –</p> <ul style="list-style-type: none"> • Strata - Compliance Certificate • Torrens - Notification of Arrangement | | |
| <p>Copy of the registered Positive Covenant and Restriction on the Use of Land (Building or OSD)</p> <p>Any relevant 88B – This can be downloaded from the LPI website www.lpi.nsw.gov.au</p> | | |
| <p>Creation of Required Easements</p> | | |
| <p>Construction Certificate (when applicable) Detailed Subdivision - Detailed subdivision engineering plans endorsed.</p> | | |
| <p>Street address, Letter Boxes erected and numbered Car parking/garages/line marking completed</p> | | |
| <p>Certification from a Registered Surveyor - All services including but not limited to stormwater drainage, gas, telephone, Electricity as constructed are appropriate for the proposed subdivision.</p> | | |
| <p>COLOUR Works As- Executed on Plans: Unless structures do not exist Please ensure annotations are in colour and high resolution.</p> | | |

