



LACHLAN SHIRE COUNCIL
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Subdivision Certificate Application

Issued under the Environmental Planning and Assessment Act 1979, Section 6.15

Privacy and personal information protection Notice: The personal information provided is collected for the purpose of processing this application. The Application lodged by you or information contained therein may be provided to members of the public in accordance with the provisions of the Government Information (Public Access) Act 2009. Supply of personal information is legally required and failure to supply could cause delay in your application.

- NOTE:**
1. All details must be legibly printed or type written in ink
 2. Failure to complete the form & supply the required information will result in delays.

OFFICE USE ONLY

App No:	<input type="text"/>
Date Rec:	<input type="text"/>
Fee:	<input type="text"/>
Receipt:	<input type="text"/>
Officer:	<input type="text"/>

Applicant Details

Title	<input type="text"/>	Name	<input type="text"/>	Surname	<input type="text"/>	
Company	<input type="text"/>					
Postal Address	<input type="text"/>				Postcode	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	Work	<input type="text"/>	
Email	<input type="text"/>			Fax	<input type="text"/>	

By signing below, I advise that the application form is completed and the information (eg. Number and type of plans, etc) required by Council is attached.

Signature _____ Date

Subject Land

Address	<input type="text"/>	Postcode	<input type="text"/>
Full Legal description (Lot and DP), Property Name & Street/Road	<input type="text"/>		

Description of Development

Eg. Strata Subdivision of
Dual Occupancy, Rural
Subdivision etc.

No. of Allotments

Related Consent or Certificates

(Include details for any of the following)

Development Application	No.	<input type="text"/>	Date of Issue	<input type="text"/>
OR				
Complying Development	No.	<input type="text"/>	Date of Issue	<input type="text"/>
OR				
Construction Certificate	No.	<input type="text"/>	Date of Issue	<input type="text"/>
OR				
Exempt Development – Which Legislation?	<input type="text"/>			

Documentation to be provided with Application

You will need to submit a plan of subdivision and other information with your application. Failure to provide the required documentation of an acceptable standard will result in the application being returned. To ensure that you have provided all necessary information, you will be required to complete and submit the following for it to be processed:

- Application Form
- Plans and Documentation listed in 'Supporting Documentation' below
- Fees in accordance with Council's Fees and Charges

Consent of ALL Owner(s) of the Subject Property

As the owner(s) of the property(s) to which this application relates, I/we consent to this application being made and also given authority for Council officers to enter the site to carry out inspections in relation to this application.

Name	<input type="text"/>	Signature	_____
Company and position (if applic.)	<input type="text"/>		
Name	<input type="text"/>	Signature	_____
Company and position (if applic.)	<input type="text"/>		
Name	<input type="text"/>	Signature	_____
Company and position (if applic.)	<input type="text"/>		

- ASIC register search provided for company ownership providing proof of company officers, visit <http://asic.gov.au>

Notes:

- If there is more than one landowner, every owner must sign.
- For company ownership, the following company officers must sign and must be accompanied by ASIC register search providing proof of company officers (visit <http://asic.gov.au>):
 - a) two (2) directors of the company; or
 - b) a director and a company secretary of the company; or
 - c) for a proprietary company that has a sole director who is also the sole company secretary – that director.
- Owners Corporation (Strata plan)

Supporting Documentation

The following information must accompany the application:

- Original plan of subdivision prepared by a registered surveyor and one copy of the original plan. The Deposited Plan/Strata Plan Administration Sheet signed by a registered surveyor is also required.
- Evidence that the applicant has complied with all conditions of consent, that is required to comply with before a subdivision certificate can be issued (where applicable).
- 88B Instrument - if it is proposed to create easements, right of way, restrictions or covenants, the 88B Instrument must be provided with the provision for execution by the Council Authorised Person on each sheet.