



**Contact Details:**  
 Postal Address: Locked Bag 23,  
 GRAFTON NSW 2460  
 Telephone: (02) 6643 0200  
 Email: council@clarence.nsw.gov.au

**Office Locations:**  
 2 Prince Street, Grafton  
 50 River Street, Maclean

## Application for Subdivision Certificate and/or Council signature under Conveyancing Act 1919

**Application No:**.....**Receipt No:** .....**Date Lodged:** .....

Application Type (Please select)	
<input type="checkbox"/> Subdivision Certificate	<input type="checkbox"/> Strata Subdivision Certificate Inspection ( <i>Clause 17 Strata Schemes Development Regulation 2016</i> )
<input type="checkbox"/> Subdivision Certificate with 88B Instrument for Council Execution	<input type="checkbox"/> Council Execution for Amended 88B/Release or Extinguish Easement/Restriction
<input type="checkbox"/> Subdivision Certificate for Boundary Adjustment (no additional lots)	

Details of the Applicant	
<p>The applicant is person(s) who are submitting the proposed development to Council for approval.</p> <p>If the applicant is not the owner of the land, then the owners written consent to lodge the application is required.</p> <p>It is important that we are able to contact you if we need more information. Please give us as much detail as possible.</p>	<p><b>NAME/S:</b>  <input style="width: 100%;" type="text"/></p> <p>Company/Organisation  <input style="width: 100%;" type="text"/></p> <p><b>POSTAL ADDRESS:</b>  <input style="width: 100%;" type="text"/></p> <p>Town/Locality <input style="width: 40%;" type="text"/> State <input style="width: 10%;" type="text"/> Post Code <input style="width: 40%;" type="text"/></p> <p><b>CONTACT DETAILS:</b>            Contact Phone Number <input style="width: 50%;" type="text"/> Email <input style="width: 40%;" type="text"/></p> <p><b>APPLICANT SIGNATURE(s):</b> <input style="width: 80%;" type="text"/> Date <input style="width: 15%;" type="text"/></p> <p style="font-size: small;">In making the application I authorise inspections by Council Officers at any time during the course of the development and agree to comply with the requirements of the Council, Environmental Planning and Assessment Act 1979, Local Government Act 1993 and Building Code of Australia.</p>

Owners Details	
<p>This section must be completed by ALL owners. If agreements for the sale of the property have been exchanged, the names of both the vendor and the purchaser must be provided.</p> <p>Application involving a strata can be signed by an office holder of the strata body.</p> <p>If the owner of the property is a company, the company seal or proof of authority to sign must be provided.</p>	<p><b>NAME/S:</b>  <input style="width: 100%;" type="text"/></p> <p><b>POSTAL ADDRESS:</b>  <input style="width: 100%;" type="text"/></p> <p>Town/Locality <input style="width: 40%;" type="text"/> State <input style="width: 10%;" type="text"/> Post Code <input style="width: 40%;" type="text"/></p> <p><b>OWNERS SIGNATURE(s):</b> <input style="width: 80%;" type="text"/> Date <input style="width: 15%;" type="text"/></p> <p style="font-size: small;">As the owner(s) of the property, I/we consent to this application and to any authorised Officers of Clarence Valley Council entering onto the land to carry out inspections, take measurements or photographs as required in the assessment of the application.</p>

Identify the Land to be Developed	
<p>It is important that the property is accurately identified by its legal description.</p>	<p>Lot <input style="width: 20%;" type="text"/> Section <input style="width: 20%;" type="text"/> Deposited Plan No. <input style="width: 60%;" type="text"/></p> <p>No <input style="width: 10%;" type="text"/> Street <input style="width: 50%;" type="text"/> Town/Locality <input style="width: 30%;" type="text"/></p>

<b>Description of Development</b>																						
(Description of Approved Subdivision including no. of lots, stage no., Type of Subdivision – Torrens, Strata, Boundary Adjustment etc).	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Describe what you propose to do:</b>  <div style="border: 1px solid black; height: 40px; width: 100%;"></div> </div> Total number of existing lots <input style="width: 100px;" type="text"/> Number of additional lots being created: <input style="width: 100px;" type="text"/>																					
<b>Development Consent</b>																						
	Development Consent No/Complying Development No. <input style="width: 100px;" type="text"/> <input type="checkbox"/> N/A Exempt Development under Codes SEPP 2008 <input type="checkbox"/> Yes <input type="checkbox"/> N/A Road Closure under Roads Act <input type="checkbox"/> Yes <input type="checkbox"/> N/A																					
<b>Construction Certificate</b>																						
	Construction Certificate No. <input style="width: 100px;" type="text"/> Date Issued <input style="width: 100px;" type="text"/>																					
<b>Required Attachments</b>																						
The adjacent information must accompany the application for a Subdivision Certificate.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Original Plan of Subdivision and 3 copies</td> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> N/A</td> </tr> <tr> <td style="padding: 5px;">Evidence of Payment of Section 7.11/7.12 and Section 64 Contributions</td> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> N/A</td> </tr> <tr> <td style="padding: 5px;">Copy of relevant Consent and checklist/statement of how relevant conditions are complied with.</td> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> N/A</td> </tr> <tr> <td style="padding: 5px;">Detailed Subdivision Engineering Plans endorsed with a Construction Certificate.</td> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> N/A</td> </tr> <tr> <td style="padding: 5px;">A certificate of compliance from all the relevant service authorities (water, sewer, electricity and telephone)</td> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> N/A</td> </tr> <tr> <td style="padding: 5px;">88B Instrument</td> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> N/A</td> </tr> <tr> <td style="padding: 5px;">For subdivision works evidence that:</td> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> N/A</td> </tr> </table> <ul style="list-style-type: none"> <li>the work has been completed;</li> <li>agreement has been reached with the relevant consent authority regarding payment of costs of work;</li> <li>agreement has been reached with the relevant consent authority as to security of the completion of works.</li> </ul>	Original Plan of Subdivision and 3 copies	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Evidence of Payment of Section 7.11/7.12 and Section 64 Contributions	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Copy of relevant Consent and checklist/statement of how relevant conditions are complied with.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Detailed Subdivision Engineering Plans endorsed with a Construction Certificate.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	A certificate of compliance from all the relevant service authorities (water, sewer, electricity and telephone)	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	88B Instrument	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	For subdivision works evidence that:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
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**FOR STAFF USE ONLY**

Fee	Amount	Total Paid	Receipt
Subdivision Certificate Fee	\$250.00 plus \$30/additional lot		
88B Instrument Signing Fee when lodged with Subdivision Certificate	\$113.55		
Subdivision Certificate Boundary Adjustment fee (no additional lots)	\$250.00		
Strata Subdivision Certificate Inspection Fee	\$250.00		
Council Execution for Amended 88B/Release or Extinguish Easement/Restriction	\$250.00		

**Privacy Statement**

The personal information collected on this form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PIPPA). Clarence Valley Council (CVC) will only use this information in accordance with the PPIPA.

The supply of this information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, CVC may be limited in dealing with your request.

You may make application for access or amendment to your personal information held by CVC. CVC will consider any such application in accordance with the PPIPA. CVC is to be regarded as the agency that holds the information.