

Subdivision Certificate Lodgement Checklist

Applicant Checklist	Applicant Check
Electronic Lodgement Please ensure you use the correct title of documentation when submitting your application. Refer to Clarence Valley Council's Digital Requirements for Electronic Lodgement guide at www.clarence.nsw.gov.au All document(s)/plan(s) to be dated and provide details of the person/s preparing the document(s)/plan(s) *Maximum file size is 300mb for a single or group file. File types that the system allows for include: PDF, JPEG. *Note that all applications require payment in full at time of lodgement	<input type="checkbox"/>
Description of Proposal (also nominate boundary adjustment, torrens or strata):	<input type="checkbox"/>
Nominate relevant Development Consent No / Exempt under Codes SEPP / Road Closure under Roads Act:	<input type="checkbox"/>
Subdivision Works Certificate No (if applicable):	<input type="checkbox"/>
Total Number of Existing Lots:	<input type="checkbox"/>
Total Number of Lots:	<input type="checkbox"/>
Number of Additional Lots to be created:	<input type="checkbox"/>
Required Information All plans and documents to be submitted in PDF	Applicant Check
Original Plan of Subdivision and Administration Sheets	<input type="checkbox"/>
Copy of Relevant Development Consent or Exempt provisions from CODES SEPP 2008	<input type="checkbox"/>
Checklist / Statement of how relevant conditions / exempt provision are complied with	<input type="checkbox"/>
Certification by a registered surveyor, confirming that all infrastructure are contained within the respective lots or easements for the lands to be subdivided	<input type="checkbox"/>
List contact details to arrange inspection for Strata Subdivision Certificates (if multiple owners/tenants list all to be contacted):	
Name:	Phone number:
Additional Documents that may also be required	Applicant Check
Section 88B Instrument (nominate if Council is required to execute instrument)	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Evidence of payment of Section 7.11/7.12 and Section 64 Headworks	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Certificate of Compliance from relevant authorities (water, sewer, electricity, telecommunications, also includes Approval to Operate from Council if On-Site Sewerage System is required to be upgraded)	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Compliance report/certification for certain Conditions (e.g., NSW RFS requirements or biodiversity requirements)	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Detailed Subdivision Engineering Plans endorsed with Subdivision Works Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Work-As-Executed Drawings (PDF and AutoCAD DXF file*)	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Asset Register (Contact Council's Development Engineer prior to receive Excel file*)	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Supervising Engineers Certification in accordance with NRDC	<input type="checkbox"/> Yes <input type="checkbox"/> NA
If earthworks are involved – Level 1 Certification Report	<input type="checkbox"/> Yes <input type="checkbox"/> NA
On-maintenance bond agreement form (prior arrangement to be made with Development Engineer regarding bond amount and to request form)	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Uncompleted works bond (prior arrangement must be made)	<input type="checkbox"/> Yes <input type="checkbox"/> NA