



# Subdivision Works Certificate Checklist

Use this checklist to identify the documents required to submit a Subdivision Works Certificate with Clarence Valley Council

The checklist and documents identified below **MUST** be uploaded to the NSW Planning Portal when submitting your application.

Failure to submit the required documentation may cause delay in processing your application.

Documents to be submitted			
Schedule of compliance with relevant development consent conditions required to be met before the issue of a subdivision works certificate <input type="checkbox"/>			
Copy of Development Consent for the proposed development <input type="checkbox"/>			
Copy of Approved Plans for the proposed development <input type="checkbox"/>			
A subdivision works certificate must be accompanied by appropriate subdivision work plans where relevant to the project:			
	Yes	Quantity	Unit
a) A single <b>combined set</b> of detailed engineering plans submitted for the following works:			
i. earthworks	<input type="checkbox"/>		Estimated Cost
ii. roadworks	<input type="checkbox"/>		Meters
iii. road pavement design	<input type="checkbox"/>		Number
iv. storm water drainage	<input type="checkbox"/>		
v. stormwater detention/quality control device	<input type="checkbox"/>		Number
vi. water supply works	<input type="checkbox"/>		Meters
vii. sewerage works	<input type="checkbox"/>		Meters
viii. sewer pump station design	<input type="checkbox"/>		Number
ix. landscaping works	<input type="checkbox"/>		Estimated Cost
x. erosion control works	<input type="checkbox"/>		Estimated Cost
b) A single combined plan showing all utility services including (but not limited to):			
i. water mains and service lines	<input type="checkbox"/>		
ii. sewer mains and service lines	<input type="checkbox"/>		
iii. electrical	<input type="checkbox"/>		Estimated Cost
iv. telecommunications	<input type="checkbox"/>		
v. stormwater drainage lines	<input type="checkbox"/>		

<b>Documents to be submitted</b>			
<b>Stormwater Modelling files</b> including MUSIC- <i>link</i> Report and Drains Model			
i. MUSIC- <i>link</i> Report	<input type="checkbox"/>		Number
ii. MUSIC Model	<input type="checkbox"/>		Number
iii. DRAINS Model	<input type="checkbox"/>		Number
<b>Proposed Asset Register/Bill of Quantities</b>	<input type="checkbox"/>		Estimated Cost
<b>Flood Study</b> if applicable to the development	<input type="checkbox"/>		Number
<b>Engineering drawings</b> prepared in accordance with the Northern Rivers Local Government Development Design and Construction Manuals (NRDC). The drawings must be to an appropriate scale.			
<b>Certification Report</b> prepared in accordance with DQS.04 of NRDC is attached with the application. <input type="checkbox"/> Yes			
<b>Drawings must comply</b> with the minimum drafting requirements of DQS.05 of NRDC.			
<b>Drawings must be prepared by a suitably qualified designer</b> in accordance with DQS.06 of NRDC.			
<b>Drawings</b> must be signed by the designer.			

**Notes:**

1. You may be required to submit further documentation as specified in conditions of the development consent.
2. Refer to Council's "How to Lodge your applications flyer" on digital application requirements for the required naming, format and file sizes when lodging your application.