



RICHMOND VALLEY COUNCIL

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DA No	_____
Date	_____
Amt \$	_____
Receipt No	_____
Land No	_____
Prop No	_____

Subdivision/Strata Certificate Application

(Environmental Planning and Assessment Act 1979 (As Amended))

(PLEASE COMPLETE FORM IN BLACK INK)

July 2011

1. Land

No..... Street/Road.....

Locality Land Area.....m².....

Lot No..... Sec..... Deposited/Strata/ Plan No.....

2. Applicant

Name(s) or Company

Postal Address.....

..... Postcode.....

Telephone – Business..... Mobile..... Private.....

Email Address..... Fax.....

Name (Print)..... Signature.....

Date...../...../.....

3. Owner(s) of the Land and Owners Consent

All owners must sign, attach separate sheet if required, provide the name of every owner - for company, body corporate or Crown land refer to page 4 of this form.

Family Name(s) or Company

Given name(s)

Full Postal Address.....

..... Postcode.....

Telephone – Business..... Mobile..... Private.....

Email Address..... Fax.....

**** If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg, power of attorney, executor, trustee or company director).**

Name (Print)..... Signature.....

Name (Print)..... Signature.....

Name (Print)..... Signature.....

Date/...../.....

4. Development Consent

Is development consent required for the subdivision?

- No – confirm the exempt development provision.....
.....
- Yes – has development consent been granted to a development application for the subdivision?
- Yes – what is development application number.....Date.....
- No – Has a complying development certificate been issued?
- No – **A Subdivision/Strata Certificate can not be issued until the development consent has been granted and all requirements have been met.**
- Yes – what is the complying development number.....Date.....

Describe the subdivision that was approved (eg boundary adjustments, rural Subdivision, number of lots, the area of each lot, etc).....
.....
.....

Has a construction certificate been issued for any subdivision work?

- No
- Yes – what is the construction certificate no.....Date.....

Has a final occupation certificate been issued for construction of any development to be strata titled?

- No – **A strata certificate can not be released until the final occupation certificate has been issued.**
- Yes – When was the final occupation certificate issued and by whom (please supply copy)?
.....

5. Information to be Attached to the Application

Information that must be attached:

- 5 copies of the Linen Plan (Plan of Subdivision) that has been prepared by a qualified surveyor **(the original should be retained by the applicant)**
- the original Administration Sheet, that accompanies the Linen Plan, plus 5 copies
- a copy of the development consent or the complying development certificate for the subdivision
- a copy of the construction certificate (where relevant) and detailed subdivision engineering plans
- a copy of detailed subdivision engineering plans
- a copy of a final occupation certificate for the development (only required where Strata Titling the development)

Additional information you may need to include:

Does your consent have a deferred commencement date?

- No
- Yes – please attach evidence that you have met all the conditions the consent authority required you to meet before the consent can commence

Does the consent have conditions that you must meet before a subdivision certificate can be issued?

- No
- Yes – please attach evidence that you have met those conditions

Is your land within a water supply authority's area of operations?

- No
- Yes – please attach a certificate of compliance from the water supply authority in relation to your subdivision (this may be in the form of a receipt of payment for Section 64 Contributions)

Has the Land and Environment Court decided that a drainage easement is necessary over other land so your land can be drained or your drainage can be disposed of?

- No
- Yes – has the Land and Environment Court ordered you to pay money or give a security to the Council to Council can purchase the easement?
 - No
 - Yes – please attach evidence that the Council has purchased the necessary easements

Where development consent has been granted for the development, does the consent allow you to carry out work to do the subdivision (building roads or a stormwater drainage system)?

- No
- Yes – please attach:
 - evidence that the work has been completed, or
 - evidence that you have agreed with the consent authority:-
 - that you will pay the consent authority to do the work, and
 - when the consent authority will do the work, or
 - evidence that you have agreed with the consent authority:
 - that you will give a security to the consent authority to do the work, and
 - when the consent authority will do the work

PRIVACY & PERSONAL INFORMATION PROTECTION ACT

The personal information that council has collected from you is personal information for the purposes of the Privacy and Personal Information protection Act, 1998.

The intended recipients of the personal information are:

- Officers within the Council;
- Any other agent of the Council; and
- Public sector agencies.

The supply of the information by you is required by law. Failure to provide this information will prevent Council determining this matter.

Council has collected this personal information from you in order to assist it in its determination of this matter. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information.

OWNER'S CONSENT

WHERE THE OWNER IS A COMPANY

If the owner of the land is a company, the company must sign as the owner. Section 127 of the Corporations Act 2001 details how a company may execute a document. This outlines the following requirements:

A Company may execute a document without using a common seal if they document is signed by:

- two (2) directors of the company; or
- a director and a company secretary of the company; or
- for a proprietary company that has a sole director who is also the sole company secretary - that director.

Where the owner of the land is a company, and owner's consent is provided on documentation accompanying the form, Council requests that the names and positions held (e.g. Company Director) by those signing the form are clearly printed adjacent to the relevant signature(s).

WHERE THE OWNER IS IDENTIFIED AS A BODY CORPORATE

Where the owner is identified as a Body corporate, the following is required:

- Body Corporate Seal; and
- A letter of consent signed by the Chairperson and Secretary.

or

- Body Corporate Seal; and
- Body Corporate resolution consenting to the proposal (i.e. minutes of meeting where proposal was adopted); and
- two (2) signatures, one of which must be the Chairperson.

or

- a signed letter of consent from each lot owner covered by the Body Corporate.

WHERE THE LAND IS IDENTIFIED AS CROWN LAND

If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application