



APPLICATION FOR CONSTRUCTION CERTIFICATE - SUBDIVISION WORKS

1. Applicant					
Applicant's name(s):					
Full postal address:					
Postcode:		Phone:		Mobile:	
Email address:					
2. Land					
No:		Street/road:			
Town:		Lot no.:		Deposited/Strata Plan:	
3. Development description					
Development Application number:			Date of determination: / /		
Description of approved Development Application:					
Detailed description of subdivision works to be carried out:					
Estimated market cost of the development: \$					
4. Long Service Levy (LSL)					
If the value of work is \$25,000 or more (inclusive of GST), the building and construction industry Long Service Levy must be paid before a Construction Certificate can be issued. Has the Long Service Levy been paid? YES <input type="checkbox"/> NO <input type="checkbox"/> LSL NOT REQUIRED <input type="checkbox"/>					
5. Associated documents					
Applicants must provide the documents listed in the checklist. Please find on the back page, the subdivision checklist and confirm that documents relating to the requirements have been attached by placing a cross in the appropriate box(s).					
6. Applicant's declaration (or person signing on behalf of applicant – please state in what capacity)					
<i>I/we, the undersigned, hereby apply for approval of the Construction Certificate described in this application and in the plans, specifications and documents accompanying this application.</i>					
Signature:			Date / /		
Name, if not applicant:			Capacity, if not applicant:		
7. Consent of all owners					
Note: If the applicant is not the owner of the property, the owner(s) must sign the following statement. <i>As the owner(s) of the above property, I/we consent to this application. I/we hereby give permission for Council authorised personnel to carry out inspections of the land and buildings as necessary for the purpose of assessing this application, without prior notice of entry.</i>					
Owner's name(s):					
Signature(s):			Date / /		
8. Office use only					
File number (CM):		DA number:		CC number:	
Construction Certificate: \$		Compliance insp: \$		No. of compliance insp:	
Infrastructure works: \$		Bonds: \$		Bonds: \$	
Long Service Levy: \$					
Officer:		Amount \$		Receipt no. / /	



CHECKLIST FOR LODGEMENT OF CONSTRUCTION CERTIFICATE - SUBDIVISION WORKS:

This checklist has been prepared to assist you with the lodgement of your application by ensuring that you have provided all the necessary details. This will help prevent delays in the processing of your application. Please refer to Council’s Infrastructure Design Standards (IDS) for more detail, if required.

SUBDIVISION DETAIL

Applicant Office

MASTER PLAN	Plan shall include proposed subdivision pattern, including the number of lots and the location of roads.	
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ADDITIONAL DETAILS

SERVICES	Provide details of public authorities with regards to the provision of utility services to lots created. (This information may be presented in an ancillary master plan).	
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PLANS

DETAILED ENGINEERING PLANS	<p>Engineering plans shall be provided for the following matters:</p> <ul style="list-style-type: none"> Earth works Road works Road pavement Road furnishings (e.g. street signage, street lighting) Storm water drainage Water supply works Sewerage works Landscaping works Erosion control works <p>Plans shall be prepared in accordance with Council’s engineering specifications.</p>	
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COST OF WORKS BREAKDOWN

COST OF WORKS BREAKDOWN	Have you supplied a cost breakdown for subdivision and associated works? (required)	
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COMPLIANCE CERTIFICATES

CERTIFICATES	Provide a copy of any Compliance Certificates that are to be relied upon.	
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GENERAL REQUIREMENTS

1. **Two complete hard copy sets of all plans, one electronic PDF set and all documentation to support the application must be supplied.**
2. Have all **pre-construction certificate conditions of consent** been met?
3. Have all applicants signed the ‘**Applicant’s declaration**’ section?
4. Has the **applicant, owner** or any person with a **financial interest** in this application made a **political donation** to a councillor or Council employee in the past **two years**?
5. All **registered owners** have signed the ‘**Owners consent**’ section. The application is **fully completed**.

PRIVACY STATEMENT: Information provided to Council may comprise personal information as defined under the Privacy and Personal Information Protection Act 1998. Personal information may be utilised by Council to assess any application under the Environmental Planning and Assessment Act 1979 and in accordance with other legislation. Please note that personal information may also be made available to third parties in accordance with the Government Information (Public Access) Act 2009.