



If you need help lodging your form, contact us		Office use only	
Email	council@northernbeaches.nsw.gov.au	Form ID	4020
Phone	1300 434 434	TRIM Ref	
Customer Service Centres	Manly Townhall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Oct 2020
			Business Unit
			Natural Environment & Climate Change
			Application No.
			S C 2 0 /
			Receipt No.

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Which Certificate are you applying for? (Please tick)			
Torrens Title	Boundary Adjustment	Consolidation	Road & Easement Dedication
Strata*	Stratum		

*Strata Subdivisions relating to completed buildings on private land only - Refer application to Building Approvals Team (Development Compliance Unit).

Part 1: Site Details

1.1 Location Of Property			
Required to correctly identify the land			
Unit/House number			
Street			
Suburb		Postcode	
Legal Property Description (this information MUST be supplied)			
Lot Number		Section	DP/SP

1.2 Description of Subdivision Certificate
Please describe briefly everything that you want approved by the Council including signs, hours of operation, use, subdivision, demolition etc
Lots to be created (if applicable)

Part 1: Site Details (continued)

1.3 Development consent			
Consent Number	DA (Year)		/ (number)
Date of Determination			
Description of Consent			
1.4 Construction Certificate			
Consent Number		Date of Issue (dd/mm/yyyy)	

Part 2: Applicant(s) Details

Applicant(s) Details					
It is important that we are able to contact you if we need more information. Please provide as much detail as possible.					
Title	Mr	Mrs	Miss	Ms	Other
Family Name or Company					
Given Names or ACN Number					
Address We will post all letters to this address					
Suburb		Postcode			
Phone Number		Alternate			
Mobile Number					
Email					
Contact Person Person who may be contacted to discuss the application during business hours					

Part 3: Fees

Development Engineering - Subdivision Certificates Creation of - Fees per certificate									
2 lots	\$2,050	3 lots	\$2,700	4 lots	\$3,279	5 lots	\$3,786	6 lots	\$4,309
7 lots	\$4,745	8 lots	\$5,168	9 lots	\$5,623	10 lots	\$6,122		

Creation of lot(s) in excess of 10 lots (Cost per lot in addition to the cost of 10 lots)	\$332 cost per certificate
Boundary Adjustment (per application)	\$1,073
Consolidation plan (per application)	\$1,249
Plans of subdivision road dedication and easement (per application)	\$1,273
Strata (per application)	\$1,020 per application plus \$220 per unit. This cost includes one inspection. Additional inspections are \$250 per inspection.
Resigning Fee	\$408

Part 4: Owner(s) Consent

Owner(s) Consent Council cannot grant consent if owner(s) consent is not provided.			
Owner(s)			
Address			
Suburb		Postcode	
As owner(s) of the land to which this application relates, I/We consent to this application. I/We also consent for authorised Council officers to enter the land to carry out inspections relating to this application. I/We accept that all communications regarding this application will be through the nominated applicant(s).			
Signature(s)			
Signature(s)			

Company/Organisation

If the owner is a company, owner's consent is to be provided in one or more of the following ways:

- Execution of Owners Consent Form (or other document to the same effect) in accordance with section 127(1) of the Corporation Act 2001.
- Common seal affixed to, and execution of, Owners Consent Form (or other document to the same effect) in accordance with S127(2) of the Corporation Act 2001.
- Together with an up to date ASIC company extract and other relevant support documents.

Strata Title / Owner's Corporation

If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided:

- The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent.
- A letter of consent to lodge a Building Certificate on strata management letterhead.
- Minutes signed by the Owner's Corporation, clearly stating the words "Supported for lodgement of a Building Certificate Application".

New owner(s)

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the Certificate of Title.
- A letter from your solicitor confirming settlement.
- Previous owner(s) to provide owner(s) consent.

Signing on owner(s) behalf

If you are 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 (e.g. Power of attorney, executor, trustee, company director, etc.).

Joint wall / Fence

When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).

Part 5: Declaration

THE COMPLETED CHECKLIST (PART 5) MUST BE SUBMITTED WITH THIS APPLICATION, AND ALL ACCOMPANYING DOCUMENTATION SOUGHT FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING RETURNED	
	I/We apply for approval to carry out the development or works described in this application. I/We declare that all the information in the application and checklist is, to the best of my knowledge, complete, true and correct. I/We also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I/We acknowledge that if the information provided is misleading any approval granted 'may be void'. I/We also certify that the plans and specifications submitted in support of this application are fully compliant with the relevant development consent. I/We acknowledge that applications with significant variations to the development consent may be refused without discussion.
Signature	
Date	
Signature	
Date	

Part 6: Torrens Title & Stratum Checklist

Mandatory Accompanying Documentation	Checklist		
A list of documents accompanying the application	Copies Required	Submitted	Checked
Plan Of Subdivision (1 original, 3 hard copies & USB) Accompanying administration sheet, Section 88B instrument and community / neighbourhood management statement (where applicable). Original plan of subdivision prepared by a registered surveyor and 3 copies of the original plan. Please provide plan in a cylinder or hard folder and one copy on USB.	<p style="text-align: center;">1</p> <p style="text-align: center;">3</p>		
A list of documents to be provided electronically (USB)	Yes	No	N/A
Development Consent and Compliance Certification Relevant development consent and compliance certificate and evidence that all relevant conditions of consent have been satisfied.	1		
Detailed Subdivision Work as Executed Plans (3 copies) Three copies of detailed subdivision engineering plans prepared by a registered surveyor for all applications involving engineering work (where applicable) and one copy on USB. E.g. driveway, drainage, all services, easements.	2		
Deferred Commencement Consent For a deferred commencement evidence that the applicant has satisfied the consent authority on all matters which must be satisfied before the consent can operate.	1		
Sydney Water Subdivider/Developer Compliance certificate under Division 9, Section 73 of the Sydney Water Act, 1994 and one copy on USB.	1		
Any other supporting, relevant documents	2		
Council reserves the right to refuse applications if the appropriate supporting documents are not provided at lodgment.			

Receipt number			
Confirmation of Submission of all Required Documentation			
Signature		Date (dd/mm/yyyy)	

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ACCORDING TO PROCEDURES**

Credit Card Details			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card																
Card Number																
Expiry Date																

Signature															
Daytime Phone Number															
Date															

Please note: All credit card payments are subject to a 0.7% service fee

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Application No.															

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