



"Comfortable Country Living"

# SUBDIVISION CERTIFICATE APPLICATION

(Section 109Q, *Environmental Planning & Assessment Act 1979*)

Bogan Shire Council  
P.O. Box 221  
Nyngan, NSW 2825  
Ph: (02) 6835 9000  
Fax: (02) 6835 9011

## Office Use Only

SC No.: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Related Files: \_\_\_\_\_

The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIP Act). The supply of the information by you is not voluntary but is required by the Environmental Planning & Assessment Act, and in accordance with such Act and the Local Government Act, is required to be contained in a Public Register to which the public has right of access. This personal information may be supplied under certain circumstances to other public sector agencies e.g. Australian Bureau of Statistics, Australian Taxation Office, in accordance with the PPIP Act. Enquiries may be directed to Council's Public Officer concerning the PPIP Act or Council's Privacy Management Plan or your right of access to your personal information held by Council or its amendment.

## Part 1 Site and Applicant Details

### 1. Location of the proposed development

Unit No. \_\_\_\_\_ House No. \_\_\_\_\_ Property/Building Name \_\_\_\_\_  
Street \_\_\_\_\_  
Town/Village/Locality \_\_\_\_\_

### 2. Land title description

We need this to correctly identify the land

Lot(s) \_\_\_\_\_ Section \_\_\_\_\_  
Deposited Plan(s) \_\_\_\_\_  
Other \_\_\_\_\_ Strata Plan \_\_\_\_\_

### 3. Your (the Applicant's) name

If you represent a company, please apply in the company's name. State your position under the "Title - Other".

Title D Mr \_\_\_\_\_ D Mrs \_\_\_\_\_ D Ms \_\_\_\_\_ D Miss \_\_\_\_\_  
D Dr \_\_\_\_\_ D Other: \_\_\_\_\_  
Surname \_\_\_\_\_  
Given names \_\_\_\_\_  
Company \_\_\_\_\_  
Contact person \_\_\_\_\_

### 4. Your postal address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. Your contact details

Phone (BH) \_\_\_\_\_ Mobile \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

<b>Part 2</b>	<b>Development Details</b>
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**6. Development Description** D Torrens Subdivision D Strata Subdivision  
Type of subdivision D Community Title Subdivision D Consolidation

No. of existing lots: \_\_\_\_\_  
 No. of proposed lots: \_\_\_\_\_

**7. Development Consent** D DA D CDC D Exempt – if so, state EPI & relevant clause: \_\_\_\_\_

State the type of consent (DA or CDC or exempt) and associated approval number and date of determination.

Approval No.: \_\_\_\_\_  
 Date of determination: \_\_\_\_\_

**8. Construction Certificate** Is there a Construction Certificate associated with this development? D No D Yes  
If yes, complete below

A Construction Certificate is required for any subdivision works associated with the subdivision.

CC No.: \_\_\_\_\_  
 Date of determination: \_\_\_\_\_

<b>Part 3</b>	<b>Signatures</b>
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**9. Are you the owner of the land?** D Yes D No – If no, please ensure Q. 11 is completed.

**10. Applicant's declaration** I/we apply for a subdivision certificate in respect of the development described in this application. I also understand that:

Before signing, make sure you have addressed and completed all applicable questions on this form.

- This application authorises Council officers to enter upon the subject land for the purpose of assessing and determining the application, and to perform associated and subsequent inspections.
- Personal information, provided with this application may be accessed by the Public via the EP&A Act provisions that permit inspection of the application's subsequent determination and its endorsed plans.

**Applicant's Signature** \_\_\_\_\_  
**Applicant's Name** \_\_\_\_\_  
**Capacity, if not Applicant** \_\_\_\_\_

**11. Consent of all Land Owners to lodge this application** As owner of the above property, I/we consent to this application and grant permission for Council officers to enter upon such property for the purposes of determining this application and the performing of any associated inspections.

The owner(s) authorisation to lodge this application must be obtained if you are not the owner. This is a mandatory requirement of the Act.  
 Note: If the land is owned by a company, a company seal must be provided with at least one executive signature.

**Owner(s) Name:** \_\_\_\_\_  
(print)

**Owner(s) Signature(s):** \_\_\_\_\_  
 \_\_\_\_\_

**Date:** \_\_\_\_\_

**Part 4**

**Submission Checklist**

12. The Application must be accompanied by the following documents: (Clause 157 EP&A Reg.)	Yes	N/A	Office Use Only
• <b>Original plan of subdivision</b> , prepared by a Registered Surveyor and 5 copies of the original plan	D	D	D
• The plan of subdivision to which the application relates must be accompanied by a certificate on the plan in the relevant form required by the regulations in force under the <i>Surveying and Spatial Information Act 2002</i> .	D	D	D
• Relevant <b>Development Consent</b> or <b>Complying Development Certificate</b>	D	D	D
• Relevant <b>Construction Certificate</b>	D	D	D
• Detailed <b>subdivision engineering plans</b>	D	D	D
• For a deferred commencement consent, <b>evidence</b> that the applicant has satisfied the consent authority on all matters of which the consent authority must be satisfied before the consent can operate.	D	D	D
• <b>Evidence</b> that the applicant has complied with all conditions of consent that it is required to comply with before a subdivision certificate can be issued.	D	D	D
• <b>Certificate of Compliance</b> from the relevant water supply authority.	D	D	D
• If a subdivision is the subject of an order of the Land and Environment Court under section 40 of the <i>Land and Environment Court Act 1979</i> , <b>evidence that required drainage easements</b> have been acquired by the relevant council,	D	D	D
• For subdivision involving <b>subdivision work</b> , evidence that:			
- The work has been completed, or	D	D	D
- Agreement has been reached with the relevant consent authority as to payment of the cost of the work and as to the time for carrying out the work, or	D	D	D
- Agreement has been reached with the relevant consent authority as to security to be given to the consent authority with respect to the completion of the work.	D	D	D

## LODGEMENT INFORMATION

### HOW TO LODGE YOUR APPLICATION

#### Mail

Address the application to:

General Manager  
Bogan Shire Council  
PO Box 221  
NYNGAN NSW 2825

#### Payment Methods by Mail

Cheque or Credit Card (*complete the section below*)

#### Lodge in person

Between 8.30am and 4.00pm at Council's Office

Bogan Shire Council  
81 Cobar Street  
NYNGAN NSW 2825

*\*Please note: You may need to spend some time with an Environmental Department Officer prior to or when submitting your application. This may take up to 30m minutes, however this can depend on the complexity of your application.*

#### Payment Methods in Person

Cash, Cheque, Credit Card and/ or EFTPOS

#### How to Contact Us

Phone: (02) 6835 9000  
Fax: (02) 6835 9011

E: [admin@bogan.nsw.gov.au](mailto:admin@bogan.nsw.gov.au)  
W: [www.bogan.nsw.gov.au](http://www.bogan.nsw.gov.au)

Office Hours:  
8.00am to 4.30pm\*

#### Fees

Fees are in accordance with Council's adopted fees and charges.

*Please note: a formal fee quotation must be obtained from the Development and Environment Department prior to acceptance of your application.*

If you require further information regarding this request, please contact Council on (02) 6835 9000.

### CREDIT CARD PAYMENT AUTHORITY

#### CREDIT CARD PAYMENT DETAILS

**BANKCARD**

Card holder phone Number:

**MASTERCARD**

Number:            /            /            /

**VISA**

CCV Number:

NAME ON CARD:

EXPIRY DATE:

SIGNATURE:

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