

KEMPSEY SHIRE COUNCIL

Civic Centre, 22 Tozer Street, Kempsey 2440
PO Box 3078, West Kempsey 2440
Phone 02 6566 3200 Fax 02 6566 3205
Web: www.kempsey.nsw.gov.au Email: ksc@kempsey.nsw.gov.au



Form 13

A
P
P
L
I
C
A
T
I
O
N
F
O
R
M

APPLICATION FOR SUBDIVISION CERTIFICATE

Issued under the Environmental Planning and Assessment Act 1979 Section 109C(1)(d)

Development Application No: _____

Applicant's reference No: _____

APPLICANT

Name _____

Address _____

Phone _____

Mobile _____

Postcode _____

OWNER

Name(s) _____

CONSENT OF OWNER(s)

Signature _____ *I/we consent to this application
(Note: Signature of all owners of the land is required)

SUBJECT LAND

Lot/Port

No: _____

Section No: _____

DP No: _____

Street

No: _____

Street Name: _____

DESCRIPTION OF DEVELOPMENT

Description of subdivision

Approved

(boundary adjustments, no of lots)

DEVELOPMENT CONSENT

Development consent no: _____

Complying development
certificate no: _____

Date of determination: _____

CONSTRUCTION CERTIFICATE

Certificate No: _____

Date of Issue _____

REQUIRED ATTACHMENTS

See over for checklist, complete the checklist, include any required information and sign the declaration

Office Use Only

Date of receipt _____

Signature & initials
of CFC officer _____

(date received to be completed by certifying authority)

Linen Plan Release (Without 88B Instrument **per lot**)

\$ 92.00

Linen Plan Release (With 88B Instrument **per lot**)

\$123.00

Rec. No: _____

Date Paid: _____

Amount Paid \$ _____

Code SF _____

CHECKLIST FOR COMPLETING A SUBDIVISION CERTIFICATE APPLICATION

The following information must accompany an application:*

Is the following information included			
Yes	No	N/A	Information
			Five (5) copies of plan of subdivision prepared by a registered surveyor
			Completed application for Subdivision Certificate Form
			Any 88B or 88E instruments (if applicable)
			Clearance letter from Telephone provider
			Clearance letter from Energy Provider
			Contributions paid
			Certificate of Compliance from the relevant water supply authority or an application for Certificate Compliance (if applicable)
			Any required bonds paid
			Any construction works, evidence that : <ul style="list-style-type: none"> · Work has been completed, or · Agreement reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out the work, or · Security given to the consent authority with respect to the completion of the work.
			Linen Plan Release (Subdivision Certificate) Fee paid <ul style="list-style-type: none"> · Without 88B instrument per lot \$92.00 · With 88B instrument per lot \$123.00 · Maximum fee chargeable \$1,525.00 · Resubmitted Linen Plan 20% of original fee
			Evidence of compliance with all other required conditions of development consent

Applicant's Declaration*

I declare that I have complied with all requirements of the development consent for lodging the application for subdivision certificate and have included and attached all required information. I understand that if any requirements are outstanding it will result in additional processing time.

Signature		Date	
-----------	--	------	--

*** Please note that if these are not completed the application will not be accepted**

PRIVACY STATEMENT: Council collects and holds personal information for a number of reasons related to Council business eg to process applications, to issue rate notices, to process correspondence. When you provide personal information to Council it is used in accordance with privacy laws applicable to Council. Your personal information will only be used for purposes related to the business of Council.