

Environmental Planning & Assessment Act 1979, 6.4 (d)

**Office use only:**  
**Application No.:**  
**Property No.:**  
**Date Received:**  
**Receipt Number:**

### SUBDIVISION CERTIFICATE DETAILS

SUBDIVISION TYPE	NUMBER OF LOTS CREATED
DEVELOPMENT CONSENT NO	DATE OF DETERMINATION

### 1. APPLICANT (Note: The Subdivision Certificate will be posted to the applicant).

OFFICE USE ONLY

Applicant's Name	
Postal Address	
	Post Code
Phone	Contact Person:

Your Ref:	Email
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Preferred method of contact  
 email  post

I hereby make application to Council for permission to develop as per plans and specifications submitted. I understand that if the information submitted is incomplete, the application may be delayed, rejected or more information may be requested.

I undertake to develop in conformity with such approval and Acts & Codes, and to indemnify the Council of Maitland against all claims which may arise whether from negligence or otherwise as a result of my carrying out or instructing a third party to carry out the above work or any other work within the road reservation at the location of the land.

Applicants Signature

Date

### 2. OWNER'S CONSENT TO LODGEMENT OF APPLICATION - *Must be completed by owner(s)*

As owner/s of the land to which this application relates, I/we consent to this application. I also give consent for Authorised Council officers to enter the land to carry out inspections.

In the case of a company or trust, minimum two directors' signatures required. In the case of sole director please state 'sole director' when signing. In the case of a strata development, the strata manager must sign.

Signature(s)
Date <i>(All owners must sign)</i> <i>(eg power of attorney, executor, trustee, sole director, company director)</i>

### 3. LOCATION OF LAND

House No	Street	
Suburb	Site Area m <sup>2</sup>	
Lot(s)	Section	Deposited Plan (DP)

### HOW TO LODGE YOUR APPLICATION

Applications should be addressed to:  
 The General Manager  
 Maitland City Council  
 PO Box 220, MAITLAND NSW 2320  
 Or DX 21613 Maitland

Or can be handed in at:  
 Administration Building  
 285-287 High Street  
 MAITLAND

How to Contact Us:  
 Ph 02 4934 9700  
 Fax 02 4933 3209  
 Email: info@maitland.nsw.gov.au



Please refer overleaf to minimum information to be submitted with your application as per the requirements of Part 8 of the Environmental Planning and Assessment Regulation 2000.

#### 4. INFORMATION TO BE PROVIDED WITH APPLICATION

A list of the documents accompanying the application.

A plan of subdivision (original + 3 copies for ePlan lodgment or 4 copies for manual lodgment).

**\*NOTE: from the 1st July 2015 your application must include a CD/USB that contains all forms, plans and documents in soft copy. All hard copy plans lodged with Council are to be no larger than A3 in size. Please advise your surveyor of this change.**

A copy of the receipt confirming Development Contribution Fees have been paid.

A copy of the receipt confirming other fees applicable (including house numbering) have been paid.

A copy of the Occupation Certificate (Strata Subdivision).

A copy of the relevant development consent (including any modified consents) and construction certificate.

A list detailing how the applicant complied with all conditions of consent.

A copy of detailed subdivision engineering plans (if required).

For a deferred commencement, evidence that the applicant has satisfied the consent authority on all matters of which the consent authority must be satisfied before the consent can operate.

A certificate of compliance from Hunter Water Corporation.

If a subdivision is the subject of an order of the Land and Environment Court under section 40 of the Land and Environment Court Act 1979, evidence that required drainage easement has been acquired.

#### **For subdivision involving subdivision work, evidence that:**

The work has been completed, or

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

Agreement has been reached with the relevant consent authority that satisfactory arrangements have been made with respect to the completion of work.

*The following items have been addressed (wherenecessary) and submitted:*

Work as Executed drawings (paper or electronic).

Geotechnical test results for materials and construction.

Wearing surface documentation.

Maintenance Bond/Guarantee (if applicable).

#### **PAYMENT DETAILS (CASHIER USE ONLY)**

Amount: \$

Receipt No:

Date Paid:

