

Introduction

With your cooperation we can issue a subdivision certificate in 7 days. However, to enable this commitment to be met, it is necessary to follow the procedure detailed below.

Prior to Lodgement

Prior to the lodgement of any application Subdivision Certificate, the developer or applicant is to verify that all works required as part of the Development Consent have been completed, inspected and signed off by the relevant Council Divisions.

Council's Infrastructure Planning Division and Water Enterprises Directorate will provide applicants with written confirmation of the outcome of the Final Inspection. This includes the lodgement and acceptance of any required Works as Executed Plans.

Where outstanding works remain, the applicant may make arrangements with the relevant Division for the completion or bonding of those works. Written acceptance will be provided by Council of such arrangements, if agreement has been reached.

At Lodgement:

A completed Subdivision Certificate Application form must be completed and accompanied by:

- (i) An application fee;
- (ii) A completed Developer Water Meter Issue Form. Details of the number of meters required and the location of water services is to be provided;
- (iii) Receipt numbers for payment of

Section 94, Headworks and water meter application charges;

- (iv) Payment of the maintenance bond and/or agreed performance bond;
- (v) Telecommunications and electricity authority provisioning letters. The letters are to be provided for each separate application and are to ensure that they correctly reference the allotments which are serviced; and
- (vi) A written acknowledgement that all Conditions of Consent have been complied with, the subdivision plan is in accordance with the approved Development Application plan, and where necessary, all works completed and approved by Council (including a copy of the Final Inspection sign off form). Where outstanding works remain, details of arrangements agreed with Council must be provided.

Partial Lodgement

Incomplete applications- for example those without provisioning letters, "linen" plans or contributions will not be processed in 7 days. You may find that it the application is returned to you by the assessing Planner following a review of the documentation submitted.

Need help?

Contact Council's Duty Planner by phone on (02) 6767 5507 or call into Ray Walsh House in Peel Street, Tamworth for assistance between 9.00am and 10.30am or 3.30pm and 5.00pm weekdays.