



# SUBDIVISION CERTIFICATE

made under the Environmental Planning and Assessment Act 1979 [Section 109C(1(d))]

Disclaimer: The information provided by you on this form will be used by Tamworth Regional Council to process this application. Once collected by Council, the information can be accessed in accordance with Government Information (Public Access) Act 2009.

## Property Details

<b>Lot &amp; DP:</b>	
<b>Street Address:</b>	
<b>Suburb:</b>	

## Applicant's Details

<b>Name:</b>		
<b>Company:</b>		<b>Reference:</b>
<b>Postal Address:</b>		
<b>E-mail:</b>		
<b>Telephone:</b>		
<b>Signature*:</b>		

\*the signatory acknowledges any obligation to disclose political donations or gifts

## Description of the Development

**Describe the Subdivision:**

## Owner's Details

<b>Full Name or Company Name:</b>	
<b>Company Contact:</b>	
<b>E-mail:</b>	
<b>Telephone:</b>	

## Owner's Consent Requirements

### Owner

All owners are to sign the form (additional requirements for other types of ownerships may apply below).

### Company or Organisation

If the owner is a company, the nature of the position and authority of the signatory must be stated.

### Joint wall or Fence

When works affect a joint wall or fence, consent of all property owners is required (e.g. detached dual occupancy or boundary fences).

### Signing on Owners 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).

### Strata Title or Body Corporate

If the property is a unit under strata title, then the signature of each of the strata title owners must be provided. If any works are proposed on common property in a Community Title scheme, the signature of each of the owners must be provided.

### New Owner

If the property has recently been sold, documentary evidence of the sale must be provided such as one of the following:

- A copy of the Certificate of Title; or
- Previous owner(s) to provide owner(s) consent.

## Owner's Authority \*- ALL OWNERS ARE TO SIGN

I/we own the subject land, consent to this application and consent to TRC officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that I/we will be included in communication regarding this application unless otherwise nominated below.

\*the signatory acknowledges any obligation to disclose political donations or gifts

Do you consent to receiving information about this application by email?  YES  NO

## Developer's Details (if different to the Owner)

<b>Name:</b>	
<b>E-mail:</b>	
<b>Telephone:</b>	



**TRC is eager to maintain transparency and keep all involved with the proposed development informed about the progress of the application.**

**Owners consent provided by separate correspondence must state whether the landowner wishes to receive information about the application. If no such statement is provided, communication will be initiated.**

**If the Developer is not the owner, the Developer will be included in communication about the application unless the Assessing Officer has been otherwise advised by the Developer.**

### Applicant

<b>Name:</b>		
<b>Company:</b>		<b>Reference:</b>
<b>Postal Address:</b>		
<b>E-mail:</b>		
<b>Telephone:</b>		

### Owner's Signatures\* - ALL OWNERS ARE TO SIGN

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that I/we will be included in communication regarding this application unless otherwise nominated below.

\*the signatory acknowledges any obligation to disclose political donations or gifts

### Documentation

The following information must be submitted with the application:

- The Subdivision Certificate Application fee;
- A completed Developer Water Meter Issue Form, including details of the number of meters required and the location of water services is to be provided;
- Receipt numbers for payment of Section 94, Headworks and water meter application charges;
- Payment of the maintenance bond and/or agreed performance bond;
- 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;
- 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.

**Council is unable to process the application within 7 days if any of the above items are missing at the time of lodgement.**

## Lodgement

Lodge in person at one of our offices:

**Tamworth**  
437 Peel Street,  
Tamworth  
Ph: (02) 6767 5555

**Barraba**  
27 Alice Street,  
Barraba  
Ph: (02) 6782 1105

**Manilla**  
210 Manilla Street,  
Manilla  
Ph: (02) 6761 0200

**Nundle**  
58 Jenkins Street,  
Nundle  
Ph:(02) 6769 3205

Or send by post to PO BOX 555, TAMWORTH NSW