

# QPRC



## Application for a Subdivision Certificate

### Information for the applicant

- This form may be used to apply for a Subdivision Certificate.
- To minimise delay in receiving a decision about the application, please fill in all sections and ensure all relevant information and documents are provided.
- Once completed, this application form should be submitted to Queanbeyan-Palerang Regional Council for determination for determination at either one of the below locations:

**Hand**

256 Crawford Street,  
Queanbeyan, NSW 2620  
  
10 Majara Street,  
Bungendore, NSW 2621  
  
144 Wallace Street,  
Braidwood NSW 2622

**Post**

PO Box 90, Queanbeyan,  
NSW, 2620

**Email**

[council@gprc.nsw.gov.au](mailto:council@gprc.nsw.gov.au)

### SECTION A. Details of the land where the building/subdivision work and/or use is to be carried out

Unit/Street no. <input type="text"/>	Street Name <input type="text"/>		
Locality/Suburb <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>	
Lot <input type="text"/>	Section <input type="text"/>	Deposited Plan (DP) <input type="text"/>	

**Briefly describe** the development. For example: 4 lot Torrens Title subdivision

<input type="text"/>
<input type="text"/>

### SECTION B. Details of the applicant

Applicant Name <input type="text"/>	Company (If applicable) <input type="text"/>	Contact Person <input type="text"/>
Address <input type="text"/>		
Locality <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Phone <input type="text"/>	Email <input type="text"/>	
Signature of Applicant <input type="text"/>	Date <input type="text"/>	

## SECTION C. Owners consent

If the land is part of a Community Title or Strata Scheme then the Community Associated/Body Corporate must also consent to lodging the application.

If the owner is an organisation/company the Authorised Officer and/or Director(s) must authorise the submission of the application. Attach a signed letter on the organisation or company letterhead.

The owner(s) must sign the following statement:

I/we hereby consent to the making of this application and I/we understand that it will be necessary for Council staff to enter and inspect the property, the subject of this application to ensure compliance with the provisions of the Environmental Planning and Assessment Act 1979, as amended and the Regulations thereunder and with the approved plans and specifications. Therefore I/we give approval for Council staff to enter and inspect the property during the approval process; during construction and until such time as all of the work has been completed to Council's satisfaction.

Owner Name 1	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Owner Name 2	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Owners Signature/s

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Date

<input type="text"/>
----------------------

**Please Note:** If there are more than two owners on a property, please provide separate documentation indicating their names, email, phone and signature.

## SECTION D. Description of subdivision

<b>Is the site:</b>	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
	<input type="checkbox"/> Industrial	<input type="checkbox"/> Rural
<input type="checkbox"/> Strata	<input type="checkbox"/> Community title	<input type="checkbox"/> Consolidation
<input type="checkbox"/> Torrens	<input type="checkbox"/> Boundary adjustment	<input type="checkbox"/> Road widening

<b>Number of existing lots</b>	<input type="text"/>
--------------------------------	----------------------

<b>Number of proposed lots</b>	<input type="text"/>
--------------------------------	----------------------

## SECTION E. Development consent details (If applicable)

<b>Has a development consent or complying development certificate been issued prior to this application?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

<b>If yes to the above question, what is the development consent or complying development certificate number?</b>	<input type="text"/>
---	----------------------

<b>What was the date of determination?</b>	<input type="text"/>
--	----------------------

Has a construction certificate for subdivision been issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to the above question, what is the subdivision construction certificate number?	<input type="text"/>
What was the date of determination?	<input type="text"/>

### SECTION F. Application checklist

The following attachments must be submitted with this application if they are applicable

<ul style="list-style-type: none"> <li>Original plan of subdivision prepared by a registered surveyor. This includes 2 x hard copies and one electronic (Either on a USB or disc)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Written evidence that all conditions have been complied with</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Copy of receipt for payment of Section 64 and Section 94 contributions</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> <li>Proposed Section 88B Instrument pursuant to the <i>Conveyancing Act 1919</i></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> <li>Water and Sewer Compliance Certificate or Water and Sewer Compliance Certificate completed application form</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Copy of final Occupation Certificate</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> <li>Where subdivision works are proposed, evidence that: <ul style="list-style-type: none"> <li>- Works have been completed satisfactorily or;</li> <li>- Security in the form of a bond or bank guarantee given to the consent authority (Council) for the completion of the work; or</li> <li>- Agreement reached with the consent authority regarding the completion of the works</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

### SECTION G. Date of receipt of application (Office use only)

To be completed by the Council **immediately** after receiving this Application.

This Application was accepted by

and was received on