



Strata Subdivision Certificate Application Lodgement Checklist

Required Information for Lodgement	N/A	Applicant Check	Officer Check
Completed Application Form		<input type="checkbox"/>	<input type="checkbox"/>
Payment of Application Fees <i>(including payment of Long Service Levy)</i>		<input type="checkbox"/>	<input type="checkbox"/>
Plan of Subdivision – 2 copies provided (original copy not to be creased) <i>All floors, external walls and ceilings of the building as constructed shall correspond to those depicted in the building plans that accompanied the construction certificate for the building. All facilities required by the relevant development consent (such as parking spaces, terraces and courtyards, landscaping and driveways) have been provided in accordance with those requirements</i>		<input type="checkbox"/>	<input type="checkbox"/>
Development Consent - Ref Number or copy provided <i>The development consent or CDC that approved the subdivision</i>		<input type="checkbox"/>	<input type="checkbox"/>
Administration Sheet – 1 copy provided (original copy not to be creased)		<input type="checkbox"/>	<input type="checkbox"/>
Section 88B (If applicable) – 1 copy provided (A4 Size) <i>Identifying all easements located on the site</i>		<input type="checkbox"/>	<input type="checkbox"/>
Compliant Consent Conditions – 1 copy provided <i>Evidence that all conditions of the development consent have been complied with</i>		<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Compliance – Section 73 Certificate from Sydney Water for the subdivision of land – 1 copy provided <i>Original compliance certificate from Sydney Water provided</i>		<input type="checkbox"/>	<input type="checkbox"/>
Energy Supplier Certificates – 1 copy provided <i>Evidence demonstrating that satisfactory arrangements have been made with the energy supplier to service the proposed development</i>		<input type="checkbox"/>	<input type="checkbox"/>
Telecommunications – 1 copy provided <i>Evidence demonstrating that satisfactory arrangements have been made with a telecommunications carrier to service the proposed development</i>		<input type="checkbox"/>	<input type="checkbox"/>
Construction Certificate – 1 copy provided <i>Construction Certificate has been issued for the building proposed to be subdivided and as such, lots proposed by the Strata Plan correspond with the parts of the building shown on the Construction Certificate plans which are intended for separate occupation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final/Interim Occupation Certificate – 1 copy provided <i>Issued by a private certifier or council</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent/Seal from Body Corporate – 1 copy provided <i>Consent/seal from the Body Corporate shall be provided if applicable, or the Strata Certificate application has been sent by certified mail to the Body Corporate for comment</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S94 Payments – 1 copy provided <i>Confirmation that payment has been made</i>		<input type="checkbox"/>	<input type="checkbox"/>
Digital Record of All of the Above Information		<input type="checkbox"/>	<input type="checkbox"/>
Development Officer:	<u>Print Name</u>	<u>Signature</u>	<u>Date</u>