



SUBDIVISION CERTIFICATE LODGEMENT CHECKLIST

Section 157 Environmental Planning and Assessment Act 2000

Application Requirements	YES	NO	Comments <small>If no, please provide details in this column.</small>	Officer Initial
Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>		
If the Applicant is not the Owner of the land, a statement signed by all Owner(s) providing Consent to the Application	<input type="checkbox"/>	<input type="checkbox"/>		
List of documents accompanying the application	<input type="checkbox"/>	<input type="checkbox"/>		
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>		
Administration sheets	<input type="checkbox"/>	<input type="checkbox"/>		
Section 88B Instrument	<input type="checkbox"/>	<input type="checkbox"/>		
Evidence that ALL conditions of the consent and appropriate documents are satisfied (Template completed)	<input type="checkbox"/>	<input type="checkbox"/>		
Certificate of Compliance - Section 73 Certificate from Sydney Water for the subdivision of land	<input type="checkbox"/>	<input type="checkbox"/>		
Endeavour Energy NOA	<input type="checkbox"/>	<input type="checkbox"/>		
Telecommunication NOA	<input type="checkbox"/>	<input type="checkbox"/>		
Subdivision Certificate fee paid	<input type="checkbox"/>	<input type="checkbox"/>		
Confirmation of Section 94 payments/ VPA/WIKA satisfied	<input type="checkbox"/>	<input type="checkbox"/>		
VPA Compliance (Template) Checklist	<input type="checkbox"/>	<input type="checkbox"/>		
Asset Data Sheet	<input type="checkbox"/>	<input type="checkbox"/>		
Works As Executed Plans (WAE) in electronic format as advised by Council	<input type="checkbox"/>	<input type="checkbox"/>		

Additional Comments

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<p>Applicant Declaration I understand that if all documents listed above are not submitted or if during future assessment the documents are found to be unsatisfactory or incomplete then the assessment of the Subdivision Certificate could be delayed.</p>	<p>Officers Details</p>
Name	Name
Signature	Signature
Date	Date



Voluntary Planning Agreement Compliance Referral - Subdivision Certificate Request Checklist

General Information				
Developer / Contact				
VPA Name				
VPA Execution Date (or date of last Deed of Variation)				
Relevant VPA Stage OR Precinct No.				
Relevant DA No.				
VPA Indicators (Please attach any relevant supporting material e.g. staging plan, maps or diagrams)				
No. of anticipated Final Lots under the VPA				Lots
No. of DA approved Final Lots under the VPA to date				Lots
No. of Final Lots released under the VPA to date (Subdivision Certificate issued)				Lots
No. of DA approved Final Lots within the relevant VPA Stage				Lots
No. of Final Lots proposed under this DA				Lots
No. of Final Lots released within relevant VPA Stage (Subdivision Certificate issued)				Lots
No. of Final Lots being released by this Subdivision Certificate				Lots
FLA / NDA within relevant VPA Stage released into Final Lots	%	Total FLA / NDA Ha	Ha	
Status of relevant VPA Stage Works & Land Dedications				
VPA Item No.	VPA Trigger for Delivery of Works	Works Certified by Council Completion Date	Maintenance Period Expiration Date	Land Dedication Date
Relevant VPA Stage Works & Land Dedications outstanding – Prompting Deferral *				
VPA Item No.	VPA Trigger for delivery of Works	Revised Works Completion Date	Revised Maintenance Period Expiration Date	Revised Land Dedication Date
Security provided enabling Subdivision Certificate release for Deferred Works				
VPA Item No.	Security Type and Date Provided to Council	Security Amount \$		
		\$		
Monetary contributions for relevant VPA Stage received by Council (YES/NO)			Amount \$	
Council Use Only: Removal of VPA from title (YES/NO)				

*Note: A formal submission to Council to Defer Works and/or Land Dedication must be made in accordance with the Voluntary Planning Agreement