

SUBDIVISION CERTIFICATE CHECKLIST

Applicant to Complete		Administration (Office Use Only)
Application(s) No. DA/PAN:	Subdivision Works Certificate (SWC) No:	Subdivision Certificate No:
MOD:		
Address:	Applicant:	Date Received
Lot/DP:	Date:	
Description of Works:		

Table of information to accompany Subdivision Certificate This table identifies the minimum information required for subdivision certificates	Urban	Rural	Boundary Adjustment	Strata	Community Title	Exempt	Applicant Checklist	Office Use Only	
								Yes	No
Cover Letter	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>	Yes	No
Development Consent	✓	✓	✓	✓	✓	X	<input type="checkbox"/>		
Stamped Plans	✓	✓	✓	✓	✓	X	<input type="checkbox"/>		
Owners Consent	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>	Yes	No
Plan of Subdivision	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>	Yes	No
Administration Sheets	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>	Yes	No
Section 88B Instrument	✗	✗	✗	✗	✗	X	<input type="checkbox"/>	Yes	No
Community Management Statement	X	X	X	X	✓	X	<input type="checkbox"/>	Yes	No
Telecommunication Provisioning Certificate	✓	✗	✗	✓	✓	X	<input type="checkbox"/>	Yes	No
Electrical Notice of Arrangement	✓	✗	✗	X	X	X	<input type="checkbox"/>	Yes	No
s7.11 Contributions Payment	✗	✗	X	✗	✗	X	<input type="checkbox"/>	Receipt No.	Date Paid
Water & Sewer Headworks Payment	✓	✗	X	✗	✗	X	<input type="checkbox"/>	Receipt No.	Date Paid
Maintenance/Performance Bond Payment	✗	✗	✗	✗	✗	X	<input type="checkbox"/>	Bank Transfer/ Bank Guarantee	Date:

PLEASE TURN OVER 1/2



	Urban	Rural	Boundary Adjustment	Strata	Community Title	Exempt	Applicant Checklist	Office Use Only	
Water Meter(s) Payment	✓	🔗	🔗	🔗	🔗	X	<input type="checkbox"/>	Receipt No.	Date Paid
Compliance Certificate - Section 306 of Water Management Act 2000	✓	🔗	🔗	✓	✓	X	<input type="checkbox"/>	Attached	
Work-as-Executed Plans	🔗	🔗	🔗	🔗	🔗	X	<input type="checkbox"/>		
Final Sign off of Subdivision Works Certificate	🔗	🔗	🔗	🔗	🔗	X	<input type="checkbox"/>		
Gazettal of Road Names (if creating new road)	🔗	🔗	X	X	X	X	<input type="checkbox"/>	RN:	
Street Addressing (Admin Sheet)	🔗	🔗	🔗	🔗	🔗	🔗	<input type="checkbox"/>		
Occupation Certificate	X	X	X	✓	X	X	<input type="checkbox"/>	Attached	N/A
Special Infrastructure Contribution – Certificate of Payment	🔗	X	X	X	X	X	<input type="checkbox"/>	Attached	N/A

Key:

- ✓ Mandatory – application will not be accepted without this documentation
- 🔗 Only Applicable if forming part of Conditions of Consent
- X Not Applicable

Applicant Name: _____

Applicant Signature: _____

Date: ____ / ____ / ____