



Bellingen Shire Council  
**CHECKLIST for SUBDIVISION CERTIFICATES**

The Subdivision Certificate must accompany the original plan of subdivision when lodged with the NSW Land and Property Information. It certifies that the subdivision has been completed in accordance with the consent or relevant environmental planning instrument and that any subdivision work has been completed in accordance with the Construction Certificate.

This checklist has been designed to assist applicants and to ensure that any application submitted to Council is complete at the time of lodgement. The submission of a complete application minimises delays in the assessment process. Partial lodgement (i.e. incomplete applications) will not be accepted and will be returned to the applicant.

Part 8 Division 4 of the *Environmental Planning and Assessment Regulation 2000* lists the information that is required to accompany an application for a Subdivision Certificate. Further requirements relating to Subdivision Certificates are outlined in the *Environmental Planning and Assessment Act 1979* (Part 4A – Certification of Development).

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**The following minimal information must be provided with an application for a Subdivision Certificate at the time of lodgement:**

- Completed *Application Form* ([www.bellingen.nsw.gov.au/Development/Application\\_Forms/Application\\_for\\_Development\\_Approval](http://www.bellingen.nsw.gov.au/Development/Application_Forms/Application_for_Development_Approval))
- The written consent of all property owners
- Application fees ([www.bellingen.nsw.gov.au/Council/Adopted\\_Fees\\_Charges](http://www.bellingen.nsw.gov.au/Council/Adopted_Fees_Charges) - obtain fee quote from Customer & Business Services (ph) 6655 7300)
- 5 copies of the Plan of Subdivision (prepared by a qualified surveyor)
- Deposited Plan Administration Sheet
- Covenants to be created under Part 6 of the *Conveyancing Act 1919* (if any easements or restrictions are to be created on the title) signed by all parties  
**Note:** The regulations under the *Conveyancing Act 1919* provide for the manner and form in which a plan of subdivision is to be endorsed for the purpose of enabling the plan to be registered with the Lands Titles Dept. Please contact your surveyor/solicitor for assistance.
- A *Certificate of Compliance* from the relevant water supply authority (Council), where required by conditions of consent (s.64 contributions).
- Proof of payment of developer charges where required by conditions of consent (s.94 contributions)
- Notice of Arrangement for Electricity* from the relevant electricity provider (e.g. Essential Energy)  
**Note:** Quotes or receipts for works or correspondence/emails from an electrician will not satisfy the condition of consent.
- Telecommunications Infrastructure Provisioning Confirmation* from the relevant telecommunication provider (e.g. Telstra).  
**Note:** A *Pre-Infrastructure Provisioning Confirmation*, quotes or receipts for works or correspondence from a technician will not satisfy the condition of the consent.  
**Note:** All documents must refer to the correct property details and proposed lot numbers.
- Evidence (in the form of a separate report or letter) demonstrating that all conditions of consent have been satisfied and that any required works have been completed in accordance with approved plans and/or a Construction Certificate.

**If you cannot provide the above minimal information it is likely that Council will be unable to accept the application. It is suggested that you check with your surveyor or solicitor to confirm if your development is ready for a Subdivision Certificate to be issued before lodging an application.**

