

# PRE-SUBDIVISION CERTIFICATE LODGEMENT CHECKING

## Request Form



The pre-subdivision certificate lodgement checking service provides for review and comments on a subdivision certificate. A written response outlining issues that need to be addressed will be provided after the review. Plans and supporting information must be lodged with the application. The comments provided do not bind Council in any way. Council may request additional information upon formal lodgement of the subdivision certificate.

This form, supporting documentation and plans are to be emailed to [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au) and a Council Officer will subsequently contact you to arrange fee payment.

### 1. Applicants Details

Contact Person			
E-mail Address			
Address			
Post Code		Contact Phone Number	
I understand that if the information I lodge is incomplete, it may impact on the quality or amount of information that Council will be able to provide about the proposed development. I further acknowledge that if the information provided to Council is misleading or inaccurate, then any advice or information provided by Council may be void.			
Applicant's Signature		Date	

### 2. Surveyors Details

Surveyors Name(s)			
E-mail Address			
Address			
Contact Phone Number			

### 3. Property Details (Land to which request relates)

Flat / Street No.		Street Name		
Suburb or Town				
Lot No.(s)		Section		DP/SP No(s)
DA Number				
Number of Lots		Is an 88b applicable?	Yes	No
I understand that if the information I lodge is incomplete, it may impact on the quality or amount of information that Council will be able to provide about the proposed development. I further acknowledge that if the information provided to Council is misleading or inaccurate, then any advice or information provided by Council may be void.				
Applicant's Signature		Date		

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### 4. The following information needs to be submitted with this form

#### Required information:

**An electronic copy of all documentation** in accordance with Council's electronic lodgement requirements:

- Subdivision Plans prepared by a registered surveyor
- Administration Sheet prepared by a registered surveyor
- Section 88B instruments (title restrictions e.g. easement) prepared by a registered surveyor
- A copy of the relevant Development Consent
- A copy of the relevant Subdivision Works Certificate OR Construction Certificate

#### OFFICE USE ONLY

Property No.	
Date Received	
CSO	

#### Privacy Policy

Any personal information provided by you on this form will be used by Wollondilly Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council will be unable to process your application. This information will be stored in Council's records management system. Once collected by Council, the information can be accessed by you and may also be available to third parties pursuant to Government information (Public Access) Act 2009.