

Application Process and Checklist

Subdivision Works Certificate

1. Submit subdivision works certificate application on NSW planning portal along with the following. [Click here](#) for NSW Planning portal website.
2. Payment of Council's and NSW planning portal admin fee.
3. Provide a cost estimate from a registered quantity surveyor, consulting engineer or a quotation for works from a reputable civil contractor.
4. Provide proof of Long service levy paid if applicable. [Click here](#) for the levy website.
5. A subdivision works certificate application must be accompanied by appropriate subdivision works plans and specifications. The design package shall include all requirements as listed in the check lists set out in Annexure DQSA of council's engineering specifications.

Refer to checklist pg. 2

6. All engineering drawings submitted to the Council for acceptance. Each set of drawings shall be accompanied by a Certification Report which must be signed by the Developer's Engineer or Surveyor. The Certification Report will comprise the certificate set out in Annexure DQSA.
7. An Engineer deemed to be suitably experienced in the relevant field by Council and eligible for Chartered Professional Membership of Engineers Australia or a Registered Surveyor deemed to be suitably experienced by Council shall be accepted as qualified to prepare plans for items including roadworks, drainage works, water supply, sewerage works (excluding pumping stations) and canal works (excluding flood control structures and bridges).
8. Schedule of compliance with relevant development consent conditions required to be met before the issue of a construction or subdivision works certificate. Engineering drawings must comply with the conditions of development consent.
9. Copy of relevant development consent and referenced / stamped plans. Drawings must comply with these documents.
10. Geotechnical report for the site. All testing for the report shall be conducted by a NATA accredited lab.
11. Certification Reports shall be required with preliminary drawings and shall require resubmission with updates when final drawings are submitted.

Subdivision Works Certificate Documentation Checklist

1. Detailed engineering plans submitted shall include the following:
 - a) Plan of proposed lots
 - b) Earthworks
 - c) Roadworks
 - d) Road pavements
 - e) Storm water drainage
 - f) Water supply works
 - g) Sewerage works
 - h) Landscaping works
 - i) Erosion and sediment control works

NOTE: The information shown on the drawings shall be logically set out individually on sheets to avoid having to cross reference between sheets in order to find information. Drawings should not be overcrowded with information and should not rely on colour printing or colour wash to impart information.

2. Staging plan if applicable
3. Confirmation that other public authorities have been consulted in regards to services for the land
4. Long Service Levy payment evidence
5. Schedule of compliance with relevant development consent conditions required to be met before the issue of a construction or subdivision works certificate. Engineering drawings must comply with the conditions of development consent.
6. Geotechnical report for the site. All testing for the report shall be conducted by a NATA accredited lab.
7. Copy of relevant development consent and referenced / stamped plans. Drawings must comply with these documents.

- g. A report to present to the Local Traffic Committee if applicable.

NOTE: Certification Reports shall be required with preliminary drawings and shall require resubmission with updates when final drawings are submitted.

Note:

- a) You may be required to submit further documentation as specified in consent conditions of the development approval.
- b) Insufficient documents could cause unexpected delays in the process.