

APPLICATION FOR STRATA CERTIFICATE



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PART 1 Application and Site Details

Applicant

It is important that we are able to contact you if we need more information.

Please give us as much detail as possible.

Mr Mrs Miss Ms Other

Surname (or Company): _____

Given names (or ABN): _____

Address: _____

_____ State: _____ Post Code: _____

Phone: (____) _____ Fax: (____) _____

Mobile: _____ E-mail: _____

Please ensure you sign the declaration in Part 3 of this application

Owner's Consent

Every owner of the land must sign this form.

If the owner is a company, an authorised director must sign the form.

Where the works are being carried out in a strata titled building the consent of the Body Corporate must be provided.

Surname (or Company): _____

Given names (or ABN): _____

Address: _____

_____ State: _____ Post Code: _____

Phone: (____) _____ Fax: (____) _____

Mobile: _____ E-mail: _____

As owner of the land to which this application relates, I consent to this application. I also consent for SWP staff to enter the land to carry out inspections relating to this application.

Signature(s): _____ Date: ____/____/____

Without the owner's consent, we will not accept the application. This is a very strict requirement for all applications. If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg. Power of attorney, executor, trustee, company director, etc)

Location of the Property

We need this to correctly identify the land.

Address: _____

_____ State: _____ Post Code: _____

Real Property Description: _____

(eg. Lot/DP, etc) _____

The real property description is mandatory, these details are shown on your rate notices, property deeds etc

PART 2 Description of Development

Description of Development	Proposed Development: Strata Subdivision Proposed number of lots: _____
Development Consent	Development Consent / Complying Development No.: _____ Date of Determination: _____
Construction Certificate	Construction Certificate No.: _____ Date of Determination: _____

PART 3 Declaration

ALL THE DETAILS SOUGHT IN THE CHECKLIST MUST BE PROVIDED.

THE COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION. FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING RETURNED.

Declaration <i>If the applicant is a company or strata title body corporate, a director or authorised delegate must sign this declaration.</i>	I consent to this application. I declare that all the information in the application is true and correct. I also understand that if the information is incomplete the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading any approval granted 'may be void'. Signature: _____ Date: ____/____/____
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PART 4 Notes for Completing Application for a Strata Certificate

The following information must accompany an application:

- Original plan of subdivision prepared by a registered surveyor and 5 copies of the original plan
- Relevant development consent or complying development certificate
- Detailed subdivision engineering plans endorsed with a Construction Certificate (where applicable)
- For a deferred commencement consent evidence that the application has satisfied the consent authority on all matters which it must be satisfied of before the consent can operate
- Evidence that the applicant has complied with all conditions of consent, that it is required to comply with before a subdivision certificate can be issued (where applicable)
- A certificate compliance from the relevant water supply authority (where applicable)
- If a subdivision is the subject of an order of the Land and Environment Court under Section 40 of the *Land and Environment Court Act 1979* evidence that required drainage easements have been acquired by the relevant council.
- For subdivision involving subdivision works evidence that:
 - The works have been completed, or
 - Agreement reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out the work, or
 - Security given to the consent authority with respect to the completion of the work.

PART 5 Privacy Policy

The information you provide in this application will enable your application to be assessed by certifying authority under the *Environmental Planning and Assessment Act 1979*. If the information is not provided, your application may not be accepted. The application can potentially be viewed by members of the public. Please contact the Council if the information you have provided in your application is incorrect or changes.
