

SCC No

Fee Receipt No (if paid at lodgement)

Date



## Application for:

- Subdivision Works Certificate
- Subdivision Works Construction Certificate
- Section 138 Roads Act Works Approval
- Section 68 Local Government Act Works Approval - stormwater drainage

This form is to be used for applications for the types of approvals or amendments to approvals listed below and required by conditions of development consent. Please tick the type of approval(s) required.

This form may also be used for applications for Council approval required prior to the issue of a Complying Development Certificate (CDC) in relation to *Section 68 Local Government Act* Approval for stormwater drainage.

- Subdivision Works Construction Certificate or Subdivision Works Certificate
- Roads Authority approval for development works within a public road reserve under *Section 138 of the Roads Act*
- Approval for storm water drainage connections & works under *Section 68 of the Local Government Act*
- A new Subdivision Works Construction Certificate or Subdivision Works Certificate to replace an existing certificate
- Amendment to existing Roads Act Works Approval and/or Local Government Act Stormwater Work Approval

### 1. PROPERTY DETAILS

- Include all Lot, Section and Deposited Plan (or Miscellaneous Plan of Survey) numbers and description of parts of public roads

Unit/Street No.

Street Name

Suburb

Lot No/s.

Section/s

DP / SP No/s.

### 2. DESCRIPTION OF WORKS SUBJECT TO THIS APPLICATION

Development Consent reference number

Date of Issue

Estimated Cost of Works for the subject approvals and certificates

\$

Description of Works

### 3. APPLICANT DETAILS

Full Name	<input type="text"/>		
Company Name	<input type="text"/>	Position Title	<input type="text"/>
Address Details	<input type="text"/>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone (Mobile)	<input type="text"/>	Business	<input type="text"/>
		Other	<input type="text"/>
Postal Address <i>(if different from above)</i>	<input type="text"/>		
Email	<input type="text"/>		
Applicant reference number	<input type="text"/>		

### 4. PROPERTY OWNER'S CONSENT *(if a separate Owner/s consent letter is not supplied)*

Where owned by a Company, applicants should determine whether the Company Seal needs to be affixed, or alternatively the appropriate Director's signature. Any person signing on behalf of a Company must state the authority by which that person acts. As the owner/s of the above property, I/we consent to this application.

Owner's Name	<input type="text"/>		
Company Name	<input type="text"/>	Position Title	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

### 5. PRIVACY & PERSONAL INFORMATION

Information on this form is collected by Council for administrative and assessment purposes. It will be used by Council staff for the purpose of processing your application. This application form and any supporting documents you provide may be made available for public access under the *Government Information (Public Access) Act 2009*.

### 6. APPLICANT'S DECLARATION

I the undersigned, declare that the details provided to Central Coast Council are, to the best of my knowledge, true and correct.

Signature	<input type="text"/>	Date	<input type="text"/>
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## 7. DOCUMENTATION & ATTACHMENTS

List all appropriate design drawings, specifications and reports that accompany this application

**In accordance with the Environmental Planning and Assessment Regulations for a Subdivision Works Construction Certificate or Subdivision Works Certificate, the documentation is to include:**

- a) Details of the existing and proposed subdivision pattern(including the number of lots and location of roads),
- b) Details as to which public authorities have been consulted with as to the provision of utility services to the land concerned,
- c) Detailed engineering plans, reports and specifications as to the following matters:
  - (i) Earthworks,
  - (ii) Roadworks,
  - (iii) Road pavement
  - (iv) Road furnishings
  - (v) Stormwater drainage
  - (vi) Landscaping works
  - (vii) Erosion control works
- d) Copies of any compliance certificate to be relied on,
- e) Any other documentation required by the consent conditions or Council's guidelines and specifications.

**The following quantities and format of documentation must be provided:**

1. One (1) A1 and one (1) A3 soft copies of the set of engineering plans for all works.
2. One (1) soft copy of design reports and other reports required by consent conditions and Council's guidelines and specifications.

To be provided on a memory stick or Dropbox link containing all documentation in PDF format

**List of Documentation provided:** *(attach a separate list if there is insufficient room here to list all)*


## 8. EXPLANATION OF APPROVAL BEING REQUESTED

Applications for the following may be made and considered concurrently:

- a) **Subdivision Works Construction Certificate** (applicable to development consent issued prior to 01 December 2019). This Certificate is issued in accordance with the *Environmental Planning and Assessment Act 1979* and must be obtained before any subdivision works required for a subdivision, within the development properties, are commenced in accordance with a current Development Consent.
- b) **Subdivision Works Certificate** (applicable to development consent issued after 01 December 2019). This Certificate is issued in accordance with the *Environmental Planning and Assessment Act 1979* and must be obtained before any subdivision works required for a subdivision, within the development properties, are commenced in accordance with a current Development Consent.
- c) **Roads Authority approval for development works within a public road reserve under Section 138 of the Roads Act.** This approval is given under *Section 138 of the Roads Act 1993*. This approval must be obtained, and conditions of the approval satisfied before any works within an existing road reserve are commenced. The requirement for the works covered by this approval will generally be required by development consents condition. Council will normally require the concurrence of the Roads and Maritime Services (RMS) before giving an approval for works within classified road reserves.
- d) **Approval Storm water drainage connections and works under Section 68 of the Local Government Act.** The requirement for this type of approval will be contained in the Development Consent. This approval may also be required for the purposes of obtaining a complying development certificate.
- e) **Amendment of Approvals.** An application may be lodged seeking a new Subdivision Works Construction Certificate or approvals to those already issued. An application for amendment of approval is required if the nature or extent of works is proposed to be varied. The proposed variations to the works may also require an amendment of the Development Consent applying to the development.

### Advice to the applicant

- a) All property owners must give consent to the making of this application. Written statements from owners containing property details and referencing the Development Consent number/s will be accepted.
- b) The application must include all information necessary to allow assessment by Council.
- c) Evidence of payment of the appropriate Long Service Levy Payment must be provided to Council prior to the issuing of any Certificate or approval, if applicable.
- d) The determination of this application will be communicated only with the applicant. The applicant may provide written authority to Council for another party to collect or receive the certificate and/or approval.

### Fees

- a) Fees for applications will be invoiced to the applicant following submission of the application and accompanying documentation.
- b) Fees invoiced will be in accordance with Council's current Fees and Charges contained in Council's Operational Plan.
- c) Fee must be paid in full prior to the commencement of the application assessment.
- d) Fees will include components for construction compliance inspections and assessment unless Council has been notified that a Private Certifier will be used for these activities.
- e) Fees for Council as the Principal Certifier will be included when the application is for a Subdivision Works Construction Certificate or a Subdivision Works Certificate. Quotations for fees will only be provided for items that may be contestable. These items include Subdivision Works Construction Certificates, Subdivision Works Certificates and Construction Compliance inspections for subdivision works.