

SUBDIVISION WORKS CERTIFICATE APPLICATION CHECKLIST



Use this checklist to identify mandatory documents required to submit a Subdivision Works Certificate.

The checklist and documents identified below **MUST** be uploaded to the [NSW Planning Portal](#), when submitting your application.

If you do not submit the necessary documents the application maybe delayed or returned.

(Note if works do not form part of your application insert 'N/A'):

Documents to be submitted		Yes	N/A
1.	Owners' Consent Form (signature of all owners/ or body corporate / company seal provided (where applicable))	<input type="checkbox"/>	<input type="checkbox"/>
2.	A copy of the relevant development consent (if a development application was lodged) or a CDC (if permitted under Complying Development),	<input type="checkbox"/>	<input type="checkbox"/>
3.	For a deferred commencement consent - evidence the applicant has satisfied the consent authority of all matters of which the consent authority must be satisfied before the consent can operate.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Evidence that the development consent has not lapsed with respect to the subdivision (where relevant). If the lapsing date on the development consent has passed, provide a letter demonstrating that Council has accepted that the development was commenced before the lapsing date.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Evidence of compliance with any conditions required to be fulfilled prior to issue of the subdivision works certificate.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Evidence of the appointment of the Project Arborist (if required) and certification that the engineering design plans have been designed in accordance with any Tree Protection conditions in the development consent.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Evidence of payment of Long Service Levy (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Details as to which public authorities have been consulted with as the provision of utility services to the land (eg Ausgrid/ Telstra/ NBN).	<input type="checkbox"/>	<input type="checkbox"/>
9.	A copy of detailed engineering plans for the following works: a) earthworks b) roadworks c) road pavements d) Driveway, parking spaces and turning area e) storm water drainage f) water supply works g) sewerage works h) landscaping works i) sediment & erosion control works j) service conduits for the supply of utility services for future connection to the proposed lots in accordance with the relevant utility service provider requirements	<input type="checkbox"/>	<input type="checkbox"/>
10.	Engineering drawings prepared in accordance with the AUS-SPEC Specifications . The drawings are to an appropriate scale.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Certification Report prepared in accordance with the AUS-SPEC Specifications is attached with the application.	<input type="checkbox"/>	<input type="checkbox"/>

12.	Drawings must comply with the minimum drafting requirements of the AUS-SPEC Specifications .	<input type="checkbox"/>	<input type="checkbox"/>
13.	Drawings must be prepared by a suitably qualified and experienced designer in accordance with the AUS-SPEC Specifications .	<input type="checkbox"/>	<input type="checkbox"/>
14.	Drawings must be signed by the designer	<input type="checkbox"/>	<input type="checkbox"/>

Digital requirements for all documents submitted with your application for a Subdivision Works Certificate via the NSW Planning Portal:

Digital copies of all documentation are required to be submitted for all Subdivision Works Certificate applications.

Digital documentation is to be saved without a PDF security lock, and must be submitted in accordance with the NSW Planning Portal Submission Requirements and the following specifications:

- Owner's Consent Form (all owners)
- Reports (saved as separate documents):
 - Environmental Management Plan
 - Geotechnical Assessment Report
 - Site Contamination Report
 - Tree Protection Plan
 - Construction Management Plan
 - Waste Management Plan
- Plans (saved as separate documents):
 - Subdivision Plan
 - Engineering Plans
 - Tree Protection Plan
 - Soil and Water Management Plan/ Erosion and Sediment Control Plan
 - Stormwater Plan
 - Water Sensitive Urban Design (WSUD) Strategy

Image Requirements

- Size - standard A4 unless plans size are A3 to AO
- Colour
 - Plans must be able to be reproduced in black and white (monochrome)
 - Graphic images can be monochrome, grayscale, or colour
- Resolution - 200 dots per inch (dpi)
- An image of a document comprising more than one sheet must be created as a multi-page file.

How Should Files be Named?

Digital files lodged on the planning portal should be provided using the naming convention outlined below:

- Property address format: 296 Peats Ferry Road, Hornsby
- Document type and description:

Document Type	Document Description (Example)
■ Owner's Consent Form	■ Signed Owner's Consent - 296 Peats Ferry Road, Hornsby
■ Subdivision Plan	■ Subdivision Plan - 296 Peats Ferry Road, Hornsby
■ Stormwater Plan	■ Stormwater Plan - 296 Peats Ferry Road, Hornsby
■ Appointment of Project Arborist	■ Appointment of Project Arborist - 296 Peats Ferry Road, Hornsby
■ Utility Services eg Ausgrid/ Telstra/ NBN	■ Evidence of [insert name of relevant service provider] requirements - 296 Peats Ferry Road, Hornsby
■ Sydney Water Approval	■ Sydney Water Approval - 296 Peats Ferry Road, Hornsby

File Size

- Each plan must be supplied in PDF files that are no larger than 34MB in size and optimised for publishing to the web.
- PDF files larger than 4MB should be separated into logical parts, adopting the same naming convention with parts identified. Example Part 1, Part 2 and Part 3.