



## Subdivision Certificate Application Torrens Title/ Strata Subdivision

<b>About this form:</b>	This form is to be used to apply for a Torrens Title subdivision application or a Strata Title Subdivision.
<b>How to complete:</b>	<ol style="list-style-type: none"> <li>1. Ensure that all fields have been filled out correctly.</li> <li>2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.</li> <li>3. Once completed, please refer to the lodgement details section for further information.</li> </ol>

<b>Applicant</b>				
Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
First name:			Surname:	
Email:				
Street address:			Postcode:	
Suburb:				
Phone number:			Other:	
<b>Applicant's signature:</b>			<b>Date:</b>	/ /
<b>Site Details</b>				
Street address:				
Suburb:			Postcode:	
Legal description:	Lot:	Section:	DP/SP:	
<b>Proposal</b>	Torrens Subdivision <input type="checkbox"/>	Strata Subdivision <input type="checkbox"/>		
	Stratum Subdivision <input type="checkbox"/>			
Development Application Details	Development Application No: _____			
Construction Certificate Details	Construction Certificate No: _____			
Occupation Certificate Details	Occupation Certificate No: _____			

<b>Owners consent</b>			
<b>Council will not accept this application without correct and complete owner/s consent.</b>			
<b>Family Name / Company Name / Strata Title:</b>	(If company, company seal to be affixed)		
<b>Given Name or Authorised Company Officer Name</b>		<b>Company ACN</b>	
<b>Postal Address</b>		<b>Postcode</b>	
<b>Phone No</b>		<b>Mobile</b>	
<b>Email</b>			



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<b>Signature/s and Print Name</b>	Authorisation by Company letterhead attached	Company Seal Yes <input type="checkbox"/> No <input type="checkbox"/>
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### Checklist for lodgement of application

<b>Checklist</b> Details that must accompany your application if required	<ul style="list-style-type: none"> <li>- Original signing sheet prepared by a registered surveyor and one copy <span style="float: right;"><input type="checkbox"/></span></li> <li>- One copies of the original plan of subdivision <span style="float: right;"><input type="checkbox"/></span></li> <li>- Original and one copy of Section 88B/ instrument for OSD <span style="float: right;"><input type="checkbox"/></span>  <u>Note:</u> original signing sheets / Section 88 B/E instruments/plans shall <u>not</u> be folded or stamped and should be handed to the Building Certification Officer <span style="float: right;"><input type="checkbox"/></span> N/A</li> <li>- Copy of relevant Development Consent or Complying Development Certificate provided <span style="float: right;"><input type="checkbox"/></span> N/A</li> <li>- Evidence that all relevant conditions of consent are complied with <span style="float: right;"><input type="checkbox"/></span> N/A</li>   <li>- A Section 73 Certificate of Compliance from relevant water supply authority <span style="float: right;"><input type="checkbox"/></span></li> <li>- Evidence that any required drainage easement has been provided <span style="float: right;"><input type="checkbox"/></span></li> <li>- Evidence that work has been completed and Occupation Certificate has been issued <span style="float: right;"><input type="checkbox"/></span></li> <li>- Evidence that agreement reached with consent authority regarding any outstanding works (if any) <span style="float: right;"><input type="checkbox"/></span></li> </ul>	
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### Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form.

### Instructions for applicants

Lodging an application requires a completed application form.  
 All relevant information and the payment of the required fee (where a fee applies).  
 Application will be checked at lodgement to ensure the required information is provided.  
 Signing of documents can only be made at the Leichhardt Service Centre , please ring to make an appointment on 9392 5678 or email [building@innerwest.nsw.gov.au](mailto:building@innerwest.nsw.gov.au)

**Incomplete/illegible applications will not be accepted and will be returned to you.**



## Subdivision Certificate Application Torrens Title/ Strata Subdivision

**Lodge in person:** Inner West Council's Customer Service Centres:

Leichhardt – 7-15 Wetherill Street Leichhardt.

**Opening hours:** Monday-Friday, 8:30am-5:00pm

[www.innerwest.nsw.gov.au/ContactUs](http://www.innerwest.nsw.gov.au/ContactUs)

**Cashiering:** 8:30am-4:30pm.

**Lodge by mail:** Inner West Council, PO Box 14, Petersham NSW 2049

**Fees and charges:** Find fees and charges on the Council website: [www.innerwest.nsw.gov.au/FeesAndCharges](http://www.innerwest.nsw.gov.au/FeesAndCharges)

**Payment:** As directed by Customer Service at counter when lodge in person or follow the tax invoice after application is lodged.

### Office use only

Checked by officer:		Receipt number:	
Date:		Amount paid:	\$
Subdivision Fee: Lodgement Fee:		Cashier code:	
Application number:		Initial of officer:	