

Application for Strata Certificate

Strata Scheme (Freehold Development) Act 1973

Under the *Government Information (Public Access) Act 2009* we may be required to publicly release any correspondence or information we have on this matter, which means your personal information may not be confidential and may appear on Council's website.

Political Donations and Gifts Disclosure Statement forms will be kept in a public register held at Council's Administration Building and may also be available on our website.

Use this form to apply for strata subdivision certificate ONLY.

To minimise delays, please ensure that the form has been filled out correctly and that you have submitted all the required information.

OFFICE USE ONLY

SC No: _____

Receipt No: _____

Fees SC (201): _____

Date Received: _____

Other: _____

Please note that this application will only be received between the hours of 8.30am and 4.30pm on working days. Any applications after this time will be processed the following day.

IMPORTANT NOTICE

PLEASE READ EACH PAGE CAREFULLY AND ANSWER EVERY QUESTION THAT APPLIES TO YOUR DEVELOPMENT

1. Details of the applicant

Mr Ms Mrs Other

Given name (or A.C.N)

Family name (or Company Name)

2. Identify the land to be subdivided

Unit/Street No.

Street Name

Suburb

Postcode

Lot No.

Section, DP No.

You can find details on your rates notice from Council or on title documents for the land.

3. Development Consent for the Strata Subdivision

Development Consent Number

Date of Determination

4. Documents Required

Item	Description	Notes	Copies Required	Applicant (J)	Officer (J)
1.	Occupation Certificate	Final Occupation Certificate issued by Council or private PCA. This includes any supporting documentation. Occupation Certificates are not required for Development Consents granted prior to 1998.	1		
2.	Statement - Conditions of Development Consent satisfied	A certificate or statement from the PCA that all conditions of the Development Consent have been satisfied. This includes submission of any required documentation prior to the issue of the Strata Certificate. This statement may form part of the final Occupation Certificate.	1		
3.	Sydney Water s73 Certificate	The certificate must make reference to the subdivision.	1		
4.	Strata Plan Administration Sheet	<ul style="list-style-type: none"> Prepared by a Registered Surveyor Do not crease This document will be returned to the applicant along with the Subdivision Certificate. 	3		
5.	Strata Plan	<ul style="list-style-type: none"> Prepared by a Registered Surveyor Do not crease This document will be returned to the applicant along with the Subdivision Certificate. 	3		
6.	88B Instrument	To accompany strata plan only where it is proposed to create any covenants, easements and the like.	3		

5. Details of the Applicant

Mr Ms Mrs Other

Given name (or A.C.N)

Family name (or Company Name)

Unit/Street No.

Street Name

Suburb

State

Postcode

Daytime Telephone

Fax

Mobile

Email

Contact Person

Applicant's Signature

Date

6. Owner's Consent - Signatures (for Strata Buildings, the Consent of the Owner's Corporation [formerly the 'Body Corporate'] is required)

The owner(s) of the land to be developed must sign the application (Being the owner of the land to which this application relates, hereby consent to the making of the application and authorise and consent to entry of the Application Site by Council Officers for the purpose of processing this application and inspecting the subject site during the course of development/building works).

If you are not the owner of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Lands must sign the application. If Council is the owner – the General Manager must sign the form. Please contact Council's Customer Services for assistance. Owner's authority eg Council or other Government Agency DOES NOT imply an approval.

Mr Ms Mrs Other

First Name Family Name (or Company Name)

Unit/Street No. Street Name

Suburb or Town State Postcode

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

If the land is owned by a private company (P/L) the signature of at least one director residing in Australia is required. In the case of a public company, the signatures of three directors are required, two of which must reside in Australia.

OFFICE USE ONLY

Has the application form been completed? Yes No

Have all documents been submitted? Yes No

Are the property details correct? (print screen) Yes No

Have all owners signed the application form? Yes No

Are the fees and charges correct? Yes No

Subdivision Certificate Fee (201) \$

Senior Customer Service Officer: _____ Date: _____

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All hardcopies to be destroyed according
to procedures

Credit Card Details

Please charge my: Master Card Visa

Card Number _____ Expiry Date __/ __

Card Holder's Name _____ Amount \$ _____

Signature _____ Phone (____) _____

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