

Subdivision Works Certificate and Subdivision Certificate

Supplementary Information and Checklist

APPLICATION DETAILS

Applicant's Name	
Address of Development	
Description of Development	

COMPLETE AND SUBMIT THIS CHECKLIST WITH YOUR APPLICATION

Please ensure that you have completed this checklist prior to uploading this document to the Planning Portal as part of your application.

Please ensure that you have also uploaded all necessary documentation (plans, reports, etc.) with your application as outlined on page 3 (Document Matrix) of this checklist.

By providing all information required under this checklist, you will ensure that any potential delays in the processing and assessment of your Development Application are minimised.

LODGE YOUR APPLICATION VIA THE NSW PLANNING PORTAL

From 1 July 2021 all Subdivision Certificate and Subdivision Works Certificate applications to Wagga Wagga City Council need to be lodged via the NSW Planning Portal. This online tool allows you to lodge applications anywhere, anytime and without the need for paper.

Click [here](#) to view further information on the lodgement process.

PROVIDE DELEGATED AUTHORITY IF REQUIRED

If you would like Council to liaise with another person in relation to the details of this application, please provide their contact information and your authorisation below.

I authorise the following person/company to act on my behalf in relation to all applications under this form.

Name	
Company	
Phone	
Email	

YOUR PROPOSAL MAY BE SUBJECT TO THE BUILDING LONG SERVICE LEVY

- I understand that my application fee for a Subdivision Works Certificate will include a levy under “The Building & Construction Industry Long Service Levy” if the cost of the building and construction work is \$25,000 or more in value.

Click [here](#) for further information regarding the Building Long Service Levy.

NEED FURTHER INFORMATION?

Enquiries relating to the operation of the Planning Portal should be directed to:

Service NSW – Telephone 1300 305 695

For other enquiries, please contact Council’s Customer Service Team:

Phone us on 1300 292 442

Visit us at Civic Centre Cnr Baylis St & Morrow St Wagga Wagga

Hours 8:30am to 5pm Monday to Friday

DOCUMENT MATRIX

Information Required	Subdivision Certificate	Subdivision Works Certificate	Applicant to Complete Document Uploaded to Portal	Please also provide a paper copy of these documents
✓ Indicates this information must be provided ○ Indicates this information may be required (see notes) - Indicates this information is not required	Click here for further information on required SC documents	Click here for further information on required SWC documents		After lodging your application in the portal, paper copies of the required documents may be delivered to the Civic Centre, Cnr Baylis & Morrow Streets, Wagga Wagga
Completed Checklist	✓	✓		-
Applicant Authorisation Letter (SEE NOTE 1)	○	○		-
Statement of Compliance (Development Consent Conditions) (SEE NOTE 2)	✓	✓		-
Deposited plan of subdivision	✓	-		✓ <i>(original required)</i>
Section 88b Instrument <i>(required for the creation or release of easements, profits à prendre or restrictions on use of land)</i>	○	-		✓ <i>(original required)</i>
Deposited plan administration sheet	✓	-		✓ <i>(original required)</i>
Management Statement <i>(required for community, precinct and neighbourhood schemes)</i>	○	-		✓
Development Contract <i>(required for neighbourhood schemes and optional with community and precinct schemes)</i>	○	-		✓
Works-as Executed Plans	○	-		✓ <i>(A1 copy required)</i>
Pavement Design Report	-	○		-
Proof of Payment – Contributions, Bank Guarantees, Bonds, etc.	-	✓		-
Certificate of compliance – Riverina Water	✓	-		-
Notice of arrangement – Essential Energy	✓	-		-
Certificate of acceptance – APA Group	✓	-		-
Civil Engineering Plans	-	✓		✓
Stormwater Drainage Plan <i>(required when drainage works proposed)</i>	○	○		✓
Landscape Plan	-	○		-
Civil Specifications	○	○		-
Value of assets created statement	○	-		-
Schedule of quantities for assets created	○	-		-
Hotmix thickness calculations	○	-		-
Dilapidation Report	-	○		-

The matrix identifies the minimum information (plans and supporting documents) required. The matrix is a guide only and Council reserves the right to request additional information as necessary.

NOTE 1

APPLICANT AUTHORISATION LETTER

If you are not the property owner or a person having the benefit of the development consent, you must provide evidence that you have been authorised by the owner to lodge the application.

Evidence of authorisation must be uploaded to the Planning Portal as part of your application.

NOTE 2

STATEMENT OF COMPLIANCE (Conditions of Development Consent)

It is important to carefully read your development consent documentation and ensure that ALL required conditions have been met prior to you lodging your Subdivision Works Certificate (SWC) or Subdivision Certificate (SC) application with Council. These conditions include any that are identified as being required 'prior to the release of the SWC' or 'prior to release of the SC'. The conditions will specify the information that is required to be lodged. A Statement of Compliance is a written document listing these conditions and including a statement of how each condition has been complied with. This statement must be submitted with all SWC or SC applications.