

Subdivision Works Certificate and Subdivision Certificate

Description of Works & Checklist

Complete and submit this checklist with your application

Before uploading this document to the Planning Portal as part of your application, please complete this checklist in full.

Make sure all required supporting documents, such as plans and reports, are also uploaded with your application, as outlined on page 3 of the checklist.

Providing all required information will help minimise delays in the processing and assessment of your application.

Lodge your application via the NSW Planning Portal

You can find more information about lodging applications via the Planning Portal on our [Applying for Development](#) webpage.

Need further information?

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

Service NSW: 1300 305 695

For other enquiries, please contact Council's Customer Service team:

Email: council@wagga.nsw.gov.au

Phone: 1300 292 442

In person: Civic Centre customer service, 243 Baylis Street Wagga Wagga NSW 2650

Hours: 8:30am to 5pm Monday to Friday

Application Details

Applicant's Name:	
Address of Development:	
Description of Development:	

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 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 \$250,000 or more in value.

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

Document Matrix

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

Information Required	Type of Certificate		Applicant to Complete	
	Subdivision Certificate	Subdivision Works Certificate	Document uploaded to Portal?	Please also provide a paper copy of these documents
✓ Indicates this information must be provided O Indicates this information may be required (see notes) - Indicates this information is not required				
Completed Checklist	✓	✓	<input type="checkbox"/>	-
Applicant Authorisation Letter (See Note 1)	O	O	<input type="checkbox"/>	-
Statement of Compliance (Development Consent Conditions) (See Note 2)	✓	✓	<input type="checkbox"/>	-
Deposited plan of subdivision	✓	-	<input type="checkbox"/>	✓ (original required)
Section 88b Instrument (required for the creation or release of easements, profits à prendre or restrictions on use of land)	O	-	<input type="checkbox"/>	✓ (original required)
Deposited plan administration sheet	✓	-	<input type="checkbox"/>	✓ (original required)
Management Statement (required for community, precinct and neighbourhood schemes)	O	-	<input type="checkbox"/>	✓
Development Contract (required for neighbourhood schemes and optional with community and precinct schemes)	O	-	<input type="checkbox"/>	✓
Works-as Executed Plans	O	-	<input type="checkbox"/>	✓ (A1 copy required)
Pavement Design Report	-	O	<input type="checkbox"/>	-
Proof of Payment – Contributions, Bank Guarantees, Bonds, etc.	-	✓	<input type="checkbox"/>	-
Certificate of compliance – Riverina Water	✓	-	<input type="checkbox"/>	-
Notice of arrangement – Essential Energy	✓	-	<input type="checkbox"/>	-
Certificate of acceptance – APA Group	✓	-	<input type="checkbox"/>	-
Civil Engineering Plans	-	✓	<input type="checkbox"/>	✓
Stormwater Drainage Plan (required when drainage works proposed)	O	O	<input type="checkbox"/>	✓
Landscape Plan	-	O	<input type="checkbox"/>	-
Civil Specifications	O	O	<input type="checkbox"/>	-
Value of assets created statement	O	-	<input type="checkbox"/>	-
Schedule of quantities for assets created	O	-	<input type="checkbox"/>	-
Hotmix thickness calculations	O	-	<input type="checkbox"/>	-
Dilapidation Report	-	O	<input type="checkbox"/>	-

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.