



CUMBERLAND
CITY COUNCIL

Subdivision Certificate Checklist

Please refer to the checklist matrix to ensure that all relevant documentation is provided. Council's Development Enquiry Officer will review your documentation to ensure your application is complete. Incomplete applications will not be accepted.

Note: The plan of subdivision to which the application relates must be accompanied by a certificate on the plan (surveyor's certificate panel in admin sheet must be signed by the registered surveyor) in the relevant form required by the regulations in force under the [Surveying and Spatial Information Act 2002](#).

Legend: Always required Where Relevant

Plans/Documents/Reports	S88E	S88B <small>(only applicable for strata subdivision with PCA issuing strata certificate and council endorsing 88B instrument)</small>	Strata/ Torrens/ Stratum	Submitted Y/N or comment
Owner's consent Copy of ASIC extract (if owned by a company)	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Administration sheet of the DP (signed by a registered surveyor)		<input checked="" type="radio"/>	<input checked="" type="radio"/>	
A subdivision plan prepared by a registered surveyor		<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Section 88b Instrument (if indicated on the admin sheet, where applicable)		<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Positive Covenant (13PC) and Restriction on Use (13RPA) of Land documents	<input checked="" type="radio"/>	<input type="radio"/>		
The wording of the terms of the Positive Covenant and Restriction On Use shall be in accordance with Council's standards and specifications for Stormwater Detention System/Pollution Control Device/s/ Overland flow path/ Pump out system/ Charged system/ Onsite Retention system https://www.cumberland.nsw.gov.au/for-ms-certificates-and-checklists Refer to Terms of Restriction and Positive Covenants (under Section 88 of conveyancing Act 1919)	<input checked="" type="radio"/>	<input checked="" type="radio"/>		

<p>A copy of an operative development consent and evidence of compliance with any conditions required to be fulfilled prior to issuance of subdivision certificate.</p> <p>(Submission of occupation certificate is evidence of the consent being operative)</p> <p>Note: for a deferred commencement consent, evidence that the applicant has satisfied the consent authority that the consent is operational (this would be in the form of a Terms of deferred commencement satisfied letter)</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
<p>A copy of detailed subdivision engineering plans (where relevant)</p> <p>(Generally applicable for application such as land subdivision and staged construction)</p>		<input checked="" type="radio"/>	<input checked="" type="radio"/>	
S 73 compliance certificate of compliance from the Water Authority		<input type="radio"/>	<input checked="" type="radio"/>	
Electricity authority certificate issued by relevant utility provider.			<input checked="" type="radio"/>	
Evidence that required drainage easements have been acquired	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
LPI registered documents - positive covenants, restriction on the use of land		<input type="radio"/>	<input type="radio"/>	
<p>Final Occupation Certificate</p> <p>Or</p> <p>In absence of the Final OC, we may be able to request signed letter from the Principal Certifier stating the only outstanding items are the requirements for any positive covenant and/or restriction on use.</p>		<input type="radio"/>	<input checked="" type="radio"/>	
<p>Letter from Councils GIS Team regarding street numbering</p> <p>(Please send a request with DA reference, subdivision plan to GIS@cumberland.nsw.gov.au)</p>			<input checked="" type="radio"/>	
Landscape certificate		<input type="radio"/>	<input type="radio"/>	

<p>Work-As-Executed (WAE) Survey plan (complete set including cross-sectional details) prepared, stamped, and signed by a Registered Surveyor with their annotations red colour.</p> <p>To include Engineer's Certification of the WAE plan.</p> <p>Certificate to be completed on Councils standard certification</p>	●	●	●	
<p>OSD Maintenance Schedule</p> <p>Structural Certification for OSD system and/or pump out tank.</p>	○ ○	○ ○	○ ○	
<p>Certification of compliance with Council's Engineering department</p>	●	●	●	