

How to:

Lodge a Subdivision Certificate

Lodging a Subdivision Certificate has never been easier!

Firstly, ensure the following steps are completed to receive your Compliance Certificate.



Construction Works
are completed



**All Quality Assurance
Documentation and Works
As Executed Plans**
have been submitted and accepted
by Council



Your Maintenance Bond
has been paid

After these steps are completed we'll issue your Compliance Certificate.

Now, let's get started on your Subdivision Certificate.

Remember, if you need any further information before lodging your application please check the Environmental Planning and Assessment Act 1979 (Part 6 Building and subdivision certification and in particular Division 6.4 Subdivision work and certificates relating to subdivision) and the Environmental Planning and Assessment Regulation 2000 (Division 4 Subdivision certificates). Or, scan the QR code to go to the NSW Planning Portal website.



**Head to the NSW
Planning Portal**
to lodge your Subdivision
Certificate application



Receive an invoice
and information about how to pay
– please provide this receipt and
any other receipts (for example,
contributions) with your application



**Council will assess
your application**
and advise within 10 days if
there is any further information
to be provided

If we don't need any further information, your Subdivision Certificate will be processed and issued!