



# Subdivision Works Certificate Checklist

Use this checklist to identify mandatory documents required to submit a Subdivision Works Certificate.

The checklist and documents identified below **MUST** be uploaded to the NSW Planning Portal when submitting your application.

If you do not submit the necessary documents the application maybe delayed or returned.

Documents to be submitted		Yes	NA
1.	<b>Schedule of compliance with relevant development consent conditions</b> required to be met before the issue of a construction or subdivision works certificate.	<input type="checkbox"/>	<input type="checkbox"/>
2.	A subdivision works certificate must be accompanied by appropriate subdivision work plans and specifications, including <ul style="list-style-type: none"> <li>a) Details of the existing and proposed subdivision</li> <li>b) Other public authorities have been consulted in regards to services for the land</li> <li>c) Detailed engineering plans submitted for the following works;               <ul style="list-style-type: none"> <li>i) earthworks</li> <li>ii) roadworks</li> <li>iii) road pavements</li> <li>iv) storm water drainage</li> <li>v) water supply works</li> <li>vi) sewerage works</li> <li>vii) landscaping works</li> <li>viii) erosion control works</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Details as to which <b>public authorities have been consulted</b> with as to the provision of utility services to the land.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>Engineering drawings</b> prepared in accordance with the <a href="#">Northern Rivers Local Government Development Design and Construction Manuals</a> (NRLGDDCM) . The drawings are to an appropriate scale.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<b>Certification Report</b> prepared in accordance with DQS.04 of the <a href="#">NRLGDDCM</a> is attached with the application.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b>Drawings must comply</b> with the minimum drafting requirements of DQS.05 of the <a href="#">NRLGDDCM</a>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<b>Drawings must be prepared by a suitably qualified</b> and experienced designer in accordance with DQS.06 of the <a href="#">NRLGDDCM</a>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b>Drawings</b> must be signed by the designer	<input type="checkbox"/>	<input type="checkbox"/>
9.	<b>Copy of relevant development consent and plans.</b> Drawings <b>must</b> comply with these documents.	<input type="checkbox"/>	<input type="checkbox"/>
10.	<b>Proof that the development consent has not lapsed with respect to the subdivision</b> (where relevant). If the lapsing date on the development consent has passed, provide a letter demonstrating that Council has accepted that the development was commenced before the lapsing date.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Proof of <b>Long Service Levy Paid</b> (for works over \$25,000 and over)	<input type="checkbox"/>	<input type="checkbox"/>
12.	Proof of payment of <b>Developer</b> if required as per the Development consent approval.	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

1. You may be required to submit further documentation as specified in consent conditions of the development approval. Council's Development Support Officers can assist if you require assistance.
2. Refer to Council's factsheet on [digital application requirements](#) for the required format and file sizes when lodging your application.