



Subdivision Certificate Checklist

Use this checklist to identify documentation required to lodge a Subdivision Certificate with Byron Shire Council.

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

Failure to submit the required documentation may cause delay in processing your application.

Subdivision Certificate Checklist

Documents to be submitted	Yes	NA
Plan of subdivision and 1 copy**	<input type="checkbox"/>	<input type="checkbox"/>
Deposited plan administration sheet (clearly identified as the original) and 1 copy **	<input type="checkbox"/>	<input type="checkbox"/>
Section 88B Instrument (if relevant) and 1 copy **	<input type="checkbox"/>	<input type="checkbox"/>
Other legal document/s (if relevant) and 1 copy**	<input type="checkbox"/>	<input type="checkbox"/>
A copy of any relevant development consent or complying development certificate, including approved plans	<input type="checkbox"/>	<input type="checkbox"/>
A copy of any relevant construction or subdivision works certificate and where relevant, a copy of the approved building plans or subdivision engineering plans	<input type="checkbox"/>	<input type="checkbox"/>
A letter/report providing: <ul style="list-style-type: none"> – a list of the documents accompanying the application; and – evidence of compliance with all conditions of development consent /complying development certificate with such evidence included with the application; or – Evidence of compliance with the relevant exempt planning provisions. 	<input type="checkbox"/>	<input type="checkbox"/>
A certificate of compliance from the relevant water supply authority.	<input type="checkbox"/>	<input type="checkbox"/>
Where subdivision work was involved, a copy of the final completion letter providing evidence that: <ul style="list-style-type: none"> – the work has been completed; or – agreement has been reached with the relevant consent authority as to payment of the cost of the work and as to the time for carrying out of the work; or – agreement has been reached with the relevant consent authority as to security to be given with respect to the completion of the work 	<input type="checkbox"/>	<input type="checkbox"/>
Final occupation certificate where building work or change in use was involved	<input type="checkbox"/>	<input type="checkbox"/>
For strata subdivisions where there is no relevant planning approval **, a report must be submitted from a suitably qualified Building Certifier stating that : <ol style="list-style-type: none"> a) the measures to protect persons using the building, and to facilitate their egress from the buildings, in the event of fire, are appropriate to the use; b) the measures to restrict the spread of fire from the buildings to other buildings nearby, are appropriate to the use; and c) the buildings comply with such of the Category 1 fire safety provisions of the BCA as are applicable to the building's use. 	<input type="checkbox"/>	<input type="checkbox"/>

** Original documents required to be submitted to Council in hardcopy.

++ Refer to section 52 of the Strata Schemes Development Act 2015 for definition of relevant planning approval

Notes:

Refer to Council's factsheet on [digital application requirements](#) for the required format and file sizes when lodging your application.

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