

## **FACT SHEET – GUIDE TO SUBDIVIDING LAND**

The subdivision of land is one of the main development types assessed by Inverell Shire Council and the issuing of a Subdivision Certificate is one of the last steps in the process. The Subdivision Certificate authorises the registration of a plan of subdivision under Division 3 of Part 23 of the [Conveyancing Act 1919](#).

The purpose of this fact sheet is to outline the main steps in lodging a subdivision proposal with Inverell Council, and the procedure for lodging an application for a Subdivision Certificate.

### **STEP 1 - Development Application for Subdivision**

A Development Application for the subdivision is lodged with Council with the necessary information to enable a merit based assessment. If the development application is successful, Council will grant development consent subject to conditions.

### **STEP 2 - Compliance with Conditions**

Usually with the assistance and advice from a surveyor, engineer or solicitor the landowner undertakes the subdivision works and other works necessary to address all conditions in accordance with the consent.

Upon written request, and if applicable Council will provide quotes for:

- Section 94 contributions;
- Development Servicing Plan Contributions for water and sewer;
- Connection and/or extension of water and sewer services; and
- The cost for Council to undertake Private Civil Works.

All physical works must be completed to comply with the required conditions of consent (e.g. access, road works, bush fire works, etc.) In extenuating circumstances, and by a negotiated agreement, Council may consider a bond for certain works that can be completed in a timely manner after the registration of a Subdivision Certificate.

All conditions, including physical works, payment of levies and preparation of documents and plans must be completed **prior to the lodgement of an Application for Subdivision Certificate**.

### **STEP 3 - Completing and Lodging an Application for a Subdivision Certificate**

Once the “applicant” is confident that all conditions have been satisfied, a Subdivision Certificate Application can be lodged with Council. Documents that must be submitted for a Subdivision Certificate Application include:

- Subdivision Certificate Application form;
- Payment of the Subdivision Certificate application fee;
- Plan of subdivision and a minimum of three (3) copies;
- 88b Instrument (if required);
- A copy of the relevant Development Consent; and
- Documentary evidence that all relevant conditions of the Development Consent have been satisfied.

To avoid inefficiencies, confusion and unnecessary delays in the Subdivision Certificate process, Council asks that all of the information as listed above accompany an application for a Subdivision Certificate, at the time of lodgement.

### **STEP 4 - Assessment of a Subdivision Certificate Application & Issuing of a Subdivision Certificate**

Once a complete application for a subdivision certificate has been received, Council staff will commence processing the application. This may include checking payments, reviewing plans and documents and inspecting any physical works. Please do not call Council to undertake inspections unless the works are complete. This is particularly important for bush fire conditions imposed by the NSW Rural Fire Service which are often overlooked by applicants and owners.