



Subdivision Works Certificate Application

Locked Bag 5
Young, NSW 2594
P: 1300 445 586
E: mail@hilltops.nsw.gov.au
W: www.hilltops.nsw.gov.au

(In accordance with the Environmental Planning and Assessment Act 1979 Sections 6.3(1)b & 6.13)

1. Applicant Details		
Title:	Given Name/s:	Surname:
Company/Organisation: (if applicable)		ABN:
Contact Number:	Email:	
2. Postal Address		
House/unit number:	Street:	
State:	Postcode:	
3. Site Details		
Lot No:	Section:	DP No:
Street/rural address no:	Street:	
Town/Locality:		
4. Consent Details:		
Consent no:	Consent Date:	
5. Description of Proposed Subdivision Staging:		
Stage 1.		
Stage 2.		
Stage 3.		
6. Contractor Details:		
Contractor:	ABN:	
Contractor Address:		
Phone Number:	Email:	
7. Principal Certifying Authority (PCA)		
Are you using Hilltops Council as your PCA?	Yes*:	No:
<i>*See Schedule of Supervision Fees</i>		
If No- Private PCA Name:		
Contact Number:	Email:	
8. Owners Consent:		
If there is more than one owner of the land every owner must sign. If the property is within a strata plan consent of the Owners Corporation is required under seal. If owner is a company or corporation, a director or secretary (or authorised delegate) must sign.		
Owner 1:		
Title:	Given Name/s:	Surname:
Contact Number:	Email:	
Owner 2:		
Title:	Given Name/s:	Surname:
Contact Number:	Email:	
9. Applicant Consent:		
I declare that the information given on this form and in the accompanying documentation is true and correct. I understand that if incomplete the application may be returned to me, delayed, rejected or more information may be requested.		
Applicant's Signature:		Date:

PART 6: LODGEMENT DETAILS

The completed Application and supporting documentation can be submitted to Hilltops Council via the following:

Email: mail@hilltops.nsw.gov.au

Mail: Locked Bag 5, Young, NSW, 2594

In Person:

BOOROWA OFFICE
6-8 Market Street,
Boorowa NSW 2586

HARDEN OFFICE
3 East Street,
Harden NSW 2587

YOUNG OFFICE
189 Boorowa Street,
Young NSW 2594

Subdivision Works Certificate Fees:

Office use only

Subdivision Works	Fee	Tick If Fee Charged
Subdivision Works Certificate fee* (excl GST)		
Inspection Fees* (As per schedule of supervision fees, excl GST)		
Subdivision fees (GST)		
Total Fee (including GST)		
*The fee is based on the current rates and charges adopted by Council		

Office use only

Application no:	Date SWC received at Council:
Property ID:	Receipt No:
Dates fees paid:	Received By: