Notice of Public Domain Subdivision Works (excluding building works) and Appointment of Council as Principal Certifier

Under Section 6 of the Environmental Planning and Assessment Act 1979 and Section 73A of the Building Professionals Act 2005

CITY OF SYDNEY

About this form

You can use this form to notify Council that you intend to commence subdivision work⁺ and also to appoint the City of Sydney as the Principal Certifier (PC).

Note: This form is only to be used where the City of Sydney is to be the PC for subdivision works⁺. All building related PC applications will need to complete the Notice of Commencement of Building and Appointment of Council as Principal Certifier.

⁺**subdivision work** means any physical activity authorised to be carried out in connection with a subdivision under the conditions of a development consent for the subdivision of land. For the purposes of this definition, a development consent includes an approval for State significant infrastructure if the regulations under Part 5 apply this Part to subdivision work under such an approval. (EP&A Act 1979)

How to complete this form

1. Ensure that all fields have been filled out correctly before submitting an application
2. Please note that fields on this form marked with an * are mandatory.
3. Once completed submit this form by email, mail or in person. Please refer to the lodgement details section in Part 6 for further information.

Fees and Charges

The City of Sydney's Schedule of Fees and Charges can be accessed at https://www.cityofsydney.nsw.gov.au/council/our-responsibilities/fees-and-charges. Refer to the public domain charges section: Public Domain Inspection - Subdivision Works and Construction Certificates

Note: A construction inspection fee will apply once the scope of works is determined and the fee will be based on estimated cost of works. If you require further information regarding this application form, please contact the Public Domain Team on 02 9265 9333 or email: publicdomain@cityofsydney.nsw.gov.au

Part 1: Site Details (adjoining the public road)

Property number*

Street name*

Suburb*

Lot number (if known)

DP/SP (if known)

Development Application Number (if applicable)

Part 2: Applicant (Primary Contact)

Note: All correspondence will be directed to the applicant

Applicant Details*

First Name*

Last Name*

Business/Company Name *

Business/Company Address *

Business/Company Postal Address (if different from above)

Contact Number*

Email Address*

Part 3: Details of work

Please provide a detailed description of works (as per the description of works on the Construction Certificate)

[ ]

What is the existing use of the site?

[ ]

Development Consent	Date of determination
[ ]	[ ]

Construction Certificate number	Date of determination
[ ]	[ ]

Was the Construction Certificate or Complying Development Certificate issued by Council? (please tick applicable box below)

Yes [ ]   No [ ]   ▶ **If no**, please provide the name of the accredited certifier who issued the Construction Certificate or Complying Development Certificate

[ ]

Certifier's Accreditation Number

[ ]

Have all conditions required to be satisfied prior to the commencement of work been satisfied? (Conditions may include payment of performance bonds and endorsements of public domain works). Please tick applicable box below.

Yes [ ]   If Yes, please provide the date work is proposed to commence   [ ]

No [ ]   **If no**, work must not commence

Note: If you cannot provide a commencement date at the time of completing this form, you must notify Council in writing of the date at least two (2) days before work commences.

Part 4: Applicant Declaration

I declare that:

[ ] I have met all the conditions in the Development Consent that must be complied with prior to the commencement of work.

[ ] I appoint the City of Sydney as the Principal Certifier for subdivision works.

[ ] I understand payment of the inspection fees for Council's services as the Principal Certifier will be required prior to the works commencing.

[ ] All the information I have provided is true and correct.

Conflict of Interest
To ensure transparency in Council's decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council

[ ] No   [ ] Yes

If yes, state relationship [ ]

Applicant's name (please print)	Applicant's Signature	Date
[ ]	[ ]	[ ]

Part 5: Privacy & Personal Information Protection Notice

Purpose of Collection: For delivery of Principal Certifier services in the Council area.
Intended recipients: Council staff and approved contractors of the Council of the City of Sydney.
Supply: An application is voluntary, however a completed application is required to enable assessment and approval of the proposed works prior to construction.
Access / Correction: Contact the City of Sydney Council Customer Service Unit (refer to the Lodgement Details).
Storage: City of Sydney Council, 456 Kent Street Sydney NSW 2000

Part 6: Lodgement Details

You can lodge the completed application by:

EMAIL: **applications@cityofsydney.nsw.gov.au**

Digital copies of applications must be supplied on a USB memory stick if lodging by mail or in person.

MAIL: City of Sydney   **DX**:   1251   Sydney
GPO Box 1591
Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
https://www.cityofsydney.nsw.gov.au/council/contact-us/customer-service-centres

WHAT NOW: Once your appointment nomination form has been received, you will be notified in writing of Council's appointment as the PC and any associated inspection fees. Council will also nominate the critical stage inspections that must be carried out.

For further information regarding your application please contact us by:

TELEPHONE: (02) 9265 9333   or visit our   **WEBSITE:**   www.cityofsydney.nsw.gov.au

Office Use Only - to be completed by receiving officer

Council Officer's Name (please print)	Date application accepted