

POLICY:-	
Policy Title:	Release of Subdivision Certificates Policy
File reference:	F10/618-04
Date Policy was adopted by Council initially:	18 November 2004
Resolution Number:	318/04
Other Review Dates:	15 September 2011, 20 February 2014
Previous Resolution Numbers:	341/11, 10/14
Current Policy adopted by Council:	21 July 2022
Resolution Number:	155/22
Next Policy Review Date:	2025

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Director of Environment and Planning
Committee/s (if any) consulted in the development of this policy::	
Responsibility for implementation:	Director of Environment and Planning
Responsibility for review of Policy:	Director of Environment and Planning

INTENT OF POLICY

The intention of this policy is to ensure that all development approval conditions of a subdivision are satisfied. Under the Environmental Planning and Assessment Act 1979, subdivision is a form of development that requires approval. Approval of a plan of subdivision is given in the form of a Subdivision Certificate.

GUIDELINES AND PROCEDURES

Subdivision Certificates will be issued by staff with appropriate delegation when:

- A completed subdivision certificate application is received, receipted and registered with the following supporting information;
 - The original plan Final Plan of Subdivision, including indication of the locations of any easements and permanent improvements, and;
 - A corresponding Deposited Plan Administration Sheet („Plan Form 6“) indicating a schedule of addresses in accordance with Clause 60 of the Surveying and Spatial Information Regulation 2012.
 - Compliance checklist stating how all development approval conditions have been complied with.

RELATED LEGISLATION AND COUNCIL POLICIES

The following legislation and Council Policies and documents that are relevant to this Policy include:

- Surveying and Spatial Information Regulation 2012
- Environmental Planning and Assessment Act, 1979 (as amended).
- Real Property Act 1900.
- Real Property and Conveyancing Legislation Amendment Act 2009.
- Road Naming Policy
- AS/NZS 4819:2011 – Rural and Urban Addressing
- Development Bonding Policy
- Street Numbering – Urban Areas Policy

VARIATION

Council reserves the right to vary or revoke this policy.