

## **SUBDIVISION CERTIFICATE INFORMATION SHEET**

A **Subdivision Certificate** is the transaction that must occur between a developer and the Council, or a suitably qualified private certifier, which requires the Council, or private certifier, to endorse a subdivision document for registration at Land and Property Information (LPI), formerly known as the Land Titles Office (LTO), and now a division of the Department of Finance, Services and Innovation (DFSI). In Canterbury-Bankstown Council area, a private certifier may only endorse the Subdivision Certificate for Strata Subdivisions. A developer must apply to Council for the endorsement of all other subdivisions requiring a Subdivision Certificate to be endorsed.

Subdivision Certificates which need to be or may be endorsed by Council, may come in many forms. Some of the more common subdivision types are listed below:

- Torrens Title Subdivision
- Strata Title Subdivision
- Stratum Subdivision
- Boundary Adjustment
- Torrens Title Subdivision which creates fewer lots than original, such as four lots into three lots.
- Torrens Title Subdivision which creates the same number lots as original, such as three lots into three different lots.
- Torrens Title Subdivision for the purposes of creating or dedicating a Road or Public Reserve to the Council.

An 88B Instrument may be required to accompany any of the above subdivisions where the developer intends to create easements and / or restrictive covenants at the time of subdivision. The developer must include the 88B Instrument with the Application for Subdivision Certificate.

Generally speaking, a developer is not required to acquire the Council's endorsement of a Plan of Consolidation, a Plan of Redefinition or a Plan of Easement, unless they include one or more of the above proposals on the same plan.

Please be advised, the property owner or developer should apply early for the Council to endorse any documents which may be part of a separate approval process as the Council may take some time to assess and process the necessary transactions to effect the endorsement of the Subdivision Certificate.

Note: The Property Owner or developer must submit the Application, fees and original relevant documents, in person, to Council, for checking and endorsement.

**A property owner or developer may apply to the Council using the “Subdivision Certificate” Form and pay the relevant fees for Council to endorse the Subdivision Certificate for future registration of the Subdivision Plan with LPI. A Person may uplift a “Subdivision Certificate” forms, in person, from Council’s Customer Service Centre, or online, from Council’s Website at [www.cbcity.nsw.gov.au](http://www.cbcity.nsw.gov.au) under “Development” tab / “Planning and building forms” / “Subdivision Certificate”.**