

This form must be used when submitting a request for assessment of a plan of subdivision under the *Planning Regulation 2017*, Schedule 18. Application fees apply per Council's Fees and Charges Schedule.

Applicant Details			
Applicant Name(s) (<i>individual or company full name</i>):			
Contact Name (<i>only applicable for companies</i>):			
Postal Address:			
Email Address:			
Telephone:			
Applicant's Reference Number (<i>if applicable</i>):			
Developer/Owner Details			
Developer/Owner Name(s):			
Developer/Owner Email address:			
Site Details			
Existing Street Address:			
Existing Property Description (<i>lot and plan number</i>):			
Number of Existing Lots:			
Number of Proposed Lots:		Park lots	Balance lots
Estate Name and Stage Number (<i>if applicable</i>):			
Preferred Method of Collection			
<input type="checkbox"/>	Registered post to applicant's postal address		<input type="checkbox"/> Collect by Applicant at Council administration centre

Request Type							
<input type="checkbox"/>	Standard Format Plan	Plan No:		<input type="checkbox"/>	Grant of Easement	Plan No:	
<input type="checkbox"/>	Building Format Plan	Plan No:		<input type="checkbox"/>	Lease	Plan No:	
<input type="checkbox"/>	Volumetric Format Plan	Plan No:		<input type="checkbox"/>	Community Management Statement	Plan No:	

Plan of Subdivision Requirements					
Does the plan of subdivision provide for any of the following?					
<input type="checkbox"/>	Covenants	<input type="checkbox"/>	Park dedication	<input type="checkbox"/>	Land to be dedicated to Council
<input type="checkbox"/>	Common property	<input type="checkbox"/>	Easements	<input type="checkbox"/>	Cancellation of access restriction strips

Re-endorsement of Plan of Subdivision		
Is this request for re-endorsement of a plan of subdivision? <i>If yes identify the previous approval number below.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous plan of subdivision approval number		

Related Approvals						
Does the request relate to a plan of subdivision for reconfiguring a lot that is authorised under a development permit, or a plan of subdivision required under a development condition of a development permit?						<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please identify all related development permits below:</i>						
<input type="checkbox"/>	Reconfiguring a Lot	Approval No:		<input type="checkbox"/>	Operational Work	Approval No:
Does the request relate to a plan of subdivision for reconfiguring a lot that is not assessable development?						<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please identify all development permits relevant to the premises below:</i>						
<input type="checkbox"/>	Building work	Approval No:		<input type="checkbox"/>	Operational Work	Approval No:
<input type="checkbox"/>	Material Change of Use	Approval No:		<input type="checkbox"/>	Building Work (assessable against a planning scheme)	Approval No:

Lodgement Requirements		
Please ensure the following checklist is completed and all relevant documents provided upon lodgement of your request.		
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Application fees as per Council's Fees and Charges Schedule.
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of payment of all outstanding rates.
<input type="checkbox"/>	<input type="checkbox"/>	Receipt confirming payment of all outstanding infrastructure charges or copy of signed delayed payment infrastructure agreement/request form with Council.
<input type="checkbox"/>	<input type="checkbox"/>	Original plan of subdivision (A3), prepared in accordance with the relevant development permits, signed by registered owner(s) and certified by a licensed surveyor. OR For electronic lodgement a completed form 18A Registered owners/lessee's consent to survey plan form
<input type="checkbox"/>	<input type="checkbox"/>	Plan showing locations of all buildings, services, structures, waterbodies and dams, effluent disposal areas and other improvements on the land in relation to the new and existing boundaries and the distances there from (where applicable). The plan must be endorsed by a licensed surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Council's Street Name Approval. Survey Plan is to be in accordance with approval, including road names.
<input type="checkbox"/>	<input type="checkbox"/>	Development approval/s compliance report – comments demonstrating compliance with conditions of all related approvals (Reconfiguring a lot, MCU, OP Works).
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of compliance with any Referral Agency conditions and/or requirements (include written confirmation from each referral agency that they are satisfied all conditions have been complied with if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	Original easement documents where the easement is required as a condition of approval and Council is a party to the easement. Provide copy of document(s) where Council is not party to the easement.
<input type="checkbox"/>	<input type="checkbox"/>	Original covenant documents where the covenant is required as a condition of approval. Provide copy of document(s) where not required by a condition of an approval.
<input type="checkbox"/>	<input type="checkbox"/>	Original First Community Management Statement or copy of new Community Management Statement signed by original owner(s) or Body Corporate.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Council's on-maintenance approval & copy of receipt confirming maintenance bond payment.
<input type="checkbox"/>	<input type="checkbox"/>	If Council has agreed to accept security in lieu of completion of all necessary work, provide a copy of the signed deed of agreement and receipt confirming incomplete works bond payment.
<input type="checkbox"/>	<input type="checkbox"/>	Evidence demonstrating provision of electricity and telecommunication services, including suitable security arrangement with relevant service authorities to deliver the utilities to the new lots.
Declaration by person making this request		
<input type="checkbox"/>		By making this request, I declare that all information in this request is true and correct. <i>Note: It is unlawful to provide false or misleading information.</i>
Privacy Information		
	Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used only for the purpose stated above and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the <i>Information Privacy Act 2009</i> . This information may be stored in relevant databases. The information collected will be retained as required by the <i>Public Records Act 2002</i> .	

OFFICE USE ONLY	
Application Received (date & time):	
Application Number:	
Fees Required (incl. breakdown):	
Fees Paid & Receipt Number:	
Officer Notes:	
Allocated Officers:	