

FREQUENTLY ASKED QUESTIONS

PLAN OF SUBDIVISION

WHEN CAN I LODGE MY REQUEST FOR APPROVAL OF A PLAN OF SUBDIVISION?

The plan must be lodged within the currency period of the approval (for related Reconfiguring a Lot approvals). Please contact the Development & Planning Department for specific details.

For Building Format Plans, these can be lodged at any time after a building approval is issued.

MY APPLICATION HAS BEEN SUBMITTED BY MY CONSULTANT; CAN COUNCIL CONTACT ME DIRECTLY WHEN THE PLAN HAS BEEN ENDORSED SO I CAN COLLECT IT?

No. Council's process for releasing any survey plans is to only release it to the party that originally lodged it. This ensures that the consultancy firm dealing with your application can follow up any further requirements after endorsement. Should you wish to alter the above, the consultant must contact Council and confirm alternative arrangements in writing.

MY APPLICATION HAS BEEN SUBMITTED BY MY CONSULTANT; HOW DO I CONTACT COUNCIL TO ENQUIRE ABOUT THE REQUEST STATUS?

If you have engaged a private consultant to prepare and lodge your plan of subdivision request, your first point of contact for any information about the progress should be to your private consultant.

MY RELATED OPERATIONAL WORKS APPLICATION HAS NOT PASSED A SUCCESSFUL ON-MAINTENANCE INSPECTION YET. CAN I STILL LODGE MY PLAN OF SUBDIVISION REQUEST?

Please contact Council's Development & Planning Engineers on 1300 79 49 29 for further information prior to lodging a plan of subdivision request.

HOW DO I KNOW IF I HAVE ANY RATES ARE OUTSTANDING ON THE PROPERTY/IES I AM SUBDIVIDING? WHEN AM I REQUIRED TO PAY THESE OUTSTANDING CHARGES?

Phone Council's Rates Department on 1300 79 49 29. Please make sure you have all relevant property details on hand when phoning as you will be asked to provide this information. You are required to pay all outstanding rates prior to or at the time of plan of subdivision request/lodgement, and provide a copy of the receipt with lodgement documentation.

WHEN AM I REQUIRED TO PAY LODGEMENT FEES FOR MY PLAN OF SUBDIVISION?

You are required to pay all fees for a request for plan of subdivision the time of application lodgement. Failure to do so will result in a "Non-Compliance Notice" being issued and will cause delays in your survey plan being endorsed.

HOW DO I KNOW HOW MUCH INFRASTRUCTURE CHARGES I AM REQUIRED TO PAY?

You can obtain the required information from your Development Approval Infrastructure Charges Notice. Depending on the time elapsed since the date of your Decision Notice, the charge may be subject to indexation increases, or may have changed subject to new Infrastructure Charge Policies and Resolutions. Please contact Council's Development & Planning Department prior to payment to confirm the amount payable prior to lodgement of your plan of subdivision request, and provide a copy of the receipt with lodgement documentation.

WHEN AM I REQUIRED TO PAY REQUIRED INFRASTRUCTURE CHARGES?

You are required to pay all outstanding charges prior to or at the time of lodgement of your plan of subdivision request.

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WHAT CONSTITUTES SATISFACTORY EVIDENCE OF A SERVICE PROVIDER?

Electricity:

- Provision of a Certificate of Supply; or
- Provision of a Certificate of Acceptance; or
- Provision of a Negotiated Connection Establishment Contract, and evidence of the following:
 - i. Substantial commencement of the internal electrical work, and
 - ii. Evidence of contract with electrical contractor, and
 - iii. Evidence of the ability to fund the contract value of the electrical works.

Telecommunications:

- Provide a Telecommunications Infrastructure Provisioning letter as evidence of such an agreement

HOW LONG WILL IT TAKE FOR MY PLAN TO BE ENDORSED BY COUNCIL?

Council is bound by State Government Legislation and is required to assess the plan of subdivision request within twenty (20) business days and endorse the plan, if it is compliant.

WHAT HAPPENS IF MY REQUEST IS NON-COMPLIANT

If it is deemed the request is non-compliant, in accordance with Council's Management Policy for Plan of Subdivision, an action notice will be issued within 10 business days of a request being received. This notice will identify areas of non-compliance and actions required of the Applicant, to progress assessment of the request.

An applicant will be provided with 20 business days to respond to the notice. An extension to the 20 business days may be granted if a request in writing is received by Council to extend the timeline for response (reasons for extension request to be provided). This extension is to provide required time for the items to be addressed in order to make the request compliant, and allow Council to assess the request.

If items in the notice are actioned and satisfactorily address the non-compliance matters, Council will recommence assessing the request and will be required under legislation to endorse the plan within 20 business days of the response to the action notice being received by Council.

If a written request for extension is not received by the applicant, or a response is not received (to an action notice) after either of the timelines stipulated above, the plan and request documentation will be returned and the request will be deemed to have lapsed. If fees were paid at lodgement, a refund will also be processed in accordance with Council's Fees & Charges Schedule.

WHAT HAPPENS AFTER MY SURVEY PLAN HAS BEEN ENDORSED?

The Plan of Subdivision must be lodged for registration with the Department of Natural Resources and Mines within six (6) months of the date of the Compliance Certificate. DNRM can be contacted on 13 QGOV (13 74 68).

WHAT HAPPENS AFTER MY SURVEY PLAN HAS BEEN ENDORSED AND I HAVE AN EXECUTED DELAYED PAYMENT INFRASTRUCTURE AGREEMENT?

The Plan of Subdivision must be lodged for registration with the Department of Natural Resources and Mines within one (1) month of the date of the Compliance Certificate for the infrastructure agreement to remain valid. If the plan of subdivision is not lodged within this time, the IA is no longer valid, infrastructure charges become immediately payable, and you will be contacted by Council to make payment arrangements. Lodgement of the Plan of Subdivision can then be made with DNRM within six (6) months of the date of the Compliance Certificate.