

# Lodging a Plan of Subdivision for approval



With the commencement of the *Planning Act 2016*, lodging “plans of survey” with local government for endorsement under the superseded *Sustainable Planning Act 2009* is now referred to as lodging “plans for subdivision” for approval. Under Schedule 18 of the *Planning Regulation 2017*, a person may request that local government approve a plan of subdivision for reconfiguring a lot.

This process generally occurs following the issue of a development permit for reconfiguring a lot and the completion of any operational work required to be undertaken in order to comply with the conditions of the subdivision approval. In some circumstances, a plan of subdivision can be approved where the reconfiguration of a lot is not considered assessable development (i.e. through strata-titling dual occupancies or multiple dwellings.)

Despite the change in terminology, the steps in the process for lodgement and assessment of a plan of subdivision for approval remain relatively unchanged. The following application form must be completed and submitted with your request.

## IMPORTANT INFORMATION

Before completing the relevant sections of this form to lodge a plan of subdivision for approval, the following steps must be understood and undertaken by the applicant (where relevant):

- » Your application will not be processed for assessment until the application fee has been paid. Failure to pay the application fee within 24 hours of lodging the request may result in the application being returned to you. Please contact the Planning Section on 1300 878 001 as soon as possible to arrange payment of your application fee or refer to the payment options below.
- » Your request to approve the plan of subdivision will be assessed against the relevant criteria stipulated under schedule 18(2) of the Regulation. The applicant must demonstrate that each of the following criteria has been met in order for council to assess your request.

**For a plan of subdivision for reconfiguring that is approved under a development permit, or a plan of subdivision required under a development condition of a development criteria:**

- All of the development conditions of the development permits for reconfiguration and operational work (if applicable) have been complied with, OR satisfactory security has been given to the local government to ensure compliance with the development conditions. It is recommended that a statement addressing each condition of the relevant development permits is supplied with the plan of subdivision with the relevant documentation included or referenced to allow council to process your enquiry as quickly as possible;
- All outstanding rates or charges levied by the local government or expenses that are a charge over the land under any Act have been paid;
- The plan has been prepared in accordance with the development permit;
- The conditions of a water approval under the SEQ Water Act have been complied with (if relevant);

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- There are no outstanding fees or charges levied by a distributor-retailer under the SEQ Water Act (if relevant);
- Payment of the application fee to approve the plan of subdivision.

## For a plan of subdivision for reconfiguring a lot that is not assessable development:

- The plan is consistent with any development permit relevant to the premises;
  - All outstanding rates or charges levied by the local government or expenses that are a charge over the land under any Act have been paid;
  - The conditions of a water approval under the SEQ Water Act have been complied with (if relevant);
  - Payment of the application fee to approve the plan of subdivision.
- » After your application is submitted, council may issue a “Further Advice” letter if any of the criteria stipulated under Schedule 18(2) has not been complied with. Where necessary, council officers will issue a Further Advice letter within 10 business days from receipt of your request.
- » Council can only endorse a plan of subdivision for registration of the new titles with the Department of Natural Resources and Mining after all of the criteria under Schedule 18(2) listed above has been complied with. Therefore, it is strongly recommended that you ensure all of the above-mentioned relevant criteria have been complied with before lodging your request to ensure it is processed expeditiously.
- » Council will give notice of the approval of the plan of subdivision to the person making the request within -
1. If the request complies with the criteria stated in section 2 when it is received by the local government - 20 business days after it is received; or
  2. If the request does not comply with the criteria stated in section 2 when it is received by the local government - 20 business days after the person gives notice to the local government that the criteria stated in section 2 have been complied with; or
  3. Another period agreed between the local government and the person making the request.
- » Please be advised that where council has issued a Further Advice letter and the applicant subsequently provides a notice of compliance (as above-mentioned) but the criteria is still not considered to be complied with, council cannot approve the plan of subdivision until the criteria has been met.
- By checking this box, you acknowledge that you have understood the above information and the documentation provided in your request is true and correct.

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## SECTION 1: APPLICANT DETAILS

Applicant name(s) (*individual or company full name*): \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

Email address: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you wish to receive correspondence for your application electronically (via email)?  Yes  No

## SECTION 2: PLAN OF SUBDIVISION DETAILS

Property address: \_\_\_\_\_

Cancelling lot/s on plan: \_\_\_\_\_

New lot/s on plan: \_\_\_\_\_

Stage (if applicable): \_\_\_\_\_

Provide originals of the following documentation for signing:

- » Plan of subdivision
- » Easement documents (where relevant)
- » Community Management Statement (CMS) (where relevant)
- » Lease documents (where relevant)

## SECTION 3: DEVELOPMENT PERMITS

List all development permits which contain conditions relevant to the plan of subdivision for approval:

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## SECTION 4: PAYMENT OPTIONS

Select the payment option you would prefer.

- Pay at counter upon lodgement
- Cheque
- Credit card (contact applicant for payment)
- Other \_\_\_\_\_

## LODGEMENT OPTIONS

Applications may be lodged via:

Mail: PO Box 1268 TOWNSVILLE QLD 4810  
In person: Customer Service Centre  
103 Walker Street  
Townsville City, 4810  
Office hours: Monday - Friday, 8:30am - 5:00pm

**Thank you for lodging your application. Please remember to pay your fee within 24 hours of lodging your application to avoid the application being returned to you. Your application will not be processed until the application fee has been paid.**

The assessing officer for your application will contact you as soon as possible to discuss your request.

### OFFICE USE ONLY

Date received: \_\_\_\_\_ Application number: : \_\_\_\_\_