

## RECONFIGURING A LOT

### What is Reconfiguring a Lot?

Reconfiguring a lot generally refers to the following:

- a) creating lots by subdividing another lot; or
- b) amalgamating 2 or more lots; or
- c) rearranging the boundaries of a lot; or
- d) dividing land into parts by agreement; or
- e) creating an access easement.

### Do I need planning approval?

Reconfiguring a lot proposals are usually considered assessable development, which requires obtaining approval from Council. To obtain approval, the lodgement of a development application to Council is required where an assessment process based on the property's zoning (code or impact) will be conducted and a decision made (approval or refusal).

If find further information regarding the requirement for approval at your property, please use [eplanning](#).

### What is required to lodge an application?

When lodging an application, the following materials are required to allow the application to be considered 'properly made' and for the assessment process to start:

- [DA Form 1](#)
- plans of development
- relevant hazard overlays for the proposed land
- report addressing the applicable codes of the [Townsville City Plan](#); and
- Payment of the development application fees

A well-prepared application may proceed through the assessment process faster. It is crucial to ensure that all of the necessary material is included at the time of lodgement, as Council cannot proceed with the assessment process unless these items are included.

### How to lodge an application

An application can be submitted to Council via one of the following methods:

- [Townsville Online Lodgement System](#) (TOLS)
- Email to [developmentassessment@townsville.qld.gov.au](mailto:developmentassessment@townsville.qld.gov.au)
- In person at Councils Customer Service Centre, 103 Walker Street Townsville
- Post to PO Box 1268 Townsville QLD 4810.

### Development application fee

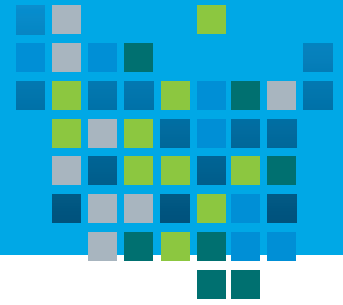
Each application Council assesses has an associated application fee prescribed in the [Schedule of Fees and Charges](#) each financial year. These fees enable Council to recover the costs required to process the application. To determine the appropriate application fee, please visit the [fees and charges schedule](#) or contact Planning and Development to request an estimate.

### Minimum lot dimensions

The Townsville City Plan specifies the Acceptable outcomes for minimum lot sizes and dimensions for each zone. Minimum lot dimensions refer to the total area, road frontage and depth of each lot. The specified lot dimensions align with the City Plan's intended use of the property. To find the minimum lot dimensions for a property, please visit Part 9 of the [Townsville City Plan](#).

# Planning and Development

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### Infrastructure charges

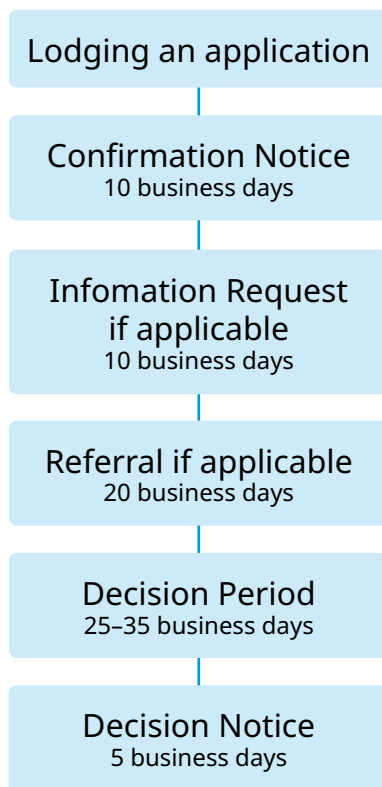
Council levies infrastructure charges for development which generates additional demand upon trunk infrastructure networks. For more information, please read Councils [infrastructure charges information sheet](#) or contact Planning and Development for a fee-free infrastructure charge estimate before engaging in any development activity.

### Survey plan sealing

Once the conditions of your development permit have been fulfilled, including payment of infrastructure charges, the plan of survey demonstrating the new lot arrangement will need to be submitted to Council for endorsement. After Council endorses and signs the plan of survey, the survey plan can then be lodged with the Department of Resources to be registered.

### Timeframe

The timeframe for an application to be assessed by Council varies depending on the level of assessment. The below illustration demonstrates the legislative timeline for a code assessable application requiring referral.



### What other approvals do I need?

Once a development permit for Reconfiguring a lot is obtained (approval issued), additional permits may be required, such as:

- operational works, such as earthworks, roads, stormwater, and drainage;
- building work;
- plumbing and drainage;
- road works permit;

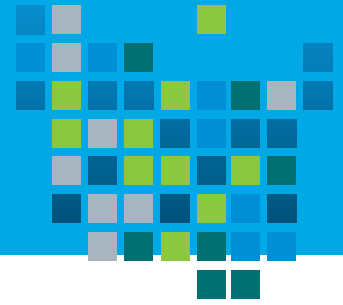
Please note: there may be additional approvals required beyond the permits listed above.

### Referral Agencies

During the development assessment process, some applications require assessment by referral agencies. Referrals are commonly required for properties that are subject to state assets or private entity infrastructure.

**DISCLAIMER:** The contents of this information sheet have been prepared to assist in the understanding of Planning and Development in Townsville. The information sheet is an outline only.

For more information please contact Planning and Development: ☎ 13 48 10 ✉ [enquiries@townsville.qld.gov.au](mailto:enquiries@townsville.qld.gov.au) 🌐 [townsville.qld.gov.au](http://townsville.qld.gov.au)



### Frequently asked questions

#### What are the circumstances in which a subdivision is not likely to be supported?

Generally, for a reconfiguring a lot application to be supported by the Council, it needs to be demonstrated that the proposal, at the minimum meets the following criteria:

- minimum lot size and dimensions are appropriate for the zoning;
- appropriate infrastructure is available or can be provided;
- each lot has access to a formed road;
- the new lots are not susceptible to unacceptable flood hazards; the new lots are not susceptible to unacceptable coastal inundation hazards; and/or erosion;
- The new lots are not susceptible to unacceptable bushfire hazards.

If the above criteria and all other relevant criteria within the planning scheme cannot be met, Council may not support the application for approval.

#### Costs associated with a Reconfiguring a Lot

During the application process, there are several requirements that must be met, including the payment of various fees. These fees can be categorized into Council fees and non-Council fees.

Council fees include:

- Development application fee;
- Infrastructure charges;
- plan of survey sealing;
- Operational works application fee (if applicable);
- Connection to the Council's water and sewer network.

Non-Council fees include:

- professional consultants (ie. surveyors, town planners, and engineering professionals);
- registering the survey plan with the Titles Queensland;
- civil works associated with the subdivision.

#### Need further info?

For further information regarding Reconfiguring a lot, please contact Council at 13 48 10.

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