

This form must be used when submitting a request for approval of a plan of subdivision under the *Planning Regulation 2017*, Schedule 18.

Are you ready to lodge?

To ensure you are plan seal ready, the below must happen prior to lodging your application:

- All development conditions of all related approvals (e.g. RAL and Op Works) have been complied with (including referral agency conditions) or satisfactory security has been provided by way of a bonding agreement with Council
- The plan has been prepared in accordance with the development permits and matches all approved plans
- All infrastructure charges have been paid or a signed delayed payment infrastructure agreement submitted (if applicable to the development)
- All other charges, rates, bonds and application fees have been paid
- All required works have been undertaken and the development has been accepted by Council as 'on maintenance'
- Street names have been approved by Council

If you are uncertain about whether your development is plan seal ready, please contact and discuss the matter with your consultants. If you require further advice, please contact Council to discuss the matter with an officer or request a pre-lodgement meeting.

How it works

Applications can be lodged online, in the mail or over the counter with the following information:

- Original survey plans with owners' signature or provide a copy with a completed Form 18a
- All legal documents relevant to the application (easement, transfer, CMS etc)
- Detailed compliance report proving the development has complied with all approval requirements and providing evidence to demonstrate how each condition has been complied with (e.g. receipts, certificates, photographic evidence, letters of approval, etc)
- Completed application form
- Survey plan application fee in accordance with Council's Fees and Charges Schedule

Council will not process the application or allocate it to any officers for assessment until the applicant has confirmed the request complies with all applicable criteria stated in Schedule 18 of the *Planning Regulation 2017* (See Appendix 1 at the end of this form for details).

Once the request has been accepted, Council will issue an Action Notice if any items are identified as outstanding. Assessment will resume once a formal response has been received from the applicant. If no response is received within the timeframe specified on the Action Notice, the request may be returned to the applicant for re-lodgement.

After Council has assessed the request and an approval has been issued, the *Land Title Act 1994* outlines that you have 6 months from the date of Council's approval to lodge the plan of subdivision and relevant legal documents for registration with Titles Queensland in the Department of Resources (DOR). If you do not lodge the plan of subdivision with DOR within the 6 month period, you will need to resubmit an application for re-endorsement.

If entering into a delayed payment infrastructure agreement with Council, you must lodge the approved plan of subdivision with DOR within 2 months of the date of Council's approval of the plan of subdivision.

PO Box 1943, Hervey Bay Q 4655

Hervey Bay 77 Tavistock Street, Torquay Q 4655 | **Maryborough** 211 – 213 Adelaide Street, Maryborough Q 4650
Telephone: 1300 79 49 29 | **Email:** development@frasercoast.qld.gov.au | **Website:** www.frasercoast.qld.gov.au

Applicant and developer details

Applicant Details	
Applicant Name(s) (individual or company full name):	
Contact Name (only applicable for companies):	
Postal Address:	
Email Address:	
Telephone:	
Applicant's Reference Number (if applicable):	

Developer/Owner Details	
Developer/Owner Name(s):	
Developer/Owner Email address:	

Schedule 18 compliance

- ☐ I confirm that, at the time of lodgement, this request **complies** with **all** the applicable criteria stated in [Section 2 Schedule 18 Planning Regulation 2017](#) (See Appendix 1 at the end of this form).
- OR**
- ☐ I acknowledge that, at the time of lodgement, this request does not comply with one or more of the applicable criteria stated in [Section 2 Schedule 18 Planning Regulation 2017](#) and **I undertake to provide written notice to Council** when all the applicable application criteria stated in *Section 2 Schedule 18, Planning Regulation 2017* have been met.

	Yes	No	Not applicable
	<i>Please choose the appropriate section below</i>		
Complies with Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	
Complies with Operational Works (Civil works) Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complies with Operational Works (Landscaping) Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complies with the requirements and conditions of all referral agency responses for all development permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Council will not commence assessment of the application or allocate it to any officers until the request complies with **all** applicable criteria stated in *Section 2 Schedule 18 Planning Regulation 2017*.

Statutory timeframes for the processing of this request as prescribed in *Section 3 Schedule 18 Planning Regulation 2017* **will not** commence until a complete application is received and it is confirmed that those applicable criteria are met. Confirmation can be provided by either ticking the "confirm" box above or providing subsequent written notice to Council.

[Section 1 Schedule 18 Planning Regulation 2017](#) sets out the time limits within which a request for approval of a plan of subdivision must be made (see Appendix 1 at the end of this form for details). A request received outside of those time limits cannot be accepted by Council and will be returned without endorsement.

Related approvals

Development application (RAL, MCU, Building Work)			
Application number		Approval date	

Relevant operational works approvals (if applicable)			
Application type	Application number	Approval date	Bonds (if applicable)
Operational works (Civil works)			
Operational works (Landscaping)			

Relevant referral agency responses (if applicable)		
Referral agency (e.g. SARA)	Referral agency reference number	Technical Agency (if known) (E.g. DTMR, DESI, DAF etc)

Request details

Property Details			
Existing Street Address:			
Existing Property Description (lot and plan number):			
Number of Existing lots:		Total Number of New lots:	
Number of Residential lots:		Number of Management lots:	
Number of Park lots:		Number of Commercial lots:	
Number of Industrial lots:		Number of Balance lots:	
Estate Name and Stage Number (if applicable):			

Preferred Method of Collection (if providing original, hard copy survey plan)			
<input type="checkbox"/>	Registered post to applicant's postal address	<input type="checkbox"/>	Collect by applicant at Council administration centre

Re-endorsement of Plan of Subdivision		
Is this a request for re-endorsement of a plan of subdivision?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous plan of subdivision approval number:		

Survey Plan details

Request Type			
<input type="checkbox"/>	Standard Format Plan	<input type="checkbox"/>	Grant of Easement
<input type="checkbox"/>	Building Format Plan	<input type="checkbox"/>	Lease
<input type="checkbox"/>	Volumetric Format Plan	<input type="checkbox"/>	Community Management Statement

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"/>	Common property	<input type="checkbox"/>	Land to be dedicated to Council
<input type="checkbox"/>	Easements	<input type="checkbox"/>	Cancellation of access restriction strips

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Supporting documentation

Completing these checklists will assist in the preparation of a **well-made application**. These lists outline the lodgement requirements for a plan of subdivision application, some of which are **often overlooked and can lead to delay in approving the plan** or an Action Notice being issued.

Please note that this is a standard checklist and additional information may be required for individual applications.

Please confirm the application includes the following:

Inclusion	Item
<input type="checkbox"/>	Original survey plan complying with approved development plan and certified by a licensed surveyor, or provide a copy with a completed Form 18a Registered Owners/Lessees Consent to Survey Plan. Council's Development Approval reference number (e.g. RAL12/1234) must be identified on Page 2, Section 3 of the survey plan.
<input type="checkbox"/>	Compliance report demonstrating compliance with each of the conditions of the approval including Referral Agency conditions and associated operational works, material change of use and reconfiguring a lot approvals. The report must include detailed explanation and evidence to demonstrate how each condition has been complied with (e.g. receipts, certificates, photographic evidence, letters of approval, etc.).
<input type="checkbox"/>	Evidence demonstrating compliance with each of the conditions of approval set by all referral agencies (for all related development permits). <i>Note: The Department of Transport and Main Roads (DTMR) will provide written confirmation of compliance with their conditions. To request this written notice, please email WBB.IDAS@TMR.qld.gov.au, quote the relevant reference number and attach all evidence to demonstrate how each condition has been complied with (e.g. receipts, certificates, photographic evidence, letters of approval, etc.).</i> <i>Other technical agencies (DESI, DAF etc) may also provide written confirmation of compliance with conditions. Please email the technical agencies on the relevant email address included in the referral agency response.</i>
<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"/>	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. <i>Note: Council has a standard term document for stormwater, water and sewer services which will be required to be utilised for the preparation of easements. All easement documentation is required to be prepared prior to lodgement of this application. To request a copy of this standard term document, please email development@frasercoast.qld.gov.au.</i>
<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"/>	Original First Community Management Statement or copy of new Community Management Statement signed by original owner(s) or Body Corporate.

Inclusion	Item
<input type="checkbox"/>	Copy of electricity provider certificate of supply i.e. 'Certificate for Electricity Supply to Subdividers', where required by conditions of development.
<input type="checkbox"/>	Copy of telecommunications certificate i.e. NBN, Telstra etc, where required by conditions of development.
<input type="checkbox"/>	Copy of Council's Street Name Approval. Survey Plan is to be in accordance with approval, including road names. <i>Note: To request approval of proposed Street Names, please email a completed Urban Street name application form to development@frasercoast.qld.gov.au.</i>

On Maintenance

Inclusion	Item
<input type="checkbox"/>	The development has been accepted by Council 'on maintenance' and a copy of Council's On Maintenance acceptance letter is attached.

Council will not commence assessment of this request until the development has been accepted on maintenance. A copy of Council's On Maintenance acceptance letter must accompany the application.

Incomplete works

All works should be completed prior to the approval of the plan of survey. However, where exceptional circumstances exist, Council officers may accept a bond to secure incomplete works associated with reconfiguring a lot and approve the plan of survey prior to the completion of some works.

If Council has agreed to accept security in lieu of completion of all necessary works under [section 6.3.13.5 \(Incomplete works bonding\) of the Planning scheme policy for development works](#), also include the following:

Inclusion	Item
<input type="checkbox"/>	One (1) original executed 'Deed of agreement for bonding incomplete works' is to be completed and in place prior to the request for approval of the subdivision plan. <i>Note: The 'Deed of agreement for bonding incomplete works' is located within Appendix SC6.3C (Forms and checklists) of Schedule 6.3 (Planning scheme policy for development works) of the Fraser Coast Planning Scheme 2014.</i>
<input type="checkbox"/>	Receipts for payments of incomplete works bonding.

Fees, Charges and Bonds

All outstanding fees, charges, rates and bonds must be paid prior to the approval of the plan of survey. Please include copies of receipts/documents as evidence for payment of the following:

Inclusion	Item
<input type="checkbox"/>	Application fees as per Council's Fees and Charges Schedule.
<input type="checkbox"/>	All outstanding rates and charges on the cancelling lot/s and a copy of receipts/documents showing no outstanding rates.

Inclusion	Item
	<i>To request a copy of a receipt showing all rates have been paid, please contact Council's Rates Department on 1300 79 49 29.</i>
<input type="checkbox"/>	All infrastructure charges paid in accordance with the Infrastructure Charges Notice issued with the development approval, or submission of a signed delayed payment infrastructure agreement, if applicable to the development.
<input type="checkbox"/>	All applicable bonds associated with incomplete works, on-maintenance security and/or deferred works.

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 *Information Privacy Act 2009*. This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

APPENDIX 1 – SCHEDULE 18 – APPROVING PLANS OF SUBDIVISION

1 Request for approval of plan of subdivision

- (1) A person may, by notice, ask a local government to approve a plan of subdivision for reconfiguring a lot.
- (2) The request—
 - (a) if the local government has a form for the request—must be in that form; and
 - (b) must be accompanied by the required fee.
- (3) If the request relates to reconfiguring a lot that is approved under a development permit, the request may be made only if the development permit is in effect.
- (4) If a development condition of a development permit requires the plan of subdivision to be given to the local government, the request must be made—
 - (a) if the development permit states a date by which the request must be made—on or before the stated date; or
 - (b) otherwise—within 2 years after the development permit takes effect, or the longer period agreed between the person and the local government.

2 Assessing request

- (1) If the request relates to a plan of subdivision for reconfiguring a lot that is approved under a development permit, or a plan of subdivision required under a development condition of a development permit, the request must be assessed against the following criteria—
 - (a) the development conditions of the development permit about the reconfiguration have been complied with, or the applicant has given satisfactory security to the local government to ensure compliance with the conditions;
 - (b) for a reconfiguration requiring operational work—
 - (i) the development conditions of the development permit about the operational work have been complied with; or
 - (ii) the applicant has given satisfactory security to the local government to ensure compliance with the development conditions;
 - (c) there are no outstanding rates or charges levied by the local government or expenses that are a charge over the land under any Act;
 - (d) the plan has been prepared in accordance with the development permit.
- (2) If the request relates to a plan of subdivision for reconfiguring a lot that is not assessable development, the request must be assessed against the following criteria—
 - (a) the plan is consistent with any development permit relevant to the premises;
 - (b) there are no outstanding rates or charges levied by the local government or expenses that are a charge over the land under any Act.

3 Deciding request

- (1) If the request complies with the criteria for the request stated in [section 2](#), the local government must approve the request.
- (2) The local government must give notice of the approval to the person making the request within—
 - (a) 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
 - (b) 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
 - (c) another period agreed between the local government and the person making the request.
- (3) If the Act that the plan of subdivision is to be registered or recorded under requires a particular form for the registration or recording, the notice must be in that form.