

Plan of Subdivision Approval Checklist

The Plan of Subdivision Approval Checklist must be completed and lodged with Council for signing of plans of subdivision. This checklist outlines:

- Preparing a well-made application.
- Mandatory survey plan requirements and associated documentation.
- Additional information required (as applicable to the development application).

The checklist, and all associated application documents, must be saved and uploaded [online here](#).

Council Development Approval Reference No:

Preparing a well-made application

When preparing a plan of subdivision application, Council strongly recommends for an Applicant to consider what makes a “well-made application”. By providing the mandatory items and information outlined in the Application for Plan of Subdivision Approval Form, as well as completing this Checklist (and providing all related documents, permits, approvals and paying all fees and bonds), a well-made application will result in efficiencies for all stakeholders.

Please note that an invoice for the ‘plan of subdivision application fee’ will only be issued when **Council has confirmed a well-made application**. This is important in terms of timeframes as the statutory period for Council’s assessment of your application does not commence until all fees are paid (as set out in Schedule 18 of the Planning Regulations 2017).

To assist an applicant in preparing a well-made application, please see a summary of required items.

- Application for Plan of Subdivision Approval form – *fully completed online*.
- Plan of Subdivision Approval Checklist – *fully completed*.
- Survey Plan – *full copy and scanned at 300 dpi and contains Council’s reference on ‘Sheet 2’*.
- Form 18A Registered Owner’s Consent to Survey Plan – *signed and scanned at 200 dpi*.
- True Copy Certification Letter that has been signed by the surveyor or surveying company.
- Condition compliance statement detailing how each condition has been met and evidence in the form of photos where possible.
- Community Management Statement (if applicable) signed and dated and includes the Plan of Exclusive Use Areas and Services Location Diagram clearly showing all services.
- Titles Registry documents relating to the transfer of land, creation of easements, surrender of easements, creation of covenants – *all in the correct format*.
- Surveyor’s Certificate – *if conditioned in the Operational Works approval*.
- Uncompleted Works Bond and / or Maintenance Bonds (including copy of the bond approval letters) and Bank Guarantees must be in accordance with PSP2 Infrastructure Works, 7.0 Bonding.
- On Maintenance / Compliance inspections scheduled.
- Water and wastewater new connection details.
- Form 4 Notifiable Work for any services to be capped (if applicable).
- Certificate for Electricity Supply – *containing the correct existing and new property details*.
- Telecommunications provisioning confirmation letter.
- Infrastructure Charges Invoice already requested and infrastructure charges paid.
- Payment of all rates.

For early plan signing

- Uncompleted Works Bonding Agreement signed - *required for Bond amounts of \$250,000 or above*.
- All Bonds in the approved amounts provided to Council.
- Written undertaking from the supervising RPEQ, confirming that all works and services will be completed and operational within three (3) months, has been lodged with Council.
- RPEQ certification for retaining structures and preliminary as-constructed information lodged with Council?
- Early plan signing inspection scheduled.

Additional information (as applicable)

Conditions of Development

This application is accompanied by a condition compliance report that demonstrates how each condition of the development approval/s has been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Street Name Approval

If there are any new street names shown on the plan/s of survey, are they in accordance with those approved by Council? (If no, a request to approve the new street names must be lodged with Council.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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Bonds

Is this a request for Early Plan Signing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
For <u>Early Plan Signing only</u> - Is the Uncompleted Works amount above \$250,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
For <u>Uncompleted Works amounts above \$250,000</u> - Has an Uncompleted Works Bonding Agreement been requested and signed in respect to the development?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is any type of Bond/s applicable to the application? (<i>if no go to next section</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Bond/s is applicable, have Bond amounts been approved by Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Approved amount(s)	Uncompleted Works	\$	
	Maintenance Bond	\$	
	Miscellaneous Bond	\$	
Have all Bonds been provided to Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are all Bank Guarantees in respect to the required Bonds submitted herewith from a recognised financial institution and in the format stipulated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<i>Reference: Planning Scheme Policy 2 - Infrastructure Works, Section 7.2.7 Form of Security Bonds</i>			

Infrastructure Charges

Have the charges in the Infrastructure Charges Notice (ICN) been invoiced and paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<i>If no, please contact Council on 3829 8999 to request an invoice and make payment upon the issue of the invoice. Payments for infrastructure charges must be paid by credit card or bank cheque for immediate clearance or via BPAY.</i>			
Has an Infrastructure Agreement been signed in respect to the development?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If yes, have the obligations under that agreement been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Inspections

Is Council required to undertake a Compliance Inspection and/or an On Maintenance Inspection? (note this is not an early plan signing inspection) <i>A separate request for Council to undertake the inspection/s must be made following the completion of development works and all necessary QA documentation lodged at the time of the request. This request must be lodged to DAConstruction@redland.qld.gov.au.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has the development passed an On Maintenance/Compliance inspection? Date of inspection: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Construction

Quote for sewerage connection requested from Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Quote for sewerage connection paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
AWW Number:			
<i>(copies of receipts required if amounts paid)</i>			
Quote for water connection requested from Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Quote for water connection paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
AWS Number:			<i>(copies of receipts required if amounts paid)</i>

Certificates/Agreements

<i>In accordance with conditions of development approval, a copy of documentary evidence is to be provided to Council indicating that an agreement has been entered into with the relevant service providers</i>			
Certificate for Electricity supply attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Telecommunications Infrastructure Provisioning Confirmation letter/Agreement/Post Execution Letter attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Surveyor's Certificate attached? (Certifying that road and drainage construction are in the correct relationship to the property boundaries as indicated on the approved engineering plans.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Payments

Refer to Council's fees and charges schedule for current fees.

Mandatory Application Fees					
Plan Signing Fee		lots @	\$	=	\$
Community Management Statement <i>(only for Community Titles Scheme developments)</i>					\$
Split Valuation Contribution <i>(includes balance lots but not park lots)</i>		lots @	\$	=	\$
Other Fees and Charges					
Street Tree Planting Contribution		trees @	\$	=	\$
Have all rates been paid? <i>All rates must be paid prior to Council approving and signing the survey plan, including those that may have been recently levied.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Save and Submit

- [Via this link.](#)

Information Privacy Act 2009 – Redland City Council is collecting your personal information in order to process this application. The information will only be used by authorised Council Officers for the purpose of this application and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law to do so.