

Plan of Subdivision Approval Checklist

Information: This checklist is to be submitted alongside the Application for Plan of Subdivision Approval form when lodging plans of subdivision for signing and sealing and is designed to assist you and Council to expedite the process. The more information that you can provide at submission will assist the process.

Council Development Approval Reference:

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? <i>(If no, a request to approve the new street names must be lodged with Council.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
---	------------------------------	-----------------------------	------------------------------

Survey Plan Requirements and Associated Documentation

Important Note the survey plan(s) must be signed by all registered owners before it will be accepted by Council. This will have been undertaken by either signing the hard copy of the original survey plan or a Form 18A Registered Owner/Lessee's Consent to Survey Plan, if a Form 21B Version 2 of the survey plan is utilised. Council's consent to the survey plan will be provided by electronically signing a Form 18B Planning Body Approval of Survey Plan.

An electronic image (300 dpi) of the signed survey plan has been uploaded with the application?	<input type="checkbox"/> Yes	
True Copy Certification Letter has been signed by the surveyor who prepared the survey plan and uploaded with the application? Refer to Council's website Forms for Planning & Development. <i>Note: not required if hard copy of original survey plan is lodged with Council.</i>	<input type="checkbox"/> Yes	
Original hard copy of the Survey Plan has been/will be lodged with Council for signing? <i>Note the survey plan(s) must be signed by all registered owners before it will be accepted by Council.</i>	<input type="checkbox"/> Yes	
Survey plan(s) is/are certified by a licensed surveyor?	<input type="checkbox"/> Yes	
Have permanent survey marks been placed as per approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Total lots shown on survey plan: _____ of which are:

<input type="checkbox"/> 60m ² - 199m ²	<input type="checkbox"/> 200m ² - 349m ²	<input type="checkbox"/> 350m ² - 449m ²
<input type="checkbox"/> 450m ² - 599m ²	<input type="checkbox"/> 600m ² - 799m ²	<input type="checkbox"/> 800m ² - 999m ²
<input type="checkbox"/> 1000m ² - 2499m ²	<input type="checkbox"/> 2500m ² - 3999m ²	<input type="checkbox"/> 4000m ² - 5 ha

Does the survey plan/s provide for any of the following: *Tick those applicable*

- Transfer of land to Council – *transfer documents are to be prepared by the developer*
- Council easements – *easement document referencing Council's applicable registered Standard Terms Document Number is to be lodged with Council*
- Private easements – *a copy of the signed easement documents are to be lodged with Council*

- Covenants – the Form 31 Covenant and schedule is to be lodged with Council
- Surrender of easements – the surrender of easement document is to be lodged with Council
- Cancellation of existing Access Restriction Strips

Note - All documents above are to be prepared by the developer's solicitor at the developer's expense. Contact Plan Sealing for further information.

Is a Community Management Statement required? <i>(Community Management Statement must be signed by all registered owners before it will be accepted by Council.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
---	------------------------------	-----------------------------	--

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	
---	------------------------------	-----------------------------	--

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
CRWW 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
CRWS Number:	<i>(copies of receipts required if amounts paid)</i>		
Has the On Maintenance/Compliance inspection <u>passed</u> for the development works? Date of inspection: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Uncompleted Works/Maintenance Bonds

Is this a request for Early Plan Sealing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have Bond amounts been approved by Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Approved amount(s)	Uncompleted Works	\$	
	Maintenance Bond	\$	
	Miscellaneous Bond	\$	
Has an Uncompleted Works Bonding Agreement been requested and signed in respect to the development? <i>(required for Bond amounts of \$250,000.00 and over)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have all Bonds been provided to Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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
Reference: Planning Scheme Policy 2 - Infrastructure Works, Section 7.2.7 Form of Security Bonds			

Payments

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

Mandatory Application Fees					
Sealing 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 outstanding rates been paid?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

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	

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 Agreement Advice Letter/Telecommunications Infrastructure Provisioning Advice Letter attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
NBN Certificate of Practical Completion of NBN Network Infrastructure or Post Execution of Development letter	<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

Submit

- Electronically using Council's Online Lodgement System (OLS)
- by email to rcc@redland.qld.gov.au
- in person at Council's Cleveland Customer Service Centre
- by mail, PO Box 21, Cleveland Qld 4163

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.