

# Plan of Subdivision Approval Checklist

**Information:** This checklist is to be submitted with the *Application for Plan of Subdivision Approval* form when lodging plans of subdivision for signing 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 No:**

## Survey Plan Requirements and Associated Documentation

**Important Note** the survey plan(s) must be accompanied by a Form 18A Registered Owner/Lessee's Consent to Survey Plan that has been signed by all registered owners, before it will be accepted by Council. Council's consent to the survey plan will be provided by electronically signing a Form 18B Planning Body Approval of Survey Plan.

|  |                              |                              |
|--|------------------------------|------------------------------|
| The survey plan has Council's file reference printed in "Item 3 References: located at the bottom left hand corner of Sheet 2?   | <input type="checkbox"/> Yes |                              |
| An electronic image (300 dpi) of the signed survey plan has been uploaded with the application and contains Council's file reference as mentioned above?   | <input type="checkbox"/> Yes |                              |
| An electronic image (200 dpi) of the signed Form 18A Registered Owners Consent to Survey Plan has been uploaded with the application and contains the survey plan number?  | <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 | <input type="checkbox"/> N/A |
| 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 <sup>2</sup> - 199m <sup>2</sup>    | <input type="checkbox"/> 200m <sup>2</sup> - 349m <sup>2</sup>   | <input type="checkbox"/> 350m <sup>2</sup> - 449m <sup>2</sup> |
| <input type="checkbox"/> 450m <sup>2</sup> - 599m <sup>2</sup>   | <input type="checkbox"/> 600m <sup>2</sup> - 799m <sup>2</sup>   | <input type="checkbox"/> 800m <sup>2</sup> - 999m <sup>2</sup> |
| <input type="checkbox"/> 1000m <sup>2</sup> - 2499m <sup>2</sup> | <input type="checkbox"/> 2500m <sup>2</sup> - 3999m <sup>2</sup> | <input type="checkbox"/> 4000m <sup>2</sup> - 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 Council for further information.*

|   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| Is a Community Management Statement required?<br><i>(A signed electronic copy of the First Community Management Statement <b>must</b> be lodged with the Application for Plan of Subdivision Approval (including the Plan of Exclusive Use Areas and Service Location Diagram).</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 |  |
|---|------------------------------|-----------------------------|--|

## 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?<br><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 |
|---|------------------------------|-----------------------------|------------------------------|

## 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> |                             |                              |

## Uncompleted Works/Maintenance Bonds

|   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| Is this a request for Early Plan Signing?   | <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 |                              |
| 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 |
| <b>Reference:</b> Planning Scheme Policy 2 - Infrastructure Works, Section 7.2.7 Form of Security Bonds   |                              |                             |                              |

## Inspections

|   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| Is Council required to undertake a Compliance Inspection and/or an On Maintenance Inspection?<br><i>A 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</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Has the development passed an On Maintenance/Compliance inspection?<br><b>Date of inspection:</b> _____   | <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<br><i>(only for Community Titles Scheme developments)</i>   |                              |                             |    |   | \$ |
| Split Valuation Contribution<br><i>(includes balance lots but not park lots)</i>   |                              | lots @                      | \$ | = | \$ |
| Other Fees and Charges   |                              |                             |    |   |    |
| Street Tree Planting Contribution  |                              | trees @                     | \$ | = | \$ |
| Have outstanding rates been paid?<br><i>All outstanding rates must be paid prior to Council approving and signing the survey plan.</i> | <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 Infrastructure Provisioning Confirmation/Agreement, or NBN Provisioning of Telecommunication Services – Confirmation of Final Payment letter, NBN Certificate of Practical Completion letter, or NBN 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](mailto:rcc@redland.qld.gov.au)
- in person at Council's Cleveland Customer Service Centre (Note: Hard copy applications attract an additional scanning fee)
- by mail, PO Box 21, Cleveland Qld 4163

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**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.

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