

Information Guide & Fee Calculation sheet for Survey Plan Endorsement *s284 Planning Act 2016 & s69 Planning Regulations 2017*

Effective: 01 June 2020

Please complete all questions, unless the form indicates otherwise.

Incomplete forms and documentation will result in your application being deemed **Not Properly Made**. Applications that are Not Properly Made will be rejected and a notice will be issued to the Applicant requiring the application and documentation be amended and resubmitted.

When submitting an application for Plan Endorsement, the following must be included to avoid the application being deemed incomplete:

- Completed Survey Plan Endorsement Application form
- Proof of payment of the correct application fee
- Original Subdivision Plan if Wet Signing is required or an Electronic copy is acceptable with the inclusion of Titles Registry Form 18A (Electronic owner's signature)
- Itemised written & photographic proof that all conditions of any Development Approvals have been met in full
- Signed Declaration on application form or copy of Form 18A denoting that "All information Supplied is correct"
- Original Community Management Statement (if applicable)
- Operational Works On-Maintenance Certificate file & reference number (if applicable)
- Easement & Covenant Documents (if shown on plan as may be applicable)
- Proof of payment of all Rates & Water Charges
- Proof of payment of all Infrastructure Charges (updated to the current quarter- must be paid 7 working days prior to council endorsing the plan)

The above information, other than the any original documents that require wet signing, may be supplied to Council in PDF format. It is preferred that the electronic submission be a single PDF Document combining all the required information, without Password Protection generally in the order indicated above.

Please ensure that prior to payment of any Infrastructure Charges that the charges have been updated to the current quarter (Financial year).

Contact Council's Planner of the Day or email townplanner@cairns.qld.gov.au for assistance submitting the Subdivision Plan for Endorsement.

The Queensland Titles Office specifies that the original Plan of Survey cannot be bent or folded as this may lead to the plan being rejected when it is lodged with the Titles Office.

It is recommended that where possible, Applications to endorse Plans of Survey which include original Documents be personally submitted to Council's Customer Service Centre in Spence Street.

Under the *Planning Regulations 2017, Schedule 18*, Council has 20 working days in which to either approve the request to endorse the plan, with or without conditions or refuse the request.

Requests for the re-signing and dating of a plan of survey incur the full fee, unless prior agreement is given by the Authorised Officer only.

Survey Plan Fee Calculation

| | |
|--|--|
| Total number of Allotments/Units shown on Plan | |
| Minus Balance Allotments (<i>Allotment the subject of a further current subdivision approval</i>) | |
| Minus Allotments to be transferred to Council for Park/Drainage Reserve | |
| Net Number of Allotments/Units to which Council fee Applies (<i>Transfer to Calculator on sheet 3</i>) | |

This is an information sheet only and can be detached/deleted prior to lodging the Survey Plan Endorsement Application Form & Proof of Compliance

Survey Plan Endorsement Application

s284 Planning Act 2016 & s69 Planning Regulations 2017

Application to have Council Endorse Standard Format & or Building Format Plans prior to lodging the Plans with the Queensland Titles Registry Office.

Applicant Details

| | |
|------------------|--|
| Applicant's Name | |
| Company Name | |
| Postal Address | |
| | |
| | |
| Phone Number | |
| E-mail Address | |

Owner's Details

| | |
|----------------|--|
| Owner's Name | |
| Postal Address | |
| | |
| | |

Location of Development

| | |
|--------------------------|--|
| Street Address | |
| Locality/Suburb | |
| Lot and Plan Description | |

Survey Plan to be Endorsed

| | |
|--------------------------|--|
| <input type="checkbox"/> | Original Plan – (Wet Signing) Must be provided to Council for endorsement with this application |
| Or | |
| <input type="checkbox"/> | Electronic only application Must be submitted with a completed Titles Registry Form 18A |

Survey Plan Number

| | | |
|---|------------------------|--------------------------|
| Type of Survey Plan <i>(please tick)</i> | Standard Format Plan | <input type="checkbox"/> |
| | Building Format Plan | <input type="checkbox"/> |
| | Volumetric Format Plan | <input type="checkbox"/> |

Related Development Approvals – Planning/Operational Works

| |
|---|
| Please provide details of related development approvals (including any reference number for the approval eg. 8/??/??) |
| |
| Date of development approval was given |
| |

Please submit Electronic applications to: planningadmin@cairns.qld.gov.au

| Proof of Compliance <i>(Please ensure that all relevant Documents & Receipts are attached)</i> | <i>(Please tick where applicable)</i> |
|--|---------------------------------------|
| Written itemised Proof of Compliance with all conditions of Relevant Development Approvals <i>(Mandatory Item)</i> | <input type="checkbox"/> |
| Original Copy of Community Management Statement <i>(Mandatory Item - only for Building Format Plans & Lots with Common Property)</i> | <input type="checkbox"/> |
| Easement and or Covenant Documents <i>(where required)</i> | <input type="checkbox"/> |
| Building Envelope Plan <i>(where required)</i> | <input type="checkbox"/> |
| Copy of Operational Works - On Maintenance Certificate <i>(where required)</i> | <input type="checkbox"/> |
| Copy of As-Constructed Plans <i>(where required)</i> | <input type="checkbox"/> |
| Copy of Services Location plan <i>(where required)</i> | <input type="checkbox"/> |
| Copy of Provisioning Correspondence from Telecommunication Provider | <input type="checkbox"/> |
| Copy of Provisioning Correspondence from Electrical Provider | <input type="checkbox"/> |
| Reports and documents required under conditions of relevant approval <i>(where required)</i> | <input type="checkbox"/> |
| Concurrence Agency Approval (Conditions complied with - No Objection to CRC endorsing Plan) | <input type="checkbox"/> |
| Any other details as required under the Planning/Operational Works/Landscaping approval <i>(if required)</i> | <input type="checkbox"/> |

| Payment of Charges | |
|---|--------------------------|
| Applicant confirms that all Council's Rates and Infrastructure charges. | <input type="checkbox"/> |

| Application Fees per Survey Plan Number | Number | Rate | Total |
|---|--------|----------------------------|-------|
| Net Number of Allotments/Units (Number from Info-page calculation) | | @ \$322.40 per lot on plan | |
| Application (Standard Format Plan) where works completed | | @ \$492.10 | |
| Application (Building Format/Volumetric Plan) | | @ \$127.30 | |
| Notation of CMS/CTS for (Building & Standard) | | @ \$91.20 | |
| Application (Standard Format Plan) where requesting Early Plan Sealing (by prior agreement only) | | @ \$3,976.90 | |
| TOTAL | | | |

Council has an online BPoint system which allows you to pay for your Plan Endorsement via credit card by selecting this link <https://www.bpoint.com.au/pay/cairnsregionalcouncil?billcode=1676196>

Declaration
Applicants Declaration

By making this application I declare that all information in this application form and the attached documentation is true and correct.

Copy of form 18A

Or

Full Name
Signature
Date
OFFICE USE – PAYMENT DETAILS
**Receipt
Type**
T138
Payment Amount
\$
Receipt No:
Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be assessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.