



Application Form – Approval of Early Plan Seal Plan of Subdivision

Sch18 Planning Regulation 2017

FNQROC Development Manual CP1.27 Version 8

About this Application Form

1. This Application Form has been prepared for use when seeking Council approval of an Early Plan Seal Plan of Subdivision. This form and the related legal documents are designed to ensure that when requesting approval, a decision ready application can be made by applicants.
2. The *Guideline – Early Plan Sealing Plan of Subdivision* is available on the website to support the use of this Application Form.
3. This is the Mandatory Form and prepared for use under Schedule 18 of the *Planning Act 2016* and must be used for all requests for approval of an Early Plan Seal Plan of Subdivision and related legal documents.
4. This Form, together with all supporting documentation contained in the Form, is required to be supplied by the Applicant at the time of lodgement.
5. Council is unable to commence assessment of the application until all the applicable criteria stated in *Section 1 and 2 of Schedule 18 Planning Regulation 2017* are complied with, including this Form. While normal administrative functions will be undertaken on receipt of this completed form and payment of the relevant fee, statutory timeframes for the processing of this endorsement application as prescribed in *Section 3 of Schedule 18 Planning Regulation 2017*, do not commence until a complete application is received and it is confirmed by the applicant that the applicable criteria are met.

Purpose

Council may approve the bonding of uncompleted works to enable early approval of survey plans. This form is to apply for the approval of Early Plan Seal Plan of Subdivision. This application may only be submitted after a successful Early Works Acceptance Certification. Submissions must be sent to planningadmin@cairns.qld.gov.au

1. Applicant Details	
Name of Applicant	
Postal Address	
Phone Numbers	
Email Address	
Property Address	
Suburb	
Lot and Plan Description	
Development Name	
Consulting Engineer Name & Organisation	
Consulting Engineer Phone & Email	
Primary Contractor	
Primary Contractor Phone & Email	

2. Current Property Details		
1.	Property Address	
2.	Suburb	
3.	Current Registered Lot and Plan Description(s)	
4.	Current Registered Lot and Plan Description(s)	
5.	Current Registered Lot and Plan Description(s)	

3. Details of Early Plan Seal Subdivision Plan to be Approved		
1.	Is the Plan in hardcopy or Electronic?	<input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic
2.	Type of Application	<input type="checkbox"/> Standard Format Plan
		<input type="checkbox"/> Building Format Plan
		<input type="checkbox"/> Volumetric Format Plan
		<input type="checkbox"/> Lease
		<input type="checkbox"/> Grant of Easement
		<input type="checkbox"/> Legal Document Only (i.e. Easement, Covenant, CTS/CMS)
		<input type="checkbox"/> Re-endorsement of Subdivision Plan
3.	Subdivision Plan No.	

4. Further Details of Early Plan Seal Plan of Subdivision to be Approved		
1.	Total Number of Lots	
2.	Total Number of Balance Lots	
3.	Total Number of Park Lots	
4.	Total Number of Lots being Transferred to Council	
5.	Other Lots	Type of Other Lots
		Total Number of Other Lots
6.	Estate/CTS/CMS	Is the development part of an estate etc?
		Estate/CTS CMS Name
7.	Staged development	Is this for a staged development?
		Stage Number

5. Details of Easements and Covenants		
1.	Are there Easements being surrendered?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2.	Are there Easements being created?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3.	Are there Covenants being created?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

6. Current Approvals		
Details of current approval (Planning Approval)		
Part A	Has a Planning Approval been issued? <i>Note: If No or Not Applicable skip to Section 7</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Planning Approval reference number (i.e. 8/13/xxxx)	
	Has the plan has been prepared in accordance with the development permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	What is the date of the Approval?	
	Is the approval subject to a Change Application (S81 or S82 of <i>Planning Act 2016</i>)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is approval subject to an Appeal or Change Representations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Cont.		Has the approval lapsed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		Is there a related Development Permit for Operational Work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	PART B - Details of related Development Approvals (Operational Work Approval)				
	Part B		Operational Work Permit reference number(s) (i.e. 8/10/xxxx)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			What is the date of the Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			Is approval subject to an Appeal or Change Representations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			Is the approval subject to a Change Application (S81 or S82 of <i>Planning Act 2016</i>)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Has the approval lapsed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Have all required Operational Work permits been given by Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

*Please provide the revision number/date for any required or amended plans

7.	Required Documents – Please label and submit documents in the below order. It is critical for the initial assessment to be completed that each document be indicated as “attached” or “N/A” in the below table.			
	1.	Full payment of Early Plan Seal Plan of Subdivision Approval application fees <i>Note: Please refer to the current Fees and Charges Schedule to determine the applicable fee required to be paid.</i>	<input type="checkbox"/>	
	2.	Original Subdivision Plan Form 21, including: a. Licenced surveyor signature; b. Property owner signature and Form 18A; c. Approved street names shown correctly on plan; d. All necessary easements and covenants; e. All land for future road purposes/opening.	<input type="checkbox"/>	
	3.	Statement of Compliance for all Development Approvals.	<input type="checkbox"/>	
	4.	Original signed form of all legal documentation. a. Transfer Document(s) – Form 1 and Form 24 where Estate in Fee Simple b. Easement Document – Form 9. c. Surrender of Easement Document – Form 10. d. Covenant Document – Form 31. e. Community Management/Title Statement (CMS/CTS) and Form 18C.	<input type="checkbox"/>	
	5.	Copy only (Form 9) for Private Easements which is fully executed by all parties.	<input type="checkbox"/>	<input type="checkbox"/> N/A
	6.	Evidence of payment of any relevant Infrastructure Charges.	<input type="checkbox"/>	<input type="checkbox"/> N/A
	7.	Evidence of full payment of rates, charges and levies.	<input type="checkbox"/>	<input type="checkbox"/> N/A
	8.	Confirmation that obligations under a relevant Infrastructure Agreement have been complied with	<input type="checkbox"/>	<input type="checkbox"/> N/A
	9.	A copy of the Early Plan Seal Works Acceptance Certificate	<input type="checkbox"/>	
10.	Copy of Certificate of Practical Completion (or equivalent) from Electrical Provider where required by condition of Approval	<input type="checkbox"/>	<input type="checkbox"/> N/A	





7. Cont.	11.	Copy of Certificate of Practical Completion (or equivalent) from Telecommunications Provider where required by condition of Approval	<input type="checkbox"/>	<input type="checkbox"/> N/A
	12.	All reports and documents required to be provided under conditions of relevant approval.	<input type="checkbox"/>	<input type="checkbox"/> N/A
	13.	Referral Agency Approval (conditions complied with - no objection to CRC endorsing plan)	<input type="checkbox"/>	<input type="checkbox"/> N/A
	14.	Copy of Street Naming Approval.	<input type="checkbox"/>	<input type="checkbox"/> N/A
	15.	Any other details as required under the Planning/Operational Works/Landscaping approval (if required)	<input type="checkbox"/>	<input type="checkbox"/> N/A
	16.	Copy of Building Envelope Plans	<input type="checkbox"/>	<input type="checkbox"/> N/A

8. Application Fees Calculation		Rate	Unit	Amount payable (\$)
1.	Signing and dating Early Plan Seal Subdivision Plan - Standard Format Plan <small>Note: see also item 3 for calculation of per lot fee.</small>	Per Plan		\$
2.	Signing and dating Early Plan Seal Subdivision Plan - Building Format/Volumetric Format <small>Note: see also item 3 for calculation of per lot fee.</small>	Per Plan		\$
3.	Per Lot rate for each lot shown on the Early Plan Seal Subdivision Plan <small>Note: Per lot rate is in addition to the base rates noted above.</small>	Per lot/unit on each plan		\$
4.	Notation on Community Management Statement <small>Note: this fee is in addition to charges identified above.</small>	Per application		\$
5.	Total Amount Payable (GST incl)(\$)			\$

9. Applicants Declaration	
By making this application I/we declare that all information in this form and the attached documentation is true and correct. <i>If Yes – Complete Part B and C</i> <i>If No – The application will be returned and not processed</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/we confirm that, at the time of lodgement, this request complies with all of the applicable criteria stated in Sec 2 Schedule 18 Planning Regulation 2017.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/we acknowledge that, at the time of lodgement, this request does not comply with one or more of the applicable criteria stated in Sec 2 Schedule 18, Planning Regulation 2017 or requirements of this form and I undertake to provide a notice of compliance to Council when all the applicable criteria stated in Sec 2 Schedule 18, Planning Regulation 2017 have been met.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date and Full Name	/ /
Signature	

OFFICE USE – PAYMENT DETAILS

Receipt Type	T138	Payment Amount	\$	Receipt No	
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Privacy collection statement	Cairns Regional Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the <i>Information Privacy Act 2009</i> . We are collecting your personal information in accordance with the <i>Planning Act 2016</i> and the <i>Planning Regulation 2017</i> . The information will be used to process this request, update our records, and undertake compliance related activities as necessary. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.				
Submit the form		Cairns Regional Council Att: Executive Manager, Development & Planning PO Box 359, CAIRNS QLD 4870			
		Present your application at a Customer Service Centre located at: 119-145 Spence Street, Cairns This office is open from 8:30am to 4:30pm weekdays (excluding public holidays)			
		You may email your documentation to planningadmin@cairns.qld.gov.au			
Payment		Payment can be made at a Customer Service Centre located at: 119-145 Spence Street, Cairns This office is open from 8:30am to 4:30pm weekdays (excluding public holidays)			