



# Application Form – Approval of Plan of Subdivision

Sch18 Planning Regulation 2017

## About this Application Form

1. This Application Form has been prepared for use when seeking Council approval of a Plan of Subdivision. The related legal documents and this form are designed to ensure that when requesting approval a decision ready application can be made by applicants.
2. The *Guideline – Approval of Plan of Subdivision* is available on the website to support the use of this Application Form.
3. This form 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 a 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 of 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 those applicable criteria are met.

### Applicant Details

See Section 1 of the *Guideline – Approval of Plan of Subdivision*:

Section 1

Applicant	
Name	
Postal Address	
Phone Number(s)	
Email Address	

### Current Property Details

Section 2

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)	

### Details of Subdivision Plan to be Approved

Section 3

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.			

### OFFICE USE – PAYMENT DETAILS

Receipt Type	<b>T138</b>	Payment Amount	\$	Receipt No	
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### Further Details of Subdivision Plan to be Approved

<b>Section 4</b>	1.	Total No. of Lots		
	2.	Total No. of Balance Lots		
	3.	Total No. of Park Lots		
	4.	Total No. of Lots being Transferred to Council		
	5.	Other Lots	Type of Other Lots	
			Total No. 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		

### Details of Easements and Covenants

<b>Section 5</b>	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

### Details of Building Envelopes

<b>Section 6</b>	Are there Building Envelopes for any of the Lots being created? <i>If none skip to Section 8.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	1.	What is the Development Approval reference for the creation of Building Envelopes?		
	2.	Are all Building Envelopes in accordance with the relevant Development Approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Current Approvals

*See Section 8 of Guideline – Approval of Plan of Subdivision for more information*

#### Details of current approval (Planning Approval)

<b>Section 7</b>	<b>Part A</b>	Has a Planning Approval been issued? <i>Note: If No or Not Applicable skip to section 8</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	
		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)			
<b>Section 7</b>	<b>Part B</b>	Operational Work Permit reference number(s) (i.e. 8/10/xxxx)	
		What is the date of the Approval	
		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

Mandatory Application Information		Included with Application		
<i>See Section 10 of the Guideline – Approval of Plan of Subdivision for more information, and should be used when completing this section.</i>				
<b>Section 8.</b>	1. Full payment of Subdivision Plan 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"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	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"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	3. Statement of Compliance for all Development Approvals.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	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"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	5. Copy only (Form 9) for Private Easements which is fully executed by all parties.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	6. Evidence of payment of any relevant Infrastructure Charges.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	7. Evidence of full payment of levied rates, charges and levies.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	8. Confirmation that obligations under a relevant Infrastructure Agreement have been complied with	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	9. Copies of all Building Envelope Plans.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	10. A copy of the Works Acceptance Certificate which has been issued.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	11. Copy of Certificate of Electricity Supply or Certificate of Electrical Acceptance from Electrical Provider where required by condition of Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	12. Copy of Provisioning of Services letter or receipt for full payment of the Development Application from Telecommunications Provider where required by condition of Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	13. All Reports and documents required to be provided under conditions of relevant approval.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

14	Referral Agency Approval (Conditions complied with - No Objection to CRC endorsing Plan)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15	Copy of Street Naming Approval.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
16	Any other details as required under the Planning/Operational Works/Landscaping approval (if required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A






### Application Fees Calculation

See Section 9 of the Guideline – Approval of Plan of Subdivision for the Approval of Plan of Subdivision

		Rate	Unit	Amount payable (\$)
<b>Section 9</b>	1.	Signing and dating Subdivision Plan - Standard Format Plan Note: see also item 3 for calculation of per lot fee.	Per Plan	\$
	2.	Signing and dating Subdivision Plan - Building Format/Volumetric Format Note: see also item 3 for calculation of per lot fee.	Per Plan	\$
	3.	Per Lot rate for each lot shown on the Subdivision Plan Note: Per lot rate is in addition to the base rates noted above.	Per lot/unit on each plan	\$
	4.	Notation on Community Management Statement Note: this fee is in addition to charges identified above.	Per application	\$
<b>Total Amount Payable (GST incl)(\$)</b>				<b>\$</b>

### Applicants Declaration

<b>Section 10</b>	Part A.	By making this application I/we declare that all information in this application 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
	Part B.	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
	Part C.	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
<b>Sign</b>	Full Name			
	Signature			
	Date			

<b>Submit the application</b>	 <p>Cairns Regional Council Att: Executive Manager, Development &amp; Planning PO Box 359, CAIRNS QLD 4870</p>
	 <p>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)</p>
	 <p>All electronic applications must be sent to: <a href="mailto:planningadmin@cairns.qld.gov.au">planningadmin@cairns.qld.gov.au</a> <i>Note: applications that are not sent to the above email address may be delayed in being processed and may be returned to the sender.</i></p>
<b>Payment</b>	 <p>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)</p>
	 <p>Payment can be made via the online BPoint system via Credit Card at <a href="http://bpoint.com.au">Cairns Regional Council (bpoint.com.au)</a></p>
<b>Privacy collection statement</b>	<p>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.</p>