



CENTRAL HIGHLANDS REGIONAL COUNCIL SURVEY PLAN SEALING

LODGEMENT KIT

1 PLAN SEALING LODGEMENT FORM

Provides Council with the applicant and site details required to be submitted with all Survey Plan Sealing Applications.

2 LODGEMENT REQUIREMENTS

Ensures you provide the information we need for a well made Plan Sealing Application, including the required fee for payment.

3 FREQUENTLY ASKED QUESTIONS

An extensive list of information about sealing your Survey Plan.



CENTRAL HIGHLANDS REGIONAL COUNCIL

SURVEY PLAN SEALING

1: LODGEMENT FORM

Applicant Important Information

An extensive list of information about sealing your Survey Plan.

For enquiries or assistance with applying, please phone Central Highlands Regional Council Development Assessment Unit on 1300 242 686 or email tplanning@chrc.qld.gov.au

| Development Approval Type | Application Number | Report Included |
|---------------------------------|--------------------|--------------------------|
| Material Change of Use | | <input type="checkbox"/> |
| Reconfiguring a Lot | | <input type="checkbox"/> |
| Combined Application | | <input type="checkbox"/> |
| Operational Works (Engineering) | | <input type="checkbox"/> |
| Operational Works (Landscaping) | | <input type="checkbox"/> |

APPLICATION TYPE & SURVEY PLAN NUMBER

- ☐ Standard Format – Plan No.
- ☐ Building Format – Plan No.
- ☐ Volumetric Format – Plan No.
- ☐ Community Management Statement
- ☐ Grant of Easement
- ☐ Lease

BONDING

Bonding Agreement – File No.

Bonding Agreement – Date.

EASEMENTS

Council Easement/Transfer of Lot

Private Easement

CONTACT DETAILS

Company Name:

Contact Name:

Postal Address:

Suburb:

State: Postcode:

Phone:

Mobile:

Email:

SITE DETAILS

Address:

Property Description:

Estate (if applicable):

No of Proposed Lots:

Stage (if applicable):

APPLICATION DECLARATION

By checking this box ☐ I/we declare that to the best of my/our knowledge, all conditions have been complied with. I/we acknowledge that it may be an offence to supply any false or misleading information.

Company Name:

Name/s (please print):

PRIVACY: The personal information collected of this form will be used by the Central Highlands Regional Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Your personal information will not be disclosed to any third party without your consent, unless this is requested or permitted by law.



CENTRAL HIGHLANDS REGIONAL COUNCIL SURVEY PLAN SEALING

2: LODGEMENT REQUIREMENTS

Proposed Survey Plan Requirements

Requirements for Building Format Plan

- Plan Sealing Fee
- Original Survey Plan complying with approved plan of development and signed by registered owner/s
- Original First Community Management Statement or copy of new Community Management Statement signed by original owner/s or Body Corporate
- A Certificate of Classification or Final Inspection Certificate for the units
- Report demonstrating compliance with each condition of Approval including documentary evidence demonstrating provision of electricity and telecommunication services and compliance with any concurrence agency conditions
- Copies of receipts of payment for Infrastructure Charges
- Original Easement document/s signed by land owner/s (if applicable)

Requirements for Standard Format Plan

- As above

Plan must be lodged with Council within either

- Two (2) years of Reconfiguration of Lot approval
- Four (4) years of Reconfiguration of Lot approval if Operational Works approval has been issued
- Currency period as stated in Council's Decision Notice

WHAT FORMS DO I NEED TO COMPLETE?

The application form found in Section 1 of this kit.

HOW MUCH DOES SURVEY PLAN ENDORSEMENT COST?

As per Council's Current Schedule of Fees & Charges available on Council's website
www.centralhighlands.qld.gov.au

Note: If the plan is being lodged outside the currency period a new Reconfiguration of Lot application must be lodged with Council and the plan is unable to be endorsed at this stage.



3: FREQUENTLY ASKED QUESTIONS

Who should I engage to prepare a subdivision plan application?

You will be required to engage a Surveyor to prepare your plan of subdivision and also a Solicitor to prepare any legal documents that are required. It is also strongly recommended that you make contact with a town planning consultant or other professional who is skilled in development application lodgements within the Central Highlands Regional Council area.

How long will it take for my plan to be endorsed by council?

Council is bound by State Government Legislation and is required to assess a plan sealing request within twenty (20) business days and issue an Action Notice or endorse the plan. Should an Action Notice be issued, the 20 business days ceases until the applicant makes a formal response. Upon receipt of the formal response, Council has an additional 20 business days to assess the documentation supplied.

Who prepares the legal documents required for my plan endorsement?

It is the applicant's responsibility to engage a solicitor to prepare all legal documents related to your subdivision plan. All costs involved with the preparation of these documents are the responsibility of the applicant.

What happens after my survey plan has been endorsed?

If the conditions of your approval have been satisfied and there are no further requirements (i.e. Bonding Agreements), Council suggests that you make contact with the Titles Office, which is part of the Department of Natural Resources and Mines, for further guidance.

For your information the closest office to Central Highlands Regional Council is at Queensland Government Building, Level 1, 209 Bolsover Street, Rockhampton, the website is <http://www.dnrm.qld.gov.au/land/titlesvaluations> and the contact phone is 13 QGOV (13 74 68).

What is bonding?

Bonding gives financial security to Council (by way of a cash or bank guarantee) for a range of reasons including uncompleted development construction works, as constructed drawings and maintenance security.

What are 'as constructed' drawings?

'As constructed' drawings are documents used to provide detailed information relating to civil works carried out as part of the development approval. Please note that some 'as constructed' drawings can be bonded, however the work must be carried out within the timeframe mentioned in your bonding agreement.

When can I start building on my newly created block?

The survey plan is required to be endorsed by Council and the titles registered by the Titles Office before the newly created allotment can be built upon, unless you are applying for a Building Format Plan subdivision therefore your building work will have already been completed.

My application has been submitted by my consultant; how do I contact council to enquire about the application status?

If you have engaged a private consultant to prepare and lodge your subdivision plan application, your first point of contact for any information about the progress should be your private consultant.

Correspondence will only be sent to your consultant to ensure there is a single point of contact throughout the application process. All advice notices, action notices and correspondence will only be sent to your consultant to ensure there is a single point of contact throughout the application process.



3: FREQUENTLY ASKED QUESTIONS

My application has been submitted by my consultant; can council contact me direct when the Plan has been endorsed so I can collect it?

No. Council's process for releasing any survey plans is to only release it to the party that originally lodged it. This ensures that the consultancy firm dealing with your application can follow up any further requirements after endorsement. Should you wish to alter the above, the consultant must contact Council and confirm alternative arrangements in writing.

How do I know if I have any rates or water charges outstanding on the properties I'm Subdividing? When am I required to pay these outstanding charges?

Phone Council's Rates Department on 1300 242 686. Please make sure you have all relevant assessment numbers and/or property details on hand when phoning as you will be asked to provide this information. You are required to pay all outstanding charges prior to or at the time of survey plan lodgement.

How do I know how much infrastructure contributions/infrastructure charges I am required to pay?

You can obtain the required information from your Development Approval Decision Notice. Depending on the time elapsed since the date of your Decision Notice the charge may be subject to Producer Price Index (PPI) increase/s. Please contact Council's Development Assessment Unit prior to payment to confirm the amount payable.

When am I required to pay my infrastructure contributions/infrastructure charges?

You are required to pay all outstanding charges prior to or at the time of lodgement of your subdivision plan sealing application. Failure to pay these charges at the abovementioned time will result in an Action Notice being issued and will cause delays in your survey plan being endorsed.

When am I required to pay my survey plan endorsement application fees?

You are required to pay all survey plan endorsement application fees at the time of application lodgement. Failure to do so will result in an Action Notice being issued and will cause delays in your subdivision plan being endorsed.

What happens if I do not respond to the action notice within the stated time period?

Failure to respond in full to the items detailed in the Action Notice within the designated timeframe will result in the survey plan being returned unendorsed.

My related operational works application has not passed a successful on-maintenance Inspection yet. Can I lodge my subdivision plan application anyway?

Please contact 1300 242 686 and ask to speak to Council's Development Engineer for further information.

