

PLAN OF SUBDIVISION LODGEMENT FORM

Applicant Details			
Title:	Name: <i>(Individual or company name and contact person)</i>		
Postal Address:			Postcode:
Contact Number:			Mobile:
Email Address:			
PLEASE NOTE: Providing an email address and mobile number will allow Council to issue future communications about this application electronically.			
Location Details			
Address:			Postcode:
Lot & Plan Details: <i>(Real Property Description)</i>			
Application Details			
Description of Proposal: <i>(e.g. Reconfiguring a Lot - one (1) lot into eight (8) lots, plus new road, park and two (2) balance lots)</i>			
Related Approvals: <i>(Please provide Council Reference Number)</i>			
Estate Name & Stage Number: <i>(where relevant)</i>			
Total Site Area (m ²):			
No. of Proposed Lots:	TOTAL: Residential: Commercial: Industrial:		Park: Balance: Drainage: Other:
Council to Prepare Legal Documents:	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Transfer <input type="checkbox"/> Easement <input type="checkbox"/> Other		
Have you applied for water and wastewater approvals from QUU?	<input type="checkbox"/> No If yes, provide QUU reference number below <i>(e.g. 18-PNT-8999, 18-STD-8999)</i> <input type="checkbox"/> Yes		
Plan of Subdivision Application Checklist			
<i>In conjunction with the submission of your plan of subdivision application, please ensure the following information is included, where applicable:</i>			
<input type="checkbox"/> Approved Road Names	<input type="checkbox"/> Infrastructure contributions paid <i>(evidence attached)</i>	<input type="checkbox"/> Certification from QUU <i>(Connection Certificate for water and wastewater attached)</i>	
<input type="checkbox"/> Private Easement documents <i>(copy attached)</i>	<input type="checkbox"/> Access Restriction Strip to be extinguished	<input type="checkbox"/> Clearance from Referral Agencies <i>(e.g. DILGP) (evidence attached)</i>	
<input type="checkbox"/> Development Conditions Compliance Checklist <i>(checklist attached - see pg 3)</i>	<input type="checkbox"/> Utility Connection Certificates <i>(electricity, telecommunications etc)</i>		

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Fee Calculation

Complete the components relevant to your proposed development in the table below

For assistance in calculating fees, please:

- Refer to the Ipswich City Council Register of Fees and Charges; or
- Email development@ipswich.qld.gov.au with details of your proposal (including property location and related RAL approval).

Where input fields are insufficient or if fees have been quoted by Council, please provide relevant attachments.

Fee Type	Increment (No of Lots/Documents)	Charging Unit (Price per Lot/Document)	Subtotal
Examination, signing of a Plan of Subdivision (per Lot) (Minimum fee applicable where 2 lots or less are created)			
Preparation/Perusal of Legal Documents (per document) Legal document prepared by Council – per document			
Perusal fee where prepared by the applicant's Solicitor, per document			
Resigning of a Plan of Subdivision (refer to Ipswich City Council Register of Fees and Charges)			
Endorsement of Community Management Statement Minor Fee (Dual Occupancy)			
Major (Multiple Residential, Commercial or Industrial)			
Resubmission of Application for Signing of a Plan of Subdivision (refer to Ipswich City Council Register of Fees and Charges)			
TOTAL			

Plan Collection

Please advise how you would like your plan of subdivision returned:

- Registered post Collect from Ipswich City Council – 45 Roderick Street, Ipswich

If the plan of subdivision collection contact is different from applicant details provided on page 1, please notify Council via email development@ipswich.qld.gov.au

Demonstrating Compliance with Development Approval

To assist in processing your Plan of Subdivision Application, please provide a completed copy of the Development Conditions Compliance Checklist (Refer to example - page 3).

1. Download the Development Conditions Compliance Checklist from the Ipswich City Council website.
2. Copy and paste all conditions from Council's decision notice into the 'conditions' column of the template. If you require a copy of the conditions in word format, please email development@ipswich.qld.gov.au with details of the approval (including application number).
3. Add or delete rows as necessary depending on whether you want to consolidate all conditions into one document, or if you would prefer to split the documents via each relevant approval, where there is more than one approval.
4. Provide details in the corresponding 'how condition has been complied with' column on how you have demonstrated compliance with the conditions including photographic evidence where appropriate. This cell may include references to attached documents such as certification certificates, agreements, reports, receipts etc.

Applicant Declaration

- I declare the information provided on this form, for the lodgement and assessment of this request, to be true and correct. I understand that additional fees, as outlined in the current Ipswich City Council Register of Fees and Charges, may be required to complete my application.

Information Privacy Collection Notice

Personal information collected in this form will be used by the assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. Your personal information will not be disclosed for a purpose outside of the *Planning Act 2016*, *Planning Regulation 2017* and DA rules, except:

- in accordance with the provisions about public access to documents in the *Planning Act 2016* and the *Planning Regulation 2017*, and the access rules made under the *Planning Act 2016* and *Planning Regulation 2017*; or
- where required by other legislation (including the *Right to Information Act 2009*); or
- as otherwise required by law.

By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this form.

Development Conditions Compliance Checklist Example – Excerpt Only

Application No: e.g. 1234/2015/CA

Approval Details: e.g. Reconfiguring a lot - one (1) lot into two (2) lots plus balance lot and access easement

Condition No.	Condition	The time by which the condition must be met, implemented or complied with	How condition has been complied with (e.g. receipts, certificates, photographic evidence, letters of approval etc)												
1.	Subdivision Plan														
	<p>The applicant must submit to the assessment manager a subdivision plan (and any associated easement documents) generally in accordance with the approved plans outlined in part 3 of the development permit that includes the following requirements:</p> <p>(i) A minimum 4.0m wide access and utility services easement in favour of proposed Lot 2 and burdening proposed Lot 1.</p>	In conjunction with the lodgement of the application to sign the subdivision plan.	A subdivision plan has been provided. It is requested that Council prepare the easement documents. The relevant fee has been paid.												
2.	Fencing														
	The applicant must provide a 1.8m high privacy fence to the side (southern) property boundary of proposed Lot 1 and all property boundaries of proposed Lot 2, as marked on the approved plan listed in Part 3 of this approval. The applicant must taper the height of the side fence within 6m of the front boundary.	Prior to the assessment manager signing the subdivision plan.	Fencing has been constructed in accordance with this condition. See attached photos.												
3.	Footpath Contributions														
	<p>The applicant must pay the following money to Council:-</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 15%;">Contribution</th> <th style="width: 15%;">Rate</th> <th style="width: 40%;">Details</th> <th style="width: 30%;">Sub-Total</th> </tr> </thead> <tbody> <tr> <td>Footpath</td> <td>\$345.00/m</td> <td>Number of m's: 14.161m (20.161 – 2x 3.0m wide driveways) @ \$345.00</td> <td>14.161m x \$345.00 = \$4,885.55</td> </tr> <tr> <td colspan="3">Total</td> <td>\$4,886.00</td> </tr> </tbody> </table> <p>The contributions above are applicable for a period of twelve (12) months from the date of the development approval, and thereafter will be based on the contribution rates applicable at the date when payment is made. Contributions are towards the establishment of a kerb and channel system in the general location of the development. The applicant is advised that direct debit, personal or company cheques cannot be accepted as payment for the above contributions. The only acceptable forms of payments are cash (EFT payments included) or bank cheques.</p>	Contribution	Rate	Details	Sub-Total	Footpath	\$345.00/m	Number of m's: 14.161m (20.161 – 2x 3.0m wide driveways) @ \$345.00	14.161m x \$345.00 = \$4,885.55	Total			\$4,886.00	Prior to the assessment manager signing the subdivision plan.	Footpath contributions paid in full on 1/1/17. See attached receipt.
Contribution	Rate	Details	Sub-Total												
Footpath	\$345.00/m	Number of m's: 14.161m (20.161 – 2x 3.0m wide driveways) @ \$345.00	14.161m x \$345.00 = \$4,885.55												
Total			\$4,886.00												
4.	Access, Parking and Manoeuvring Areas														
(a)	<p>The applicant must construct a concrete layback and driveway slab to access proposed Lot 2 in accordance with the following:</p> <p>(i) From the kerb alignment to the property boundary for access to the development;</p> <p>(ii) Minimum 3m width; and</p> <p>(iii) In accordance with Council Standard Drawing SR.12.</p>	Prior to the assessment manager signing the subdivision plan.	Layback & driveway slab have been constructed in accordance with this condition. See attached photos and 'As Constructed' plans.												
5.	Landscaping														
(a)	The applicant must submit, for written approval by the assessment manager, landscape plans in accordance with section 12.6.4 (24) of the Residential Code of the Ipswich Planning Scheme utilising only native, non-invasive, plant species such as those referenced in the Ipswich City Council's Vegetation Communities Rehabilitation Guide.	In conjunction with the lodgement of the application for operational works.	Landscaping has been undertaken in accordance with the approved landscaping plan (plan reference DWG001, Landscape Plan, dated 03/07/2017). See attached Certificate of Compliance for Landscape Works.												
(b)	The applicant must provide landscaping works in accordance with the approved landscape plans.	Prior to the commencement of the use and at all times thereafter.													
(c)	The applicant must submit to the assessment manager a Certificate of Compliance for Landscape Works completed by a qualified landscape designer stating the works have been completed in accordance with the approved landscape plan.	Prior to the commencement of the use.													