

**CASSOWARY COAST REGIONAL COUNCIL**

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903

Email: enquiries@cassowarycoast.qld.gov.au**Application Form – Approval of Plan of Subdivision**(Applicable Legislation: *Planning Regulation 2017 – Schedule 18*)**Applicant Details**

Applicant's name: (individual or company full name)	
Contact name:	
Postal address:	
Email address:	
Contact number:	
Associated reference number/s:	

Property Details

Unit No.	Street No.	Street name & locality	Postcode	Lot No.	Plan type & plan number

Details of Subdivision Plan to be Approved

Type of Application:	☐ Standard Format Plan
	☐ Building Format Plan
	☐ Volumetric Format Plan
	☐ Lease
	☐ Grant of Easement
	☐ Legal Document Only (i.e. Easement, Covenant, CTS/CMS)
	☐ Re-Consent of Survey Plan
Subdivision Plan No:	

Further Details of Subdivision Plan to be Approved

Total No. of Lots:		
Total No. of Balance Lots:		
Total No. of Park/Drainage Lots:		
Total No. of Lots being Transferred to Council:		
CTS/CMS Name:		
Staged Subdivision Stage Number		
Other Lots:	Type of Other Lots:	
	Total No. of Other Lots:	

Details of Easements and Covenants			
Are there Easements being surrendered?	☐ Yes	☐ No	☐ N/A
Are there Easements being Created?	☐ Yes	☐ No	☐ N/A
Are there Covenants being created?	☐ Yes	☐ No	☐ N/A
Details of Building Envelopes			
Are there Building Envelopes for any of the Lots being created?	☐ Yes	☐ No	☐ N/A
Planning Approval reference number i.e MCU25/00XX / ROL25/00XX			
Current Approvals			
Part A – Details of current approval (Planning Approval)			
Has a Planning Approval been issued? Note: If No or Not Applicable skip to “Mandatory Application Information” section	☐ Yes	☐ No	☐ N/A
Planning Approval reference number i.e MCU25/00XX / ROL25/00XX			
Has the plan been prepared in accordance with the Planning Approval?	☐ Yes	☐ No	☐ N/A
What is the date of the Planning Approval?			
Is the Planning Approval subject to a Change Application (S81 or S82 of the <i>Planning Act 2016</i>)?	☐ Yes	☐ No	☐ N/A
Is Planning Approval subject to an Appeal or Change Representations?	☐ Yes	☐ No	☐ N/A
Is there a related Development Permit for Operational Work? Note: If yes, complete Part B	☐ Yes	☐ No	☐ N/A
Part B – Details of related Development Approvals (Operational Work Approval)			
Operational Work Development Permit reference number(s): i.e OPW25/00XX / OPW24/00XX			
What is the date of the Approval:			
Is approval subject to an Appeal or Change Representations?	☐ Yes	☐ No	☐ N/A
Is the approval subject to a Change Application (S81 or S82 of the <i>Planning Act 2016</i>)?	☐ Yes	☐ No	☐ N/A
Have all required Operational Work permits been given by Council?	☐ Yes	☐ No	☐ N/A

Mandatory Application Information			
Full payment of Subdivision Plan Approval application Fees Note: Please refer to the current Fees and Charges Schedule to determine the applicable fee required to be paid.	☐ Yes	☐ No	☐ N/A
a) Original Subdivision Plan Form 21, including: Licenced surveyor signature; b) Property owner signature and Form 18A; c) Approved street names shown correctly on plan; d) All necessary easements and covenants shown on plan; e) All land for future road purposes/opening shown on plan.	☐ Yes	☐ No	☐ N/A
Statement of Compliance against conditions for all Development Approvals	☐ Yes	☐ No	☐ N/A
Original signed form of all legal documentation: Note: All legal documents must be Original and Signed before submitting.			
a) Transfer – Form 1 and Form 24 where Estate in Fee Simple	☐ Yes	☐ No	☐ N/A
b) Easement – Form 9	☐ Yes	☐ No	☐ N/A
c) Surrender of Easement – Form 10	☐ Yes	☐ No	☐ N/A
d) Covenant Document – Form 31	☐ Yes	☐ No	☐ N/A
e) Community Management/Title Statement (CMS/CTS)	☐ Yes	☐ No	☐ N/A
f) Other Form/Document.	☐ Yes	☐ No	☐ N/A
Copy only (Form 9) for Private Easements which is fully executed by all parties.	☐ Yes	☐ No	☐ N/A
Evidence of payment of any relevant Infrastructure Charges or copy of fully Executed Infrastructure Agreement for Reduced Charges.	☐ Yes	☐ No	☐ N/A
Evidence of full payment of all levied rates and charges.	☐ Yes	☐ No	☐ N/A
Confirmation that obligations under any other relevant Infrastructure Agreement have been complied with	☐ Yes	☐ No	☐ N/A
Copies of all approved Building Envelope Plans	☐ Yes	☐ No	☐ N/A
Copy of the Works Acceptance (WA) Certificate for the related Operational Work Development Permit, including compliance with any outstanding conditions of the WA Certificate.	☐ Yes	☐ No	☐ N/A

Application Fees Calculation		Rate	Units	Amount payable (\$)
1	Signing and dating Subdivision Plan Note: see also item 2 for calculation of per lot fee.	Per Plan		\$
2	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		\$
3	Legal Documents (Covenant(s), Easements, Transfers, CMS/CTS) Note: Fees charged per legal document requiring approval by Council.	Per document		\$
4	Approval of Plan of Subdivision for Grant of Easements and Lease Lots (only where for standalone Easement Plans and Lease Plans) Note: This is only charged for applications exclusively for Easements of Leases (i.e. lease exceeding 10 years).	Per application		\$
5	Re-Consent of Plan of Survey Note: This fee is in addition to charges identified above.	Per application		\$
Total Amount Payable			\$	

Applicant's declaration			
☐ By making this application I/we declare that all information in this application form and the attached documentation is true and correct			
☐ 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.			
☐ 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.			
Note: It is unlawful to provide false or misleading information.			
Signature/s		Date	
Full Name:			
OFFICE USE			
Application Number:		Application Fee:	

Information Privacy Statement:

Cassowary Coast Regional Council is collecting your personal information in accordance with the *Information Privacy Act 2009 (Qld)*, and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's [Privacy Policy](#) on Council's website www.cassowarycoast.qld.gov.au