

Plan Sealing Application Kit

Purpose of this application kit

The purpose of this application kit is to provide assistance when preparing an application request for approval of a plan of subdivision by City of Gold Coast (City). This application kit should assist in ensuring the correct and complete information is submitted in the correct format. This will in turn assist the City in achieving faster approval timeframes and reducing the likelihood of the City issuing a Subdivision Incomplete Request Notice or a Subdivision Compliance Request.

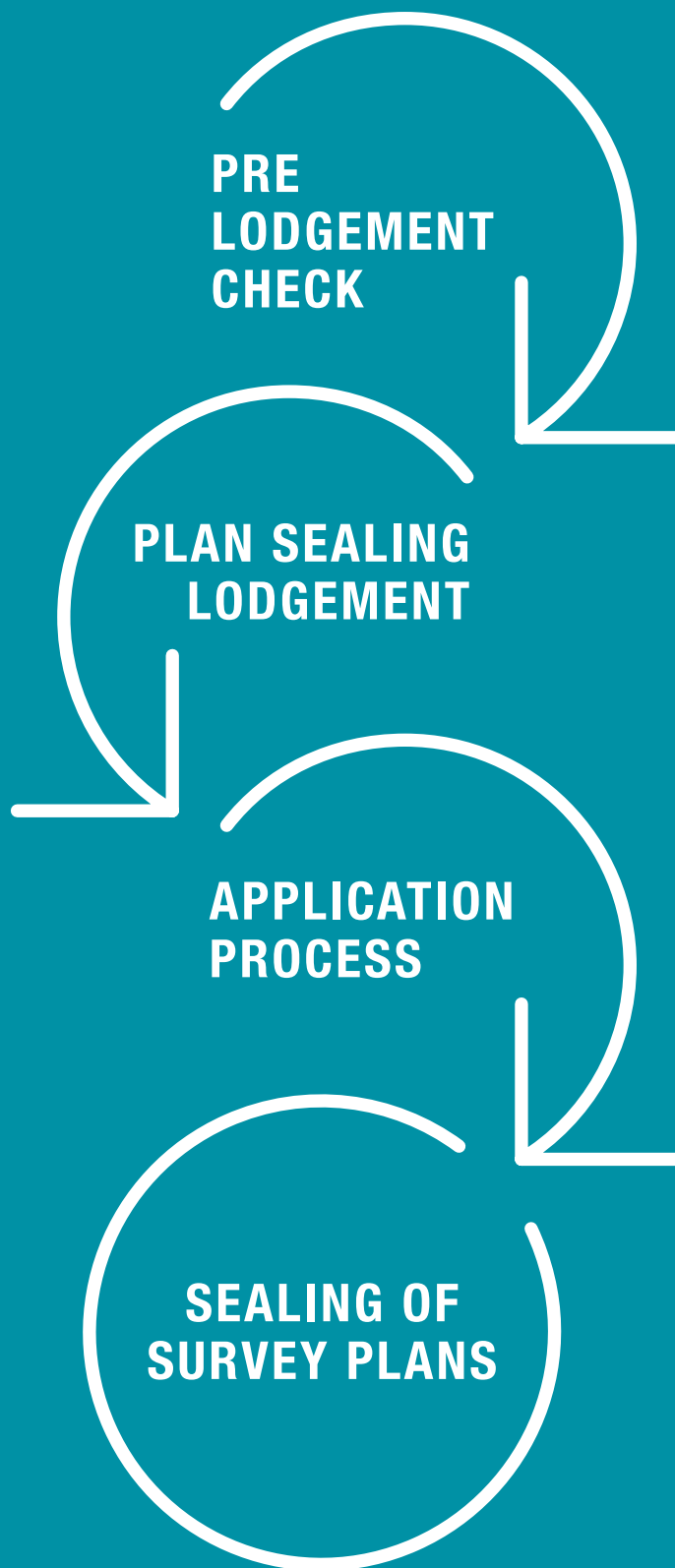
How to use this application kit

Section 1 is the pre lodgement guide to assist you in determining if your development is plan sealing ready.

Section 2 is the application form to be completed for approval of plans of subdivision (2(a) for Standard Format / Volumetric Plan and 2(b) for Building Format Plan).

Section 3 is to be completed and submitted with the Plan Sealing Application form. This is for all application types

Section 4, 5 and 6 are additional information and reference sections to help you complete your application.



1 Plan Sealing overview and pre lodgement guide

Plan sealing is the process of creating new lots for titles, easements and / or covenants including transferring land to the City for drainage reserves, parks etc.

Prior to the lodgement and subsequent approval of a plan of subdivision the development must meet all the conditions of approval.

This kit will provide you with the tools and information to ensure your development is plan sealing ready and assist you in making a well-made plan sealing application. It is recommended that section 1 and 3 are completed prior to starting the application process in section 3.

- This section is an overview of the process and provides links to additional forms that will assist in the preparation of your application.
- A Compliance Report template with contact details of the relevant City section relating to specific development conditions of an approval is available online, this will help you to clarify any technical matters prior to submitting a plan sealing application.
- The completed report must be submitted with your application.
- Together with the compliance of the conditions of approval, all levies and charges associated with the development must be paid. Evidence of compliance with the State Referral Agency conditions must be provided if applicable.
- If there are outstanding operational works, a bonding agreement may be applied for. A bond is a payment of security by the owner to the City to secure compliance of certain development conditions prior to approving a plan of subdivision. This agreement must be approved prior to the submission of a plan sealing application.

2 Plan sealing lodgement application form

An application for approval of a subdivision plan must be submitted with a completed Plan Sealing Application Form together with all supporting documentation required by the Land Development Guidelines and conditions of approval.

Section 2(a) and 2(b) must be completed for the respective application, signed by the applicant and all relevant information provided at lodgement or the request will not be able to be progressed.

Your application can also be lodged online ([link](#)).

After the City has assessed the request and an approval has been issued, the *Land Title Act 1994* provides that you have 6 months from the date of the approval to lodge the plan of subdivision and relevant legal documents for registration with the Titles Queensland in the Department of Resources (DOR). If you do not lodge the plan of subdivision with DOR within the 6 month period, you will need to resubmit an application for re-endorsement

3 Plan sealing compliance check list

Checking against the task list will assist in the preparation of a well-made application by outlining approval requirements for approval of subdivision plans, some of which are often overlooked and can lead to the delay in approving the plan or a Subdivision Incomplete Request Notice or Subdivision Compliance Request being issued. Each section indicates what plan type application is relevant to the listed requirements. Please note that this is a standard check list and additional information may be required for individual applications.

4 Legal document reference (transfers, easements and covenants)

This section identifies City-approved Standard Terms Document reference numbers to help with the preparation of transfers, easements, and covenants to which the City is a party.

5 Legislative forms reference

In this section you will find links to the current legislation for approval of subdivision plans, together with links for information on preparation of legal documents and checklists.

6 Application fees summary and payment options

This section provides a complete guide to all plan sealing application fees for the current financial year. This will assist you in calculating the correct fees payable. Under the *Planning Regulation 2017* Schedule 18, section 1(2)(b), a request for approval of a plan of subdivision must be accompanied by the required fee.

1 Pre lodgement check

Requirements	Further information
<p>To ensure you are plan sealing ready the below must happen prior to lodging your application:</p> <ul style="list-style-type: none"> • All development conditions of approval have been met or satisfactory security has been provided by way of a bonding agreement • All infrastructure charges and other levies and fees have been paid • All required infrastructure services like sewer and water have been connected • All relevant legal documents signed by property owners and executed date completed • Street names have been approved for new subdivision developments including private developments 	<p>Refer to the declaration in Section 2</p> <p>Refer to the Compliance Checklist in section 3</p> <p>Detailed information is on the plan sealing webpage</p> <p>Street naming application form can be found on the Street naming webpage</p>
<p>Applications can be lodged online, in the mail or over the counter with the following information:</p> <ul style="list-style-type: none"> • Original survey plans with owners' signature or provide a copy with a completed Form 18a • All legal documents relevant to the application (easement, transfer, CMS etc) with correct standard terms document numbers used • Demonstration of compliance with conditions of approval (i.e. compliance report) • Completed application form and signed declaration • Survey plan Application fee 	<p>Refer to the plan sealing compliance report template</p> <p>Refer to Plan Sealing application kit for forms</p> <p>Online application form</p> <p>Click here for Titles Queensland forms</p>
<p>Depending on the material submitted, the City will either accept the application, or issue an Incomplete Request Notice outlining what is outstanding and the application is put on hold.</p> <p>Once the application is accepted the City has 20 business days to assess the application, the below timeframes and process is a guide:</p> <ul style="list-style-type: none"> • Plan sealing will issue a Subdivision Acceptance Notice • The application material is allocated to City officers for assessment • Any minor outstanding items will be communicated to you (the applicant) via email • If there are outstanding items by the 20th business day a Subdivision Compliance Request will be issued • Assessment will resume once a formal response has been received from the applicant • Please note that the City will only discuss the progress of a survey plan application with the applicant. 	<p>Refer to Planning Act 2016</p> <p>Refer to plan sealing webpage</p>
<p>Once compliance of the development approval has been demonstrated the City officers will sign off the conditions of approval and sealing of survey plans can be completed:</p> <ul style="list-style-type: none"> • Plan sealing officers collate responses and prepare plans for endorsement • Plans and associated documents are checked by Supervisor • Plans and associated documents are presented to the delegated officer to endorse plans • Once endorsed the plans and associated documents are recorded and prepared for collection by the applicant • You have 6 months from date of endorsed plans to lodge at Titles Queensland for registration. 	<p>Refer to Titles website</p>

2 Plan Sealing application form

The Plan Sealing Applications should be completed and submitted with a copy of the survey plans and original legal documentation.

Privacy statement

Council of the City of Gold Coast (City) is collecting your personal information in accordance with *Planning Act 2016* and other legislation in order to assess a plan of subdivision. The information will only be used by authorised Council officers and Water and Waste for the purpose of issuing a Subdivision Approval Notice and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. For further information please refer to the City website.

Application type

Building Format Plan	Legal Document Approval Only
Standard Format Plan	Re-endorsement of Survey Plan
Volumetric Format Plan	

Applicant details

Applicant	Contact
Postal address	
Email address	Phone

Property

Estate/CTS name and stage	
Subdivision plan number(s)	Current registered lot and plan
Total No. Sealed lots	No. Management lots
No. Residential lots	No. of Commercial lots
No. Park lots	No. of Industrial lots
No. Balance lots	

Development application (ROL, MCU, ROL/MCU, BA)

Application number	Approval Date (Decision Notice or Court Order)
City file number (PNxxxxx/xx/DAx)	

Relevant operational works approvals

Application type	Approval Date (Decision Notice or Court Order)	Bonds (if applicable)
OPW (Private Landscaping)		DBN
OPW (Civil)		DBN
OPW (Public Landscaping)		DBN
ASC (Service Location Plan and As Constructed)		

Application form and supplied documents	Yes	No	City officer check
Covering letter of application			
Surveyor's certification signed			
Applicant's Declaration for Standard/Building/Volumetric Format Plan Application <i>Note: This must be completed in full and signed by the applicant or the City will not progress the request.</i>			
Original or copy of subdivision (survey) plans provided with the following information: <ul style="list-style-type: none"> Licensed surveyor signed subdivision plan Property owner signed subdivision plan or Form 18a Cancelling lot(s) described on the subdivision plans City approved street name is shown on the plan including common property and private road names 			
Legal documents provided with the following information; <ul style="list-style-type: none"> Copy of First or New Community Management Statement Original Easement, Covenant and Transfer documents signed by registered owner Correct standard terms document numbers used 			
Demonstration of compliance with conditions of approval (i.e. Compliance Report)			
Is the development subject to the <i>Integrated Resort Development Act 1987</i> , the <i>Mixed Use Development Act 1993</i> or the <i>Sanctuary Cove Act 1985</i> (i.e. Sanctuary Cove, Royal Pines, Hope Island etc.)			

Surveyor's certification	
I/We certify that all relevant services are wholly contained and centrally located within the proposed easements (if applicable).	
Signature	Date

Office use only	
Date received	Fee paid
Received by	Receipt number
Business partner name	Account number
Business partner number	System code SUR

2(a) Applicant's declaration for standard/volumetric format plan application

Applicant's declaration for standard/volumetric format plan		Yes	No	City officer check
This request complies with the criteria stated in the <i>Planning Regulation 2017</i> Schedule 18, section 2(1).				
In particular:				
(a) The development conditions of the development permit about the reconfiguration have been complied with, or the applicant has given satisfactory security to the local government to ensure compliance with the conditions, including relevant certification and approvals; A completed compliance report or statement has been provided to demonstrate compliance of each development condition.				
(b) Evidence of compliance with State referral agency conditions has been provided				
(c) For a reconfiguration requiring operational work – (i) The development conditions of the development permit about the operational work have been complied with; or (ii) The applicant has given satisfactory security to the local government to ensure compliance with the development conditions. Complete declaration regarding security below.				
(d) There are no outstanding rates or charges levied by the local government or expenses that are a charge over the land under any Act;				
(e) The plan has been prepared in accordance with the development permit;				
(f) The conditions of a water approval under the <i>SEQ Water Act 2009</i> have been complied with;				
(g) There are no outstanding fees or charges levied by a distributor-retailer under the <i>SEQ Water Act 2009</i> .				
If security is necessary ensure compliance with the conditions of a development permit, I/We confirm that a City bond agreement (for example, for uncompleted works) has been signed and the bond has been paid, with evidence attached.				
I/We acknowledge that no further development permits (or inspections) are necessary in order for assessment to progress. Note: if any further development permits (or inspections) are necessary, the City will not accept the request for approval of the plan of subdivision.				
I/We acknowledge that if the above requirements are not fully complied with, a Subdivision Incomplete Request Notice or Subdivision Compliance Request may be issued by the City and the request cannot be progressed until the notice/request is complied with.				
Signature	Date			
Applicant's name	Applicant's contact number			

2(b) Applicant's declaration for building format plan application

Applicant's declaration for building format plan		Yes	No	City officer check
This request complies with the criteria stated in the <i>Planning Regulation 2017</i> Schedule 18, section 2(2).				
In particular:				
(a) The plan is consistent with any development permit relevant to the premises (demonstration of compliance must be provided);				
(b) There are no outstanding rates or charges levied by the local government or expenses that are a charge over the land under any Act;				
(c) The conditions of a water approval under the <i>SEQ Water Act 2009</i> have been complied with;				
(d) There are no outstanding fees or charges levied by a distributor-retailer under the <i>SEQ Water Act</i> ;				
(e) There are no further development permits (or inspections) required for the development, which may prevent plan sealing.				
(f) Evidence of compliance with State referral agency conditions has been provided.				
If security is necessary to achieve compliance with the conditions of a development permit, I/We confirm that a City bond agreement (for example, for uncompleted works) has been signed and the bond has been paid, with evidence attached.				
I/we acknowledge that no further development permits (or inspections) are necessary in order for assessment to progress. Note: if any further development permits (or inspections) are necessary, the City will not accept the request for approval of the plan of subdivision.				
I/We acknowledge that if the above requirements are not fully complied with, a Subdivision Incomplete Request Notice or Subdivision Compliance Request may be issued by the City and the request cannot be progressed until the notice/request is complied with.				
Signature	Date			
Applicant's name	Applicant's contact number			

3 Plan Sealing compliance check list

Building Format Plan (BFP), Standard Format Plan (SFP) and Volumetric Format Plan (VFP)

Checking against this task list will assist in the preparation of a well-made application by highlighting approval requirements, some of which are often overlooked and can lead to the approval of a subdivision plan or a Subdivision Incomplete Request Notice being issued. Each section indicates what plan type application is relevant to the listed requirements. Please note that this is a standard task list and additional information may be required for individual applications.

Operational works approvals (tick where applicable)	BFP	SFP	VFP	CHECK
<p>Building: Stamped approved building plans may be required to be submitted by the applicant if the City has no record of these plans.</p> <p>Note:</p> <ul style="list-style-type: none"> providing a copy of plans with the application may expedite the application process. approved building plans must match the footprint of submitted Building Format Plan. 	•		•	
<p>Private landscaping: Landscaping application and final inspection to be completed and approved prior to lodgement.</p>	•	•	•	
<p>Town planning: Town planning final inspection completed and approved prior to lodgement. To request a final inspection please contact devcom_operational@goldcoast.qld.gov.au</p>	•		•	
<p>Service location plan and as constructed data lodgement: As constructed data or a service location plan approval letter must be provided. You will need to lodge an application and seek approval prior to lodging the plan sealing application.</p> <p>Approval details must be identified in Section 2 of the Plan Sealing Application Form.</p>	•	•	•	
<p>Civil operational works application: If an uncompleted works or maintenance bond is required, then the following must happen before lodgement of the subdivision plan:</p> <ul style="list-style-type: none"> bond application made and approved; bond agreement signed by the City; and bond receipted in City trust fund account. 	•	•	•	
<p>Public landscaping: Approved application numbers of the landscaping operational works approval and associated open space management plan and maintenance management plans (if applicable) must be provided.</p> <ul style="list-style-type: none"> If an uncompleted works or maintenance bond is required, the following must happen before lodgement of the subdivision plan: bond application made and approved; bond agreement signed by the City; and bond receipted in City trust fund account. 	•	•	•	

Certificate and City approval information must be included in the application (tick where applicable)		BFP	SFP	VFP	CHECK
Development approvals: All City approval information must be identified in Section 2 of the Plan Sealing Application Form and all certifications required by conditions of the development approvals provided, showing how the conditions have been complied with (See also items below for particular condition matters).		•	•	•	
Bonding approvals: If uncompleted works or maintenance bonding is required, the bonds application number, executed agreement and evidence of payment must be provided.		•	•	•	
Building final inspection approval: Provide copies of the approved building inspection certification.		•			
Building approval application number (obtain from PD Online)	PCA				
Certificate of occupancy date					
Bushfire management plan approval: Provide a copy of the approved bushfire management plan for the applicable stage and development approval/layout.			•		
Development application number					
Approved EMP description					
Environmental management plans compliance:					
Demonstrate compliance with environmental management plan conditions (e.g. approved OSMP, environmental management plans) and provide a copy of the approved plans.			•		
Development application number					
Approved BMP description					
Geotechnical conditions compliance:			•		
Development application number					
Date of compliance	Evidence attached				
Stormwater and hydraulic conditions compliance:			•		
Development application number					
Condition number/s					
Date of compliance	Evidence attached				
Street naming approval: We require a copy of the original approved plan for the applicable stage.		•	•	•	
Electricity supply approval: We require a final certificate of supply from Energex.			•		
	Evidence attached				
Telecommunications supply approval: We require certification from relevant telecommunication organisation or confirmation from NBN.			•		
Permanent survey marks (PSM) and map grid of Australia (MGA) control marks conditions: We require it to be tabled on the face of the survey plan if mentioned within the decision notice.		•	•	•	
Referral Agency Conditions of Approval: We require evidence of compliance of State referral conditions.		•	•	•	

Legal documents (tick where applicable)		BFP	SFP	VFP	CHECK
Transfer document: The development approval may require land to be transferred to the City. The original transfer documents (Form 1, Form 24 and Form 20 schedule), signed by the owner transferring the land to the City in fee simple, stating the correct purpose must be provided.		•	•		
Condition number:					
Easement document: The development approval may require an easement to be registered (for example, over sewerage and water supply infrastructure or stormwater drainage. The original easement legal documents must be provided.		•	•	•	
Condition number:					
Covenant document: The City may require a covenant as part of the development approval conditions in relation to the use of land and/or construction including preservation of native vegetation, native animals or any cultural significance relating to the lot. The original covenant legal documents must be provided.		•	•		
Condition number:					
Community management statements (CMS): Provide a copy of the signed first CMS or new CMS.		•	•		
Condition number:					

Fees and charges					
Infrastructure agreements/offsets: Any infrastructure agreements or infrastructure offsets applicable for the plan of subdivision must be identified. Contact Infrastructure Compliance at infrastructurecompliance@goldcoast.qld.gov.au to check if any infrastructure agreements or offsets are applicable. Provide confirmation that obligations have been complied with.		•	•	•	
Infrastructure charges: Any outstanding infrastructure charges (if applicable) are to be paid in full prior to endorsement of survey plan. Contact Developer Contributions Group at dcg@goldcoast.qld.gov.au to check if any charges are applicable.		•	•	•	
Payment of rates and water charges: Rates and water – all issued and unpaid City rates and water accounts are to be cleared prior to the release of the survey plans. Rates can be contacted on 1300 366 659 .		•	•	•	
Payment of sealing fees: Sealing fees – per lot and per legal document (easements, transfers, covenants etc). Note: Minimum fee is building format plans creating 1 – 2 lots. Please check the latest fees and charges in Section 6 of the Plan Sealing Application Kit. No legal document fee is required for the endorsement of the CMS. Updated fees will be shown on the City's website.		•	•	•	

Application forms (tick where applicable)					
Completed City of Gold Coast Plan Sealing Application Form .		•	•	•	
Completed Applicant Declaration .		•	•	•	
Compliance Report (or other written statement) demonstrating how you have complied with each condition			•		

4 Legal document reference (transfers, easement and covenant)

The City only requires originals of legal documents requiring execution by the City, for example Transfer, Easement or Covenant documents to which the City is a party and Community Management Statements. Copies of any other legal documents must be provided for our records. The correct standard terms document number must be used. The City recommends that you seek legal advice in relation to the preparation of legal documents. You can find application forms, checklists and preparation information from the Department of Resources.

Please ensure that the correct name Council of the City of Gold Coast is included on all legal documents.

What forms should I use?

Transfers

Transfer document – Form 1

Schedule of Trust document – Form 20 and Form 24

Easement

Easement document – Form 9

If the City of Gold Coast is a signatory party of your Easement Documents, then Council Approved Standard Terms Document (STD) number applies:

707918364 Stormwater/ Sewerage/ Water/Drainage	The Grantee is the Council of the City of Gold Coast either over freehold or Trust Land. For use for the Councils public utility services over reserves, land being surrendered to the State to become reserved land. When the FH land is surrendered for a public use, the covenants relating to trust land apply.
703748535 Access	Right of Access (not public)
709956727 Right of Way	Allowing access or right of way over the Servient Tenement
709956730 Public thoroughfare	Right of Way for the Public
707215278 Sewerage/Water/Drainage	For use of public utility services over reserves, land surrendered to the State to become reserved land, where the grantee is the Council of the City of Gold Coast
715273257 Bushfire Access Easement	Providing adequate road access for firefighting or other emergency vehicle purposes

Covenant document – Form 31

If the City of Gold Coast is a signatory party of your Covenant Documents, then City Approved Standard Terms Document (STD) number applies:

711772069 Effluent Disposal	The owner acknowledges that the disposal of effluent associated with the residential use of the lot has the potential to cause adverse impacts on the environment and amenity.
711772066 Noise	The lot is used only for Noise Sensitive Residential Housing
711772070 Geotechnical Restrictions	Covenant Area is used only for Geotechnical Sensitive Development
711772071 Environmental Preservation	The owner must acknowledge and carry out the activities in accordance with the Environmental Covenant and in accordance with their approved Covenant Management Plan.
719338443 Flood	Flood Sensitive Residential Housing

5 Legislative forms reference

Below are the links to the current legislation and forms required for Plan Sealing Lodgement, together with links for information on preparation of legal forms and checklists.

Legislation

The *Planning Act 2016* and the *Planning Regulation 2017* came into effect on 3 July 2017 and replaced the *Sustainable Planning Act 2009* and the *Sustainable Planning Regulation 2009*. To view the legislation, click the link above or visit the Department of Infrastructure, Local Government and Planning website.

Forms

The City's form for Plan Sealing lodgement is the City of Gold Coast Plan Sealing Application Form which is part of the Plan Sealing Application Kit; this can be found on the City of Gold Coast **website**. Under the *Planning Regulation 2017* Schedule 18, section 1(2)(a), if a local government has a form for a request for approval of a plan of subdivision, the request must be in that form.

The required forms and checklists for legal documents can be found on the Department of Resources website.

6 Application fees summary

A complete guide to all fees relating to plan sealing applications for the current financial year.

Building format plans				
Description	Condition	Fees	Unit	Amount (\$)
Building Format Plans (No Private Yards) Including Community Title Statement Per Lot	Per lot	Minimum Fee \$1,086.00 \$442.00 Per Lot		
Building Format Plans (With Private Yards) – Per Lot	Per lot	\$826.00		
Amalgamation /Termination of Community Title Plans		\$1,146.00		
Endorsing Legal Documents (Excluding Lease) per document	Per document	\$452.00		
Standard format plans				
Standard Format Plan (All and Lease Plans-not applicable to Park Lots and Access Restriction Strips)	Per lot	\$826.00		
Amalgamation /Termination of Community Title Plans		\$1,146.00		
Boundary Re-alignment		\$826.00		
Access Easement		\$826.00		
Endorsing Legal Documents (Excluding Lease) per document	Per document	\$452.00		
Volumetric format plans				
Volumetric Survey Plan	Per lot	\$826.00		
Amalgamation/Termination of Community Title Plans		\$1,146.00		
Endorsing Legal Documents (Excluding Lease) per Document	Per document	\$452.00		
Survey plan approval				
Survey Plan Approval Plan of Easement and Legal Doc – Survey Plan with easement only		\$602.00		
Re-endorsment				
Reassessment of a survey plan that has not been lodged for registration with the State, within the 6 month statutory time frame		\$602.00		
Incomplete notice (fee to lodge subsequent documentation)		\$150.00		
Totals				
Payment options				
Total \$				
These fees are in accordance with the City's regulatory fees and non-regulatory charges. A copy of the City's regulatory fees and non-regulatory charges can be found on the City of Gold Coast website cityofgoldcoast.com.au				
Payment options				
<ul style="list-style-type: none"> • Business partner account (BP) – please complete details on the Formal Application form. • Cheque or credit card at any Council of the City of Gold Coast branch offices. For branch office locations and operating hours, please refer to the City's website cityofgoldcoast.com.au • Cheque or money order by post to City of Gold Coast PO Box 5042 Gold Coast MC QLD 9726. Please ensure that you provide adequate reference details or attachments to allow the cheque to be appropriately received. 				
Please be advised that payments by credit card will incur a surcharge.				
For office use only: Account number 14150010				

FOR MORE INFORMATION

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