

Policy 11: Land Development Guidelines

Section 12

12.0 Procedure for Plan of Survey and/or Document Approval

Table of Contents

12.0	Procedure for Plan of Survey and/or Document Approval.....	1
12.1	Introduction	2
12.2	Submission of Information with a Plan of Survey	2
12.3	Prior to Lodgement of a Plan of Survey.....	2

12.1 Introduction

This Section applies to Council's approval to a plan(s) of survey and or documents pursuant to **Chapter Three Part Seven (7)** of the **Integrated Planning Act 1997**, the current Planning Scheme, Council's **Development Guidelines** and any relevant Council policy, guidelines, etc.

12.2 Submission of Information with a Plan of Survey

The applicant must submit to Council a plan of survey and or document where Council has:

- issued a Development Permit, or
- as a condition of a Development Permit, or
- if the plan of survey (however called) requires Council approval under another Act.

A plan of survey submitted in accordance with the above shall be:

- i) Accompanied by the prescribed form and fee of an amount in accordance with Council's fee and charges current at the time of payment;
- ii) Accompanied by a concise submission indicating compliance with all conditions of the development permit (if applicable) plus one A4 copy of all relevant documents/ plans;
- iii) Given to Council for approval before the end of the currency period (if applicable);
- iv) Prepared in accordance with all development permit conditions;
- v) Suitable for lodgement in the office of the relevant registering authority;
- vi) An original plan certified by a licensed surveyor and signed by the registered owner(s) of the land and company seal affixed if required; and
- vii) Accompanied by a copy of the Council's formal 'On Maintenance' or 'Uncompleted Works' acceptance letter, whichever is applicable, refer to **Sections 9** and **11** of these Guidelines.

12.3 Prior to Lodgement of a Plan of Survey

Prior to the lodgement and subsequent approval of a plan of survey by Council the Applicant shall:

- i) Ensure there are no outstanding rates or charges levied by Council or expenses that are a charge over the land under any Act;
- ii) Reinstate survey marks and install new survey marks in their correct position in accordance with the plan of survey. Such work shall be certified in writing by a licensed surveyor;
- iii) Ensure all approvals or satisfactory security has been gained or consented to prior to lodgement.

Upon compliance with the above, Council shall note its approval under seal on the original plan of survey and or document in accordance with requirements of the registrar of titles and the relevant Act as soon as practicable after lodgement. The plan of survey and/or document shall be returned to the applicant (or person authorised by the applicant) for lodgement in the office of the relevant registering authority.