

## Survey Plan Endorsement Application

*s284 Planning Act 2016 & s69 Planning Regulations 2017*

**Application to have Council Endorse Standard Format & or Building Format Plans prior to lodging the Plans with the Queensland Titles Office.**

**Effective : 3 July 2017**

***Please see notes on page 3***

Please complete all questions unless the form indicates otherwise. Forms without all necessary information and documentation will result in your application being deemed incomplete. Applications that are incomplete will be issued a notice and may be returned to the applicant for re-lodgement.

To lodge an application you must:

- Complete this form & complete any other forms relevant to your application
- Provide full proof of compliance with all conditions of any Development Permit for Reconfiguring a Lot, Operational Works or other approval relating to the application.
- Submit the fee applicable & ensure that all rates & levied Infrastructure Charges are paid in full.

### Applicant details

**Applicant's name & Company name**

**Postal address**

  
  


**Applicant's phone number**

**Applicant's e-mail address**

### Owner's details

**Owners' name**

**Postal address**

  
  


### Location of Development

**Street Address**

  


**Locality/Suburb**

**Current Legal Description (lot and plan)**

  


### Survey Plan to be endorsed

**Original Plan must be provided to council for endorsement with this application**

**Survey Plan Number**

  


**Type of Survey Plan (*please tick*)**

|                        |                          |
|------------------------|--------------------------|
| Standard Format Plan   | <input type="checkbox"/> |
| Building Format Plan   | <input type="checkbox"/> |
| Volumetric Format Plan | <input type="checkbox"/> |

|   |
|---|
| <b>Related Development Approvals – Planning/Operational Works</b>   |
| Please provide details of related development approvals (including reference number for the approval eg. RAL/20/00??) |
|   |
| Date of development approval was given  |
|   |

|  |   |                                |
|--|---|--------------------------------|
| <b>Proof Of Compliance</b>   | (Please ensure that all relevant Documents & Receipts are attached) | (Please tick where applicable) |
| <b>Written itemised Proof of Compliance with all conditions of Relevant Development Approvals (Mandatory Item)</b>                       |   |                                |
| <b>Original Copy of Community Management Statement (Mandatory Item - only for Building Format Plans &amp; Lots with Common Property)</b> |   |                                |
| Easement and or Covenant Documents (where required)  |   |                                |
| Building Envelope Plan (where required)  |   |                                |
| Copy of Operational Works - On Maintenance Certificate (where required)  |   |                                |
| Copy of As-Constructed Plans (where required)  |   |                                |
| Copy of Services Location plan (where required)  |   |                                |
| Copy of Provisioning Correspondence from Telecommunication Provider  |   |                                |
| Copy of Provisioning Correspondence from Electrical Provider   |   |                                |
| Reports and documents required under conditions of relevant approval (where required)  |   |                                |
| Concurrence Agency Approval (Conditions complied with - No Objection to MSC endorsing Plan)  |   |                                |
| Any other details as required under the Planning/Operational Works/Landscaping approval (if required)                                    |   |                                |

|   |  |
|---|--|
| <b>Payment of Charges</b>   |  |
| <b>All Rates and Charges have been Paid for all properties shown on the Plan (Mandatory Item)</b>   |  |
| <b>Proof of Payment of levied Infrastructure Charges – (Mandatory Item)</b><br>(Infrastructure charges must be paid at least 7 business days prior to Council endorsing the plan) |  |
| <b>Receipt Number of Payment of Infrastructure Charges</b>  |  |

|                    |
|--------------------|
| <b>Declaration</b> |
|--------------------|

|   |             |
|---|-------------|
| <b>Applicants Declaration</b>   |             |
| <b>By making this application I declare that all information in this application form and the attached documentation is true and correct.</b> |             |
| <b>Signature</b>  | <b>Date</b> |

**Mareeba Shire Council – Information Privacy Statement**

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

## Explanatory Notes

1. When submitting an application for Plan Endorsement the following must be included to avoid the application being deemed incomplete and a notice requiring further action being issued, or, if need be, returned to the applicant:-
  - Completed Survey Plan Endorsement Application Form
  - Proof of payment of the correct application fee
  - Original Subdivision Plan
  - 1 x A3 Copy of the Subdivision Plan
  - Itemised written & photographic proof that all conditions of any Development Approvals have been met in full.
  - Signed Declaration from Property Owner/s that All information Supplied is correct
  - Original Community Management Statement (if applicable)
  - Copy of Operational Works On-Maintenance Certificate (if applicable)
  - Easement & Covenant Documents (if applicable)
  - Proof of payment of all Rates & Water Charges
  - Proof of payment of all Infrastructure Charges (updated to the current quarter- must be paid 7 working days prior to council endorsing the plan.)

NOTE: The above information, other than the mandatory original documents, may be supplied to Council in PDF format. It is preferred that the electronic submission be a combined single PDF Document without Password Protection in the order indicated above.
2. Please ensure that prior to payment of any Infrastructure Charges that the charges have been updated to the current quarter. Please contact Councils Planning Department for assistance.
3. Submitting the Subdivision Plan for Endorsement  
**Queensland Titles Office specifies that the original Plan of Survey cannot be bent or folded as this may lead to the plan being rejected when it is lodged with the Titles Office. It is recommended therefor that where possible Applications to endorse Plans of Survey be personally submitted to Council's Office at 65 Rankin Street, Mareeba.**
4. Under the *Planning Regulations 2017, Schedule 18*, Council has 20 working days in which to either approve the request to endorse the plan, with or without conditions or refuse the request.
5. Requests for the re-signing and dating of a plan of survey incur the full fee, unless prior agreement is given by the Authorised Officer only.

| Survey Plan Fee Calculation   |  |
|---|--|
| Total number of Allotments/Units shown on Plan  |  |
| Minus Balance Allotments ( <i>Allotment the subject of a further current subdivision approval</i> ) |  |
| Minus Allotments to be transferred to Council for Park/Drainage Reserve                             |  |
| Net Number of Allotments/Units to which Council fee Applies   |  |

| Application Fees per Survey Plan Number   | Number | Rate                                | Total |
|---|--------|-------------------------------------|-------|
| Application for Compliance Assessment for Endorsement of Survey Plan (Base Fee) |        | See current fees & charges schedule |       |
| Endorsement of Survey Plan per lot fee (in addition to base fee)                |        | See current fees & charges schedule |       |
| Endorsement of CMS/Easement/Covenant  |        | See current fees & charges schedule |       |
| Re-endorsement of a Survey Plan   |        | See current fees & charges schedule |       |
| <b>TOTAL</b>  |        |                                     |       |

| PAYMENT DETAILS |  |                |    |             |  |
|-----------------|--|----------------|----|-------------|--|
| Receipt Date:   |  | Payment Amount | \$ | Receipt No: |  |