



PROCEDURES FOR LODGING SUBDIVISION APPLICATIONS

1. If you wish to subdivide or carry out a boundary adjustment of your land it will be necessary to complete a Development Application.

Some boundary adjustments are exempt from requiring an approval from Council, and you should speak **with Council's Town Planner to determine if your proposal is exempt.**

2. Three copies of a concept plan will need to be lodged with your application clearly showing boundary alterations, distance of any dwellings, proposed lot sizes and any other detail required by the Town Planner to assess your application. At this stage you do not require plans drawn up by your Surveyor, however they should be drawn to scale and clearly indicate the proposed lot sizes. You may choose to have a surveyor draw the plans.

The application form, plans and fee must be lodged and paid for at Council's Town Hall office, after being checked by staff at Council's Church Street office.

3. You will receive an acknowledgment letter from Council which will show the Development Application number of your application for future reference.
4. The application will be assessed by staff at the Church Street office who may need to contact you if any further information is required. Subdivision applications are notified to adjoining property owners in accordance with Glen Innes Severn Development Control Plan 2014, for a period of fourteen (14) days.

Council's Engineering and Sewer and Water Services department may also be consulted if the subdivision is within the service area of Glen Innes or Deepwater. There may be requirements for you to extend sewer or water to service a proposed lot or to construct roads or kerb and gutter, depending on the existing situation.

Generally Subdivision/Boundary Adjustment applications are determined by Council staff without the need to be put before a Council Meeting, and if all details are in order, are normally determined within about 4-6 weeks. More complex applications, or those requiring additional information may take longer to process.

5. You will be advised in writing once a decision has been made. In most cases, the application will be approved subject to a number of conditions, required to be carried out before the plan of subdivision can be signed off by Council. Should it seem likely that the application will not be approved, you will be notified prior to any decision being made.

For all subdivisions which lie within the area serviced by water and sewer, monetary contributions, referred to as Developer Contributions will be levied. Eg. A two (2) lot subdivision will be levied for the one (1) additional lot which is created.

6. A Development Consent is valid for 5 years, and work must be commenced, or a final plan of survey lodged and endorsed by Council by that date.
7. Before you can register the subdivision with the Land and Property Management Authority (formerly Land Titles Office), **you will need to supply Council with three copies of your surveyor's plans** and a Subdivision Certificate application (accompanied by the current fee of \$225).

When Council has verified that all conditions required are met, including the payment of any fees listed on your development consent, your plans will be signed by Council and returned to you.

Everything you need to comply with to allow Council to endorse the surveyor's plans is included on your Development Consent.

8. You (or your surveyor or solicitor) will then need to lodge the signed plans with the Land and Property Management Authority for registration.
9. Other Costs including Surveyors fees and the cost of Registration of your plan/s with the Land and Property Management Authority are the responsibility of the applicant.

FLOW CHART FOR LODGING SUBDIVISION APPLICATIONS

LODGE DEVELOPMENT APPLICATION, PLANS & FEE

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ACKNOWLEDGEMENT LETTER SENT TO YOU

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COUNCIL PROCESSES YOUR APPLICATION, INCLUDING NEIGHBOUR NOTIFICATION

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DEVELOPMENT CONSENT OR REFUSAL ISSUED BY COUNCIL SUBJECT TO CONDITIONS

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YOU MEET ALL OF THE CONDITIONS OF DEVELOPMENT CONSENT, WORKS AND FEES
ARE COMPLETED

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REGISTERED SURVEYOR DRAWS YOUR PLANS

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PLANS ARE LODGED WITH COUNCIL WITH A SUBDIVISION CERTIFICATE APPLICATION

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COUNCIL CHECKS THAT ALL CONDITIONS HAVE BEEN COMPLIED WITH AND PLANS ARE
IN ACCORDANCE WITH THE ORIGINAL PLANS APPROVED BY COUNCIL

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COUNCIL ENDORSES THE PLANS AND RETURNS THEM TO YOU

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YOU/SURVEYOR LODGE ENDORSED PLANS WITH THE LAND AND PROPERTY
MANAGEMENT AUTHORITY

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UPON REGISTRATION BY THE LPMA SEPARATE TITLES ARE ISSUED