

SUBDIVISION PROCESS



There are a number of steps to apply for Subdivision

- Applying for a Planning Permit then followed by a Certification, or
- Applying for a Joint Planning Permit and Certification

Seek advice from Council Planning Department about the zoning of your land and if subdivision is possible.

Steps	Planning Permit
1	Apply to Council for Application for a Planning Permit to Subdivide
2	Application may need to be advertised in local paper and advice adjoining owners
3	Referred to nominated agencies (Referral Authorities)
4	Referred to Technical Services, Building, Environmental Health and Strategic Planning for comment.
5	Council to consider the application and Issue Planning Permit with Conditions or refuse the permit.
Steps	Plan Certification
1	Owner appoints a Licensed Surveyor to prepare a plan of subdivision. (2 hard Copies – Formal Plans)
2	Apply for Application for Certification - Form 1 (This form advises Surveyor who this application will be referred to)
3	Referred to nominated agencies that have conditions on Planning Permit
4	Referred to Technical Services, Building Environmental Health and Strategic Planning for their approval. (Only if there is conditions from their department)
5	A plan will be Certified when the conditions on the planning permit have been met or arrangements have been made to meet those conditions, along with any other matter set out in Section 6(1) of the Subdivision Act.
6	The Certified plan to be lodged at the Titles Office.
Steps	Statement of Compliance - FINAL RELEASE
1	Completed the entire requirements on the planning permit – all referral authority and Council conditions have been met.
2	Before a Statement of Compliance can be issued, written advice from a Licensed Surveyor must be provided to the Council in a prescribed form. This should be to the effect that the subdivision including all lots, roads, common property and reserves) has been marked out or defined.
3	The Statement of Compliance to be lodge at the Titles Office for new titles to be issued.

OR

An application for subdivision can run in parallel with the certification process under the Subdivision Act 1988. A plan cannot, however, be certified before a planning permit is issued. If planning and certification applications are processed concurrently, the prescribed time under the Act applies.

Steps	Planning Permit & Certification
1	Apply for Application for Planning Permit & Certification - Form 1 (This form advises Surveyor who this application will be referred to)
2	Referred to nominated agencies that have conditions on Planning Permit
3	Referred to Technical Services, Building Environmental Health and Strategic Planning for their approval. (Only if there is conditions from their department)
4	A plan will be Certified when the conditions on the planning permit have been met or arrangements have been made to meet those conditions, along with any other matter set out in Section 6(1) of the Subdivision Act.
5	The Certified plan to be lodged at the Titles Office.

Step 4	Certification & Statement of Compliance – FINAL RELEASE
1	Owner appoints a Licensed Surveyor to prepare a plan of subdivision. (2 hard Copies – Formal Plans)
2	Apply for Application for Certification - Form 1 (This form advises Surveyor who this application will be referred to)
3	Referred to nominated agencies that have conditions on Planning Permit
4	Referred to Technical Services, Building Environmental Health and Strategic Planning for their approval. (Only if there is conditions from their department)
5	Completed the entire requirement on the planning permit – all referral authorities and Council conditions have been met.
6	Certification & Statement of Compliance will be issued on the hard copies.