

# Survey Plan Signing & Sealing Checklist

## Information

This checklist is to be submitted when lodging plans of survey for signing and sealing and is designed to assist you and Council to expedite the process. The more information that you can provide at submission will assist this process.

## Applicant Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Given name(s)

Surname

Organisation name

Postal address

Suburb

Postcode

Phone ☐ (W) ☐ (H)

Mobile

Email address

## Property Details

Registered Owner/s

Site location

Development name

Council reference

Stage

## Application Details

**Submission for re-endorsement of a survey plan?**

☐ Yes ☐ No ☐ N/A

Previous approval no.

**Compliance Assessment required?**

☐ Yes ☐ No ☐ N/A

If yes attach completed Form 32

**Sealing fee paid?**

☐ Yes ☐ No ☐ N/A

Amount

Receipt no.

## Application Details

**Reconfiguration approval covering survey plan is still valid?**

☐ Yes ☐ No ☐ N/A

Approval no.

Date

**Operational works approval relating to the site is still valid?**

☐ Yes ☐ No ☐ N/A

Approval no.

Date

**Have variation/s to the original layout been approved?**

☐ Yes ☐ No ☐ N/A

Date variation approved

Date

**If the subdivision is being developed in stages, have the stage boundaries been approved by Council?**

☐ Yes ☐ No ☐ N/A

Date of approved

Date

**Have the conditions of the approval been complied with?**

☐ Yes ☐ No ☐ N/A

Please refer to the Supporting Statement section on the last page.

## Survey Plans Requirements

**2 x A4 size copies of the plan/s of survey attached?**

☐ Yes ☐ No ☐ N/A

Details - (both sides of the original plan/s required)

**Survey plans comply with approved plan with regard to layout, allotment sizes and engineering drawings?**

☐ Yes ☐ No ☐ N/A

Details

**Survey plan/s is certified by a licensed surveyor?**

☐ Yes ☐ No ☐ N/A

Details

**Survey plan/s is signed by the registered owner/s?**

☐ Yes ☐ No ☐ N/A

Details

**Street names shown on the plan/s of survey are in accordance with those approved by Council?**

☐ Yes ☐ No ☐ N/A

Details

# Further Information

## Survey Plans Requirements Cont.

How many allotments are being created by this survey plan/s

Total lots  of which ☐ are 300m<sup>2</sup> or less  
☐ are 301m<sup>2</sup> - 450m<sup>2</sup>  
☐ are 451m<sup>2</sup> - 600m<sup>2</sup>  
☐ are 601m<sup>2</sup> - 2000m<sup>2</sup>  
☐ are 2001m<sup>2</sup> - 6000m<sup>2</sup>  
☐ are >6000m<sup>2</sup>

Does the survey plan/s provide for any of the following

☐ Covenants ☐ Park dedication ☐ Common property  
☐ Land to be dedicated to Council ☐ Easements  
☐ Cancellation access restriction strips

If the plan of survey includes:

Covenant – has all supporting documentation been provided? e.g. signed Form 31 Covenant

☐ Yes ☐ No ☐ N/A

Details.

Creation of an Easement in favour of Council or transfer of land to Council – has a request been made for the preparation of necessary documentation?

☐ Yes ☐ No ☐ N/A

Reference no.

Date

Dedication of land for Public Open Space:

☐ Yes ☐ No ☐ N/A

Area of Open Space

Common Property – has the Community Management statement been provided?

☐ Yes ☐ No ☐ N/A

Details.

## Construction

Has an estimate for sewerage connection been requested from Council?

☐ Yes ☐ No ☐ N/A

CRWW number

Has an estimate for water connection been requested from Council?

☐ Yes ☐ No ☐ N/A

CRWS number

Has a compliance inspection been undertaken for the development works?

☐ Yes ☐ No ☐ N/A

Date

Has confirmation of connection been provided for

Sewer connection

☐ Yes ☐ No ☐ N/A

Amount

Receipt no.

Date

Water connection

☐ Yes ☐ No ☐ N/A

Amount

Receipt no.

Date

## Uncompleted Works/Maintenance Bonds

Is this a request for Early Plan Sealing?

☐ Yes ☐ No ☐ N/A

Area of Open Space

Has an Uncompleted Works Bond been provided to Council?

☐ Yes ☐ No ☐ N/A

Amount

Date

Has an Uncompleted Works Bonding Agreement been signed in respect to the development?

☐ Yes ☐ No ☐ N/A

Date

Has a Maintenance Security Bond been paid?

☐ Yes ☐ No ☐ N/A

Amount

Date

Are all Bank Guarantees in respect to the required bonds submitted herewith from a recognised financial institution and in the format stipulated?

*(Part 11 of the Redland Planning Scheme, Policy 3 – Contributions and Security Bonding, Chapter 4, Security Bonding, section 3.6.6 Form of Security Bonds)*

☐ Yes ☐ No ☐ N/A

Has an Infrastructure Agreement been signed in respect to the development?

☐ Yes ☐ No ☐ N/A

Reference number

Date

If yes, have the obligations under that agreement been met?

☐ Yes ☐ No ☐ N/A

## Payments Details

Have outstanding rates been paid?

☐ Yes ☐ No ☐ N/A

Amount

Receipt no.

Date

Have the charges in the Adopted Infrastructure charges notice (AICN) been paid?

☐ Yes ☐ No ☐ N/A

Amount

Receipt no.

Date

## Contribution Details

Water Augmentation contributions

☐ Yes ☐ No ☐ N/A

Amount

Receipt no.

Date

Sewerage Augmentation contributions

☐ Yes ☐ No ☐ N/A

Amount

Receipt no.

Date

# Further Information

## Contribution Details Cont.

### Park contributions

☐ Yes ☐ No ☐ N/A

Amount \$  Receipt no.  Date

### Stormwater Infrastructure charges

☐ Yes ☐ No ☐ N/A

Amount \$  Receipt no.  Date

### Transport/Road Infrastructure charges

☐ Yes ☐ No ☐ N/A

Amount \$  Receipt no.  Date

### Cycleway contributions

☐ Yes ☐ No ☐ N/A

Amount \$  Receipt no.  Date

### Land for Community Facilities Infrastructure charges

☐ Yes ☐ No ☐ N/A

Amount \$  Receipt no.  Date

## Other Contributions

### Split Valuation contributions

☐ Yes ☐ No ☐ N/A

Amount \$  Receipt no.  Date

### Tree Planting contribution

☐ Yes ☐ No ☐ N/A

Amount \$  Receipt no.  Date

### Koala Tree Offset contribution

☐ Yes ☐ No ☐ N/A

Amount \$  Receipt no.  Date

## Certificates/Agreements

In accordance with conditions of approval a copy of documentary evidence that an agreement has been entered into with the following and has the necessary construction works been completed with respect to the supply of electricity and telecommunications

### Certificate for Electricity supply

☐ Yes ☐ No ☐ N/A

Details

### Telecommunication Infrastructure Provisioning confirmation

☐ Yes ☐ No ☐ N/A

Details

**Surveyor's Certificate certifying that road and drainage construction are in the correct relationship to the property boundaries as indicated on the approved engineering plans?**

☐ Yes ☐ No ☐ N/A

Details

## Miscellaneous

**Have all allotments been pegged with pegs at permanent level?**

☐ Yes ☐ No ☐ N/A

Details

**Have permanent survey marks been placed as per approval?**

☐ Yes ☐ No ☐ N/A

Details

**Has a permanent survey marks Form 6 been submitted to Council?**

☐ Yes ☐ No ☐ N/A

Details

## Supporting Statement

Please provide a supporting statement addressing each of the conditions of each and every approval that relates to the development (*e.g. Reconfiguration and Operational Works applications*).

Statement attached ☐ Yes ☐ No

## Notes

Payments for contributions must be in the form of a bank cheque for immediate clearance. Personal cheques will require a clearance period of five (5) working days from the date of receipt by Council.

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