



mb+ Plan Endorsement application form



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Development Services
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ABN: 92 967 232 136

Applicant details:

Name of accredited consultancy:

Name of accredited consultancy undertaking the assessment:

mb+ Accreditation number:

Business address:

Work/Business phone: Email:

Declaration by accredited mb+ consultant:

I declare that this 'Plan Endorsement Application form' and any accompanying documentation is in accordance with the terms of the mb+ Accreditation plan endorsement process and take full responsibility for the content of the documentation.

Signature: Date:

Endorsement application details:

Site address:

Real property description:

Description of proposal:

Council development file reference no/s:

Associated application no/s (i.e. Operational works):

Estate name & stage number (if relevant):

No. of proposed lots: Park: Balance:

Survey plan details:

Prior to submitting your application, please ensure that the original survey plan includes all of the following that are relevant:

- Certificate by a cadastral surveyor
- Permanent survey marks (PSM's)
- Transfer of land/ public use land (if required)
- Approved road names
- Easements (if required)
- Land for future road purposes (if required)

Application type	Survey plan no/s
<input type="checkbox"/> Standard Format Plan	
<input type="checkbox"/> Building Format Plan	
<input type="checkbox"/> Volumetric Format Plan	
<input type="checkbox"/> Grant of Easement	
<input type="checkbox"/> Lease	

Privacy statement

Moreton Bay Regional Council is collecting your personal information for the purpose of development application services. The collection of this information is authorised under Planning Act 2016 (Qld). Council will use your personal information to update council's customer information records and to contact you about other functions and services of council.



Supporting documentation: This application includes the following:

Inclusion	Item
<input type="checkbox"/>	Original survey plan complying with approved development plan and certified by a licensed surveyor
<input type="checkbox"/>	Community management statement / building management statement. If conditioned in the development approval include Certificate of Classification for building or volumetric format plans.
<input type="checkbox"/>	Compliance report demonstrating compliance with each of the conditions of the approval including Referral Agency conditions and associated operational works, material change of use and reconfiguring of a lot approval is enclosed as Appendix A.
<input type="checkbox"/>	Original easement documents where the easement is required as a condition of approval and council is a party to the easement. Provide a copy of document/s where council is not party to the easement or the easement is for Unitywater purposes. All easements are required to be checked and confirmed by council before lodgement of this mb+ plan endorsement application.
<input type="checkbox"/>	Original Transfer documents (Forms 1, 20 (Schedule of Trust Land), 24 & Solicitor's Undertaking where land is to be transferred to council in fee simple on trust for community purposes. All transfer documentation is required to be prepared, checked and confirmed by council before lodgement of this mb+ plan endorsement application.
Note:	<p>Council's Standard Terms documents for:</p> <ul style="list-style-type: none"> 'Drainage' - 'Piped' and/or 'Open Cut Drainage' - 702748303 AND 'Access' or 'Right of Way' (temporary turnaround) - 714968795 <p>The above documents have been registered with the Titles Office and will be required to be utilised for the preparation of easements. All easement documentation is required to be prepared, checked and confirmed by council before lodgement of this mb+ plan endorsement application.</p>
<input type="checkbox"/>	Copy of electricity provider certificate of supply i.e. 'Certificate for Electricity Supply to Subdividers', where required by condition of development.
<input type="checkbox"/>	Copy of Telecommunications certification i.e. NBN, Telstra etc., where required by conditions of development. Refer to the Telecommunications in new developments factsheet .
<input type="checkbox"/>	Unitywater clearance - 'Administrative Certificate / Certificate / Provisional Certificate of Completion' for development.
<input type="checkbox"/>	Copy of Council's Road Name Approval, survey plan is to be in accordance with approval including road status.

EARLY ENDORSEMENT -

If applying for endorsement of the survey plan prior to completion of council administered works, also include the following:

Inclusion	Item
<input type="checkbox"/>	Early endorsement request.
<input type="checkbox"/>	Early endorsement fee is paid in addition to the endorsement fees.
<input type="checkbox"/>	<p>One (1) original developer executed 'Infrastructure Agreement for Early Approval of Subdivision Plan' (IA) is to be completed and in place prior to requesting early endorsement, refer to the council policy - Approval of Subdivision Plan Prior to Completion of all Subdivision Works.</p> <p>Note: Delays can occur with agreement of bonding amounts. Please allow up to 3 weeks to receive the bonding confirmation letter from council, prior to submitting this application.</p> <p>All documentation is required to be prepared, checked and confirmed by council prior to lodgement of this mb+ plan endorsement application.</p>
<input type="checkbox"/>	Letter of undertaking that the 'Telecommunications Infrastructure Provisioning Confirmation' where such services are provided by Telstra or a 'Notice of Practical Completion' where such services are provided by NBN Co or equivalent, will be provided to council prior to 'On Maintenance'.
<input type="checkbox"/>	Receipts for payments of Uncompleted Works Bonding i.e. fencing
<input type="checkbox"/>	Registered Professional Engineer of Queensland certificate - refer to website for RPEQ certification pro-forma .

ON MAINTENANCE

Inclusion	Item
<input type="checkbox"/>	Successful 'On Maintenance' has been accepted for this development and copy of Council's On Maintenance Acceptance letter attached.

FEES, CHARGES AND BONDS - Include copy of receipts/documents as evidence for payment of the following:

Inclusion	Item
<input type="checkbox"/>	Endorsement and/or early endorsement application fee paid in accordance with Councils current Fees & Charges Schedule .
<input type="checkbox"/>	All outstanding rates/charges paid in full including fees on the cancelling lot/s, and a copy of receipts/documents showing no outstanding rates.
<input type="checkbox"/>	All contribution fees paid in accordance with the Infrastructure Charges Notice where issued with the development approval. Alternatively where the condition requires, an Infrastructure Contributions Advice Statement can be issued by council with the quoted fee calculation. Submit online form Request for Infrastructure Contributions Advice Statement and allow up to 10 business days to obtain the quotation statement prior to submitting this application form. Note that indexing of the charge may be applicable.
<input type="checkbox"/>	All applicable bonds associated with the Early Endorsement Infrastructure Agreement, on maintenance security and/or Deferred Works.



Appendix A - Accredited consultant plan endorsement application - Compliance report demonstrating compliance with development approval

Step 1:

Copy and paste all relevant conditions of approval from Council's development approval letter into the template 'condition and timing cells', provided on the following page. The development approval is generally accessible through PD online - www.moretonbay.qld.gov.au by clicking on the development tab on council's website.

Step 2:

Add or delete rows as necessary depending on whether you want to consolidate all conditions into one document, or if you would prefer to split the documents via each relevant approval

Step 3:

Provide details in the corresponding 'How condition has been complied with' cell on how your development has demonstrated compliance with the condition including photographic evidence where appropriate. This cell may include references to attached documents such as certification certificates, agreements, reports, receipts etc.

Template example

Condition No.	Condition and timing	How condition has been complied with e.g. Receipts, certificates, photographic evidence, letters of approval, rating information letter
Application No.: DA/12345/2014/V2N		
MCU & RAL - Standard Conditions		
1	<i>Approved Plans and Documents</i>	<i>The development complies with the approved plans listed in the decision notice or as amended.....</i>
2	<i>Infrastructure Charges and Contributions</i>	<i>Infrastructure Charges paid in full – Receipt No. 123456 attached.</i>
[No.]	[Condition title and wording]	[Evidence]
RAL - Special Conditions		
S1	<i>Infrastructure Agreement</i>	<i>Infrastructure Agreement executed on <date> - refer to DA/15734/2006/IA/1</i>
[No.]	[Condition title and wording]	[Evidence]
[No.]	[Condition title and wording]	[Evidence]