

# The Mill at Moreton Bay PDA - Request for Endorsement of Plan of Subdivision and Community Management Statement



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(Section 104 *Economic Development Act 2012*)

## Before lodging your application:

- Please check that you have read and completed all sections of this form.
- Please ensure this application is made before the currency period ends.
- Refer to the further information on Council's website regarding the [development assessment process](#)
- Lodge:
  - Via **Council's eServices** [Electronic Development Application Lodgment portal](#). Note: the original hard copy legal documentation will be required to be forwarded to Council for execution within 2 business days of email lodgement); or
  - **Hand deliver** one (1) unbound hard copy and original legal documentation to any Council Customer Service Centre; or
  - **Post** one (1) unbound hard copy and original legal documentation to:  
The Chief Executive Officer  
Moreton Bay Regional Council  
PO Box 159  
CABOOLTURE QLD 4510
- For general enquiries contact the PDA Development Assessment Team at [mbrc@moretonbay.qld.gov.au](mailto:mbrc@moretonbay.qld.gov.au)

Please note that it is **mandatory** to complete **all** sections of this form, unless stated otherwise.

## Applicant details:

The applicant is responsible for ensuring the accuracy of the information provided because any approval issued will be issued to the applicant.

Individual name:

Company name /Organisation:

Contact name:

Postal address:

Email address:

Mobile phone:  Work phone:

**Note: Contact numbers which you provide may be used to update council's records.**

The applicant consents to receiving documents that are required or permitted to be provided under the *Economic Development Act 2012* or any other statute, in an electronic format?

Yes  No

Note: where neither is selected, the applicant is taken to be agreeing to accepting documents in an electronic format.

## Approval history:

Identify all lots, including any part of a lot on which the development is proposed.

Site Address:

Real property description:

Description of proposal:

PDA reference number (DA ref#):

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
- Easement (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	

## Required documentation:

I confirm that this application includes the following:

Inclusion	All applications
<input type="checkbox"/>	A report by an appropriately qualified person demonstrating compliance with each of the conditions of the PDA development approval.
<input type="checkbox"/>	A report by an appropriately qualified person demonstrating compliance with the applicable PDA development scheme for the self-assessable use.
<input type="checkbox"/>	Survey Plans: Original A3 Survey Plan complying with approved development plan and certified by a licensed surveyor.
<input type="checkbox"/>	Copy of electricity provider certificate of supply i.e. 'Certificate for Electrical Supply to Subdividers', where required by the condition of development.
<input type="checkbox"/>	Copy of telecommunications certification i.e. NBN, Telstra etc where required by conditions of the PDA development approval. Refer to the 'Telecommunications in new developments' factsheet.
<input type="checkbox"/>	Unitywater clearance - '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.
Inclusion	Building Format Plans
<input type="checkbox"/>	The <b>original</b> first Community Management Statement or a copy of the new Community Management Statement signed by the original owner or body corporate. If conditioned in the approval include Certificate of Classification for Building or Volumetric Format Plans.
For Building Format Plan where building was constructed prior to 1973	
<input type="checkbox"/>	A copy of the Drainage Plan.
<input type="checkbox"/>	A certified engineers report stating that the building is structurally sound.
Easement documentation	
<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 copy of document/s where Council is not a party to the easement.
<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.
	Council's Standard Terms documents for 'Drainage' and/or 'Open Cut Drainage' - 702748303 and 'Access' (Temporary) - 714968795 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 by the client prior to lodgement of this Survey Plan endorsement application.

## 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 endorsement fees
<input type="checkbox"/>	Infrastructure Agreement for Early Approval of Subdivision Plan 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'. <b>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.</b>
<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 acceptance.
<input type="checkbox"/>	Receipts for payments of uncompleted works bonding i.e. roadworks, drainage, landscaping, etc.
<input type="checkbox"/>	Registered Professional Engineer of Queensland certificate - refer to website for RPEQ certification proforma.

## 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 is 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 Council's current Fees & Charges Schedule
<input type="checkbox"/>	Development Scheme Fee (if applicable)
<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"/>	The payment of the Infrastructure Charges
<input type="checkbox"/>	The payment of the Development Scheme fee
<input type="checkbox"/>	Attach advice from MBRC of the infrastructure payable
<input type="checkbox"/>	All applicable bonds associated with the early endorsement infrastructure agreement, on maintenance security and/or deferred works.

## Applicant's declaration and acknowledgement:

The applicant warrants that the information provided to the MBRC Development Assessment Team in relation to this application is true and correct, and acknowledges that if any information is knowingly false, the applicant may be exposed to penalties under section 165 of the *Economic Development Act 2012*.

By making this application, I declare that all information in this application is true and correct to the best of my knowledge.

Signature of Applicant /  
Authorised Person:

Date:

Print name:

Position:

## Privacy statement:

Information collected is also subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. The information provided may be publicly released and or provided to third parties and other government agencies - but only for the purposes for which the information is being collected. The proponent's personal information will be stored on departmental files and may be disclosed for purposes relating to the processing and assessment of the application or as authorised or required by law.