

# Plan Endorsement application form

**Postal Address**

PO Box 159  
Caboolture QLD 4510

**Development Services**

Ph: 07 3205 0555

**Internet**

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ABN: 92 967 232 136

**Applicant details:**

Full name:

Postal address:

Contact phone number/s:

Email address:

*Please place a cross (x) in the relevant box below*

☐ I confirm that, at the time of lodgement, this request **complies** with **all** of the applicable criteria stated in *Sec 2 Schedule 18 Planning Regulation 2017*.

**OR**

☐ I acknowledge that, at the time of lodgement, this request **does not** comply with one or more of the applicable criteria stated in *Sec 2 Schedule 18, Planning Regulation 2017* and I undertake to provide a notice of compliance to Council when all the applicable criteria stated in *Sec 2 Schedule 18, Planning Regulation 2017* have been met.

	Yes	No	N/A
	<i>please place a cross (x) in the appropriate section below</i>		
Complies with Development Permit			
Complies with Operational Works Development Permit			

Applicant signature:

**Note:** Council is not obliged to commence assessment of the application until **all** of the applicable criteria stated in *Sec 2 Schedule 18 Planning Regulation 2017* are complied with. While normal administrative functions will be undertaken on receipt of this completed form and payment of the relevant fee, statutory timeframes for the processing of this endorsement application as prescribed in *Sec 3 Schedule 18 Planning Regulation 2017* **do not** commence until a complete application is received and it is confirmed that those applicable criteria are met. Confirmation can be provided by either ticking the "confirm" box above or providing a subsequent confirmation notice to Council.

*Sec 1 Schedule 18 Planning Regulation 2017* sets out time limits within which a request for approval of a plan of subdivision must be made. A request received outside of those time limits cannot be accepted by Council and will be returned without endorsement.

**Endorsement application details:**

Site address:

Real property description:

Description of proposal:

Council development file reference number/s:

Associated application number/s (i.e. Operational works):

Estate name and stage number (if relevant):

Number of proposed lots:  Parks:  Balance:

**Privacy statement**

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

## 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	

## 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 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 a party to the easement or the easements are for Unitywater Purposes.
<input type="checkbox"/>	Original Transfer documents (Forms 1, 20 (Trust Details Form), 24 & Solicitor's Undertaking where land is to be transferred to Council in fee simple on trust for community purposes.
<b>Note:</b>	Council's Standard Terms documents for: <ul style="list-style-type: none"><li>• 'Drainage' and/or 'Open Cut Drainage' - 702748303</li><li>• 'Access'/'Right of Way' (temporary turnarounds) - 714968795</li></ul> 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 prior to lodgement of this plan endorsement application.
<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 <a href="#">Telecommunications in new developments factsheet</a> .
<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.

## 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"/>	One (1) original developer executed '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 - <a href="#">Approval of Subdivision Plan Prior to Completion of all Subdivision Works</a> . <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 Letter' 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 successful 'on maintenance' acceptance.
<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 <a href="#">RPEQ certification pro-forma</a> .

## 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 fees paid in accordance with Council's current <a href="#">Fees &amp; Charges Schedule</a> .
<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/infrastructure charges 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 <a href="#">Request for Infrastructure Contributions Advice Statement</a> 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, a PPI index calculator is available on Council's website at the following link - - <a href="#">online spreadsheet calculator [XLSX 35KB]</a> .
<input type="checkbox"/>	All applicable bonds associated with the early endorsement infrastructure agreement (uncompleted works), 'on maintenance' security and/or deferred works.

## Appendix A - 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 page on the following page. The development approval is generally accessible through PD online - [www.moretonbay.qld.gov.au](http://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
<b>Application No.: DA/12345/2014/V2N</b>		
<b>MCU &amp; RAL - Standard Conditions</b>		
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]
<b>RAL - Special Conditions</b>		
S1	<i>Infrastructure Agreement</i>	<i>Infrastructure Agreement executed on &lt;date&gt; - refer to DA/15734/2006/IA/1</i>
[No.]	[Condition title and wording]	[Evidence]
[No.]	[Condition title and wording]	[Evidence]