



Subdivision Planning Guide and Checklist

This guide describes the information you need to provide to Council when applying for a planning permit to subdivide land.

Council requires certain information in order to properly assess your application against the Queenscliffe Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included. This guide will help you do this.

How to apply for a planning permit:

To apply for a permit to subdivide, simply follow these steps:

1. **Complete an Application for Planning Permit Form.** These are available at our office or on Council's website.
2. **Refer to the Fee Schedule** to determine what fee you need to pay to lodge your application. The fee schedule is available at our office or on Council's website.
3. **Prepare your application**, making sure to include all the information described in this guide, such as plans and a written submission.
4. **Lodge your completed application.**

What information should be provided with your application:

A **Certificate of Title**. This is a formal record about a particular piece of land, it contains basic information about the land including current ownership. The copy of the Certificate of Title must be clear, legible and complete and obtained within the last three months.

If the land is covered by a Restrictive Covenant or Section 173, a copy will also need to be provided. These will be referred to on the Certificate of Title. If you do not have a copy of the Certificate of Title, you can obtain a copy from the Land Information Centre, telephone 8636 2456, or online www.land.vic.gov.au.

An application must be accompanied by a **written submission**, and must include the following information:

If the application is linked to an existing development permit or application, please provide Council's reference number, if known. If the application is NOT linked to a development permit or application, please provide a written statement explaining the purpose of the application. If you are proposing a residential subdivision that is not linked to a development permit, it is likely that you will need to supply a written assessment of the application against Clause 56 of the Queenscliffe Planning Scheme. If the permit is linked to a development, you will also need to advise as to the present stage of construction of the development.

Plan of Subdivision– 12 copies. A Plan of Subdivision shows the division of the land into separate lots. The plans must be provided in A4 format and Council requires 12 copies due to various referral requirements.

Checklist

- Completed Application Form
- Fee
- Certificate of Title and copy of any covenants or restrictions that affect the site (the Certificate of Title must have been issued by Land Victoria in the last 60 days)
- Written Submission (one copy)
- Plan of Subdivision (12 copies in A4 format, plus heavy weight plans)



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