

Planning Permit Application for Subdivision/Boundary Adjustment

Lodgement Date:	Property Id No:
Application No:	Zoning:

Proposal:

Provide details of number of lots and any associated buildings and works. If there is inadequate space, please provide an additional page with the application.

Address of subject site:

If the proposal requires access or easements over another site those details must also be provided in the application.

Address:	
Suburb/Town:	Postcode:
Certificate of Title No:	Lot No:

Current Owners:

Applicant:

If the applicant is not the owner, it is the responsibility of the applicant to notify the owner that the application is being made.

Name (Mr/Mrs/Ms/Business)	
Address:	
Suburb/Town:	Postcode:
Telephone:	Email:

Current Use of Site:

Signature on behalf of the Crown or Council if the proposal involves land Administered or owned by the Crown or Council.

If you have had pre-application discussions with a Council Officer, please give their name.

Declaration:

- I have read the Certificate of Title and Schedule of Easements for the land and I am satisfied that this application is not prevented by any restrictions, easements or covenants.
- I authorise the provision of a copy of any documents relating to this application to any person for the purposes of assessment or public consultation. I agree to arrange for the permission of the copyright owner of any part of this application to be obtained. I have arranged permission for Council's representatives to enter the land to assess this application.
- I declare that, in accordance with Section 52(1) of the *Land Use Planning and Approvals Act 1993*, that I have notified the owner of the intention to make this application. Where the subject property is owned or controlled by Council or the Crown. Their consent is attached. Where the application is submitted under Section 43A (see schedule 6 LUPAA), the owner's consent is attached.
- I declare that the information in this application is true and correct.

Applicant's Signature:

Date:

Important requirements for submitting an application

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary information. If you are unclear on any aspect of your application, please contact our Planning Department on 6211 8200 to discuss or arrange an appointment concerning your proposal.

All subdivision proposals require the following information to be provided at the time of submitting the application. However upon assessment, additional information may be requested.

- A completed form. Please ensure that this form has the correct address and contact details, contains an accurate description of the proposal and is signed and dated by the applicant.
- Application fees
- A current full copy of the Certificate of Title (no old than 3 months) to the land containing the:
 - Search Page
 - Plan, Sealed Plan or Diagram; and
 - Any Schedule of Easements, Covenants, Council Notifications or Conditions of Transfer.
- One copy of fully dimensioned proposal plans at an appropriate scale which includes a north point. These plans should show:
 - The existing number of lots and proposed number of lots;
 - The relationship of proposal to existing road network and adjoining land;
 - The location and dimensions of all existing and proposed buildings on the site, associated car parking and their use;
 - Lot dimensions and contours (related to Australian Height Datum where possible);
 - Service availability and proposed method of waste and storm water disposal from each lot;
 - Proposed easements for services and location of all existing services;
 - Existing trees, nominating those to be removed and those to be retained;
 - The extent of any site works (cut, fill, removal of vegetation and method of retaining);
 - Any proposed public open space; and
 - Proposed staging (if relevant).
- A written submission supporting the proposal and justifying any variations required to the provisions of the Kingborough Interim Planning Scheme 2015. For Council owned land a written submission from the General Manager, Crown land, a written submission from the current Minister or representative.

Privacy Statement

Completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of the Kingborough Council in order to advance the purposes of this form and to carry out Council business. The Personal Information Protection Act 2004 and Council's Privacy Policy regulate the use of this information, which will not be disclosed to any other party, except with your permission or if required or authorised by law. You may make application to access or amend personal information held by Council by contacting the Customer Service Unit on 6211 8200. Should you not provide the information sought, Council will not be able to process this form.