

## Application for Sealing of Final Plan of Survey

Lodgment Date:	Property ID No:
Application No:	Zoning:

Documents Submitted:

<input type="checkbox"/>	Final Plan of Survey
<input type="checkbox"/>	Schedule of Easements
<input type="checkbox"/>	Part 5 Agreement
<input type="checkbox"/>	Transfer Document
<input type="checkbox"/>	Adhesion Order
<input type="checkbox"/>	Other Documents ( <i>Please specify</i> )

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Subdivision Application Number:

Subject Site:

Address:	
Suburb/Town:	Postcode:

Applicant:

Name:	
Postal Address:	
Suburb/Town:	Postcode:
Telephone:	Email:

Current Owner/s:

**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.

**DECLARATION:**

- I have arranged permission for Council's representatives to enter the land to assess this application.
- I agree that written communication may be provided electronically, where an email address has been provided.
- I declare that the information in this application is true and correct.

Applicant's Signature:  Date:

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## Important requirements for submitting the request

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 Planning Services on 6211 8200 to discuss or arrange an appointment concerning your proposal.

The *Local Government (Building and Miscellaneous Provisions) Act 1993* requires the following information to be provided at the time of submitting the application for sealing of the final plan of survey:

- ❑ A completed Application for Sealing of Final Plan of Survey Form. Please ensure that this form is filled out completely with the applicant's correct postal address and contact details, is signed and dated.
- ❑ Payment of the prescribed application fees.
- The following documents:
  - One (1) original set of final plans.
  - One (1) original signed version of the Schedule of Easements.
  - Other documents that may be required are as follows:
  - Original Part 5 Agreement signed by all parties, including mortgagees. (refer to separate Part 5 Agreement checklist under planning information sheets on Council's website at <https://www.kingborough.tas.gov.au/wp-content/uploads/2017/07/Part-5-Agreement-checklist.pdf>)
  - Transfer Document.
  - Adhesion Order.
- ❑ Evidence that all conditions of approval contained in the Planning Permit have been met.
- ❑ Information sheets relating to requirements for part 5 agreements on the Council's website.

**Please note that once an initial assessment of your application has been undertaken, additional information may be required.**