



## Part 5 Agreement checklist

If a Part 5 Agreement is required as part of your Development Use Permit please read the following checklist carefully and ensure that you have provided all the necessary documentation and that the Part 5 Agreement is in a format that can be accepted by Council.

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- A completed Notification of Agreement under the *Land Use Planning and Approvals Act 1993* lodgement form. The lodgement form is available from the Lands Titles Office as a hard copy or available to download/complete online and print through the Land Information System Tasmania (the LIST) - Tasmanian Online Land Dealings (TOLD).  
<https://www.thelist.tas.gov.au/told/faces/jsp/contents.jsp>
- Insert the number/s of the affected folio/s under the Description of Land (this should be referred to in the Agreement as "The Land");
- Insert the full names and postal addresses of the registered proprietor(s) as appears on the Certificate of Title(s)
- Insert the full name of the planning authority – Kingborough Council
- DO NOT DATE
  
- Each page of the Agreement excluding the Notification of Agreement lodgement form and the page that is executed by the parties to the dealing need to be initialled in the right hand corner. This includes all annexure pages.
  
- If there is a mortgage on the property it is advisable that the Owner notify their Mortgagee (the bank) of an Agreement being entered into.
  
- DO NOT DATE the Agreement.
  
- Ensure the details of the parties to the Agreement are correct. The names that are listed on the Certificate of Title are the names that must appear on the Agreement.
  
- Each page of the Agreement should be numbered either in the top or bottom right hand corner.
  
- If the Agreement makes reference to any attachments these must be included and should appear at the end of the document.

# Part 5 Agreement process

Under the *Land Use Planning and Approvals Act 1993*, a planning permit does not become effective until any Part 5 Agreements required under that permit are executed.

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- Step 1** Lodge a draft Agreement for review by relevant Council staff. This can be done by emailing through to [kc@kingborough.tas.gov.au](mailto:kc@kingborough.tas.gov.au) and making reference to the development application number.
- Step 2** Once Applicant has had confirmation from Council that draft Agreement is satisfactory; arrange signing of Agreement by relevant parties.
- Step 3** Lodge signed Agreement with Council.
- Step 4** Once Agreement has been signed and sealed by Council the Applicant will be contacted to arrange collection of the Agreement.
- Step 5** Applicant to lodge Agreement with the Lands Titles Office for registration on the Title(s).
- Step 6** Applicant to provide Council with a receipt of lodgement from the Lands Titles Office.