

Step One Planning Permit for Subdivision

Most subdivisions will require a planning permit application to be submitted to Council for assessment.

A planning permit application can be submitted on your behalf by a land surveyor; a licensed expert in the subdivision process who can assist you with all steps from initial assessment, boundary re-establishment, and the preparation of the necessary documentation.

An application must be accompanied by the prescribed fees and supported by information that may include:

- A Plan of Subdivision showing the lot layout and dimensions
- An analysis of the site and adjoining properties
- An assessment of the subdivisions impact on the neighbourhood
- A written report addressing the relevant clauses in the Corangamite Planning Scheme

Assessment of the planning permit application may involve notifying servicing and referral authorities and if required, placing the application on public notice for a minimum period of 14 days. Landowners and occupiers surrounding the subject site will be notified of the permit application by letter. A notice may also be required to be displayed on site and a notice advertised in the local newspaper/s circulating in the area.

If a planning permit is granted it will outline specific conditions that must be met before the Plan of Subdivision can be approved. These may include conditions specified by servicing and referral authorities.

Step Two Certification

An application to certify the plan of subdivision under the *Subdivision Act 1988* must be submitted to Council with a Plan of Subdivision signed by a Licensed Surveyor.

Certification is an administrative step to ensure that a Plan of Subdivision is satisfactory. A plan cannot be certified until a planning permit is issued. It must be prepared by a licensed land surveyor and referred by Council, to any relevant referral authorities, including those who may have placed conditions on the planning permit. Referral authorities must advise Council in writing of their consent, refusal or of amendments required to the Plan of Subdivision. The Plan of Subdivision can only be certified by Council when authorities have consented to certification and all outstanding conditions listed under the planning permit for the subdivision have been met.

Step Three Statement of Compliance

A Statement of Compliance can only be issued once the Plan of Subdivision has been certified, all planning permit conditions have been met and the relevant referral authorities have provided written consent. A Statement of Compliance concludes the subdivision and allows for the registration of the Plan of Subdivision at the Registrar of Titles - Land Use Victoria and the release of new titles.

Step Four Lodging with Registrar of Titles

Council's involvement with the Plan of Subdivision is now complete. The Land Surveyor should advise their client of the next steps involved in lodging the plan with the Registrar of Titles.

It is important to consider all aspects of a subdivision proposal prior to submitting a planning permit application.

Costs associated with subdivision may include but are not limited to:

- Council's planning permit application and certifications fees
- Land surveyor fees
- Title office fees
- Solicitor Fees
- Connection of services fees (e.g. electricity, gas, water, nbn/telephone)
- Provision of a new or upgraded wastewater management system
- Construction of vehicle crossings
- Drainage works
- Public open space contribution
- Preparation of a Cultural Heritage Management Plan

NOTE: A developer has two years to have a Plan of Subdivision certified from the date the planning permit is issued for the subdivision and five years from date of certification to complete all works and have Statement of Compliance issued.