

An application for subdivision should be accompanied by the following information:

A current copy of Title and details of any registered restrictive covenant or Section 173 Agreement

A Copy of Title and associated restrictions can be accessed www.landata.vic.gov.au The Title must be no older than 60 days old.

Site and Context Plan

The plan should meet the requirements of Clause 56.01-1 http://planning-schemes.delwp.vic.gov.au/schemes/vpps/56_01.pdf

Plan of Subdivision

A Subdivision Plan at a scale of 1:100 or 1:200 which shows:

- The boundaries and dimensions of each lot;
- Area of each lot and common property areas;
- Location of any buildings on each lot which are to be retained;
- That a 10 metre by 15 metre building envelope can be contained within the lots and meet the siting requirements of the Planning Scheme. For lots in the General Residential Zone, the plan should demonstrate that the garden area requirements of the planning scheme are met.

Any application requirements specified by the zone or overlay

The planning controls which apply to the land can be obtained and viewed at the following link <http://planning-schemes.delwp.vic.gov.au/schemes/surfcoast>

Written submission – residential subdivisions

A written description of the proposal, including:

- A written response to Clause 56 of the Surf Coast Shire Planning Scheme. A template can be found <https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Planning-checklists-forms-templates#Forms>

Written submission – non-residential subdivisions

A written description of the proposal, including:

- A written response to the decision guidelines and purpose of the zone.

Land Capability Assessment if reticulated sewerage is not available to the site

A Land Capability Assessment prepared by a suitably qualified person which considers:
The capability of the lots to treat and retain all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the *Environment Protection Act 1970*.

A completed Application for Planning Permit form

The form can be accessed from <https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit>
The type of licence sought should be included in the proposal section of the form.

The relevant fee

The fee schedule can be accessed here <https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit>

Next steps

Certification

Once a planning permit has been issued, a Plan of Subdivision, prepared by the Land Surveyor, must be certified by Council in accordance with the *Subdivision Act 1988*. The application for certification is a separate application to the planning permit application. As well as satisfying conditions on the planning permit, all the servicing authorities must consent to the plan being certified. There are fees for certification.

Statement of Compliance

A Statement of Compliance is issued by Council once all the requirements of the planning permit are met and all of the servicing authorities have consented to the issuing of the Statement of Compliance. Once you have a Statement of Compliance you can lodge it and your certified plan with Land Victoria and this is the basis for the new titles.

Other fees payable to Council

Public Open Space Contribution

When you subdivide land you may be required to pay an open space contribution to Council. This contribution helps Council maintain existing public open spaces and create new public open spaces in the area. The contribution is a requirement of Clause 52.01 of the Surf Coast Shire Planning Scheme

http://planning-schemes.delwp.vic.gov.au/schemes/surfcoast/ordinance/52_01s_surf.pdf

Developer Contribution Plan (DCP)

DCP levies may apply to the land; see Council's DCP for further details

http://planning-schemes.delwp.vic.gov.au/schemes/surfcoast/ordinance/45_06s02_surf.pdf

Disclaimer: Please note this checklist is for standard information required for lodgement. Additional information may be required by Council when assessing your application.