

## Plan Sealing Application Form

*This form must be submitted to Council and accompanied with the mandatory supporting information identified on the Plan Sealing Application Form and payment of all the relevant application fees and required infrastructure charges/headworks contributions if applicable.*

### Applicant(s) Details

Applicant's Name

Agent's Name

Postal Address

Suburb

State

Postcode

Contact Number

Mobile

Fax

Email

### Property Address

| Item | Unit/Street No. | Street No. & Suburb/Locality Name | Lot No. | Plan No. |
|------|-----------------|-----------------------------------|---------|----------|
| 1    |                 |                                   |         |          |
| 2    |                 |                                   |         |          |
| 3    |                 |                                   |         |          |
| 4    |                 |                                   |         |          |
| 5    |                 |                                   |         |          |
| 6    |                 |                                   |         |          |

### Development Permit Details

*Please check to ensure that the development permit/s is/are still current. Council will not accept a plan sealing application relating to a lapsed approval. Please tick the relevant box where applicable.*

| Please tick where applicable | Nature of Development Permit   | Total number of lots on survey plan<br>(include common property if applicable) | Total number of legal documents<br>(easement, covenant, if applicable) |
|------------------------------|--|--|--|
|                              | Reconfiguration of a lot for subdivision                             |  |  |
|                              | Reconfiguration of a lot for boundary realignment                    |  |  |
|                              | Material Change of Use for Dual Occupancy/Duplex/Accommodation Units |  |  |
|                              | Operational Works  |  |  |

Development Permit Reference Number (including relevant Operational Works approval and Change Approval with respective approval date and expiry date of the approval)

**Development Reference Number                      Approval Date                      Expiry date of the Development Permit**

## Application Details

*Please tick the applicable boxes*

### Mandatory – Documents

|   |  |
|---|--|
| <p>1 Plan Sealing Application Form</p> <p>2 Survey Plan</p> <p style="padding-left: 20px;">Standard Format Plan SP</p> <p style="padding-left: 20px;">Building Format Plan SP</p> <p>3 Easement/Covenant (if applicable)</p> <p>4 7 # U O<br/>(if applicable)</p> | <p>5 Compliance Statement</p> <p>6 Compliance Evidence (if applicable)</p> <p style="padding-left: 20px;">Certificate of Supply (Electricity)</p> <p style="padding-left: 20px;">Certificate of Supply (Telstra/NBN)</p> <p style="padding-left: 20px;">QUU Connection Certificate</p> <p>7 Copy of Road Naming Approval (if applicable)</p> |
|---|--|

### Mandatory - Payment of Fee

|  |    |
|--|----|
| 1 Plan Sealing Application Fee               | \$ |
| 2 LVRC Infrastructure Charges(if applicable) | \$ |
| 3 Headworks Contributions (if applicable)    | \$ |
| 4 Bank Guarantee/Cash Bond (if applicable)   | \$ |

*(Please note that an administration fee may be deductible if you withdraw or cancel your application)*

### When Applicable – Documents

|   |  |
|---|--|
| <p>1 Certification from Surveyor</p> <p>2 Certification from registered electrician</p> | <p>3 Certification from registered plumber</p> <p>4 Certification from registered engineer</p> |
|---|--|

### Others (please specify) :

Sealed survey plan to be :                      collected from Council office                      posted to postal address

**Name/Signature**

**Date**

### Privacy Statement

*Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website. Personal information will not be disclosed for a purpose unrelated to the Planning Act 2016, Planning Regulation 2017 and the Development Assessment Rules except where:*

- such disclosure is in accordance with the provisions about public access to documents contained in the Planning Act 2016 and the Planning Regulation 2017, and the access rules made under the Planning Act 2016 and Planning Regulations 2017; or
- required by other legislation (including the Right to Information Act 2009); or
- otherwise required by law.