

Subdivision applications

A guide for applicants



Moreland
City Council

Lodging an application with Council

The subdivision of land requires a planning permit and is the first step in the process of obtaining new titles for subdivided land.

This guide provides information regarding the information that must be submitted with an application as well as tips on additional information that can be submitted to assist Council officers assess your application. It also explains the steps in the subdivision process.

Step 1: Do I need a planning permit?

With the exception of minor boundary realignments and consolidation of land, all types of subdivision require a planning permit.

For advice on whether you need a planning permit, contact the City Development Branch at Moreland City Council or go to the Planning Counter at the Moreland Civic Centre.

The subdivision of land usually comes after you have received a planning permit for some form of development on the site, such as units. Although it is possible to apply to subdivide land without prior approval for development of the land, it is often more time consuming and costly, is not Council's preference and may not be supported by Council. Therefore, if you are considering the option of 'selling off' your backyard or subdividing land into multiple lots, it is recommended that you discuss the best approach with a Council planning officer.

Step 2: Lodging a planning permit application

You will need to engage a licensed surveyor to prepare a plan of subdivision which must be submitted with your application. You can check your local business directory or contact the Association of

Consulting Surveyors Victoria to find a surveyor. Their website is www.acsv.com.au.

The back of this form includes a checklist of information to be submitted with an application. Your surveyor may also assist you in preparing an application.

Lodge your application online at Council's website, www.moreland.vic.gov.au. Once your application is lodged Council will refer your application to the relevant referral authorities and make a decision on the application once their responses are received.

Step 3: Certification of Plans

Once a planning permit has been issued, the plan of subdivision will need to be certified. The application for certification is a separate application which is usually submitted at the same time as the planning permit application. Your surveyor will prepare a set of plans which will be 'certified' and are the plans which get submitted to the titles office. All referral authorities need to consent to the plan being certified.

Step 4: Statement of Compliance

This is the final step in the subdivision process and is issued once all planning permit and referral authority requirements have been met. The Titles Office will give you a new Certificate of Title once you have a Statement of Compliance.

For more information or to speak with a planning officer, call 9240 1111 or visit the Moreland Civic Centre located at 90 Bell Street, Coburg.

Checklist for Subdivision Applications

What do I need to submit with a subdivision application?

This checklist sets out the information which must be submitted with a subdivision application. Some of the information is mandatory (required by the *Planning and Environment Act 1987*) and some of the information is optional but can help the planning officers save time when processing your application. Fill out this form and submit it with your application.

If you have any enquiries about completing your application, go to the Moreland Civic Centre: 90 Bell Street, Coburg. If you would prefer to speak to an officer via telephone, 9240 1111.

If you lodge your application via SPEAR, any non-mandatory information can also be provided within SPEAR as 'other document'.

Mandatory information

(to be provided electronically where possible)

- Correctly completed and signed planning permit application form.
- Full and recent copy of title (obtained within the last 3 months).
- Copy of any registered restrictive covenant.
- Applicable application fee (refer to fee schedule).
- Plan/s of subdivision to be provided electronically.

To download the fee schedule go to www.moreland.vic.gov.au.

To obtain a copy of title go to www.land.vic.gov.au.

If you wish to make an application for certification of the plan of subdivision at the same time, a 'Certification Application Form' (Form 1) can also be submitted with the appropriate certification fee.

Optional information

(to be provided electronically where possible)

- Information regarding the stage at which the development is at (tick appropriate option):
 - Subdivision of existing buildings/dwellings.
 - Subdivision of a vacant site.
 - Subdivision of land where development is under construction. Stage of development as

at date of lodgement.

- Photos/other evidence demonstrating the above.
- A copy of the stamped and approved development plans. If the plan of subdivision is prepared on the basis of approved development plans and you have a copy of these, submitting a copy of these with your application will save Council time in retrieving files and copying plans.

Moreland Language Link

廣東話	9280 1910	عربي	9280 1913	हिंदी	9280 1918	All other languages 9280 1919
Italiano	9280 1911	Türkçe	9280 1914	普通话	9280 0750	
Ελληνικά	9280 1912	Tiếng Việt	9280 1915	ਪੰਜਾਬੀ	9280 0751	