

# Survey Plan of Subdivision, Easement/s or Community Management Statement Endorsement Request Form



**Privacy Notice:** Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when requesting endorsement of a Survey Plan of Subdivision, an Easement or a Community Management Statement for development approved and completed pursuant to a Development Approval issued by Rockhampton Regional Council under the *Planning Act 2016*.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [rockhamptonregion.qld.gov.au](http://rockhamptonregion.qld.gov.au) | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

<b>Applicant Details</b>		
Applicant name:		
Postal address:		
Contact number:	Email:	
<b>Proposed Development Details</b>		
Details of the proposed development <i>(for example, Material Change of Use, Reconfiguring a Lot, Easement, Building Format Plan, Community Management Statement)</i> :		
Survey Plan number:		
Council development approval number or permit number:		
Related approval permit/s <i>(for example, Operational Works, Road Reserve Works Permit, FRW Private Works, if applicable to the development)</i> :		
<b>Location of the Premises</b> <i>(attach a separate schedule if there is insufficient space in this table)</i>		
<b>Street address</b>	<b>Lot and plan number</b>	<b>Estate name and stage number</b> <i>(if applicable)</i>

<b>OFFICE USE ONLY</b>	Amount:	Date received:
	Receipt number:	Application number:

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Endorsement of Survey Plan fee (refer to Council's [Fees and Charges Schedule](#)).
- The original document/s to be assessed (Survey Plan/Easement documents and schedules/Community Management Statement), all signed by the registered owner/s or body corporate:
  1. 1 x A3 copy of Survey Plan; or
  2. A digital copy of the Survey Plan including a Queensland Titles Registry Form 18B – Planning Body Approval of Survey Plan.
- A copy of any Referral Agency Conditions and their clearances *(if applicable)*.
- For Building Format Plans where the building was constructed prior to 1 February 1973, a copy of the building/drainage plan.
- A covering letter/report demonstrating how each condition has been complied with and any supporting documents.
- Evidence of payment of any Contribution Fees/Infrastructure Charges *(if applicable)*.
- Evidence of payment of any Incomplete Works Bond/s *(if applicable)*.
- Evidence of payment of any Defects Bond/s *(if applicable)*.
- A copy of Bonding Deed documentation *(if applicable)*.

## Fees and Charges

Please select applicable fee:

- Building Format Plan or Reconfiguring a Lot (Base Fee + Fee per lot/s): \$ \_\_\_\_\_
- Community Management Statement or Re-sealing Fee: \$ \_\_\_\_\_
- Road Opening Fee: \$ \_\_\_\_\_

For a full list of fees and charges, please refer to Council's [Fees and Charges Schedule](#).

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere, or at the Development Advice Centre: Walter Reid Centre, Level 2, 203 East Street, Rockhampton City.

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

## Declaration (Note: It is unlawful to provide false or misleading information.)

I submit this request with the relevant supporting documentation as required. I declare that all information in this request is true and correct.

Name:

Signature:

Date: