## **Request for endorsement of plan of subdivision or community management statement**

*Section 104 Economic Development Act 2012, version 10.0 effective from 11 August 2025*

**Before lodging your application**

* Check whether sealing survey plans plan sealings for the priority development area (PDA) has been delegated by the Minister for Economic Development Queensland (MEDQ) to the relevant local government authority. Economic Development Queensland’s (EDQ) website contains information about the delegated PDAs. If the PDA is delegated, please contact the relevant local government authority for details on where the application is to be lodged.
* Check that you have read and completed all relevant sections of the form.
* Please lodge one (1) electronic copy via one of the following methods:
* **Email:** [pdadevelopmentassessment@edq.qld.gov.au](mailto:pdadevelopmentassessment@edq.qld.gov.au)
* **Post:** EDQ Development Assessment Team at GPO Box 2202 Brisbane QLD 4001
* **In person:** EDQ Development Assessment Team at 1 William Street, Brisbane.
* For general queries or to request a payment of fees form, contact the EDQ Development Assessment Team at[pdadevelopmentassessment@edq.qld.gov.au](mailto:pdadevelopmentassessment@edq.qld.gov.au).

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| 1. **Completing this form**   This form can be used to apply for:   * endorsement of a plan of subdivision or community management statement; or * a request for an infrastructure charges invoice in relation to a future plan of subdivision application.   The applicant is required to complete the following sections of this form based on which type of application they are submitting.   |  |  | | --- | --- | | **Is this application for endorsement of a plan of subdivision or community management statement and an infrastructure charges invoice has not previously been provided in relation to the application?** (if yes - complete the entire form) | Yes | | No | | **Is this application for an infrastructure charges invoice request and no previous plan of subdivision application has been submitted?** (if yes -complete steps 1 to 5) | Yes | | No | | **Has an infrastructure charges invoice request previously been submitted for this plan of subdivision or community management statement? (**if yes - complete sections 4 and 6**)** | Yes | | No |  1. **Applicant details** |

The applicant is the entity responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the accuracy of the information provided because any approval or invoice issued will be issued to the applicant.

***Note****: Where the applicant is not a natural person, ensure the identified applicant is a valid legal entity.*

Please provide the following details:

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| **Name(s)** (individual or company name in full) |  |
| **ABN** – if applicant is an individual state N/A**\*** |  |
| **For companies—name of contact person and position** |  |
| **Postal address** |  |
| **Telephone number** |  |
| **Mobile telephone number** |  |
| **Email address** |  |

\* Mandatory information

Please provide the following payer details to enable a tax invoice and receipt to be produced:

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| --- | --- |
| **Name(s)** (individual or company name in full, including ABN) |  |
| **ABN** – if applicant is an individual state N/A\* |  |
| **For companies—name of contact person and position** |  |
| **Contact name** |  |
| **Postal address** |  |
| **Telephone number** |  |
| **Mobile telephone number** |  |
| **Email address\*** |  |

\* Mandatory information

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| 1. **Background detail to the plan sealing** |

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| **Summary of lot reconfiguration** (include number of lots) | Existing lots - management |
| Proposed lots - management |
| Existing lots - residential/non-residential |
| Proposed lots - residential/non-residential |

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| 1. **Approval history** |

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| **Priority development area** |  |
| **Approval reference number** | DEV20     / |
| **Infrastructure charges invoice reference number** (if applicable – refer to invoice to locate this number) | DEV20     /     / |
| **Property street address** |  |

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| 1. **Required documentation – infrastructure charges invoice only**   I confirm that this application includes the following:   |  |  | | --- | --- | | **All applications** |  | | Draft survey plans:   * Draft A3 survey plan | Confirmed |  1. **Required documentation – plan sealing** |

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| **All applications** | |
| **Provide a letter/report with background detail to the plan that the applicant is seeking to be sealed** (e.g., outline the number of lots to be sealed, whether any of the lots will be management lots, whether road will be dedicated and the purpose of the easements). | Yes |
| No |
| Report by an appropriately qualified person demonstrating compliance with each condition of the PDA development approval | Confirmed |
| Report by an appropriately qualified person demonstrating compliance with the applicable PDA development scheme for the self-assessable use | Confirmed  N/A |
| Survey plans:   * Original A3 survey plan | Confirmed |
| **For building format plan(s)** | |
| * The **original** first community management statement (CMS), **OR** * A copy of the new CMS signed by the original owner or body corporate | Confirmed  N/A  Confirmed  N/A |
| **For building format plan(s) where the building was constructed prior to 1973** | |
| * A copy of the drainage plan * A certified engineers report stating the building is structurally sound | Confirmed  N/A  Confirmed  N/A |
| **If uncompleted works are to be bonded** | |
| * Uncompleted works deed poll for works under $200,000, or * Uncompleted works deed poll for works over $200,000 | Confirmed  N/A  Confirmed  N/A |
| **Easement documentation** | |
| If an easement is required by the PDA development conditions, a copy of the easement document | Confirmed  N/A |
| **Plan sealing fees** | |
| * Survey plan endorsement fee * Community title scheme endorsement fee (if applicable) * Development scheme preparation and amendment fee (if applicable) | Confirmed  Confirmed  N/A  Confirmed  N/A |
| **Infrastructure charges** | |
| * The payment of the infrastructure charges | Confirmed  N/A |
| * For those PDAs that adopt the relevant local government’s applicable infrastructure charging document for the area attach advice from the relevant local government of the infrastructure charges payable, **OR** * For the remaining PDAs that do not adopt the relevant local government applicable charging document provide the calculations of the infrastructure charges payable by the developer | Confirmed  N/A  Confirmed  N/A |
| Signed written acknowledgement from the owner/development proponent that all outstanding, infrastructure charges, rates, fees and levies associated with the Land have been paid | Confirmed |

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| 1. **Privacy statement** |

Information collected is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. The information provided may be publicly released and or provided to third parties and other government agencies—but only for the purposes for which the information is being collected. The proponent's personal information will be stored on departmental files and may be disclosed for purposes relating to the processing and assessment of the application or as authorised or required by law.

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| 1. **Applicant’s declaration and acknowledgement** |

The applicant warrants that the information provided to the EDQ in relation to this application is true and correct, and acknowledges that if any information is knowingly false, the applicant may be exposed to penalties under section 165 of the *Economic Development Act 2012*.

By making this application, I declare that all information in this application is true and correct to the best of my knowledge.

By signing here, the applicant is consenting to the lodgement of the application under the *Economic Development Act 2012,* and to receiving documents that are required or permitted to be provided under the *Economic Development Act 2012* or any other statute, in an electronic format.

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| Signature of applicant / authorised person |  | Print name and position |
| *Select a Date* |  |  |
| Date |  |  |