

# Request for Approval of Plan of Subdivision or Community Management Statement (Plan Sealing)

Approved form made under section 175 of the Economic Development Act 2012

**Mandatory fields identified with Asterisk\***

## 1. Applicant Details\*

First Name

Last Name

Company Name *(if applicable)*

ABN *(for companies only)*

Postal address *(PO Box or street address)*

Suburb

State

Postcode

Contact number

Email address

**Payer details\* for tax invoice and receipt purposes** *(These details are only necessary where the payer details are different to the applicant details)*

First Name

Last Name

Company Name *(if applicable)*

ABN *(for companies only)*

Postal address *(PO Box or street address)*

Suburb

State

Postcode

Contact number

Email address

## 2. Proposed Development\*

Summary of approved lot reconfiguration <i>(include number of lots)</i>	Existing lots - management
	Proposed lots - management
	Existing lots - residential
	Proposed lots - residential
	Existing lots - non-residential
	Proposed lots - non-residential Specify type

## 3. Survey Plan\*

Cancelled Lot and Plan Details
Created Lot Details
New Plan Number

## 4. Location Details\*

Priority Development Area*
Property street address <i>(i.e. unit / street number and street name)</i>
Suburb
State
Postcode
Lot on plan description <i>(e.g. Lot 3 on RP123456)</i>

## 5. Approval History\*

PDA Approval reference number
Infrastructure charges invoice reference number <i>(if applicable – refer to invoice to locate this number)</i>

## 6. Attachments\*

List of plans, drawings and reports lodged with the application. Refer below for additional documents that may be required, depending upon your development type. *(If necessary, provide this list as an attachment)*

Provide the original A3 Survey Plan

Provide a letter/report with details regarding the plan to be endorsed (eg. No. of lots to be sealed, management lots, road dedications, and purpose of easements).

Provide a report by an appropriately qualified person demonstrating compliance with all conditions of the PDA Development Approval.

Provide signed written acknowledgement from the owner/development proponent that all outstanding infrastructure charges, rates, fees and levies associated with the land have been paid.

Refer to checklist below for further documents to be lodged with the application

Description/Title	Prepared by

## 7. Privacy Statement

Personal information in this form is collected by the Minister for Economic Development Queensland (**MEDQ**) for the purposes of administering the *Economic Development Act 2012* (**ED Act**).

The information in this form including personal information will be used by the delegates of MEDQ, third parties engaged by MEDQ, local governments or distributor-retailers for a purpose under the ED Act and *Economic Development Regulation 2023*. MEDQ may provide to third parties or publish the information if required or authorised by the ED Act, *Information Privacy Act 2009*, the *Right to Information Act 2009*, other legislation or by law.

MEDQ's privacy policy containing the following information is available on its website:

- how an individual may access the personal information about the individual that is held by MEDQ and seek the correction of the information;
- how the individual may complain about a breach of the Queensland Privacy Principles or any QPP code and how MEDQ will deal with the complaint.

MEDQ is not likely to disclose the personal information to entities outside of Australia.

## 8. Applicant's Declaration and Acknowledgement\*

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

*I acknowledge that if any information provided in this application is knowingly false or misleading, I may be exposed to penalties under section 165 of the Economic Development Act 2012.*

*I consent to any information relating to this application being given to me by an electronic communication in accordance with the Electronic Transactions (Queensland) Act 2001.*

# Checklist

## Additional Plan Sealing Documentation

All mandatory documents (above) and additional documents (below) have been included in this application.	Yes	
Certificate of Practical Completion	Attached	N/A
<b>For Building Format Plan(s)</b>		
• The <b>original</b> first Community Management Statement (CMS), <b>OR</b>	Attached	N/A
• A copy of the new CMS signed by the original owner or body corporate	Attached	N/A
<b>For Building Format Plan(s) where the building was constructed prior to 1973*</b>		
• A copy of the drainage plan	Attached	N/A
• A certified engineers report stating the building is structurally sound	Attached	N/A
<b>Easement documentation</b>		
If an easement is required by the PDA Development Conditions, a copy of the easement document	Attached	N/A
Identification of all <b>new</b> easements being created via plan sealing, whether by condition or not.	Attached	N/A
<b>Infrastructure Charges</b>		
• Receipt No. for payment of Infrastructure Charges	Attached	N/A
• Infrastructure Charges payment advice from relevant local government (for those PDAs that adopt the relevant local government's infrastructure charging policy document)*	Attached	N/A