

Compliance Assessment – Plan Sealing Form

For the endorsement of a Survey Plan and Community Management Statement

(Section 104 Economic Development Act 2012, version 4.0 effective from 05 February 2014)

BEFORE LODGING YOUR APPLICATION

- Please check that you have read and completed all sections of this form.
- Please ensure this application is made before the currency period ends
- To lodge:
 - **Hand deliver** 2 hard copies and 1 electronic copy to the PDA Development Assessment Team located at Level 6, 63 George Street, Brisbane (please note hand deliveries can only be made with a prior appointment with your PDA Assessment Manager); or
 - **Post** 2 hard copies and 1 electronic copy to the PDA Development Assessment Team at GPO Box 15009 City East QLD 4002.
- For general contact to the PDA Development Assessment Team email pdadevelopmentassessment@dsdip.qld.gov.au.

Please note that it is **mandatory** to complete **all** sections of this form, unless stated otherwise.

1. APPLICANT DETAILS

| | |
|---------------------------------|--|
| Individual Name | |
| Company / Organisation / Agency | |
| Contact Name | |
| Postal Address | |
| Daytime Telephone Number | |
| Mobile Telephone Number | |
| Email Address | |

| | |
|--|------------------------------|
| The applicant consents to receiving documents that are required or permitted to be provided under the <i>Economic Development Act 2012</i> or any other statute, in an electronic format | <input type="checkbox"/> Yes |
| | <input type="checkbox"/> No |

2. BACKGROUND DETAIL TO THE PLAN SEALING

| | |
|--|------------------------------|
| A letter/report providing background detail to the plan that the applicant is seeking to be sealed. For example 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. | <input type="checkbox"/> Yes |
| | <input type="checkbox"/> No |

3. APPROVAL HISTORY

| | |
|-------------------------|--|
| PDA | |
| PDA Reference Number | |
| Street Address | |
| Date of Decision Notice | |

4. REQUIRED DOCUMENTATION

I confirm that this application includes the following:

(tick all that apply)

| | |
|--|--|
| A report by an appropriately qualified expert demonstrating compliance with each of the conditions of the PDA development approval | <input type="checkbox"/> |
| A report by an appropriately qualified expert demonstrating compliance with the applicable PDA development scheme for the self-assessable use | <input type="checkbox"/> |
| Survey Plans: <ul style="list-style-type: none"> ▪ Original A3 Survey Plan ▪ 2 x A4 copies of the Survey Plan (standard or volumetric) | <input type="checkbox"/> <input type="checkbox"/> |
| For Building Format Plans, the original first Community Management Statement or a copy of the new Community Management Statement signed by the original owner or body corporate | <input type="checkbox"/> |
| For Building Format Plan where building was constructed prior to 1973: <ul style="list-style-type: none"> ▪ A copy of the Drainage Plan ▪ A certified engineers report stating that the building is structurally sound | <input type="checkbox"/> <input type="checkbox"/> |
| If uncompleted works have been bonded: <ul style="list-style-type: none"> ▪ Engineering certification that all engineering and/or landscaping works are 50% complete ▪ Uncompleted Works deed poll for works under \$200,000 ▪ Uncompleted Works deed poll for works over \$200,000 ▪ A letter of undertaking for the works which are yet to be completed which must include a date as to when the works will be completed | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| If an easement is required by the PDA development conditions, a copy of the easement | <input type="checkbox"/> |
| Plan Sealing Fees: <ul style="list-style-type: none"> ▪ Survey Plan Endorsement Fee ▪ Community Title Scheme Endorsement Fee ▪ Development Scheme Fee (if applicable) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 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 | <input type="checkbox"/> |
| Infrastructure Charges and Development Scheme Fee: <ul style="list-style-type: none"> ▪ Cheque for the payment of the infrastructure charges ▪ Cheque for the payment of the Development Scheme Fee | <input type="checkbox"/> <input type="checkbox"/> |

PRIVACY STATEMENT

The information collected on this form will be used by the PDA Development Assessment Team in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of the planning process, except where by legislation (including the *Right to Information Act 2009*) or required by Parliament. This information may be stored in a database of the PDA Development Assessment Team. The information collected will be retained as required by the *Public Records Act 2002*.

APPLICANT'S DECLARATION AND ACKNOWLEDGEMENT

The applicant warrants that the information provided to the PDA Development Assessment Team 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.

Signature of Applicant/Authorised Person

Print Name

Position

Date

| | | |
|--------------------------------|--|--|
| OFFICE USE ONLY | Date received by the PDA Development Assessment Team: | |
| | Fee receipt number: | |
| | Application number: | |
| | PD Development Assessment Team Receiving Officer (name and signature): | |