

Application for Lodgement Survey Plan

Use this form to lodge your survey plans for a creation of new lots or to adjust a property boundary.

<p>Type of application:</p> <p><input type="checkbox"/> Lodgment of survey plan for sealing (creation of new lots)</p> <p><input type="checkbox"/> Lodgment of survey plan for sealing (boundary adjustment only)</p>
<p>Location:</p> <p>Address</p>
<p>Owner name:</p>
<p>Applicant details</p> <p>Name Phone number</p> <p>Address</p> <p>Email</p>
<p>Invoice to: (If different from above)</p> <p>Name Phone number</p> <p>Address</p> <p>Email</p>
<p>Previous approval reference number (if known):</p>
<p>Declaration:</p> <ul style="list-style-type: none"> I have arranged permission for council's representatives to enter the land to assess this application. I declare that the information in this information is true and correct. <p>Applicant's signature Date.....</p>
<p>Privacy: The personal information on this form is required for the development of land under the <i>Land Use Planning and Approvals Act 1993</i>. We will only use your personal information for this and other related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at ccc.tas.gov.au/privacy or at City of Clarence offices.</p>



Lodgement of Survey Plan for Sealing Subdivision

Under Section 88 of Lodgement of Final Plans Act Amended, there are several documents required to accompany lodgement of the survey plan to City of Clarence for sealing.

To assist in the preparation of the lodgement of survey plans, the Land Titles Office has released an Office Circular detailing the information which is required under the Priority Final Plan Scheme.

For further advice visit: dipwe.tas.gov.au/land-tasmania/land-titles-office/office-circulars/office-circular-no-6-2020

This link also provides information on the requirements of documents required for the lodgement to City of Clarence by a registered land surveyor.

Documents required as part of lodgement are:

- Covering letter –to include confirmation that the lodgement of the survey plan has or has not been lodged at the Land Titles Office under the Priority Final Plan Scheme
- Completed Application Form Lodgement Survey Plan
- Original survey plan(s) including ‘Council Approvals’ document
- Original annexure sheets (if applicable)
- Copy of survey notes
- Original schedule of easements
- Copy of land title production slip (if applicable)
- Confirmation of all Subdivision Permit conditions have been met
- Confirmation of connection to water infrastructure
- Confirmation of connection to sewer infrastructure
- Confirmation of connection to public stormwater

Electrical connections and approvals are managed by TasNetworks – developers must contact them directly about any electrical servicing requirements.

Evidence of compliance of these matters is required at the time of lodgement of your survey plan. In the event that the works described in this evidence is incomplete or unsatisfactory, the application may be refused, resulting in the need for the lodgement of a new application upon satisfactory completion of all works.

Once we receive these documents an invoice will be sent to the surveyor. When the invoice is paid we will make sure all items are compliant, seal the plans and forward them directly to the Recorder of Titles for registration.

If you require further information, please contact City Planning on Phone: 62 179 550.

