

## Planning Application Subdivision of units (approved development)

### Is this the right checklist for me?

This checklist is relevant to you if you are seeking to apply for a planning permit to subdivide land **which has a Planning Permit for development of dwellings/units**. Further information on the subdivision process can be found on Council's website.

### SPEAR

All planning permit applications for subdivision are made through SPEAR. SPEAR is an electronic platform and is free to use. It is used by applicants, Council and Referral Authorities to manage subdivision applications. To find out more, visit: <https://www.spear.land.vic.gov.au/spear/>

### What information do I need to submit with my application?

- Completed application form
- Permit application fee (payable via Council's online services)
- Copy of Certificate of Title, including title plan and any encumbrances, and a search receipt no older than 3 months
- Cover letter describing the proposal
- A statement whether the units are existing units connected to services or proposed units
- A proposed plan of subdivision (see below)
- A copy of the Planning Permit approving development of the land
- A copy of the endorsed development layout plan with the proposed subdivision boundaries clearly identified and dimensioned as per the boundaries/dimensions on the subdivision plan
- Written confirmation if a Section 173 Agreement will be required

### Permit Application Fees

If you lodge your application for Planning Permit through SPEAR, you no longer need to come in to Council to pay your application fees. Instead, these fees can now be paid through Council's Online Services portal. [You will need to Register to use this service.](#)

Council's Fee Guidelines are available on our website at [www.knox.vic.gov.au/Planning](http://www.knox.vic.gov.au/Planning)

### Subdivision Plan

Fully dimensioned plans prepared by a licensed surveyor are required, drawn to an appropriate scale. The plans must clearly show the following:

- North point (preferably oriented to the top of the plan)
- Boundaries, dimensions and sizes of proposed lots (except where walls form the boundaries and this is clearly shown)
- Details of any notice of restriction proposed to affect the titles if relevant
- Plan footer containing version number and date of version

## Did you know?

*Certification Fees* - Where an application for certification is made, fees are required. Please refer to the fee schedule available on Council's website.

*Bonding Outstanding Works* – Incomplete works may be bonded prior to statement of compliance, please contact council's Development Engineer on 9298 8336.

Prior to considering a request to bond works, the Engineers require that the drainage and construction plans have been endorsed. The applicant is also to provide the engineers with an estimate of the cost of construction to complete the outstanding works. The monetary amount bonded will be the cost of the completion of the works plus 150%. This amount, less administration fees, will be refunded once the works have been completed to the satisfaction of Council's Engineer.

*Section 173 Agreements* - Where a permit is to be issued prior to the completion of all buildings and works associated with the development permit, a Section 173 Agreement will be required as a condition of the subdivision permit. All agreements will be checked by Council's Solicitor, Maddocks, at the applicants cost. Alternatively, should you choose Maddocks to prepare the agreement, no checking fee will be required. The contact details for Maddocks is telephone 9258 3555 or email [section173@maddocks.com.au](mailto:section173@maddocks.com.au)

## Contact

If you have any questions regarding preparing your planning application, please contact Planning Services on **9298 8125**.