



# Sealing of Survey Plan Checklist

## Privacy Statement

The personal information collected on this form will be used by Brisbane City Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law.

### 1 Site address

Form with three lines for address and a field for Postcode.

### 2 Name of estate (if relevant)

Form with one line for estate name.

### 3 Stage number (if relevant)

Form with one line for stage number.

### 4 This application is to include the following:

- Completed Plan Sealing Request Form
Copy of original survey plan complying with approved plan of development and signed by registered owner.
Copy of conditions of approval
For Building Format Plan, original first Community Management Statement or copy of new Community Management Statement signed by original owner or body corporate.
For Building Format Plan where building was constructed prior to 1973.
A copy of the drainage plan
A certified engineer's report stating that the building is structurally sound.
Report demonstrating compliance with each of the conditions of approval...
Queensland Urban Utilities Connection Certificate.
Documentation that payments have been updated to the current rate of payment eg Itemised Breakdown.

### 4 (Continued)

- Copies of the receipts for payment of Brisbane City Council infrastructure charges
A copy of fully signed easement documentation (other than easements to be granted to Council).
If uncompleted works have been bonded, engineering certification that all engineering and/or landscaping works are 50% complete.

Please note: The original Survey Plan & Community Management Statement (if required) is to be lodged within 5 business days at the Library & Customer Service Centre, Floor 1, Brisbane Square, 266 George St, Brisbane.

### 5 All operational works applications relating to this subdivision have been approved by Council.

Four Permit No. input fields.

### 6 Applicant details and Signature:

Applicant name, E-mail address, Applicant signature, Date input fields.

## 7 Declaration

I acknowledge that:

- All operational works applications relating to this subdivision have been approved by Council.
- All conditions of approval have been satisfactorily complied with or bonded.
- The Survey Plan is ready for signing and sealing by Council.

Name

Date

**Please note:**

- **You will be advised of the application fee/s.**
- **A compliance fee will be required.**
- **A reinspection fee will be required should outstanding works be identified.**

**You will be advised of all the fees listed above during the processing of your application.**