



Subdivision Applications - A Guide for Applicants

City Development Branch - April 2017

(D12/198790)

Lodging an application with Council

The subdivision of land requires a planning permit and is the first step in the process of obtaining new titles for subdivided land.

This guide provides information regarding the information that must be submitted with an application as well as tips on additional information that can be submitted to assist Council officers assess your application. It also explains the steps in the subdivision process.

Step 1: Do I need a planning permit?

With the exception of minor boundary realignments and consolidation of land, all types of subdivision require a planning permit.

For advice on whether you need a planning permit, contact the City Development Branch at Moreland City Council or go to the Planning Counter at the Moreland Civic Centre.

Application forms can be found at the Moreland website – www.moreland.vic.gov.au

The subdivision of land usually comes after you have received a planning permit for some form of development on the site, such as

units. Although it is possible to apply to subdivide land without prior approval for development of the land, it is often more time consuming and costly, is not Council's preference and may not be supported by Council. Therefore, if you are considering the option of 'selling off' your backyard or subdividing land into multiple lots, it is recommended that you discuss the best approach with a Council planning officer.

Step 2: Lodging a planning permit application

You will need to engage a licensed surveyor to prepare a plan of subdivision which must be submitted with your application. You can check your local business directory or contact the Association of Consulting Surveyors Victoria to find a surveyor. Their website is www.acsv.com.au

The back of this form includes a checklist of information to be submitted with an application. Your surveyor may also assist you in preparing an application.

Once your application is lodged Council will refer your application to the relevant referral authorities and make a decision on the application once their responses are received.

Step 3: Certification of Plans

Once a planning permit has been issued, the plan of subdivision will need to be certified. The application for certification is a separate application which is usually submitted at the same time as the planning permit application. Your surveyor will prepare a set of plans which will be 'certified' and are the plans which get submitted to the titles office. All referral authorities need to consent to the plan being certified.

Step 4: Statement of Compliance

This is the final step in the subdivision process and is issued once all planning permit and referral authority requirements have been met. The Titles Office will give you a new Certificate of Title once you have a Statement of Compliance.

Enquiries: The Moreland Civic Centre: 90 Bell Street, Coburg. phone, 9240 1111.

Please note that information associated with a subdivision application is encouraged to be submitted electronically, Council may take the electronic submission as consent to use electronic communication.

Further Council may use your electronic details for other Council communication.

Moreland City Council
Locked Bag 10
Moreland Victoria 3058
moreland.vic.gov.au

Moreland City Council
Switchboard and after
hours emergency:
Phone: 9240 1111

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Italiano 9280 1911
Ελληνικά 9280 1912
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Türkçe 9280 1914
Tiếng Việt 9280 1915

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普通话 9280 0750
ਪੰਜਾਬੀ 9280 0751
All other languages
9280 1919



Moreland City Council



Checklist for Subdivision Applications

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What do I need to submit with a subdivision application?

This checklist sets out the information which must be submitted with a subdivision application. Some of the information is mandatory (required by the Planning and Environment Act 1987) and some of the information is optional but can help the planning officers save time when processing your application. Fill out this form and submit it with your application.

If you have any enquiries about completing your application, go to the Moreland Civic Centre: 90 Bell Street, Coburg. If you would prefer to speak to an officer via telephone, 9240 1111.

If you lodge your application via SPEAR, any non-mandatory information can also be provided within SPEAR as 'other document'.

Mandatory information

(to be provided electronically where possible)

- Correctly completed and signed planning permit application form.
- Full and Recent copy of title (obtained within the last 3 months).
- Copy of any registered restrictive covenant.
- Applicable application fee (refer to fee schedule).
- Plan/s of subdivision to be provided electronically.

To download an application form and fee schedule go to www.moreland.vic.gov.au

To obtain a copy of title go to www.land.vic.gov.au

If you wish to make an application for certification of the plan of subdivision at the same time, a 'Certification Application Form' (Form 1) can also be submitted with the appropriate certification fee.

Optional information

(to be provided electronically where possible)

Information regarding the stage at which the development is at (tick appropriate option):

Subdivision of existing buildings/dwellings.

Subdivision of a vacant site.

Subdivision of land where development is under construction. Stage of development as at date of lodgement:

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Photos/other evidence demonstrating the above.

A copy of the stamped and approved development plans. If the plan of subdivision is prepared on the basis of approved development plans and you have a copy of these, submitting a copy of these with your application will save Council time in retrieving files and copying plans.

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