PS/PC

Department of Sustainability and Environment

Plan lodgement checklist

	TICK WHERE APPLICABLE
Correct application	◯ Form 10 Subdivision (Procedures) Regulations 2000 for Sections 22, 32A, 35(8) and 37. Plan applicant's name/s to agree with current registered proprietors and must include current address. ◯ Form 16 Subdivision (Procedures) Regulations 2000 for Section 32 plans. If common property is affected or the plan alters the boundaries of any land affected by an owners corporation, the applicant must be the owners corporation. ◯ Form 9 Subdivision (Procedures) Regulations 2000 for section 35 plans. Applicant must be the acquiring authority. ◯ Form 12 Subdivision (Procedures) Regulations 2000 for Section 23 plans for easements and Form 13 Subdivision (Procedures) Regulations 2000 for Section 23 plans for restrictions. If common property is affected, applicant must be the owners corporation. ◯ Form 14 Subdivision (Procedures) Regulations 2000 for Section 24A plans. Council must be applicant if vesting land.
Correct consents and orders to register	◯ Supply order to register and issuing instructions (if applicable). ◯ Supply consent of mortgagees, caveators, etc. (if applicable).
Certificate of Title	◯ Supplied ◯ Made available ◯ In a leader dealing ◯ Not required/not applicable
Certified plan	◯ Certified by council. ◯ Signed and dated by the surveyor and council delegate on each sheet (Plan of Consolidation on non-survey basis – the applicant or a surveyor may sign). ◯ Correct Statement of Compliance (Form 25 for Plans of Subdivision and Consolidations, Form 24 for Stage Subdivisions). **NOTE:** ALL OF THE ABOVE ARE MANDATORY.
Street addressing of lots	◯ Form 8 Subdivision (Procedures) Regulations 2000 lodged with Registrar of Titles (copy attached). ◯ M1 forwarded to the VICMAP Property maintainer.
Surveyor's report	◯ Supplied (mandatory for all PS) (not required for PC on non-survey basis). ◯ Non-survey plans – surveyor's report has specified how non-survey guidelines have been met.
Field records	◯ Field records supplied (if based on survey). ◯ Each sheet signed and dated by the surveyor. ◯ Field records are in a survey-based leader plan (survey no more than five years old) e.g. (BP, PS etc) No _____.
Victoria Government Gazette	◯ Acquisition plan (if land is to be acquired by compulsory acquisition, a copy of the gazette is required in Section 35 plans).
Fees	◯ Correct fee as set out in *Your guide to Subdivision Act fees.*
Owners Corporation	◯ Refer to the form: Owners Corporation: accompanying documents lodgement checklist.

LODGEMENT OF THIS FORM
Land Victoria Plan Acceptance
Level 9, 570 Bourke Street, Melbourne VIC 3000

LAND VICTORIA CONTACT
Phone: (03) 8636 2010
Web: www.dse.vic.gov.au, go to Property, Titles and Maps

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