

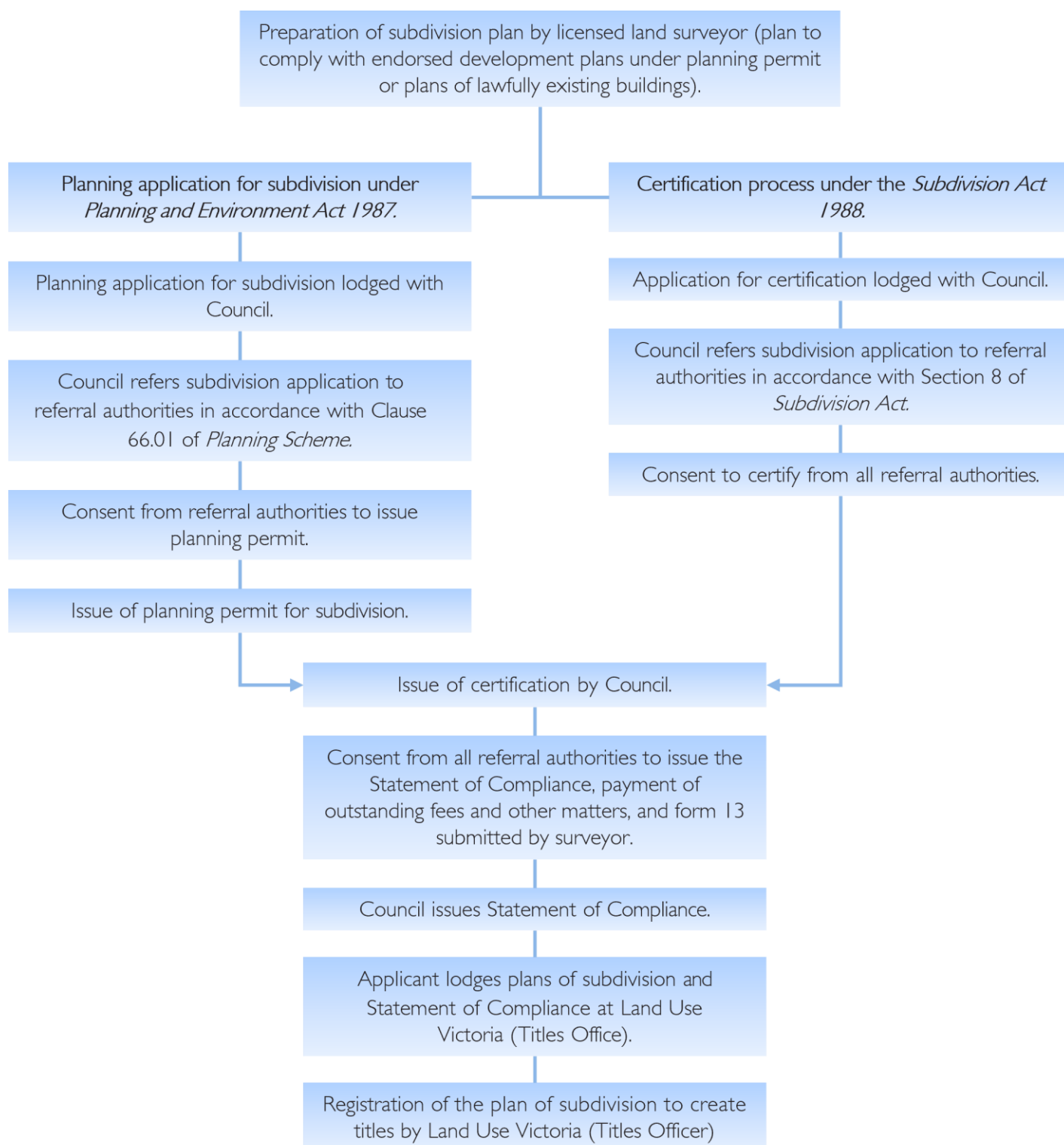
URBAN PLANNING SUBDIVISIONS

Information Sheet



GLEN EIRA
CITY COUNCIL

An application for subdivision involves two stages — planning permit and certification — which may be carried out concurrently as described below:



If the applicant proposes to subdivide an existing building, the layout of the plan of subdivision must be precisely in accordance with any previous approval.

Council emphasises the importance of ensuring that a proposed subdivision accurately reflects the approved development upon which it is based. Any discrepancies between the layout of the plan of subdivision and the layout of the endorsed development plan (including the location of fencing) will result in lengthy delays in the processing of the subdivision application or refusal of the application.

Fees

Click on the below link to view the list of current fees:

<https://www.gleneira.vic.gov.au/media/2984/planning-fee-schedule-1-july-2023.pdf>

Note: statutory application fees are subject to change. Contact Council or a licensed land surveyor to confirm current fees.

Clause 53.01 of the *Glen Eira Planning Scheme* provides for Council to require payment of a Public Open Space Levy. A subdivision proposal will incur a Public Open Space Levy requirement unless it meets the exemption criteria under Clause 53.01–1 of the *Glen Eira Planning Scheme*. The amount payable is 8.3 per cent of the site valuation of all the land in the subdivision. The percentage of 8.3 per cent is specified under the Schedule to Clause 53.01 and will be imposed as a condition of the planning permit for subdivision.

Lodging an application:

- A Land Surveyor can lodge an application through SPEAR.
- Once appointed the Land surveyor will prepare all required documentation and lodge the application.

Requirements to be satisfied before the issue of certified plan

In accordance with Section 8 of the *Subdivision Act 1988*, the following requirement must be satisfied:

- Consent received from all referral authorities.
- Compliance with any subdivision permit conditions

Requirements to be satisfied before the issue of a Statement of Compliance

In accordance with Section 21 of the *Subdivision Act 1988* the following requirements must be satisfied:

- Consent received from all referral authorities.
- All requirements of the *Planning and Environment Act 1987* that relate to public works have been met.
- Where a requirement for payment of Public Open Space Levy has been made, the levy must be paid.
- Submission of a Form 13 (submitted by surveyor).

In addition, it is Council practice that buildings are required to be at lockup stage with all driveways and vehicle crossovers completed and all outstanding fees paid.

Note: All enquiries should be directed to Council's Town Planning Department on 9524 3333.

Applicants unsure about preparing an application are advised to consult with an independent, suitably qualified professional.

Information privacy

The personal information requested is required primarily for the provision of the service referred to on this form and will only be shared with those directly responsible for providing that service. If information is not provided, Council may not be able to deliver the service.

For further information about privacy at Glen Eira City Council, including the right to seek access to any information collected in this application, contact Council's privacy officer on 9524 3333.

Contact

Glen Eira City Council

Urban Planning Department
Corner Glen Eira and Hawthorn Roads, Caulfield
Monday - Friday 8.30am–5pm
Phone: 9524 3333
Website: www.gleneira.vic.gov.au
Email: mail@gleneira.vic.gov.au

Land Use Victoria

2 Lonsdale Street
Melbourne VIC 3000
Monday–Friday, 8.30am–4.30pm
Phone: 136 186
Website: www.land.vic.gov.au