

STEPS FOR SUBDIVISIONS & DEVELOPMENT ROADMAP (NO BODY CORPORATE)



1. You've decided you want to subdivide.



2. You have engaged your surveyor or planning consultant.



3. Contact us & speak to one of our commercial lawyers regarding your wishes. We can discuss how you can mitigate your exposure to litigation and asset protection.



4. Contact your accountant, financial and tax advisor to discuss taxation considerations.



5. Engage your surveyor to prepare the necessary documents and development application to be sent to your local council. Let us know your surveyor's contact details so we can liaise with them.



6. You complete our paperwork & we can get started on the process.



11. Seek Councils consent - Surveyor will lodge the documents for council consent. You must have paid all the relevant contributions to council and your surveyor/planning consultant must have submitted to council a compliance check confirming that all development conditions have been complied with to council's satisfaction.



10. Satisfaction of development condition - Complete any civil and operational work permits required under the development conditions.



9. If you are planning to sell off the newly created lots, we will prepare the off the plan contracts.



8. Preparation of Easement and covenant documents: We review the decision notice and prepare & draft documentation for Easements & Covenants. We send the Surveyor a copy of the Easement & Covenant documents required under the Decision Notice and Survey Plan.



7. We contact your Surveyor requesting a copy of the Decision Notice provided by the relevant council.



12. Seeking your mortgagee's consent to the new survey plan (you may be in breach of your mortgage documents if this consent is not obtained)



13. Sign the plan and associated documents (if you have appointed us at your power of attorney, we will attend to this on your behalf) and pay lodgment fees into our trust account.



14. We lodge the Plan for Registration with the Titles Office.



15. The plan has been registered. Congratulations!



16. If you plan on selling any of the lots, we will be in touch to discuss settlement.