



Fact Sheet

Subdivision Process

NB: This fact sheet is of a general nature only and relevant at the time of publishing only

Introduction and Company Overview

Integrating Town Planning and Urban Design functions, *EDQ Town Planning*, as a subsidiary of the OTL Consulting Group, is a specialist Town Planning Consultancy firm assisting in all aspects of the developmental approval process. With a team comprising of experienced and qualified Town Planning specialists, you can rest assured that you have chosen the right approach to your town planning process.

EDQ Town Planning was established in July 2018 as a joint venture the EDQ Group and On Tap Liquor Consulting, building on the many years of industry experience of both brands. The business offers a wide range of planning related services including the preparation and lodgment of town planning applications, project management and town planning advice, with specific expertise surrounding small scale subdivisions. EDQ Town Planning responds to a demand for Planning Consultancy services throughout the Central Highlands region and beyond.

We take pride in our approach, no matter the size of your project, so our clients receive an objective and practical solution to all town planning matters. Our mission at EDQ Town Planning is to be an industry leading town planning consultancy firm, providing a comprehensive range of strategic and innovative advice and services to the development industry for projects of all scales.

EDQ Town Planning has extensive experience in the town planning application process, including property developments, subdivisions, rural dwellings and many other town planning projects. We look forward to working with you on your unique project.

Looking to Subdivide your Property?

Do you own, or are you looking to purchase a larger suburban block of land and are looking to explore subdivision options?

The core business of EDQ Town Planning is to assist its clients regarding the planning application process, with particular expertise surrounding land subdivision applications. We offer experience and expertise in the preparation and lodgment of Town Planning reports and submissions associated with land subdivisions from smaller 2 and 3 lot subdivisions, right through to large scale developments, inclusive of residential, commercial and industrial lots.

Can I Subdivide my Block of Land

Subdividing land in Victoria is dependent on a range of issues including:

- The property zone and any overlays affecting the property,
- The size of the subject property and the number of proposed lots,
- The potential building envelopes on the proposed lots,
- The character of the surrounding neighborhood, and
- Relevant considerations within the overarching planning scheme, particularly clauses 55 and 56

Each of the various different zones covered within the Victorian Planning Scheme include 'Schedules' which provide further controls over the subdivision of your property, and which can also cover other issues and specific details associated with the land (i.e. minimum lot sizes etc.).

In addition to controls provided for with the zones (and relevant schedules), your property may also be impacted upon by overlays which provide for additional and very specific controls associated with the property. A common example is the Bushfire Management Overlay which provides for specific controls surrounding bushfire considerations. Overlays can also impact on your potential for subdivision.

Prior to lodging an application for subdivision, it may be prudent to undertake a [development feasibility study](#) looking at the various planning controls in place at your site. This feasibility study may also look at service locations nearby, and possible lot yield. We have extensive experience in assisting applicants throughout the town planning application process and we are able to support you through every aspect and phase of the process.

What is the Process to Subdivide Land?

Phase 1; Development Feasibility Considerations

The initial pre-application assessment of a subdivision development proposal is necessary to ensure the proposed development can meet planning controls and requirements.

As part of a pre-application [development feasibility study](#), EDQ Town Planning will undertake a review of the zoning, overlays and other planning scheme controls attached to the subject property, and will consider the adequacy of existing utility services at the site such as town water, sewers, gas, electricity and roadways. The likely need for any extension of these services will be considered in order to anticipate the implications this may have to potential permit conditions.

EDQ Town Planning can provide advice and guidance on how to develop land parcels, inclusive of site identification, preliminary town planning investigations and development feasibility studies. This process will also identify if further preliminary investigations and advice should be sought prior to moving to the development application stage. This subdivision feasibility study stage can also include the preparation of an overall project budget and approach strategy for the application phase.

During this initial step we work out how best to approach the project and we work closely with our client to ensure a thorough understanding of the site.

Phase 2; Planning Permit Application Preparation and Lodgment

Preparation and submission to Council of the planning permit application, inclusive of the preparation of the proposed subdivision concept plans, can be undertaken once the feasibility study has concluded that a viable subdivision proposal is present. This step sees the bulk of work undertaken by EDQ Town Planning on the project with the preparation of an appropriately detailed submission required.

Coordination of key specialist throughout this stage is also essential;

The key sub consultant required in relation to preparing a subdivision proposal is the engagement of a land surveyor to undertake the required site surveys of the allotment. Once the site is surveyed, the subdivision design can then be considered in relation to the context of the subject land parcel.

For rural townships or country property subdivisions where sewers are not available, it is usually necessary for EDQ Town Planning to commission a Geo technical Engineers soil test and report to prove the additional lots formed by a subdivision can support septic systems on each proposed lot.

Subdivisions of timbered rural lots often require additional investigations and reports to satisfy CFA access and fire fighting requirements. Aboriginal Cultural Heritage, DSE protection of flora and fauna, and tree removal controls also need to be considered and addressed within the submission. Stormwater drainage design may also be required at application stage, and an assessment of the subdivision design against planning policy is also required. Further sub consultants may be required depending on the site specific conditions and considerations.

Council planning permit application fees vary with the number of the subdivision lots proposed, however once all required information has been pulled together within the submission, the application can be lodged with Council.

Phase 3; Council Planning Consideration

Once a planning permit application for land subdivision is lodged with Council, planning officers will commence their considerations of the proposal. After the planning permit application has been lodged with Council, there is still work to be done in order to keep things moving.

Council will often require additional information associated with your application, and often public notice of the application is required to be given to neighbors, and also via signage on the site. Such advertising is generally at the applicant's expense.

EDQ Town Planning is able to provide expert assistance in relation to ensuring your application continues to move the permit application process, and we can deal with and respond to any objections to the proposal which arise through the process.

Phase 4; Certification of Subdivision Plans

Once the planning permit has been issued by Council, there is a range of work which is required before your subdivision can be signed off. The most important thing to consider at this stage is the appropriate process to be followed in order to have your subdivision plans certified.

The first step in this process is to arrange for the re-engagement of the licensed surveyor to survey to lodge the proposed plans with the titles office, refer the plans to all relevant service authorities, peg the lot boundaries and set easements for the adopted subdivision plans on the site itself. Preliminary engineering design negotiations with Powercor (electricity), the relevant water authority (water and sewerage) and the local Council (drainage and roads) also have to take place. These preliminary engineering design plans will confirm the final layout of the subdivision.

Once the engineering design has been finalised, and the lots have been pegged, the final submission of the detailed subdivision plans (to titles office standards) is to be lodged with the local council for

certification. These plans need to be endorsed by all relevant utility services authorities to ensure the intention of all planning permit conditions are met by the presented subdivision layout.

Certification of the Plan of Subdivision usually takes between 4 and 6 months depending on the complexity of the project and ground works required.

Phase 5; Statement of Compliance

All utility services must be installed, paid for and all other planning conditions met before Council issues a 'Statement of Compliance' for your subdivision.

Commencement of the provision of utility services such as roads, water mains, sewers and electricity provision during the certification process is subject to a risk analysis and authority approval of such early works.

The Titles office requires both a certified plan of subdivision and a statement of compliance before new titles for each new subdivision lot can be issued.

Many town planning consultancy firms across Victoria assume that their part in the process is completed once the planning permit has been issued. EDQ Town Planning on the other hand is able to provide you with comprehensive project management services associated with the certification of subdivision as well as the statement of compliance, providing you with a full service offering from start to finish.

How Long does the Subdivision Process Take?

The estimated time frame for the whole process from getting the surveyor involved to getting council a planning permit takes, on average, **9 to 12 months**. The subdivision process itself (once a permit is issued) can take **12 to 18 months**. This is in addition to the permit timeframe and allows for groundwork etc. required by the permit to be completed. These timeframes can, however, vary greatly depending on site specific issues.

Contact Us?

We hope this fact sheet has provided you with some clarity around how the subdivision process works in Victoria. If you have any questions regarding the process, or would like some more site specific information pertaining to a property you are considering subdividing, we would welcome you to contact our office to discuss your needs.

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