

FORM: Preliminary Plan Sealing Request

Use this form when submitting a Preliminary Plan Sealing Request. All requests for plan sealing must use this service. To learn more visit [Plan sealing](#) on Council's website. This document along with a draft survey plan may be submitted electronically to DAPlanSealing@logan.qld.gov.au

Section 1: Your Details

Company name	
Contact name	
Postal address	
Contact number	
Email address	
Your reference number	

Note: By providing this email address you are giving Consent to Council to use this address to communicate with you in relation to this service.

Section 2: Property Details

Address	
Owner	
Real Property description	Lot: Plan:
Relevant development approval	

PRIVACY COLLECTION NOTICE: Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit logan.qld.gov.au/privacy.

Proposed SP	
Estate / CTS name and stage number (if applicable)	Estate / CTS Name: Stage Number:
Lot / road details	No. of proposed lots: Total area of proposed lots: Park lot(s) no: Drainage reserve lot(s) no: New roads area: New roads length:
Structures	Existing structure remaining on proposed lot no(s): Structure to be demolished on existing lot no(s):
CMS Notation	Are you lodging a Community Management Statement (CMS) for Council's notation? Yes <input type="checkbox"/> No <input type="checkbox"/>
Related approvals	<u>Generally in Accordance With (GIW)</u> Approval number: Council reference: <u>Operational Works (Civil)</u> Approval number: Council reference:

Section 3: Consulting Engineer's Details

Company name	
Contact name	
Contact number	
Email address	

Note: By providing this email address you are giving Consent to Council to use this address to communicate with you in relation to this service.

Section 4: Legal Document Details

This information is required for reporting purposes only and is not a request for the preparation of legal documentation.

(Form 9) Easement(s) in favour of Logan City Council

Easement	in proposed lot	benefiting Logan City Council for the purposes of
A	1	Sewer (example only)

(Form 9) Easement(s) in favour of a privately owned lot and/or Energex or QFES

Easement	in proposed lot	benefiting proposed lot	for the purposes of
A	1	2	Drainage (example only)

(Form 10) Surrender of Easement(s) / (Form 33) Release of Covenant

(Full or partial absorption of Public Utility Easements by new road do not require additional forms signed by Council).

Surrender of easement(s)	in lot(s)	Titles Dealing No(s)

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(Form 10) Surrender of Easement(s) / (Form 18) General Consent for partial surrender / absorption of easement / (Form 33) Release of Covenant

Partial absorption of easement(s) by new road	in lot(s)	Titles Dealing No(s)
Release of covenant(s)	in lot(s)	Titles Dealing No(s)

Please submit a [Schedule of Easements](#) where the number of easements exceeds the space provided.

Section 6: Lodgement Process

The following documents are required to be submitted with this Preliminary Plan Sealing Request where applicable. Preliminary Plan Sealing is a free service, a Notice of Account for plan sealing fees will be issued with the Preliminary Response and payable at lodgement of the Formal Plan Sealing Request.

Proposed Plan Requirements	(✓)
Complete (all pages) of preliminary / draft survey plan.	<input type="checkbox"/>
Proposed Building / Development Envelope Plan (where applicable).	<input type="checkbox"/>
Proposed Community Management Statement (where applicable).	<input type="checkbox"/>
Signed Form 18A (Registered Owners / Lessees Consent to Survey Plan) has been provided OR	<input type="checkbox"/>
Signed Form 18A will be provided at Formal Plan Sealing Lodgement.	<input type="checkbox"/>
Note: Forms 18B & 18C will be prepared by Council (if required).	

Transfer of lot(s) to Council in Fee Simple and / or Covenants (where applicable)	(✓)
Transfer of land to Council in fee simple and / or covenants must be prepared by Council's solicitor. A Request for Preparation of Legal Documentation Form must be completed and submitted with this request.	<input type="checkbox"/>
Council Easement(s) (where applicable)	(✓)
Draft or signed Form 9's for easements in favour of Council for review. Providing draft or signed Form 9's for review at Preliminary Plan Sealing will avoid delays at Formal Plan Sealing. Council easements can be prepared by private solicitors using Council's Standard Easement Terms (Easements over freehold land or trust land and reserves). Council will require signed <u>original</u> documents for execution at Formal Plan Sealing.	<input type="checkbox"/>
Private Easement(s) (where applicable)	(✓)
Draft or signed Form 9's for Private easements for review. Providing draft or signed Form 9's for review at Preliminary Plan Sealing will avoid delays at Formal Plan Sealing. Private easements can be prepared by private solicitors. Council will require signed and full <u>copies</u> of documents at Formal Plan Sealing.	<input type="checkbox"/>
Surrender of Easement(s) / General Consent(s) / Release of Covenant(s) (where applicable)	(✓)
Draft or signed Form 10(s), Form 18(s) and / or Form 33(s) for review at Preliminary Plan Sealing will avoid delays at Formal Plan Sealing. These forms can be prepared by private solicitors. Council will require signed <u>original</u> documents where they are required to be executed by Council at Formal Plan Sealing. Alternatively, signed and full <u>copies</u> of documents where Council are not required to execute.	<input type="checkbox"/>
Schedule of Easements (where applicable)	(✓)
Where the number of easements exceeds the space provided in Section 4 , please submit a Schedule of Easements . Providing this information at Preliminary Plan Sealing will avoid lengthy delays at Formal Plan Sealing.	<input type="checkbox"/>

Infrastructure Charges Quotation	(✓)
We hereby request a quotation for Infrastructure Contributions (valid for a minimum of 30 Days). A Completed Trunk Infrastructure form has been included with this lodgement (where applicable).	<input type="checkbox"/>
Preliminary ExpressSeal Request	(✓)
This is an ExpressSeal Request AND you are an Accredited ExpressSeal Representative.	<input type="checkbox"/>