

SUBDIVISION IN VICTORIA

The Property Services Unit within the Synod of Victoria and Tasmania assists all parts of the Church to manage properties for purchase, sale, build, lease and maintenance. Property Services is available to provide advice, support and assistance where a proposal for subdivision is being considered. The following advice is given to assist Church Councils in understanding the subdivision process

The advice below as provided, current as at 1st June, 2019

- ▶ *The Subdivision Act 1988* provides the legal framework for the subdivision and consolidation of land, easements and restrictions, common property, and re-alignment of Title boundaries;
- ▶ A planning permit is required to subdivide land and an application for subdivision will be assessed under the relevant provisions the municipal Planning Scheme including car parking removal of vegetation and heritage significance;
- ▶ For the creation of an easement or where boundary realignment alters the size of any impacted land parcel by more than 15%, a planning permit is required.

Subdivision Process:

1. Plan of Subdivision	A licensed land surveyor is engaged to develop a plan of subdivision. Property Services can assist with the engagement of a suitably qualified surveyor.
2. Planning Permit	Planning permit for subdivision application lodged with Council. (The application requires the signature of the Synod’s Property Officer on behalf of the Property Trust).
3. Certification	Prior to certification, Council will check the plan of subdivision under the <i>Subdivision Act 1988</i> . If it meets the requirements and the service authorities accept the plan, the plan of subdivision is certified.
4. Compliance	On completion of subdivision works Council provides a statement of compliance. This is the final approval letter stating that all requirements of the subdivision and permit conditions have been met. For example, individual lot connections to essential services (water, sewer and electricity etc.)*
5. Registration of Plan	The certified plan of subdivision and statement of compliance is lodged with Titles Office. This allows new titles to be issued for each lot created.

A subdivision will require payment of various authority fees (including but not limited to Council, Water and Electrical Authorities), consultant fees (registered land surveyor) and may incur servicing costs (water, sewer, electrical connections etc.) and a Public Open Space cash contribution (minimum 5% of land value).

***PLEASE NOTE:** Under the *Planning & Environment Act 1987* or *Heritage Act 2017*, Council and / or Heritage Victoria can order heritage building repairs and maintenance works to be completed, to their satisfaction, before issuing compliance for subdivision.

For further support from The Uniting Church in Australia Property Services team, please call **9251 5949** or email property@victas.uca.org.au