

How do I subdivide my parcel of land??

(1) The first requirement is that you have an approved Development Application (DA) from your local council.

(2) Have a Registered Surveyor complete a *Plan of Subdivision* over your parcel of land including the required administration sheets and 88B instrument if required.

An 88B instrument is a form which is annexed to the Plan of Subdivision to create/release easements.

(3) When the *Plan of Subdivision* has been completed by the surveyor, you should have 1 original set of documents and 4 copies of these documents. The copies of these documents are for your records as well as other stakeholders whose consent you require during the process.

(4) Registered proprietors (people whose names appear on the Certificate of Title) will need to sign the Original administration sheets and 88B if provided,

(5) Book an appointment at your nominated local council chambers to have the Subdivision Certificate endorsed (take the original and all copies with you). The council will take the plans and study them accordingly and will ONLY sign the Subdivision Certificate when the requirements of your DA have been satisfied. (Approximate cost is \$10000)

*Note: At no time does any person need to ever sign the actual **Plan of Subdivision***

(6) When the council has endorsed the original documents, they will keep a copy for their records and return to you the original and remaining copies of your Plan of Subdivision and administration sheets

*NOTE: If you **do not** have a mortgage registered over your property you will skip the following step.*

(7) If you have a mortgage over the property (this will be noted on the Certificate of Title, whether money is owing or not), you must get the mortgagee's consent to subdivide the land. This requires the mortgagee's signature on the administration sheet and 88b instrument (if supplied); so you will have to send your mortgagee (usually a bank) the paperwork, just as you did the council. Your mortgagee will sign the original paperwork, and because they hold the original Certificate of Title, they will present it at the Land Registry Services (LRS) in preparation for the registration of the subdivision. (Approximate cost is \$100) They will also keep a copy of the documents.

This can be arranged by contacting your Mortgagee.

(8) Upon the return of the original and entirely signed documents from your mortgagee, you can then attend and lodge your original documents (the *Plan of Subdivision* and associated administration sheets) for registration (starting at \$600) at the Land Registry Services (LRS). Upon examination and rectification (if there are any errors) your *Plan of Subdivision* will be registered, and your land subdivided. Your mortgagee (or you) will be issued with two separate Certificate of Titles.