

# FORM: FORMAL ExpressSeal Request

A Formal ExpressSeal Request will not be accepted without having first lodged a Preliminary Plan Sealing Request. Use this form when submitting a Formal ExpressSeal Request. To learn more visit [Plan sealing](#) on Council's website.

## Section 1: Document Submission Record

Preliminary Plan Sealing Request Number:

Council File Number:

Description of documents being lodged	(✓)
Final Form 21 Original A3 hardcopy survey plan wet signed by the registered owner(s) <b>OR</b> Final Form 21 Digital survey plan and Form 18A digitally signed by the registered owner(s). <b>Note:</b> Form 18B will be prepared by Council (if required).	<input type="checkbox"/>  <input type="checkbox"/>
Original Form 1 and Form 24 for Transfer(s) of land to Council wet signed by the registered owner(s).	<input type="checkbox"/>
Original Form 9(s) for Council easement(s) wet signed by the registered owner(s).	<input type="checkbox"/>
Original Form 10 for Surrender of Easement(s) wet signed by the registered owner(s) (if applicable).	<input type="checkbox"/>
Original Form 18 General Request wet signed by the registered owner(s) (if applicable).	<input type="checkbox"/>
Original Form 31 for Covenant(s) wet signed by the registered owner(s).	<input type="checkbox"/>
Original Community Management Statement wet signed by the Body Corporate / registered owner(s) and required to be wet signed by Council <b>OR</b> Copy of the Original Community Management Statement wet signed by the Body Corporate / registered owner(s) and requires a Form 18C to be signed by Council. <b>Note:</b> Form 18C will be prepared by Council (if required).	<input type="checkbox"/>  <input type="checkbox"/>

**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](http://logan.qld.gov.au/privacy).

Description of documents being lodged	(✓)
Copy of Form 9(s) for Private easement(s) (fully executed by all parties).	<input type="checkbox"/>
Completed Compliance Report as requested in the Preliminary Plan Sealing Response.	<input type="checkbox"/>
Energex Certificate of Supply as requested in the Preliminary Plan Sealing Response.	<input type="checkbox"/>
Telecommunications Certification as requested in the Preliminary Plan Sealing Response.	<input type="checkbox"/>
Other supporting documentation as required by Councils Preliminary Plan Sealing Response.	<input type="checkbox"/>

**Note:** All information is required to be submitted electronically by emailing [DAPlanSealing@logan.qld.gov.au](mailto:DAPlanSealing@logan.qld.gov.au) (each file not to exceed 5MB). No hard copies will be accepted with the exception of documents as listed above.

## Section 2: Accredited Representative's Declaration & Submitter Details

<b>Declaration</b>	<input type="checkbox"/> By checking this box I / we: <ul style="list-style-type: none"> <li>a) declare that this ExpressSeal Request and any accompanying documentation are in accordance with the terms of the ExpressSeal Accreditation Process and take full responsibility for the content of the documentation;</li> <li>b) certify that all relevant Operational Works approvals are complete, on maintenance or bonded in accordance with Council's Bonding Policy;</li> <li>c) certify that all required actions have been completed, documentation provided and <u>all payments made</u> as per the Councils Preliminary ExpressSeal Plan Sealing Response;</li> <li>d) acknowledge that it may be an offence to supply any false or misleading information; and</li> <li>e) acknowledge Logan City Council's Privacy Collection Notice on page 1.</li> </ul>
<b>Company name</b>	

<b>Contact name</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Time</b>	

**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 3: Return of Endorsed Documents

<b>Return of signed documents</b>	<input checked="" type="checkbox"/>
Email delivery of digital documents. <b>Note:</b> Where documents are digitally signed by Council there are no "original documents" sent.	<input type="checkbox"/>
Applicant will collect wet signed, original documents from Council's Customer Service Counter (150 Wembley Rd, Logan Central).	<input type="checkbox"/>
Council to Express Post wet signed, original documents to Applicant's postal address.	<input type="checkbox"/>
Council to Express Post wet signed, original documents to Applicant's solicitor's postal address. Solicitor's details: Postal address:	<input type="checkbox"/>
Applicant hereby provides authority for a third party to collect wet signed, original documents from Council's Customer Service Counter. Name: Contact number: Email:	<input type="checkbox"/>

Return of signed documents	(✓)
Council to send wet signed, original documents to (A. Beenleigh) or (B. Jimboomba) for Applicant collection.	A. <input type="checkbox"/> B. <input type="checkbox"/>
Applicant will arrange a Courier to collect wet signed, original documents at their cost.	<input type="checkbox"/>