

# FORM: Request for Execution of Legal Documentation

This form is to be used to request Council's execution of General Consents (Form 18), Easements (Form 9), Surrender of Easements (Form 10), Release of Covenant (Form 33) prepared by private solicitors and to facilitate the execution of Transfers (Form 1 & 24) and/or Covenants (Form 31) prepared by Council's solicitors and Release of Access Restriction Strips on "standalone" survey plans. To learn more visit [Plan sealing](#) on Council's website.

## Section 1: Your Details

Company name	
Contact name	
Postal address	
Contact number	
Email address	
Relevant approval	
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	

**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).

<b>Real Property description</b>	Lot:            Plan:
<b>Proposed SP</b>	
<b>Estate / CTS name and stage number (if applicable)</b>	Estate / CTS Name:  Stage Number:

### Section 3: Lodgement Requirements

Council require the original, legal documents signed by the Registered Owner. All other information can be sent to [DAPlanSealing@logan.qld.gov.au](mailto:DAPlanSealing@logan.qld.gov.au). Please include any further details as required within the email lodgement.

Logan City Council Approvals – the following documents are attached:	(✓)
Final Form 21 Original A3 hardcopy survey plan wet signed by the registered owner(s) (for transfer of land, covenants and release of access restriction strip on “standalone” survey plans).	<input type="checkbox"/>
Final Form 21 Digital survey plan and Form 18A digitally signed by the registered owner(s) (for transfer of land, covenants and release of access restriction strip on “standalone” survey plans).  <b>Note:</b> Form 18B will be prepared by Council (if required).	<input type="checkbox"/>
A copy of the related Proposed Survey Plan for all other requests.	<input type="checkbox"/>
Original, signed legal documentation for Council’s execution.	<input type="checkbox"/>
Relevant Council Approval (both development conditions and approved plan of development).	<input type="checkbox"/>
Request for Preparation of Legal Documentation Form (required for transfer of land and covenants).	<input type="checkbox"/>
Copy of Council’s On Maintenance Letter (required for transfer of land only).	<input type="checkbox"/>
Copy of Council’s Signed Bonding Agreement (where applicable – required for transfer of land only).	<input type="checkbox"/>

<b>Economic Development Queensland (EDQ) Approvals – the following documents are attached:</b>	(✓)
A copy of the related Proposed Survey Plan for all requests.	<input type="checkbox"/>
Original, signed legal documentation for Council's execution.	<input type="checkbox"/>
Functional Layout Plan of public utility services (for Council easements where available).	<input type="checkbox"/>
Relevant EDQ Approval (both development conditions and approved plan of development).	<input type="checkbox"/>
Request for Preparation of Legal Documentation Form (required for transfer of land and covenants).	<input type="checkbox"/>
EDQ – On Maintenance Letter (required for transfer of land only where bonding is not applicable).	<input type="checkbox"/>
EDQ – Original AutoCAD Drawing Format Files (required for transfer of land only).	<input type="checkbox"/>
<p>The following documents are required for transfer of land to Council in fee simple as listed in the EDQ Certification Procedures Manual (where applicable):</p> <ul style="list-style-type: none"> <li>a. Uncompleted Works Deed Poll by the Development Proponent</li> <li>b. Irrevocable authority, acknowledgement and release by the Landowner (where applicable)</li> <li>c. Uncompleted Works guarantee and undertaking by the approved Security Provider</li> <li>d. Certification of the value of the Uncompleted Works by the relevant Certifier, including a detailed schedule of the scope and costs of the Uncompleted Works and the Total Value of all Works required to be completed under the PDA development approval or Infrastructure Agreement</li> <li>e. Updated Risk Assessment by the Project Coordinator (where applicable)</li> <li>f. Risk review by the Project Auditor (where applicable)</li> <li>g. Bonding of Uncompleted Works Checklist by the Project Coordinator</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Section 4: Legal Document Details

### (Form 9) Easement(s) / (Form 31) Covenant(s) in favour of Logan City Council

Relevant Council / EDQ Approval:

Condition Number:

Easement / Covenant	in proposed lot	for the purposes of

**Note:** If specified by a development condition, Council can also prepare and / or execute surrender of easement and release of covenant documentation.

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

Relevant Council / EDQ Approval:

Condition Number:

Easement(s) / Covenant (s)	in lot(s)	Titles Dealing No(s)

### (Form 1 & 20 & 24) Transfer of Lot(s) to Council in Fee Simple

Relevant Council / EDQ Approval:

Condition Number:

Lot to be transferred	For the purposes of

#### Community Facility

Does the Lot to be transferred include a Community Facility (e.g. Public Hall, Sporting Facility etc.)? Yes  No

Type of community facility:	
<b>Release of Access Restriction Strip (Council's Execution of Survey Plan)</b>	
Relevant Council / EDQ Approval:	Condition Number:
Current Lot & Plan Number:	

## Section 5: Return of Signed Documents

<b>Return of signed documents</b>	(✓)
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"/>
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"/>