

# FORM: Request for Preparation of Legal Documentation

This form is to be used to request the services of Council's solicitors for the preparation of easement and / or covenant documents in favour of Council and / or where transferring a lot to Council in fee simple (mandatory). To learn more visit [Plan sealing](#) on Council's website. **Note:** Payment of legal fees will be the responsibility of the applicant.

## Section 1: Your Details

|                |                      |
|----------------|----------------------|
| Company name   | <input type="text"/> |
| Contact name   | <input type="text"/> |
| Postal address | <input type="text"/> |
| Contact number | <input type="text"/> |
| Email address  | <input type="text"/> |

**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: Solicitor's Details *(if applicable)*

|                |                      |
|----------------|----------------------|
| Company name   | <input type="text"/> |
| Contact name   | <input type="text"/> |
| Postal address | <input type="text"/> |
| Contact number | <input type="text"/> |
| Email address  | <input type="text"/> |

**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.

**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).

## Section 3: Property Details

|                                  |                       |
|----------------------------------|-----------------------|
| <b>Address</b>                   |                       |
| <b>Owner</b>                     |                       |
| <b>Real Property description</b> | Lot:            Plan: |
| <b>Title reference</b>           |                       |
| <b>Proposed SP</b>               |                       |

## Section 4: Preparation and Registration of the Document

Council will instruct its solicitors to prepare the Easement, Surrender of Easement, Covenant, Release of Covenant and / or Transfer (Document) upon receipt of this completed form and a copy of the Survey Plan.

Council's solicitor will issue the Document to the Applicant's contact (or, if the Applicant has engaged a solicitor, the Applicant's solicitor) for execution. All queries about the Document are to be directed to Council's solicitor once the Document is issued.

Council's solicitor will attend to registration of the Document (once fully signed) unless alternate arrangements are made (i.e. a Solicitors Undertaking is provided). The Applicant will be advised of registration (once complete).

## Section 5: Legal Document Preparation Details

| <b>(Form 9) Easement(s) / (Form 31) Covenant(s) in favour of Logan City Council</b> |                        |                            |
|---|------------------------|----------------------------|
| Relevant Council / EDQ Approval:  |                        | Condition Number:          |
| <b>Easement / Covenant</b>  | <b>in proposed lot</b> | <b>for the purposes of</b> |
|   |                        |                            |
|   |                        |                            |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

**(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:

## Section 6: Lodgement Process & Applicant's Declaration

This form must accompany either a [Preliminary Plan Sealing Request Form](#) OR a [Request for Execution of Legal Documentation Form](#) (whichever is applicable).

Please send this information to [DAPlanSealing@logan.qld.gov.au](mailto:DAPlanSealing@logan.qld.gov.au) and include any further details as required within the email lodgement.

|   |   |
|---|---|
| <b>I have attached</b>  | (✓)   |
| A copy of the Survey Plan (in PDF format for preliminary lodgements). | <input type="checkbox"/>  |
| This forms part of a Preliminary Plan Sealing Request.                | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| This forms part of a Request for Execution of Legal Documents.        | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| <b>Declaration</b>  | <input type="checkbox"/> By checking this box I / we acknowledge full payment of Council's solicitor's fees must be made prior to any legal documentation requested in this form being prepared. I / we also acknowledge that any delay or failure to make payment will delay or prevent the endorsement of the enclosed survey plan and / or execution of legal documentation. |
| <b>Company name</b>   |   |
| <b>Contact name</b>   |   |
| <b>Contact number</b>   |   |
| <b>Signature</b>  |   |
| <b>Date</b>   |   |
| <b>Time</b>   |   |