|  |
| --- |
| Guide to steps in the subdivision process |

This guide provides an overview of the key steps to subdividing land.

Individual situations vary and Land Victoria encourages the use of a conveyancer or lawyer to manage, prepare and lodge the application for registration of a plan of subdivision.

Subdividing land

|  |  |  |
| --- | --- | --- |
| **STEP** | **COMMENTS** | **MORE INFORMATION** |
| 1. Title search
 | A current copy of the title and plan diagram of the land to be subdivided is required for initial discussions with the licensed land surveyor and/or council. | Obtain a copy of the title and diagram online at [www.landata.vic.gov.au](http://www.landata.vic.gov.au)>Titles & property certificates. |
| 1. Licensed land surveyor
 | A licensed surveyor is required to survey the land and prepare the plan that council needs to certify. A licensed land surveyor can assist with the initial proposal/design and will liaise with council to meet their requirements. | Find more information on subdividing your property at [www.acsv.com.au](http://www.acsv.com.au/)>Public info>Subdividing your property.Find a licensed land surveyor at [www.yellowpages.com.au](http://www.yellowpages.com.au).  |
| 1. Council
 | Council receives the plan of subdivision from the licensed surveyor for certification. It considers the application, refers the plan to the relevant authorities and ensures all relevant requirements have been met. | For more information on the planning process associated with subdividing land go to [www.delwp.vic.gov.au/planning](http://www.delwp.vic.gov.au/planning) or visit the website of the local council. |
| 1. Conveyancer or lawyer
 | The conveyancer or lawyer organises all relevant documents (including Certificate(s) of Title) and prepares relevant forms to lodge at Land Victoria. | For application forms, guides, checklists and lodging fees, go to the [Forms, guides and fees](http://www.delwp.vic.gov.au/property-and-land-titles/forms%2C-guides-and-fees) page at [www.delwp.vic.gov.au/property-forms](http://www.delwp.vic.gov.au/property-forms). |

|  |  |  |
| --- | --- | --- |
| 1. Land Victoria
 | All documents are lodged at Land Victoria and examined.All parties must satisfy the verification of identity requirements.When all of Land Victoria’s requirements are satisfied, the plan is registered and new Certificate(s) of Title are issued to the relevant parties. | Lodgement is at Plan Acceptance, Land Victoria.Requirements for verification of identity can be found at [www.delwp.vic.gov.au/property-forms](http://www.delwp.vic.gov.au/property-forms)>Verification of identity.Track the progress of the subdivision at [www.landata.vic.gov.au](http://www.landata.vic.gov.au)>Document Tracking>Dealing Enquiry. |

Contact us

For [location and contact details](http://www.dtpli.vic.gov.au/property-and-land-titles/contact-us), refer to [www.delwp.vic.gov.au/property](http://www.dtpli.vic.gov.au/property)>Contact us.

|  |  |
| --- | --- |
| © The State of Victoria Department of Environment, Land, Water and Planning 2016byThis work is licensed under a [Creative Commons Attribution 4.0 International licence](http://creativecommons.org/licenses/by/4.0/). You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>**Disclaimer**This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication. | **Accessibility**If you would like to receive this publication in an alternative format, please telephone DELWP Customer Service Centre on 136 186 or email customer.service@delwp.vic.gov.au. Alternatively, telephone the National Relay Service on 133 677 ([www.relayservice.com.au)](http://www.relayservice.com.au). This document is also available on the internet at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au). |