

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
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 >Titles & property certificates.
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 >Public info>Subdividing your property. Find a licensed land surveyor at www.yellowpages.com.au .
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 or visit the website of the local council.
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 page at www.delwp.vic.gov.au/property-forms .

Guide to steps in the subdivision process

Land Victoria	<p>All documents are lodged at Land Victoria and examined.</p> <p>All parties must satisfy the verification of identity requirements.</p> <p>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.</p>	<p>Lodgement is at Plan Acceptance, Land Victoria.</p> <p>Requirements for verification of identity can be found at www.delwp.vic.gov.au/property-forms>Verification of identity.</p> <p>Track the progress of the subdivision at www.landata.vic.gov.au>Document Tracking>Dealing Enquiry.</p>
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Contact us

For [location and contact details](#), refer to www.delwp.vic.gov.au/property>Contact us.

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