



REQUEST FOR SUBDIVISION CLEARANCE – APPLICATION FORM & CHECKLIST

Application Details

WAPC Reference: _____
 Date of Approval: _____
 LG Conditions: _____

Property Details

Lot & Plan Number: _____
 Street Address: _____

Contact Person Details

Name: _____
 Company: _____
 Address: _____
 Telephone: _____
 Email: _____
 Your Reference: _____

How to Lodge Your Application:

You can lodge your request for clearance via our on-line lodgement service, please click [here](#) for further information.

Payment: Upon receipt of this completed application we will notify you of what fee is required and how to make payment.

Clearance recommendations will be provided in PDF format via email only. If you would like a hard-copy to be posted to you then please check this box

OFFICE USE ONLY		
Council Reference:	Internal Referrals:	
Date Lodged:	Building	
Fee Paid:	Engineering	
Planning Officer:	Health	
Notes:	Land Administration	
	Parks	
	Planning	
	Other	

Lodgement Checklists:

<p style="text-align: center;">LODGEMENT CHECKLIST – PART 1</p>	<p style="text-align: center;">Check box when complete</p>	<p style="text-align: center;">Council Use Only</p>
<p>Application Form and Checklist – Read the checklist carefully, complete and sign the declaration.</p>		
<p>Deposited Plan or Survey-Strata Plan (two copies are required if submitting in hardcopy format)</p>		
<p>Information required to demonstrate compliance:</p> <ul style="list-style-type: none"> • Statutory declaration; • Geotechnical report; • Compaction test certificate; • Relevant legal agreements; • Photographic evidence demonstrating; <ul style="list-style-type: none"> ○ Removal of existing crossovers and reinstating the existing verge and kerb, and ○ Retained dwellings that comply with the R-Codes; • Stormwater management for existing dwelling(s) – Stormwater plans or as-constructed drawings for existing dwelling(s). Plans must be accompanied by capacity calculations; and • Proof of having liaised with the Shire's Development Engineers regarding payment of bonds, construction of common property access ways or any other matter of similar nature outlined in the Checklist attached. <p><i>Common property access ways have been constructed and drainage installed ready for inspection by the Shire's Engineering Officers. Please liaise with the Shire's Engineering Officers prior to the submission of this application should you have any queries regarding the Shire's construction standards. Bonds will not be accepted for works unless there are extenuating circumstances which must be considered by the Shire and approved in writing. If you have already made arrangements for a bond to be taken please attach a copy of the written approval or supporting documentation to this application or provide the appropriate reference number.</i></p> <p><i>Note that crossovers must comply with the Shire's dimensions and construction standards.</i></p>		
<p>Surveyor must have 'pegged' the new lot boundaries.</p>		
<p>Guided Development Scheme Costs/POS Contribution(s) have been paid.</p>		
<p>Has Application Fee been paid *</p> <p>*Upon receipt of this completed application we will notify you of what fee is required and how to make payment.</p>	<p>n/a**</p>	

LODGEMENT CHECKLIST – PART 2		Check box when complete	Council Use Only
Condition No.	<i>Explain how the condition has been fulfilled (refer to the Shire's Planning Information Sheet for requirements)</i>		

Name: Signature:
 Surveyor ■ or Landowner ■ Date: