

Property Details	
Lot No:	House/Street No:
Street name:	
Suburb:	Post Code:
WAPC Reference Number:	

Applicant Details	
Name:	
Address:	
Phone: Work - Mobile -	Email:
Signature:	

Postal Details – to be completed if determination is to be posted to a different address than is stated above in the Applicant Details section	
Name:	
Address:	
Or	
Email:	
Determination is to be sent via: (please circle the preferred option below)	
EMAIL	POST

Please note:

The City will normally post the clearance documents upon determination. Should you wish the clearance documents to also be emailed to you, please specify above.

A site inspection will normally occur within a fortnight of receiving your clearance request. As there is generally no need to enter a dwelling, the land owner will not be contacted to arrange an appointment to meet with City officers on the site, unless prior arrangements have been with the City.

The City will liaise with the Applicant as listed above only. Should any other parties require information or updates on the application, it is the Applicant's responsibility to relay the information to any other persons.

Subdivision Clearances Checklist

When submitting a request for the City's clearance of subdivision conditions the following information is required before the request can be accepted:

- Two (2) copies of a Deposited Plan / Survey Strata Plan;
- Completed subdivision checklist (refer below)*;
- Any supporting information as may be required by the City to enable it to be determined how each local government (LG) condition has been met (refer "Subdivision Clearances Information Sheet");
- Payment of the relevant clearance fee (refer [Planning Fees and Charges](#) on the City's website).
- Where applicable evidence that completed instruments imposed on behalf of the City have been registered with Landgate (for example noise notifications under section 70A or a restrictive covenant under section 129BA of the Transfer of Land Act 1893 as amended) •

Following receipt of your clearance request, an officer from the City will process the subdivision clearance request documentation and inspect the site to determine whether the conditions have been fulfilled. If the City is satisfied that all conditions have been completed then a letter of clearance to the WAPC will be forwarded to your surveyor.

In the event that the conditions have not been complied with the application for clearance will be refused. It is incumbent on the applicant to ensure all works have been completed prior to lodging the clearance request. Further applications for clearance will require payment of further clearance fees.

Applicants are advised to refer to the City's "Subdivision Clearances Information Sheet" for further information on how the City considers common conditions to be satisfied.

Condition No.	How has condition been satisfied?	Tick when complete

*Please turn over for an example of a completed checklist

Subdivision Clearances Checklist

Condition No.	How has condition been satisfied?
1. Septic Tank Decommissioning	<ul style="list-style-type: none"> Fully completed statutory declaration provided in accordance with the City's requisite wording.
2. Building Clearances in accordance with R-Codes and Building Codes of Australia	<ul style="list-style-type: none"> All walls along the new lot boundaries comply with the R• Codes and Building Codes of Australia. Please find attached justification (and annotated site plan) based on R-Codes design principles and independent Building Surveyors certification for windows/walls not achieving the requisite setback.
3. Demolition	<ul style="list-style-type: none"> Demolition has been completed and all building materials have been removed. All fencing along the street / right of way frontage has been removed.
4. Existing Dwelling to comply with R-Codes	<ul style="list-style-type: none"> Please refer to attached plan of survey depicting the following R-Code compliant items: <ul style="list-style-type: none"> The existing dwelling has direct access to the minimum required area of outdoor living area (courtyard) with a minimum dimension of 4.0 metres, and accessible from the living room. Two R-Code compliant car parking bays with access to driveway off common property access way and a Council-approved crossover have been installed; A store has been installed in the rear yard adjoining the courtyard and has a minimum internal dimension of 2m x 2m (internal area minimum 4.0m² and is 2.1 metres high.
5. Pedestrian access leg (PAL) with minimum 1.0m unencumbered width	<ul style="list-style-type: none"> All incursions have been removed and eaves have been cut back. A 1.0m wide unencumbered PAL is achieved.
6. Right of Way to be constructed	<ul style="list-style-type: none"> The right of way has been sealed, drained and paved in accordance with City approved plans.
7. Common Property access way to be paved and drained	<ul style="list-style-type: none"> The common property access way has been paved with compacted crushed limestone to a depth of 150mm, with the exception of the required 500mm wide landscaping strips on either side of the 3m wide driveway. The portion of common property that leads into the car parking spaces to the existing dwelling is constructed with a 3.0m wide brick-paved driveway.