

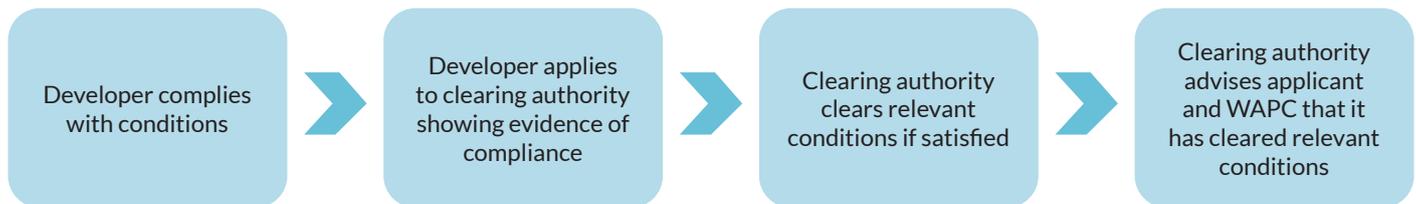
## INFORMATION SHEET

# SUBDIVISION CLEARANCE APPLICATIONS

### WHAT IS 'SUBDIVISION CLEARANCE'?

The approval of a subdivision application by the Western Australian Planning Commission (WAPC) is usually subject to conditions, which state which authorities must deal with what conditions. These are called 'clearing authorities'.

When the clearing authority is satisfied that the conditions it deals with have been met by the developer, the authority can declare this by issuing a statement to the WAPC 'clearing' the conditions and including a stamped subdivision plan to show what conditions have been cleared.



### HOW DO I APPLY FOR SUBDIVISION CLEARANCE?

Well in advance of the expiry date on the subdivision approval, the developer will need to apply to the Shire to clear all conditions that identify "(Local Government)" as the clearing authority.

A subdivision clearance application should only be lodged once all subdivision work to meet the subdivision condition has been completed, and once any other matters required to be dealt with to meet the subdivision condition have been finished by the developer.

You will need to complete a 'Subdivision Clearance Application Form' and return it to the Shire before the expiry of the subdivision approval, along with:

- A covering letter detailing any relevant issues;
- Written confirmation of how each condition has been met if insufficient space on Subdivision Clearance Application Form;
- Any relevant information required to assist the Local Government in clearing the relevant conditions (technical reports, declarations, photographic evidence, etc.)
- Two copies of appropriate survey plans signed by a licensed surveyor illustrating the new subdivision boundaries; any required notifications/encumbrances to be placed on the new Certificates of Title; staging plan if applicable;
- Copy of the WAPC Subdivision Approval;
- Payment of Subdivision Clearance Application fee (in full) in accordance with the Shire's Schedule of Planning Fees

LODGING A SUBDIVISION CLEARANCE APPLICATIONS	PAYMENT
<b>ONLINE</b> Applications may be emailed to: <a href="mailto:records@dardanup.wa.gov.au">records@dardanup.wa.gov.au</a> Documents in PDF format	 Upon receipt of your completed application, Shire officers will contact you for payment.
<b>BY POST</b> Applications may be posted to: PO Box 7016, Eaton WA 6232	 Cheques payable to: Shire of Dardanup PO Box 7016, Eaton WA 6232
<b>IN PERSON</b> Applications may be submitted to the Shire of Dardanup offices	 Payment can be made via cheque, cash or EFTPOS at reception.
<b>Need more information or help?</b>	 Call 9724 0000 or email <a href="mailto:planning@dardanup.wa.gov.au">planning@dardanup.wa.gov.au</a>