

CITY OF WANNEROO
GUIDELINES FOR THE SUBMISSION OF CLEARANCE REQUESTS
Updated August 2009

LODGEMENT OF APPLICATION FOR CLEARANCE:

CLEARANCE APPLICATION	<p>1.1 To enable the City to consider clearance requests and to assist in early processing, the City requires the submission of two copies of all of the following:</p> <ul style="list-style-type: none"> • City’s Clearance Application Form; (can be accessed at www.wanneroo.wa.gov.au, select Development, Subdivision, Application for Clearance) • Subdivision ‘Clearance of Conditions’ Checklist (see City’s example to assist in preparation which can be viewed at www.wanneroo.wa.gov.au, select Development, Subdivision, Subdivision Clearance of Conditions Checklist) • Deposited Plans; • A Staging Plan, where a subdivision approval is proposed to be staged including identification of the Deposited Plans (i.e. highlighted) on the WAPC approved plan of subdivision & details of the proposed staging; • Appendices and any other supporting information (i.e. copies of bond receipts & schedules, any undertakings, etc.) <p>1.2 All Clearance Applications and Approval Condition Checklists should be marked for the attention of Administration Officer – Planning Services.</p> <p>1.3 Please email an electronic copy of the Approval Condition Checklist to: enquiries@wanneroo.wa.gov.au to assist the City in its processing of your clearance request.</p>
CONTACTS	<p>2.1 Please complete the contact names, phone numbers, fax numbers and e-mail addresses as requested on the Clearance Application Form, which will enable the City to contact the applicant should further information be required.</p> <p>2.2 The progress of the City’s consideration of a Clearance Application may be obtained by emailing the relevant officer at: enquiries@wanneroo.wa.gov.au</p>
CLEARANCE FEES	<p>3.1 The City’s Clearance Fees for each Deposited Plan are: First 5 lots = \$64 per lot 6-195 lots = \$32 per lot (\$64 for first 5 lots & then \$32 per lot) More than 195 lots = \$6400 No fee for Crown Reserves</p> <p>3.2 The City’s Clearance Fee should be lodged with the Clearance Application Form and Deposited Plans. Cheques should be made payable to the City of Wanneroo and attached to the Clearance Application Form.</p>
SUPERVISION FEES	<p>4.1 The City’s Supervision Fees are: 1.5% of all Road Works & Drainage. 15% of the earthworks contained within the road reserve.</p> <p>4.2 The City’s Supervision Fees should be lodged with or prior to the Clearance Application Form and Deposited Plans being lodged. Cheques should be made payable to the City of Wanneroo and attached to the Clearance Application Form.</p>
FEES & CONTRIBUTIONS	<p>5.1 All fees and contributions should be lodged with or prior to the Clearance Application Form and Deposited Plans being lodged for the City’s consideration.</p> <p>5.2 Separate cheques should be prepared and forwarded for bonds, clearance application fees, supervision fees and contributions for East Wanneroo Cells or Clarkson-Butler Contribution Schemes.</p>

CHECKLIST PREPARATION & COMPLIANCE WITH CONDITIONS	<p>6.1 Each application for clearance shall include an Approval Condition Checklist including all of the conditions of the WAPC’s approval requiring the City’s (LG) clearance demonstrating how the subdivider has complied with each of the approval conditions for each Deposited Plan (each stage).</p> <p>6.2 The City may determine that a condition is not relevant to a particular stage or can be met in a future stage of the approval. The subdivider should demonstrate how and when a condition is to be met in a future stage, through the submission of a Staging Plan and explanation in the Approval Condition Checklist.</p> <p>6.3 The City has prepared a draft example of an Approval Conditions Checklist to assist subdividers in the preparation of the Checklist. An electronic copy of the draft example of the Approval Conditions Checklist can be obtained from the City’s website at www.wanneroo.wa.gov.au - select Development, Subdivision, Example Subdivision Clearance of Conditions Checklist.</p>
BONDING OF SUBDIVISIONAL WORKS	<p>7.1 All bond requests are to be submitted on the City’s Subdivision Bond Application Form in-accordance with the City’s Guidelines for the Development & Subdivision of Land – Aus-Spec#1 – Design.</p> <p>7.2 The bonding of subdivisional works should be submitted and approved by the City and paid to the City, prior to the lodging of the Clearance Application Form, Deposited Plans and Approval Condition Checklist. Copies of the Bond receipts should be included in the Appendices attached to the Approval Condition Checklist.</p> <p>7.3 The City will not accept the bonding of any subdivisional works (including battleaxe legs, retaining walls, revegetation, fencing, etc) on privately owned land.</p>
STAGING OF APPROVAL	<p>8.1 Where a subdivision approval is proposed to be staged (i.e. residential estates), the Deposited Plans should be identified (i.e. highlighted) on the WAPC approved plan of subdivision and accompanied by a Staging Plan to assist in the early consideration of Deposited Plans by the City and to demonstrate when and how approval conditions will be complied with.</p> <p>8.2 The Approval Condition Checklist should include details of how and when conditions, that are not met in the current Deposited Plan clearance or deferred to future stages, will be met in future stages or have been met in previous stages.</p>
APPENDICES	<p>9.1 Appendices should be attached to the Clearance Application Form and Approval Condition Checklist including two copies of a Staging Plan, two copies of the approved subdivision plan (A3 or A4 size) with the Deposited Plan area highlighted, copies of any undertakings required, bond receipts and any other relevant information.</p> <p>9.2 A list of the Appendices should be provided, when more than 3 Appendices are attached to the Clearance Application Form and Approval Condition Checklist.</p>

NOTES ON STANDARD CONDITIONS:

BOUNDARY CLEARANCE CONDITIONS & SEPTIC TANKS	<p>10.1 To assess a standard boundary clearance condition, the City requires a Survey Plan identifying the boundary clearances distances and building pickup points of the existing buildings (and effluent disposal systems/septic tanks, where appropriate) on the land to the proposed lot boundaries.</p> <p>10.2 Septic tanks and aerobic treatment units are required to be emptied, removed and the resultant voids backfilled with clean sand and compacted. A Decommissioning of Septic Apparatus Declaration Form should be completed and forwarded with the clearance request. An electronic copy of the Declaration Form can be obtained by emailing a request to enquiries@wanneroo.wa.gov.au</p>
EAST WANNEROO CELL CONTRIBUTIONS	<p>11.1 In the East Wanneroo Cells (Part 10 of DPS No.2), Contributions are to be paid at the clearance stage. The City's Programme Manager Development Contributions will issue a contribution worksheet and Tax Invoice, when requested. Cheques are to be made payable to the City of Wanneroo with the Tax Invoice attached and forwarded to the City marked for the attention of Ray Faul – Programme Manager Development Contributions, Planning Services or attached to the Clearance Application Form.</p> <p>11.2 The current Cell Scheme Contributions can be obtained by phone or email the City's Programme Manager Development Contributions, Ray Faul on 9405 5476 or enquiries@wanneroo.wa.gov.au</p>
CLARKSON BUTLER CONTRIBUCTIONS	<p>12.1 In the Clarkson Butler Contribution Scheme Area (Part 11 of DPS No.2), Contributions are to be paid at the clearance stage. The City's Programme Manager Development Contributions will issue a contribution worksheet and Tax Invoice, when requested. Cheques are to be made payable to the City of Wanneroo with the Tax Invoice attached and forwarded to the City marked for the attention of Ray Faul – Programme Manager, Development Contributions, Planning Services or attached to the Clearance Application Form.</p>
CONDITIONS REQUIRING UNDERTAKINGS	<p>13.1 Copies of any undertakings required by a condition of approval are to be lodged with each Clearance Application Form for each stage that is lodged with the City for its clearance.</p> <p>13.2 The City has several examples of standard undertakings that can be provided to subdividers, including market gardening activities, poultry farms, midgets and retaining walls. An electronic copy of the standard undertakings can be obtained by emailing a request to enquiries@wanneroo.wa.gov.au</p>
CONDITIONS - PREPARATION OF GEOTECHNICAL REPORTS	<p>14.1 Geotechnical reports should be prepared by a suitably qualified professional and submitted to the City's Infrastructure Services and approved by the City, prior to the submission to the City of a request for a clearance for a subdivision approval.</p>
SOIL CONTAMINATION & BUFFERS TO MARKET GARDENS	<p>15.1 The City is often incorrectly identified as the clearing authority for conditions requiring the assessment of soil contamination and buffers associated with market gardens and nurseries. Given the environmental issues associated with these conditions, it is not considered appropriate that the City be nominated as the responsible clearing authority. The City does not have the necessary resources or expertise to provide environmental assessment of soil contamination and market garden spray drift, noise and odours. The Department of Environmental Protection and/or the WAPC are the responsible agencies for such requirements and, as such these agencies should clear these conditions. The subdivider should contact these agencies to obtain clearances for these conditions.</p>
RESTRICTIVE COVENANTS FOR VEHICLE ACCESS	<p>16.1 Subdividers should arrange for documents for restrictive covenants to be prepared at the subdivider's cost, signed by the landowner and submitted to the City for its endorsement with a copy of the Deposited Plan, prior to or with the submission of a clearance request.</p> <p>16.2 The City's solicitors McLeods can prepare such documents at the subdivider's cost to the City's usual requirements. McLeods can be contacted on 9383 3133 or at 220-222 Stirling Highway, Claremont.</p>