

# SUBDIVISION CLEARANCE

City of Wanneroo  
23 Dundebur Road, Wanneroo WA 6065  
Locked Bag 1, Wanneroo WA 6946

T 9405 5000  
E enquiries@wanneroo.wa.gov.au  
wanneroo.wa.gov.au

**THE APPLICANT** *(Person submitting clearance application with whom the City will correspond)*

BUSINESS NAME	
CONTACT PERSON	
POSTAL ADDRESS	
CONTACT NUMBER	
FAX	
EMAIL ADDRESS	

**CERTIFICATION BY PROPERTY MANAGER THAT SUBDIVISIONAL WORKS ARE COMPLETED**

On behalf of ....., I certify that the requirements of all of the conditions on the subdivision approval have been completed and that the attached Clearance Checklist and this Clearance Application form are completed.

.....

.....

**SIGNATURE OF PROJECT MANAGER/ OWNER**
**DATE**

CONTACT PERSON	
CONTACT NUMBER	
EMAIL ADDRESS	

**PROJECT PLANNER**
**PROJECT ENGINEER**

BUSINESS NAME		BUSINESS NAME	
CONTACT PERSON		CONTACT PERSON	
CONTACT NUMBER		CONTACT NUMBER	
EMAIL ADDRESS		EMAIL ADDRESS	

**APPLICATION DETAILS**

WAPC SUBDIVISION APPROVAL REFERENCE NUMBER			
ESTATE NAME		STAGE NO.	
DEPOSITED/ STRATA PLAN NUMBER			
NO. OF LOTS ON PROPOSED ON DEPOSITED / STRATA PLAN			
FEE PAYABLE <i>(Refer to the City's Planning and Sustainability Fee Schedule)</i>			\$

✓ **LODGEMENT CHECKLIST** (Please Check and Complete)

- All questions on clearance application form have been answered.
- Clearance checklist, deposited / strata plan, WAPC subdivision approval and appendices (if required) are attached.
- Clearance application fee is attached. (Refer to the City's [Planning Fee Schedule](#))
- If subdivision approval is to be staged, a copy of the staging plan indicating the subject plan area must be attached.

Please answer all questions below:

<b>1. Has the City's Supervision Fee been paid?</b> <b>* SUPERVISION FEES MUST BE PAID <u>PRIOR</u> TO LODGEMENT OF THE SUBDIVISION CLEARANCE APPLICATION.</b>	
<input type="checkbox"/>	Yes. Supervision Fee is \$ _____ Supervision Fee Payment Date: _____
<input type="checkbox"/>	No. Not Applicable.

<b>2. Has a Practical Completion Inspection (PCI) been undertaken?</b> <b>* BOND APPLICATIONS MUST BE SUBMITTED <u>PRIOR</u> TO THE LODGEMENT OF SUBDIVISION CLEARANCE APPLICATION.</b>	
<input type="checkbox"/>	Yes. PCI Date: _____
<input type="checkbox"/>	No, but the City has approved a bond application for the outstanding works. Bond Amount: _____ Bond Payment Date: _____
<input type="checkbox"/>	No. Not Applicable.

<b>3. Has a Quality Assurance (QA) package been provided?</b>	
<input type="checkbox"/>	Yes.
<input type="checkbox"/>	No. (If a Bond has been provided it will not be refunded until the QA package is received)

<b>4. Is the Deposited/ Strata Plan consistent with the plan on subdivision approved by WAPC?</b>	
<input type="checkbox"/>	Yes.
<input type="checkbox"/>	No. Only minor changes have been made and a letter of explanation is attached. (If there is a significant variation to the approved plan the Application for Subdivision Clearance should not be lodged. You will be required to gain WAPC Approval)

<b>5. Have ALL of the applicable conditions in the WAPC's approval letter requiring Local Government (LG) clearance been complied with, and is the evidence of compliance with conditions attached?</b>	
<input type="checkbox"/>	Yes. Clearance checklist has been completed by the Project Planner and is attached.
<input type="checkbox"/>	Yes, except for where Bond Receipt No. _____ applies.
Condition No(s) are not applicable to this stage: _____ (Staging Plan Attached)	

## Checklist for Clearance of Conditions

WAPC Condition No:	<i>Key Words for Standard Conditions OR Type in non-standard or specific conditions</i>	<i>Demonstrate and provide evidence of how the condition has been fulfilled</i>	Attachment No:
<b>(EXAMPLE)</b>  <b>1</b>	<b><i>Prior to the commencement of subdivisional work, an urban water management plan is to be prepared and approved, in consultation with the Department of Water, consistent with any approved Local Water Management Strategy/ Drainage.</i></b>	<b><i>Urban Water Management Plan (Dated 27 June 2014) – Refer to approved letter from City of Wanneroo dated 11 August 2014 (Reference Number SD123456, #14/123456)</i></b>	<b>N/A</b>

## **PAYMENT**

**Cash:** Can be made at the Civic Centre, 23 Dundobar Road, Wanneroo

**Cheque:** Cheques are to be made payable to the City of Wanneroo and are to be attached to your application and mailed to:

**City of Wanneroo  
Locked Bag 1  
WANNEROO WA 6946**

**Credit Card:** If you would like to pay by credit card please tick the box below and an officer from the City will contact you to obtain details. Please note credit card payments incur a surcharge of 0.57%. This includes GST.

I would like to pay by credit card:

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## **ENQUIRIES**

Further information relating to Subdivision Clearances can be obtained from:

City of Wanneroo  
Approval Services  
Phone: (08) 9405 5000

Website: <http://www.wanneroo.wa.gov.au/>