

## **INFORMATION SHEET :** **SUBDIVISION CLEARANCE**



### ***What is the clearance of a subdivision?***

Within the prescribed period, the developer is required to request the Western Australian Planning Commission (WAPC) approve the diagram or plan of survey of the subdivision, provided the conditions of the subdivision approval are fulfilled to the satisfaction of the WAPC.

The agency/authority (e.g. Western Power, Water Corporation of WA) or Local Government noted in brackets at the end of each condition is responsible to clear the relevant conditions and to provide a written advice to the applicant confirming that the WAPC's requirements outlined in the condition have been fulfilled.

### ***Documents to be Submitted***

Where Local Government conditions are to be cleared by the City of Busselton, one copy of the following documents are required to be submitted:

- Application for Subdivision Clearance Form and Checklist
- Subdivision Clearance Application Fee
- Diagram or plan of survey (Deposited/ Strata Plan)
- WAPC Subdivision Approval
- Staging Plan (if applicable)
- Appendices (Copies of Undertakings, Statutory Declarations)

All other supporting information should be lodged separately prior to the Application for Subdivision Clearance.

### ***Subdivision Clearance Application Fee***

Subdivision clearance application fee is to be lodged with the Application for Subdivision Clearance, please refer to the City's [Fees and Charges Schedule](#). Fees are not payable for POS, drainage, common property or balance title lots. Cheques are to be made payable to the City of Busselton.

### ***Developer Contribution Fees***

Where the subdivision approval contains a condition requiring the payment of developer contributions, please refer to the City's [Contributions to Community Infrastructure and Community Facilities Information](#). Alternatively a tax invoice can be requested from [planning@busselton.wa.gov.au](mailto:planning@busselton.wa.gov.au). Cheques are to be made payable to the City of Busselton and forwarded to the City with the Application for Subdivision Clearance.

### ***Staging of subdivision approval***

Where a subdivision approval is proposed to be staged (e.g. residential estate), the deposited plans should be identified (e.g. highlighted) on the WAPC approved plan of subdivision and accompanied by a Staging Plan to assist in early consideration of deposited plans by the City and to demonstrate when and how approval conditions will be complied with.

### ***What do I need to check prior to applying for clearance?***

### ***Supervision***

The City requires that the works are constructed to a suitable and acceptable standard. To ensure quality construction the City requires a Clerk of Works / Resident Engineer / Architect to supervise the construction required for the development.

For further information please refer to the Engineering and Works Services Standards and Specifications [Guidelines and Administration Requirements for Subdivisions and Developments](#).

The City's Supervision Fees should be submitted prior to the lodgement of the Application for Subdivision Clearance.

### ***Bonding of Subdivisional Works***

The agreed bonding of subdivision works should be submitted and approved by, and paid to the City, prior to the lodgement of the Application for Subdivision Clearance. Please contact the Development Control Team for further information on 9781 0444.

### ***Geotechnical Reports***

Geotechnical Reports should be prepared and certified by a suitably qualified professional and submitted to the City's Land Development team, prior to the lodgement of the Application for Subdivision Clearance.

### ***Practical Completion Inspection***

The applicant/ developer is required to contact the City's Development Control Team to organise an onsite Practical Completion Inspection (PCI) prior to the lodgement of the Application for Subdivision Clearance, unless a bond for outstanding works has been lodged and accepted by the Development Control Team. A PCI report will be forwarded to the developer/ engineer.

### ***Sewage Treatment Systems***

For the City to clear conditions relating to sewage treatment systems, being either decommissioning or remaining in situ, the applicant should first determine whether an on-site sewage treatment system was installed at the location and if so, what it was composed of and where it was located.

If City records show that at no stage has an on-site sewage treatment system been installed at the location then a statement to that effect be supplied with the Application for Subdivision Clearance. However the applicant should ensure that the site does not contain any un-approved systems that would not be on City records and detail this in the documentation provided.

If records shown an on-site sewage treatment system was installed the City needs records to show the system has either been decommissioned or adequate setbacks are met.

If the system is to remain, then a scale plan (1:100) showing the exact location and components of the existing system and any boundaries or structures associated with the subdivision should be submitted. For information on setback requirements please contact the Environmental Health team on 9405 5000.

If the system is still in situ and is to be decommissioned then a should be completed and submitted prior to the lodgement of the Application of Subdivision Clearance.