



Subdivision Clearance Application Form

This information sheet provides guidance on the City's requirements for obtaining clearance of Western Australian Planning Commission subdivision approval (for Local Government conditions only).

All requests for subdivision clearance will not be received unless the applicant has provided a written confirmation that all works associated with the Conditions of Clearance have been completed. Applications must include the following:

- Application for Clearance of Subdivision Approval Conditions Form (attached);
- Subdivision Clearance fees (refer to the City's Schedule of Fees and Charges); and
- Two copies of Deposited or Survey Strata Plan.

Please note that as part of this application a site inspection will be undertaken. In the event that the clearance works have not been completed an additional site inspection will be undertaken and an additional fee of \$100.00 will be charged in line with the City of Kalamunda's Schedule of Fees and Charges.

Any other documentation relating to the approved Local Government conditions of subdivision must be supplied with the application for clearance, regardless of such information having been previously supplied to the City and may include, but is not limited to:

1. Diagram of Survey showing full details of all lots, road reserves, easements (temporary and permanent) and reserves, and where necessary setbacks between new boundary and existing structures;
2. Geotechnical report;
3. Completion of any Deeds, Agreements or Legal documents required;
4. Decommissioning of septic tanks to include:
 - Pump out certificate from licenced septic waste disposal company;

- Details of decommissioning undertaken and by whom; and/or
 - Statutory Declaration stating that decommissioning has been undertaken (when other documentation is not available);
5. Consulting Engineer's Certification that all works have been completed in accordance with the approved engineering plans and specifications;
 6. Details of retaining walls and uniform fencing completed where necessary;
 7. Any information and assessments required to address conditions relating to Bushfire Prone Areas;
 8. Payment of, and supporting documentation relating to, Cash-in-lieu of public open space, where relevant;
 9. Payment of, and supporting documentation relating to, developer contributions, where relevant;
 10. Any other documentation or information relating to the development of the land via subdivision to support future intended development, including a staging plan;
 11. Vegetation protection plan or landscaping plan;
 12. Photographic evidence and Schedule of Works; and
 13. Any other information the City requires to discharge conditions of subdivision approval

Lodgement for Subdivision Clearance			
WAPC Reference Number			
Date of WAPC Approval			
Property Details			
Lot Number		Street Number	
Street Name			
Locality			
Applicant Details			
Name			
Company			
Email			
Address			
Contact Number			
Deposited/ Strata Plan Number			
Number of Lot on Proposed Plan			
Applicable Local Government Conditions			
Clearance Application Fee			

Lodgment checklist and conditions form must be completed with all applications. Anything left incomplete or not included in the application may result in the application being returned.

Copies of all relevant documentation and supporting evidence / reports are to be provided with each application regardless of having been previously provided to the City for other reasons or as part of a previous clearance request.

For more information, please call 9257 9999 or email enquiries@kalamunda.wa.gov.au (attn. Planning Department)

