

Clearance Process

Lodgement

 You may now lodge your Built Strata Subdivision Clearance Application (Form 15C) via email to planning.lodgement@swan.wa.gov.au instead of submitting a hardcopy application.

To avoid your application being returned (for reconfiguration purposes) please ensure you adhere to the following steps.

- 1. Prepare an email:
 - Address the email to planning.lodgement@swan.wa.gov.au; and
 - Include the following text in the email's subject field:
 Request for Built Strata Subdivision Clearance (Form 15C) Property Address
- 2. Compile the following **mandatory** documents in one bookmarked PDF** and attach them to the email:
 - Completed Form 15C Application Form (Available at the end of this document);
 - · Strata Scheme Plan; and
 - Photographic evidence to demonstrate fulfilment of Development Approval and Form 15A conditions wherever possible.
 - **Please ensure the above documents are arranged in one bookmarked pdf to assist City staff in processing your application.
- 3. Fee payment can occur once we have invoiced you.
- If you wish to provide a digital Diagram of Survey, please ensure it is in 'Microsoft Design File' format.
- This form must be completed correctly if you wish to receive the City's clearance. Incomplete forms will be returned.
- Certification on actions undertaken to enable clearance must be provided by the subdivider or person with legal authority to act on behalf of the subdivider.
- All Development Approval and Form 15A Approval conditions must be satisfactorily met prior to lodging a
 Built Strata Subdivision Clearance (Form 15C) application. Where an application comprising unmet
 conditions is lodged with the City, the applicant will be provided 30 days to ensure all conditions have
 been met. Following this period, the application will be refused.

Payment of Fees

- Refer to the Statutory Planning Fees & Charges Schedule DSI 3690647;
- Once we have invoiced you, fee payment can be made via credit card in person or <u>online</u>.



Applicant Details

Name / Company		
Contact Person	Phone No	
Email		

Property Details

Lot Numbers	Location
Street	Numbers
Owner(s)	Locality
Subdivision Name	Stage No.

Development Approval Details

City of Swan Reference		
Decision Date	No. of lots approved	
No. of lots to be cleared	Deposited / Strata Plan No.	

Conditions requested for clearance

I certify that the requirements of all conditions of the development approval and Form 15A approval have been completed and that the information supplied in the Form 15C Checklist is correct.

Name	Company	
Position of Authority	Signature	

Devel	opment Approval & FORM 15A Conditions	Action undertaken to satisfy conditions	Liaising Council
No.	Condition Text	(it is <u>mandatory</u> to provide photographical evidence wherever possible)	Officer



No. Condition Text Action indertaken to satisfy conditions (it is mandatory to provide photographical evidence wherever possible) Liaising Co Officer	



No. Condition Text Action indertaken to satisfy conditions (it is mandatory to provide photographical evidence wherever possible) Liaising Co Officer	



Devel No.	opment Approval & FORM 15A Conditions Condition Text	(it is mandatory to provide photographical evidence wherever possible)	Liaising Council Officer

Strata Scheme Form 15C Checklist & City of Swan (Built Strata Clearance)



Document Control					
Document Owner					
Business Unit Name		Officer Title Contact Number		Contact Number	
Statutory Planning Coordinator		Statutory Planning Ref	orm	(08) 9267 9691	
Document Ref.	Doc. Set	ID	Review Frequency		ds basis - when statues, regulations or y change.

Version	Decision Reference	Decision Date	Summary of Actions / Changes
1	Coord. Stat. Planning Reform	8/02/2024	Created in CiA ECM & published.
2	Coord. Stat. Planning Reform	28/3/2024	Modified title.