

Built Strata (Strata Plan) Subdivision Clearance Checklist (Form 15C)



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.

- 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
- 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.

- 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 [online](#).

Strata Scheme Form 15C Checklist (Built Strata Clearance)



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

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2	Coord. Stat. Planning Reform	28/3/2024	Modified title.