

Subdivision Clearance Application Form



Subdivision Clearance Process

Lodgement

- You may now lodge your **Subdivision Clearance Application** 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 Subdivision Clearance - Believe Conditions xxx have been met – Estate Name / Stage No. – Property Address
- 2. Compile the following documents in one bookmarked PDF** and attach them to the email:**
 - Completed Subdivision Clearance Application Form (Available from the City's website: <https://www.swan.wa.gov.au/Services-support/Property-land/Application-forms-fees>);
 - Deposited Plan; and
 - Any supporting Documents that are required to demonstrate fulfilment of relevant conditions

** Please ensure the above documents are arranged in **one bookmarked pdf** to assist City staff in processing your application.
- 3. Payment of application fee**
Payment can be made via credit card or cheque, however credit card payment is the City's preferred payment method, as cheques will need to be posted in with a covering letter and matched to the specific application.

- 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 conditions must be satisfactorily met prior to lodging a clearance 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](#) document; and
- Complete the [Planning Payment Form](#), available on the City's website: <https://www.swan.wa.gov.au/Services-support/Property-land/Application-forms-fees#Schedule-of-fees-amp-charges-5>.

Item	Description of Planning Service	Maximum fee 2022/2023
9.	SUBDIVISION / SURVEY STRATA	
	Providing a subdivision clearance for:	
	(a) not more than 5 lots	\$73 per lot
	(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot
	(c) more than 195 lots	\$7,393
	Engineering Supervision / Inspection Fee	\$189 (minimum)

Subdivision Costs		
Expenses of road or waterway construction and road drainage		
** Where the person has not engaged a consulting engineer		3.0%
** Where the person has engaged a consulting engineer		1.5%
** Based on cost of construction and drainage as estimated by the Council		
Smaller Subdivisions – Supervision/Inspection of drainage and common property driveways		189.00
General Rural Subdivisions – Road Construction (per lot)		2,643.00

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Freehold (Green Title) Amalgamation Survey Strata

Applicant Details

Name / Company			
Contact Person		Phone No.	
Email			

Property Details

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

Subdivision Approval Details

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

Conditions requested for clearance

Condition No.	Condition Key Words	Action undertaken to fulfil condition	Liaising Council Officer

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Condition No.	Condition Key Words	Action undertaken to fulfil condition	Liaising Council Officer

I CERTIFY THAT THE CONDITIONS LISTED ABOVE HAVE BEEN FULLY COMPLETED.

Name		Company	
Position of Authority		Signature	

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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 3854356

Review Frequency

Needs basis - when statues, regulations or policy change.

Version	Decision Reference	Decision Date	Summary of Actions / Changes
1	Coord. Stat. Planning Reform	23/11/2016	Created in Dataworks & published.
2	Coord. Stat. Planning Reform	07/06/2017	Removed Subdivision Clearance and Engineering Supervision / Inspection Fees Added link to Statutory Planning Fees & Charges document on website (DSI 3690647) so that only one (1) form requires updating.
3	Coordinator Planning Process	24/08/2017	Reinstated the Subdivision Clearance and Engineering Supervision / Inspection Fees – based on feedback received through the external website users and surveying companies
4	Coord. Stat. Planning Reform	10/01/2019	Added Payment Method section to enable upfront payment of applications lodged electronically.
5	Coord. Stat. Planning Reform	5/03/2019	Reformatted form so that it can be made into a PDF form easily.
6	Coord. Stat. Planning Reform	7/06/2019	Modified to include electronic lodgement information. Also, reformatted form so that it can be made into a PDF form automatically using 'create a form' in Adobe Pro.
7	Coord. Stat. Planning Reform	11/06/2019	Removed Payment Method section. Created one Payment Method form for all application types, to avoid record keeping issues.
8.	Coordinator Planning Process	06/04/2022	Updated subdivision cost charges to reflect the 2021/2022 approved fees & charges.
9.	Coord. Stat. Planning Reform	17/05/2023	Updated corporate formatting.