

# Subdivision Clearance Process

one city diverse places



## Lodgement

- You may now lodge your **Subdivision Clearance Application** via email to [planning.lodgement@swan.wa.gov.au](mailto: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](mailto: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 (note - the application form has been amended to accommodate this) 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 2017/18
8.	<b>SUBDIVISION / SURVEY STRATA</b>	
	<b>Providing a subdivision clearance for:</b>	
	(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	\$174 (minimum)

### Subdivision Costs

Expenses of road or waterway construction and road drainage

\*\* Where the person has not engaged a consulting engineer 3.0% 3.0%

\*\* Where the person has engaged a consulting engineer 1.5% 1.5%

\*\* Based on cost of construction and drainage as estimated by the Council

Smaller Subdivisions – Supervision/Inspection of drainage and common property driveways 174.00 179.00

General Rural Subdivisions – Road Construction (per lot) 2,443.00 2,516.00





## 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 statutes, 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	<ul style="list-style-type: none"> <li>Removed Subdivision Clearance and Engineering Supervision / Inspection Fees</li> <li>Added link to Statutory Planning Fees &amp; Charges document on website (DSI 3690647) so that only one (1) form requires updating.</li> </ul>
3	Coordinator Planning Process	24/08/2017	<ul style="list-style-type: none"> <li>Reinstated the Subdivision Clearance and Engineering Supervision / Inspection Fees – based on feedback received through the external website users and surveying companies.</li> </ul>
4	Coord. Stat. Planning Reform	10/01/2019	<ul style="list-style-type: none"> <li>Added Payment Method section to enable upfront payment of applications lodged electronically.</li> </ul>
5	Coord. Stat. Planning Reform	5/03/2019	<ul style="list-style-type: none"> <li>Reformatted form so that it can be made into a PDF form easily.</li> </ul>
6	Coord. Stat. Planning Reform	7/06/2019	<ul style="list-style-type: none"> <li>Modified to include electronic lodgement information. Also, eformatted form so that it can be made into a PDF form automatically using 'create a form' in Adobe Pro.</li> </ul>
7	Coord. Stat. Planning Reform	11/06/2019	<ul style="list-style-type: none"> <li>Removed Payment Method section. Created one Payment Method form for all application types, to avoid record keeping issues.</li> </ul>