

*Operations*

GUIDELINES FOR  
**CLEARANCE OF  
RESIDENTIAL SUBDIVISION  
ENGINEERING CONDITIONS  
IN THE CITY OF SWAN**

February 2016

## Version History

<b>Version number</b>	<b>Date</b>	<b>Comments</b>
A	1 July 2015	Draft version
1	17 July 2015	For publication
2	17 Feb 2016	Checklist updated

## OVERVIEW

This document is designed to assist small scale (less than 7 lots) and strata residential subdividers with the West Australian Planning Commission (WAPC) conditions relating to their subdivision. This document specifically relates to Engineering, rather than Planning related Local Government conditions from WAPC approvals. It will outline the minimum standards expected for clearance, any applicable fees and options for bonding in certain circumstances. These standards are applied across the City to ensure subdivided lots have a high standard of functionality and longevity.

This document will deal with the most commonly applied WAPC conditions for small scale subdivisions. A full list of standard WAPC conditions can be found in the WAPC's Model Subdivision Conditions Schedule [available online](#).

Subdividers and their consultants/contractors should read this document in full before contacting the City of Swan regarding requirements for the fulfilment of conditions. A [Frequently Asked Questions \(FAQ\)](#) section at the end of this guideline deals with some of the most commonly queried issues.

All conditions on your WAPC Conditional Approval **must be** addressed **prior** to submission of the clearance request. Any outstanding works will result in significant delays for your clearance.

Large scale subdivisions, industrial subdivisions, commercial subdivisions and any subdivisions that include a condition that requires the creation or construction of road reserve or other public assets should not use this document as guidance, and should instead refer to the [City of Swan's Subdivision page](#) for links to appropriate documents.

Once you are ready for submission of your clearance, please complete the [Subdivision Engineering Conditions Checklist](#) in Appendix B and submit it along with your clearance form.

## LAND FILLED, STABILISED & DRAINED (WAPC CONDITION D4)

This is the most commonly applied WAPC condition on small scale urban subdivisions. This condition is generally worded in full as:

*The land being filled, stabilised, drained and/or graded as required to ensure that:*

*a) lots can accommodate their intended development; and*

*b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting; and*

*c) stormwater is contained on-site, or appropriately treated and connected to the local drainage system. (Local Government)*

In order to clear this condition, the land needs to be graded such that it lies flat enough for development (generally this means completely flat where a house is expected to sit) and that the levels of the ground match those of surrounding properties. Where the level difference between the subdivided lot and a neighbouring lot is greater than 100mm, a retaining wall will be required.

The other component to this condition is outlined in bullet point (c), this relates to the drainage for the lot. Applicants should search for the Stormwater Disposal Method on the City of Swan's [Intramaps system](#) to determine whether the area is suitable for Soakwells, or if it requires a Council Connection.

If the disposal method is "Soakwells" and the subdivided lot is greater or equal to 300 m<sup>2</sup>, then no further infrastructure is required for the lot; however for battleaxe subdivisions, the access leg will still require drainage.

If the disposal method is "Council Connection" or the subdivided lot is less than 300 m<sup>2</sup>, a lot connection with a silt pit is required for the lot. If this is the case there are a number of scenarios that may apply:

i) **There is no road drainage line to connect in to**

In this circumstance, a silt pit should be provided on the lot or in the access leg, which in turn connects in to a bubble up pit. City of Swan standard [STD 104-1](#) provides details for this approach for battleaxe subdivisions. Where the subdivision is not a battleaxe, a silt pit with associated bubble-up in the crossover should be provided for each lot. Please note that in situations where your lot level is lower than the road or grades away from the road a bubble-up will not be suitable and an alternative solution will be required, in this circumstance please call (08) 9267 9267 and ask to speak to the Subdivision & Drainage Engineer.

ii) **There is a drainage line, but no suitable connection pit**

In this circumstance the applicant should contact the City of Swan on (08)

9267 9267 and ask to speak to the “Engineering Roster”. The applicant will need to provide some information on the subdivision and required location for the connection pit. It will take a minimum of 2 weeks for the pit to be installed after all required information and outstanding fees have been paid. Once the pit is installed, the silt pit from the lot or access leg needs to be connected into the provided connection pit.

iii) **There is a drainage line and a suitable connection pit**

The silt pit from the lot or access leg needs to be connected into the nominated connection pit.

To determine whether or not there is a drainage line to connect to, please refer to the FAQ section.

Please note that all lot connections require a silt pit either on the lot or in the access leg. City of Swan standard [STD 49s](#) provides details for the silt pit. The connection in to the City of Swan pit should be such that the connecting pip is flush with the connection pit walls (not protruding in to the pit) and should be grouted to ensure there is no gap where the pipe penetrates the wall of the connection pit.

Any damage or removal of footpath during the construction of the drainage must be repaired or replaced prior to clearance. Any damage to the surrounding verge must be similarly re-instated prior to clearance.

Lots in the greater Midland, Guildford, South Guildford & Hazelmere areas will be required to make a one off contribution to the District Drainage Fund. This will often appear as an advice note on the WAPC approval. This fund relates to the following council policies which can be found on the City of Swan’s website:

- [City of Swan Policy POL-C-040 Midland District Drainage Development Reserve Fund](#)
- [City of Swan Policy POL-C-062 Hazelmere \(Residential Areas\) Drainage Improvement Reserve Fund](#)
- [City of Swan Policy POL-C-096 Guildford and South Guildford District Drainage Development Fund](#)

As of 1 July 2015 the applicable rate for these funds are \$6.351 per square meter of the entire parent lot. For example if you are subdividing a 1000m<sup>2</sup> lot into two 500m<sup>2</sup> lots, the applicable fee is \$6.351 x 1000m<sup>2</sup> = \$6,351. This rate is revised every financial year, and the applicable rate will be that at time of subdivision clearance application.

The only lots within the Drainage Fund areas that are exempt from this fee are those which have previously paid the contribution on a subdivision application or development approval (DA). Please see the [FAQ in this document](#) for more information on the fund.

## **CONSTRUCT AND DRAIN ACCESS WAY (T16)**

This condition is applied on lots with access ways shown on the subdivision plan –

whether they are designated as Common Property or wholly as part of one of the lots. The wording of this condition is generally:

*The proposed access way(s) being constructed and drained at the landowner/applicant's cost to the specifications of the local government.  
(Local Government)*

### **Urban zoned subdivisions**

For subdivisions on urban zoned land the access leg is required to be an absolute minimum of 3m sealed surface with 0.5m clearance to the side lot boundary for access ways servicing up to 4 lots. For access ways servicing 5 or more lots a minimum of 4m sealed surface with 0.5m clearance to the side lot boundary and shall be designed to allow vehicles to pass in opposite directions at one or more points. Further information is available in section 5.3.5 of [State Planning Policy 3.1 - Residential Design Codes](#).

The access leg is required to be fully drained, with suitably sized drainage grates based on the size of the access leg. The driveway drainage should be sized to contain a 1 year 1 hour storm (16mm of rainfall). Depending on the Stormwater Disposal Method listed on [Intramaps](#), the drainage pits may either be Soakwells or interconnected drainage pits with outlets to the road drainage system or a bubble up as per City of Swan standard [STD 104-1](#). Please see the [example in Appendix A](#) for a good indication of what is required for access way drainage.

The access way must also be constructed and sealed in full. The City of Swan [Design Specification D12](#) outlines the standard to which the access way must be constructed in sections D12.06 and D12.09. Design Specification D12 only deals with bituminous concrete (asphalt) access legs, for concrete or brick paved access legs, the pavement profile should be to the same standard as required for crossovers in the City of Swan's [Specification for the Construction of Vehicular Crossovers](#).

### **Rural zoned subdivisions**

The [City of Swan battleaxe guidelines](#) outlines the requirements for the construction of access ways on rural zoned land. Please ensure you check the zoning of your property to see if your lot is classified as "Special Rural", "Semi Rural" or "General Rural". Note that unsealed access ways are only acceptable on "General Rural" lots.

## **PROVISION OF VEHICULAR CROSSOVERS (T20)**

This condition relates to the construction of vehicular crossovers to one or more of the proposed lots. The condition is generally worded as:

*Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)*

This condition is almost always applied when an access way is indicated on the subdivision plan or in the case of rural subdivisions.

### **Urban zoned subdivisions**

For this condition to be satisfied, all access ways are required to have a crossover constructed to the City of Swan's [Specification for the Construction of Vehicular Crossovers](#). All existing crossovers must comply with this specification at the time of clearance – including those servicing dwellings that will remain after subdivision. Crossovers servicing access ways must match the location and dimensions off the access way, no offset is allowed. Any damage or removal of footpath during the construction of the crossover must be repaired or replaced prior to clearance. Any damage to the surrounding verge must be similarly re-instated prior to clearance. If there is a satisfactory reason to delay the construction of a crossover, then in some circumstances the works can be bonded – note that **only** the crossover may be bonded in lieu of completing the works, all other works must be finished at the time of clearance. If this option is reasonable and preferred, please contact the City of Swan on (08) 9267 9267 and ask to speak to the Subdivisions & Drainage Engineer.

### **Rural zoned subdivisions**

For this condition to be satisfied all lots must be serviced with a crossover to the standard shown in the City of Swan's [Specification for the Construction of Vehicular Crossovers](#). We do not allow bonding of crossovers under any circumstances for rural properties, these works must be complete before clearance.

## **REMOVE AND REINSTATE REDUNDANT CROSSOVER (T23)**

This condition is applied when an existing crossover will be made redundant by the subdivision. For this condition to be satisfied, the crossover must be removed in full and the verge must be reinstated to the same standard as the surrounding verge. Any damage or removal of footpath during the removal of the crossover must be repaired or replaced prior to clearance. If you have questions about what standard to reinstate the verge to, please call 9267 9267 and ask to speak to the Parks and Landscaping Assets Co-ordinator.

## **UPGRADE EXISITNG ROAD (T5)**

This condition is generally only applied to rural subdivisions. The wording is usually in the form of:

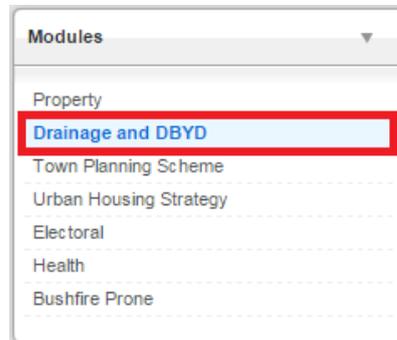
*Satisfactory arrangements being made with the local government for the full/partial [INSERT VALUE HERE] cost of upgrading and/or construction of [INSERT VALUE ROAD(S)] in the locations as shown on the plan dated [INSERT] (attached) to a standard of [INSERT VALUE]. (Local Government)*

Most commonly this takes the form of paying a fee into a Road Reserve Fund for each new lot you are creating within your subdivision. As of 1 July 2015 the cost per new lot is \$2,383.00. For example if you are subdividing 1 lot into 5 lots, you would pay a total of 4 x \$2,383.00 = \$9,532.00. Please note this value is revised each financial year. This money is held in a Road Reserve Fund and will only be used to fund upgrades to the road on which the property is located.

## FREQUENTLY ASKED QUESTIONS (FAQ)

### 1) How do I determine if there is a suitable drainage line for me to connect in to?

Please refer to our [Intramaps system](#) Search for your address and click on the “Drainage and DBYD” module on the left:



If Intramaps does not show drainage, but you suspect there is drainage present, please call the City of Swan on (08) 9267 9267 and ask to speak to the Engineering Roster.

### 2) Why do I have to pay in to the drainage fund?

The drainage fund was created for the greater Midland, Guildford, South Guildford and Hazelmere areas as it was determined these older residential areas had inadequate drainage infrastructure to support the amount of infill occurring through subdivision and development. As these areas have a silty-clay soil profile, stormwater does not soak into the ground at nearly the same rate as in sandy areas, as such more drainage infrastructure is needed than in a sandy suburb. The money in this fund is used solely to upgrade drainage infrastructure in the associated area – this usually takes the form of upgrading the road drainage and providing lot connections for properties on these roads.

### 3) There is no road drainage in my area, do I still have to pay in to the drainage fund?

Yes, the City of Swan has a long term plan to upgrade all the drainage in the nominated areas – if there is no road drainage or drainage connection available for your property it is because the road drainage is yet to be installed or upgraded. The drainage upgrade works will include picking up any “bubble up” outlets installed in the verge and connecting them to the road drainage.

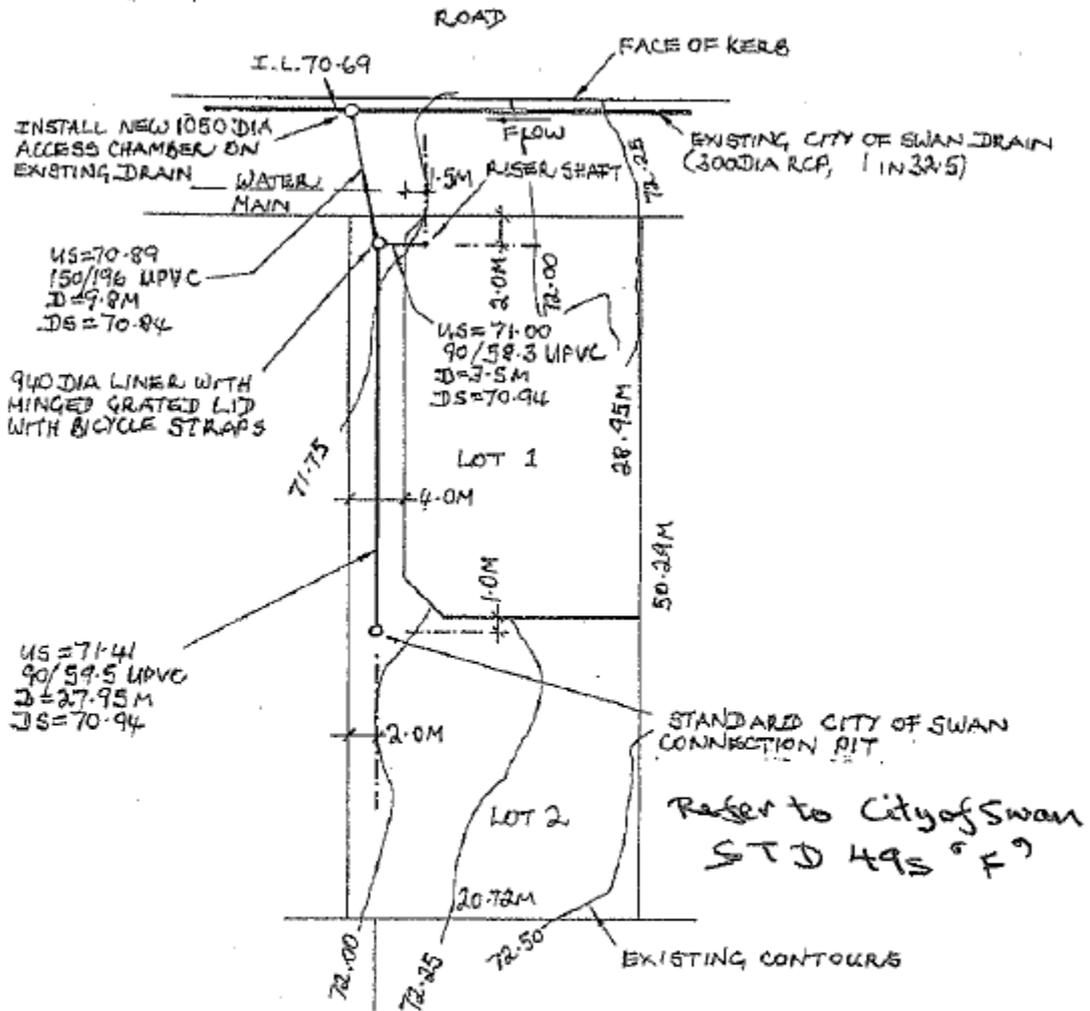
### 4) How do I apply for the release of my crossover bond?

Once you have completed the crossover(s) to the [City of Swan's standard](#), please download and fill out the [Application for Release of Engineering Bond](#) form and mail or email it to the City of Swan.

### 5) Are there any other applicable fees for my subdivision?

All subdivisions with the conditions mentioned in these guidelines are subject to a Subdivision Supervision Fee. As of 1 July 2015 this fee is a minimum of \$170.00 per subdivision, with the fee being reviewed each financial year.

**APPENDIX A – ACCESS WAY DRAINAGE EXAMPLE**



PLAN

1:400

- NOTE 1) ALL 150 DIA PIPE TO BE SEWER CLASS S18**  
**2) ALL UPVC PIPES TO BE LAID IN ACCORDANCE WITH AS 2032-2006, INCLUDING 75 MM**

## APPENDIX B – SUBDIVISION ENGINEERING CONDITIONS CHECKLIST

Applicant name: \_\_\_\_\_

Property address: \_\_\_\_\_

WAPC number: \_\_\_\_\_

My subdivision is:  Urban zoned  Rural zoned

My Conditions	Fulfilment of condition:	
<input type="checkbox"/> Land filled, stabilised and drained (D4)	Stormwater disposal method from <a href="#">Intramaps</a> :	
	<input type="checkbox"/> Soakwells	
	<input type="checkbox"/> Council connection <input type="checkbox"/> I have provided a silt pit on the lot(s)	<input type="checkbox"/> There is no road drainage line and I have provided a bubble-up outlet in the crossover.
		<input type="checkbox"/> There is no road drainage line and the land does not grade to the road. I have arranged an alternative arrangement in agreement with the City of Swan's Subdivisions & Drainage Engineer.
	<input type="checkbox"/> There is a drainage line and I have connected into a suitable or provided drainage pit.	
<input type="checkbox"/> Construct and drain access way (T16)	<input type="checkbox"/> I have fully constructed and drained the access way to City of Swan specifications.	
<input type="checkbox"/> Provision of vehicular crossovers (T20)	<input type="checkbox"/> I have constructed and/or upgraded all crossovers to the City of Swan's Specification for the Construction of Vehicular Crossovers.	
	<input type="checkbox"/> I have opted to bond the crossovers as agreed with the City of Swan's Subdivisions & Drainage Engineer.	
<input type="checkbox"/> Remove and reinstate redundant crossover (T23)	<input type="checkbox"/> All redundant crossovers have been removed and I have fully reinstated the verge.	
<input type="checkbox"/> Upgrade existing road (T5)	<input type="checkbox"/> I understand the requirements to pay a fixed fee per new lot created with this subdivision.	

### Subdivision Engineering Fees for 2015/16 Financial Year \*

Applicable fees:	Cost:	Applies to:
Subdivision Supervision Fee	\$170.00 (minimum)	All subdivisions with engineering conditions.
Drainage Contribution	\$6.351 per square meter of the entire parent lot	All lots in drainage contribution areas where the contribution has not been paid previously.
Restricted Road Contribution	\$2,383.00 per new lot	Rural subdivisions with condition T5
Outstanding work bonds	As agreed by CoS	Circumstances agreed with CoS

\* Fees revised each Financial Year

**Please attach photographic evidence of all cleared conditions, including drainage connections from within drainage pits in order to ensure your clearance is finalised as soon as possible.**