

## Subdivision Clearance Checklist

When submitting a request for the City's clearance of subdivision conditions the following information is required before the request can be accepted:

- One (1) copy of the Deposited Plan / Survey Strata Plan
- Completed subdivision checklist (refer below)
- Any supporting information as may be required by the City to enable it to be determined how each local government condition has been met
- Payment of the relevant clearance fee (*refer Planning Schedule of Fees on the City's website. Please note that the City does not charge for common property or balance (remaining) title lots where further subdivision is proposed*).
- Where applicable evidence that completed instruments imposed on behalf of the City have been registered with Landgate (for a notification under section 70A or a restrictive covenant under section 129BA of the *Transfer of Land Act 1893*)

Following receipt of your fully completed clearance request, the site will be inspected to confirm that the conditions have been fulfilled. If the City is satisfied that all conditions have been completed then a letter of clearance will be issued.

It is the applicant's responsibility to ensure that all relevant local government conditions of subdivision are fulfilled prior to submitting a request for clearance.

Should the information submitted be incomplete or incorrect, or conditions not fulfilled, this will delay assessment of the application. The application will be held pending the receipt of the required information and/or the undertaking of the action to fulfil the conditions of subdivision.

### EXAMPLE OF COMPLETED CHECKLIST

WAPC Condition No.	Condition (summary)	How has this condition been satisfied?	Evidence Provided
1	Land filled, stabilised, drained and/or graded	Retaining wall constructed as per approval, and land graded to match adjoining level.	
2	All buildings having necessary clearance from new boundaries	Existing dwelling has been modified to comply with R-Code and BCA requirements.	
3.	Buildings/structures demolished	<ul style="list-style-type: none"> <li>• All buildings have been removed from the rear lot and the land graded.</li> <li>• All existing fencing fronting the street has been removed.</li> </ul>	
4.	Existing Dwelling to comply with R-Codes	<ul style="list-style-type: none"> <li>• The existing dwelling has direct access to the minimum required area of outdoor living area (courtyard) with a minimum dimension of 4.0 metres, and accessible from the living room.</li> <li>• Two R-Code compliant car parking bays with access to the driveway off common property have been installed.</li> <li>• A store has been provided for the existing dwelling with a 4m<sup>2</sup> internal area.</li> </ul>	
5.	Redundant crossovers removed and verge reinstated	The existing crossover has been removed, the kerb reinstated, and verge reinstated with grass.	
6.	Septic tank decommissioning	<ul style="list-style-type: none"> <li>• The septic tank system has been removed, filled with clean sand and compacted. A completed statutory declaration is attached to this effect.</li> </ul>	

## City of Joondalup Subdivision Clearance Checklist

<b>APPLICANT NAME:</b>			
<b>WAPC APPROVAL NO.:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; background-color: black; color: white; padding: 5px;"><b>WAPC APPROVAL DATE:</b></td> </tr> </table>		<b>WAPC APPROVAL DATE:</b>
	<b>WAPC APPROVAL DATE:</b>		
<b>PROPERTY ADDRESS:</b>			
<b>APPLICANT EMAIL ADDRESS</b>			

I certify that the requirements of all of the conditions on the subdivision approval have been completed and that the information supplied in the Subdivision Clearance Checklist is correct.

\_\_\_\_\_  
Signature of SURVEYOR / PROJECT MANAGER / OWNER

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

WAPC Condition No.	Condition (summary)	How has this condition been satisfied?	Evidence Provided
			Yes  No  N/A
			Yes  No  N/A
			Yes  No  N/A

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