

Subdivision - Basic Steps

Zenith Land Surveys

www.zenithsurvey.com.au

CALL- 1300 038 722



State Planning Policy 3.1
Residential Design Codes



THE INFORMATION CONTAINED
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W

How do I subdivide my property in W.A?

A Beginners Guide.

by Zenith Surveying

<http://www.residentialsurveysperth.com.au/>

Case Study - 2 Lot Subdivision (Residential)

Understanding the WAPC (Western Australian Planning Commission) subdivision application process and what is required to complete a new development will be difficult for a first time developer without the aid of a Surveying Company or Town Planner. Once you have completed your first project however, you will have a much greater understanding of the stages and process.



Please read the following pages to gain a better understanding of the process of applying at WAPC and the chain of responsibility shared between client and surveyor (at Zenith Surveying) during the process. Please note this is a case study on a particular subdivision. You should not assume your own subdivision will have the same WAPC conditions.

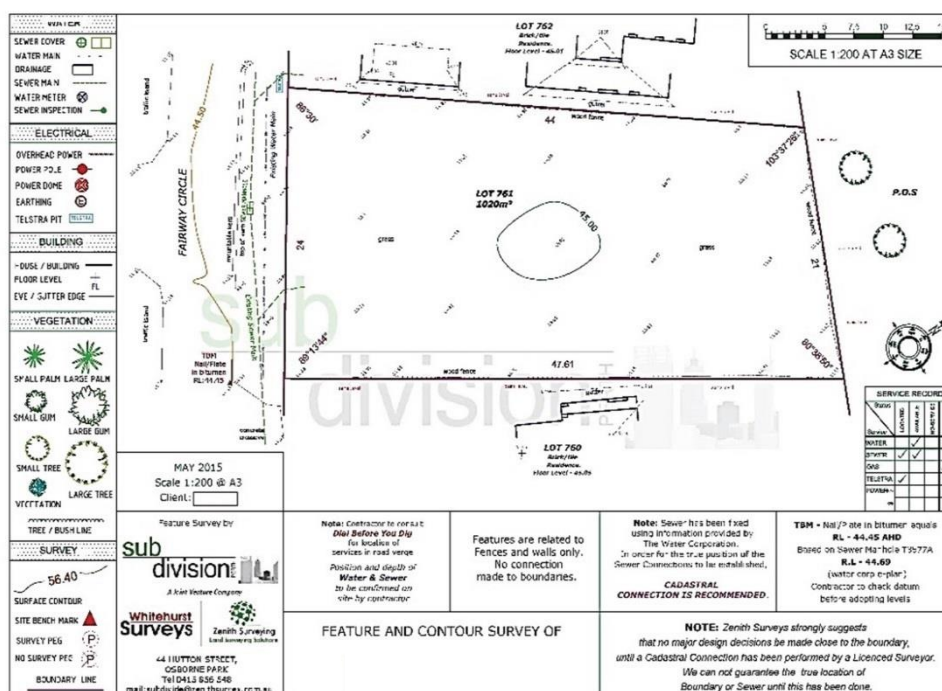
Please Note: The goal of this document is to present a clear, easy, step by step account of a typical subdivision in W.A. Our target readers are first time developers with "no" experience in subdivision. We have left out a lot of the typical subdivision and surveying terminology frequently used during the process. This is to minimise the amount the reader has to absorb while trying to remember all the steps. Use this as a rough guide only and always consult with your surveyor for all decisions.

"We hope you enjoy the read... and good luck with your first subdivision"

Disclaimer: This document should only be used as a rough guide to understand the stages of subdivision. You will need to consult with your surveyor for your own project. Zenith Surveying PTY LTD accepts no responsibility for any subdivision being managed by any persons who have used this document as a point of reference at any point in time.

• STAGE 1 – Site Feature Survey / Application Form 1A

1. Client consults with Land Surveyor to discuss options and expectations from the project – **Client / Surveyor**
2. Surveyor consults R-Codes and [INTRAMAPS](#) to confirm Land Area, Dimensions, and Area Zoning. We also regularly consult with Local Government - Surveyor
3. Client is advised on best option to subdivide by surveyor. A quote/contract is prepared which covers expenses for surveying / project management and required government fees for the project. Surveyors do not provide info on service costs / site works or total project costs - **Surveyor**
4. Client is advised to call Local Government, Water Corporation and Western Power to get more information on what conditions may be imposed at application stage and investigate any other potential costs that may arise during the process - **Client**
5. Surveyor is assigned the task of undertaking the Site Feature and Contour Survey at the property. This survey is vital in the subdivision process and maps the current site condition exactly as it is at the current time detailing: buildings / services / fences etc. It is now used to prepare the proposal plan for WAPC application – **Surveyor**



• STAGE 2 - Conditional Approval / WAPC Conditions

1. Surveyor receives notification from WAPC of either "Conditional Approval" or rejection of the application after approximately 90 days – **Surveyor**

Western Australian Planning Commission

Your Ref Enquiries : Julie Stewart (Ph 65519299)

Approval Subject To Condition(s)
Freehold (Green Title) Subdivision

Application No : 152191

Planning and Development Act 2005

Applicant	Subdivision Perth J V P O Box 3036 LESMURDIE VIA 6076
Owner	
Application Receipt	30 June 2015
Lot Number	175
Diagram / Plan	Plan 16166
Location	-
C/T Volume/Folio	1831/198
Street Address	
Local Government	City of Joondalup

The Western Australian Planning Commission has considered the application referred to and is prepared to endorse a deposited plan in accordance with the plan date-stamped 30 June 2015 once the condition(s) set out have been fulfilled.

This decision is valid for three years from the date of this advice, which includes the lodgement of the deposited plan within this period.

The deposited plan for this approval and all required written advice confirming that the requirement(s) outlined in the condition(s) have been fulfilled must be submitted by 06 August 2018 or this approval no longer will remain valid.

140 William Street, Perth, Western Australia 6000, Locked Box 224 Perth, 6001
Tel: 08 4521 9299 Fax: 08 4521 9401 Mobile: 1800 634 473
Email: apw@wapa.wa.gov.au Web: <http://www.wapa.wa.gov.au>
ABN 25 162 261 452

Western Australian Planning Commission

Reconsideration - 28 days

Under section 151(1) of the *Planning and Development Act 2005* the applicant/owner may, within 28 days from the date of this decision, make a written request to the WAPC to reconsider any condition(s) imposed in its decision. One of the matters to which the WAPC will have regard in reconsideration of its decision is whether there is compelling evidence by way of additional information or justification from the applicant/owner to warrant a reconsideration of the decision. A request for reconsideration is to be submitted to the WAPC on a Form 2A with appropriate fees. An application for reconsideration may be submitted to the WAPC prior to submission of an application for review. Form 2A and a schedule of fees are available on the WAPC website: <http://www.planning.wa.gov.au>

Right to apply for a review - 28 days

Should the applicant/owner be aggrieved by this decision, there is a right to apply for a review under Part 14 of the *Planning and Development Act 2005*. The application for review must be submitted in accordance with part 2 of the *State Administrative Tribunal Rules 2004* and should be lodged within 28 days of the date of this decision to the State Administrative Tribunal, 12 St Georges Terrace, Perth, WA 6000. It is recommended that you contact the Tribunal for further details: telephone 9216 2111 or go to its website: <http://www.sat.wa.gov.au>

Deposited plan

The deposited plan is to be submitted to the Western Australian Land Information Authority (Landgate) for certification. Once certified, Landgate will forward it to the WAPC. In addition, the applicant/owner is responsible for submission of a Form 1C with appropriate fees to the WAPC requesting endorsement of the deposited plan. A copy of the deposited plan with confirmation of submission to Landgate is to be submitted with all required written advice confirming compliance with any condition(s) from the nominated agency/authority or local government. Form 1C and a schedule of fees are available on the WAPC website: <http://www.planning.wa.gov.au>

Condition(s)

The WAPC is prepared to endorse a deposited plan in accordance with the plan submitted once the condition(s) set out have been fulfilled.

The condition(s) of this approval are to be fulfilled to the satisfaction of the WAPC.

The condition(s) must be fulfilled before submission of a copy of the deposited plan for endorsement.

The agency/authority or local government noted in brackets at the end of the condition(s) is/are the body responsible for providing written advice confirming that the WAPC's requirement(s) outlined in the condition(s) have been fulfilled. The written advice of the agency/authority or local government is to be obtained by the applicant/owner. When the written advice of each identified agency/authority or local government has been obtained, it should be submitted to the WAPC with a Form 1C and appropriate fees and a copy of the deposited plan.

140 William Street, Perth, Western Australia 6000, Locked Box 224 Perth, 6001
Tel: 08 4521 9299 Fax: 08 4521 9401 Mobile: 1800 634 473
Email: apw@wapa.wa.gov.au Web: <http://www.wapa.wa.gov.au>
ABN 25 162 261 452

Western Australian Planning Commission

If there is no agency/authority or local government noted in brackets at the end of the condition(s), a written request for confirmation that the requirement(s) outlined in the condition(s) have been fulfilled should be submitted to the WAPC, prior to lodgement of the deposited plan for endorsement.

Prior to the commencement of any subdivision works or the implementation of any condition(s) in any other way, the applicant/owner is to liaise with the nominated agency/authority or local government on the requirement(s) it considers necessary to fulfil the condition(s).

The applicant/owner is to make reasonable enquiry to the nominated agency/authority or local government to obtain confirmation that the requirement(s) of the condition(s) have been fulfilled. This may include the provision of supplementary information. In the event that the nominated agency/authority or local government will not provide its written confirmation following reasonable enquiry, the applicant/owner then may approach the WAPC for confirmation that the condition(s) have been fulfilled.

In approaching the WAPC, the applicant/owner is to provide all necessary information, including proof of reasonable enquiry to the nominated agency/authority or local government.

The condition(s) of this approval, with accompanying advice, are:

CONDITION(S):

1. Arrangements being made to the satisfaction of the Western Australian Planning Commission and to the specification of Western Power for the provision of an underground electricity supply to the lots shown on the approved plan of subdivision. (Western Power)
2. Arrangements being made with the Water Corporation so that provision of a suitable water supply service will be available to the lots shown on the approved plan of subdivision. (Water Corporation)
3. Arrangements being made with the Water Corporation so that provision of a sewerage service will be available to the lots shown on the approved plan of subdivision. (Water Corporation)
4. The provision of easements for existing or planned future water, sewerage and/or drainage infrastructure as may be required by the Water Corporation being granted free of cost to that body. (Water Corporation)

ADVICE:

1. In regard to Condition 1, Western Power provides only one underground point of electricity supply per freehold lot.

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Email: apw@wapa.wa.gov.au Web: <http://www.wapa.wa.gov.au>
ABN 25 162 261 452

Western Australian Planning Commission

2. In regard to Conditions 2 and 3, the landowner/applicant shall make arrangements with the Water Corporation for the provision of the necessary services. On receipt of a request from the landowner/applicant, a Land Development Agreement under Section 80 of the *Water Services Act 2012* will be prepared by the Water Corporation to document the specific requirements for the proposed subdivision.

Tim Hilyard
Tim Hilyard
Secretary
Western Australian Planning Commission
6 August 2015

140 William Street, Perth, Western Australia 6000, Locked Box 224 Perth, 6001
Tel: 08 4521 9299 Fax: 08 4521 9401 Mobile: 1800 634 473
Email: apw@wapa.wa.gov.au Web: <http://www.wapa.wa.gov.au>
ABN 25 162 261 452

2. Surveyor contacts client to notify them of WAPC's decision and advises client on next step – **Surveyor**
3. Surveyor receives Water Agreement Request form from [Water Corporation](#) and applies online for Land Development Agreement (Client cc'd) - **Surveyor**
4. Water Corporation forward the Land Development Agreement Contract for new connections and advise on conditions and payment schedule fees. Client now has the responsibility of reading the documents, signing and returning to Water Corporation which initiates the water connection process – **Client**



REQUEST FOR STRATA AGREEMENT

Date: _____
To: _____

I/We hereby request an Agreement for the above mentioned subdivision/amalgamation in accordance with the fully dimensional pre-calculated survey plan attached.

We request an agreement in:
☐ FULL for that area as approved by the WAPC, or
☐ IN PART for Stage _____ as shown bordered red.

1. Applicant / Project Manager details
 > The person nominated below is responsible for ensuring that all requirements of the Agreement have been satisfied before requesting a Clearance.
 > The completion of each requirement must be initiated and dated, by the Project Manager on the Clearance Checklist provided in the Agreement.
 > The return of a completed Clearance Checklist is the only way in which a Clearance can be requested. Non-compliant or incomplete Clearance Checklists will not be accepted and will be returned to the Project Manager for attention.

Name	Contact
Address	Suburb
E-mail	Post Code
	Phone

2. Owners details

Name	Contact
Address	Suburb
E-mail	Post Code
	Phone

3. Water Service Requirements-
☐ Individual 20 millimetre water service to each Strata Lot
☐ A single master water meter with a Sub Metering Agreement size _____ mm with a flow rate of _____ litres/minute
☐ A combination of the above (please provide details below)

4. Building Development
 Has a building notification been lodged with the Water Corporation?
☐ Yes ☐ No

Do you intend to commence building on the land prior to seeking Clearance of the subdivision conditions?
☐ Yes ☐ No

The Water Corporation reserves the right to decline agreement requests where the above is not completed correctly or where the form is modified from its original state.
Our Policy is to Respect and Protect the Privacy of our Customers

WATER CORPORATION USE ONLY

AGREEMENT: _____	FILE No: JT1 2015 12181 V01
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WATER CORPORATION LAND DEVELOPMENT AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ (Water Corporation to complete)
 between
 WATER CORPORATION
 and
 _____ (owner/agent)
 of _____
 being the title holder or authorised agent and hereafter called "the Developer".

THE TERMS OF THE AGREEMENT ARE AS FOLLOWS

THE DEVELOPER AGREES:
 That in accordance with my request for this subdivision, to complete all of the requirements as stated in this Agreement.

THE WATER CORPORATION AGREES:
 That, when the terms of this Agreement have been completed to the Water Corporation's satisfaction, a clearance that satisfies the requirements of the Western Australian Planning Commission will be issued.

Customer requiring tax invoice:

Customer email address:

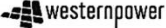
The following methods of payment are available for land development agreements:

- Cheque (Please post to Development Services, PO Box 100 Leederville WA 6902)
- Online payments: To pay online for BPAY or Credit Card options, please go to: <http://www.watercorporation.com.au/onlinepayment>

Please note that for credit card payments, a 0.53% transaction fee applies

Page 1

5. Surveyor receives first letter from Western Power detailing information regarding electrical requirements for new and existing connections – **Surveyor**
6. Surveyor applies online at [Western Power](#) for new Power Dome connection (if required - **Surveyor**)
7. Western Power then send out Access Offer Letter which details the costs and contractual conditions to install the new dome – **Surveyor**
8. Surveyor forwards Western Power letter to the client to read carefully and understand the process and payment obligations which lie ahead – **Client**
9. Client fills out Access Offer and signs authorizing western power to proceed with a new design for the underground power that will now service the lots and agreeing to pay the fees associated with this exercise - **Client**



Electricity Networks Corporation
ABN 18 540 492 661
Locked Bag 2520 Perth WA 6001

Enquiries

13 10 87

TTY 1800 13 13 51

TIS 13 14 50

enquiry@westernpower.com.au
westernpower.com.au

30 September 2015

Dear Sir/Madam,

RE: WA ELECTRICAL REQUIREMENTS (WAER) FOR NEW AND EXISTING CONNECTIONS

Western Power as per the WAER will provide one point of supply per green title lot, due to regulations below, all dwellings on an overhead supply must also convert/connect to underground, prior to or at the time of the proposed dwelling's connection to the underground point of attachment, including the provision of a Main Switch Board (MSB) for strata lots, if required. All electrical work on the customer's property/premises to allow for the changes requested is the responsibility of the customer's electrical contractor.

If the lots being serviced are the subject of a current or future planning application, Western Power will require confirmation that the above work associated with these conditions has been completed before subdivision clearance will be granted. This confirmation will be in the form of the Notice of Completion from your electrical contractor and/or an approval to demolish from your local council, as applicable.

More than one point of supply per green titled lot is not permitted unless there is a minimum of 200 metres electrical separation between electrical installations. Therefore:

A maximum of up to two dwellings per green title lot may be connected directly into a pillar (if the maximum demand permits). For example:

- 1 dwelling – 1 connection to pillar
- 2 dwellings – 2 connections to pillar
- 3 dwellings – 1 connection to pillar (Main Switch Board required – strata only)

- One point of electrical supply is to be made available to each lot. (Ref: WAER Section 3.6)
- Green title is considered a lot. (ref: Western Australian Planning Commission)
- Strata title is a collection of land making up a lot (ie. Vacant / built / survey strata lots). Only one point of electrical supply is made available to a group of strata titles making up a lot. (Ref: Western Australian Planning Commission)
- Pillar to be located on a Green Title or Strata boundary. (Must be Western Power's preferred boundary to attract subsidy).

Changes to the distribution Pole to Pillar Policy

Western Power has revised the rules governing the Pole to Pillar Program to make it more streamlined and practical for customers.

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Electricity Networks Corporation
ABN 18 540 492 661
Locked Bag 2520 Perth WA 6001

Enquiries

13 10 87

TTY 1800 13 13 51

TIS 13 14 50

enquiry@westernpower.com.au
westernpower.com.au

ACCESS OFFER ACCEPTANCE

Project	
Western Power Reference	
Access Offer Date	
Amount Payable (GST not applicable)	

Please complete, sign and return this form within 30 calendar days from 30 September 2015 if you wish to proceed with the above project. You may fax, email or post the completed form to us, using the contact details above.

I understand that I must facilitate works being able to start within 6 months of the date of the access offer and must also facilitate the works being completed within 6 months of commencement in accordance with clauses 11.3 and 11.4 of the Terms & Conditions.

CUSTOMER DETAILS (for invoice purposes)

Name: _____

Company Name: _____

Address: _____

Phone No: _____

To expedite the processing of these works you may pay by cheque and return with your completed Access Offer Acceptance Form. A receipt will then be issued.

If you wish to pay via Bpay, Credit Card (\$5,000 limit), Post Billpay, Bill Express, EFT, please return this completed form & you will be forwarded an invoice to enable payment. The invoice is valid for 30 calendar days. Please nominate your preferred option: fax, email, post.

☐ Fax No: _____

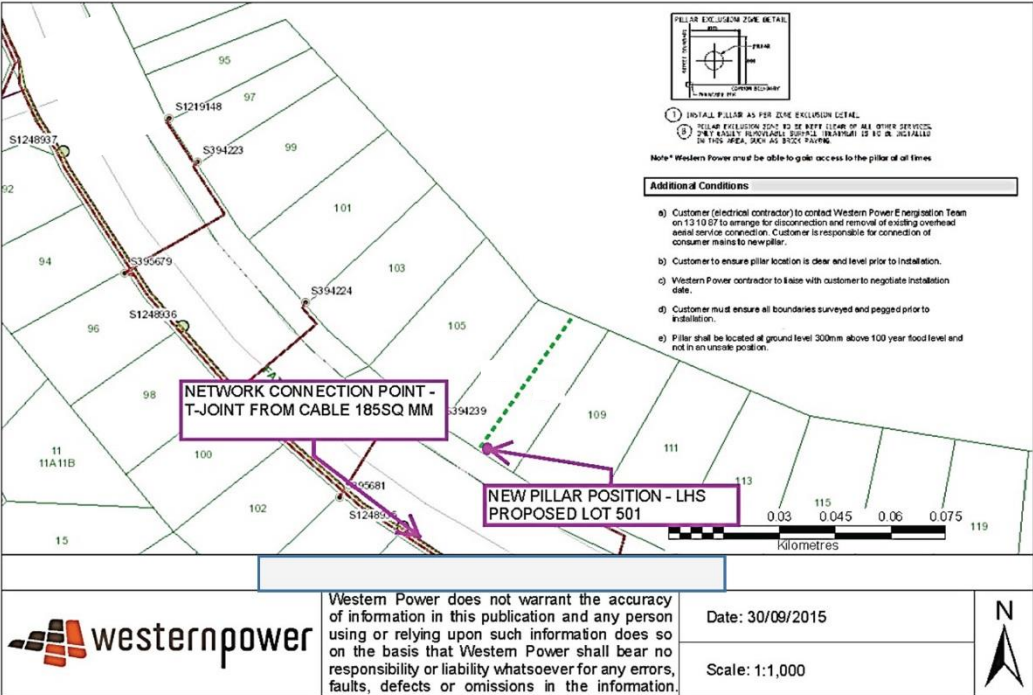
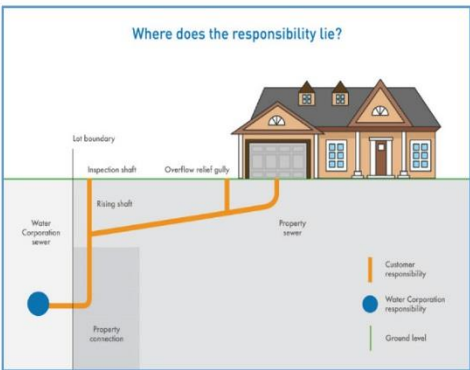
☐ Email address: _____

☐ Post ☐ Cheque attached ☐ EFT

I hereby request Western Power to proceed with the above project and agree to pay the amount as outlined above. I understand the project will be based on the attached Terms and Conditions.

Signature: _____ Date: _____

10. Surveyor refers client to Electrician with newly issued western power electrical designs. This will allow the electrician to start whatever work is required to begin clearing conditions on the approval document e.g. removal of overhead power cable connected to your house. The same happens for the Plumber who deals with water and waste water conditions e.g. creating a new sewer junction for a Green Title development - **Surveyor / Client**
11. Any additional local government conditions or any required site works or engineering tasks will need to be looked at around this time, to keep the project moving quickly keeping within your expected time frames for completion (times vary) – **Client**



14. Around now we advise clients to approach a Settlement Agent. The lodgement and approval of a Survey/Deposited Plan at Landgate does not automatically create separate Titles for each of the new lots. A document procedure is required that will cancel the current



Parent Title, register the Plan and create new titles in the same ownership as the parent Title. The application process requires that any bank with a mortgage over the parent title provides consent to the application. This is typically undertaken by a Settlement Agent or Solicitor – **Client**

● STAGE 3 - Final Clearances

- Once all conditions have been dealt with from the approval document it is time to start applying for clearances. Payments and contributions to local authorities should now be all paid. All documentation and compliance certificates should now be provided to the client from each contractor who completed the technical work on site. This may include (but is not limited) to the following -

- Plumbers Sewer As-Built
- Deposited Plan
- Demolition Permit
- Compaction Certificate
- Geotechnical Report
- Statutory Declarations for removal of buried structures e.g. Pool / Bore
- Engineers Drainage Design Plans
- Notice of Completion
- Proof of payments and contributions.

Western Power Clearance (Not all apply):

1. Two copies of the survey plan are to be submitted with every clearance request.
2. Sufficient information is to be supplied to enable the clearance to proceed.
3. Full payment required for:
 - *Underground connections for each lot;*
 - *Full payment of current revision;*
 - *Per lot fees (pre-handover or bond for old option B).*
4. Notice of completion for:
 - *The conversion of an overhead service to underground; (Notice of Completion)*
 - *Main switch or distribution board installation (three or more strata lots);*
 - *Relocation of underground consumer mains connection.*
5. If demolition is in progress, please submit a copy of the Demolition Licence.
6. Transformer sites to be shown as part of the road reserve with correct dimensions.
7. Overhead transmission line easements are to be registered with Western Power's Land Management section before clearance. Telephone (08) 9326 6554 or (08) 9425 5065 to register.
8. Section 136C easements are to be in place if required on survey strata plans, width one metre.
9. 167 easements for underground distribution cables traversing a lot are to be in place, width one metre.
10. Balance lots:
 - *One point of supply is required;*
 - *If two or more points of supply, require a precal showing future subdivision;*
 - *If un-serviced, require a letter of undertaking.*

Water Corporation Clearance:

Clearance checklists to be filled out and any other required information will be compile, checked carefully and submitted to the Water Corporation – Surveyor

Local Government Clearance:

Local Government clearance conditions vary, but are equally as important in the clearance process. These conditions are sometimes checked by a council representative who may do a routine visit to site checking the status of particular conditions before allowing clearance letter to be issued – Surveyor


westernpower

WAPC Subdivision Group (R 2015 01/01/2015)

Request for clearance form

For further information contact Western Power on 13 10 87
 Please complete and send this form to: WAPC Subdivision Group,
 Locked Bag 2520, Perth WA 6001. Fax: 9225 2072 or email: wapc@westernpower.com.au

Subdivision details

WA Planning Commission number											
Request date	x		x								
SERP number					Creation numbers						
Western Power reference number (S)											
Subdivision address											
Suburb or town									Post code		

Applicant details

Surname											
Contact											
Postal address											
Suburb or town									Post code		
Email											
Mobile					Telephone						
Fax											

Attachments (if applicable)

☐	Notice of completion or completion number	
☐	Divisional license	
☐	Two copies of the survey plan	
☐	\$113 resolution fee	
☐	\$100 waived clearance fee	Cheque number

Essences in place (if applicable)

☐	Section 1300, Schedule 6A (TLA)
☐	Overhead transmission Energy Operators (PowerNet) Act 1973
☐	Underground lines Section 187 (PDA)

Revision date : 12/04/2013

Request clearance of subdivision conditions form - 2



WATER
SERVICES
Auckland Council
Auckland

Plumbers / Contractors Advice Kit

(TO BE FORWARDED TO THE LICENSED PLUMBER / CONTRACTOR)

FOR THIS VACANT / SURVEY STRATA LOT OR SUBDIVISION, THE FOLLOWING WORKS ARE REQUIRED

☒

New Sewer Junction

☐

Reconnection of Property Sewer to New Junction

☐

Relocation of Property Sewer Plumbing

☐

Relocation of Inspection Shafts

☐

Connection of Existing Buildings to Sewer

☐

Brought In and / or Brought Up for Existing Junctions

☐

Cut and Seal Property Sewer

☐

Installation of Property Sewer Lines to Service Strata Lots

☐

Installation of Dormant Water Lines to Service Strata Lots

☐

Relocation of Internal Water Plumbing

☐

Service Connection Point Required for Sewer

Junction Cut Ins

Metropolitan Region

Mandurah

Agricultural and Goldfield Region

Great Southern Region

North West Region

Mid West Region

South West Region

Contractors must ring **13 13 95** to arrange an appointment for the junction to be cut in.
The cut in will normally be performed within 2 working days of this Booking.

After payment is received for Junction Cut-Ins the Corporation contacts the contractor to arrange for the preparation of the site and any conditions for the works.

Contractors must ring the Corporation's Depot at Bunbury (**0725 5114**), Busselton (**0752 3601**) or Manjimup (**0771 7040**) to arrange a suitable time to install the junction.

NOTE:

- The excavation must be in accordance with **Worksafe Regulations**
- Where works or excavation will impact on land, other than the land to be serviced by the junction, the landowners / Local Authorities agreement to the works must first be obtained.
- All plumbing works are to provide a satisfactory gravity connection to the lot / lots, in accordance with the **Water Services Licensing (Plumbers Licensing and Plumbing Standards) Regulations 2000**.

WHEN ALL PLUMBING WORKS ARE COMPLETED THE NECESSARY AS CONSTRUCTED DRAWINGS MUST BE FORWARDED TO THE LAND SERVICES CONSULTANT, DEVELOPMENT SERVICES BRANCH AT THE WATER CORPORATION, P.O. BOX 100 LEEDSVILLE P/A 5902.

DELAYS MAY OCCUR IN THE CLEARANCE OF YOUR SUBDIVISION IF ANY OF THE REQUIREMENTS LISTED ABOVE ARE NOT CARRIED OUT.

AS CONSTRUCTED USE BLACK INK OR BLACK BALL POINT PEN ONLY		WATER LEARN TO LIVE WITH IT	
PLEASE PRINT CLEARLY		LICENSED PLUMBERS NAME	
Lot No. 	Strata Lot No. 		
Owners Name		FOR OFFICE USE ONLY	
Licence Number <u>7091</u>		P/B Folio / Page	
Licence Notice of Intention		Sewer District	
		Account No.	
Provide a layout <u>2-6</u> extracted from the sewer main within 10m of the intersection and point into the property.		Provide a layout <u>3-8</u> extracted from the sewer main to the intersection and point into the property.	
I CERTIFY THAT THIS PLAN SHOWS THE LAYOUT AND DIMENSIONS OF THE PROPERTY SEWER CONSTRUCTED BY ME OR UNDER MY SUPERVISION AT THE ABOVE ADDRESS SHOWN.		Provide a layout <u>1-6</u> extracted from the sewer main to the intersection and point into the property.	
LICENSED PLUMBER'S SIGNATURE		DATE	
		<u>1 / 1</u>	

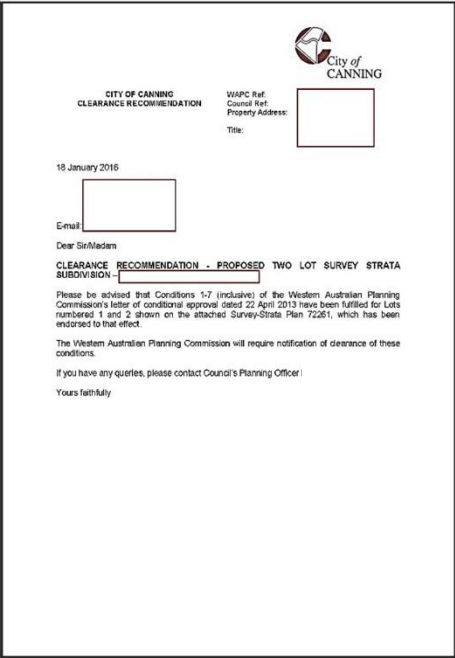
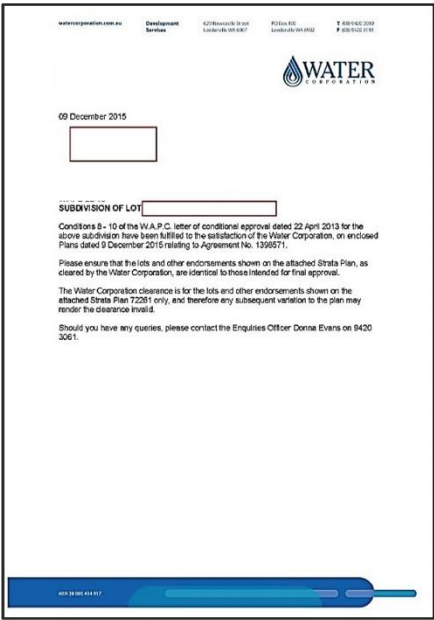
Make return the fully completed as constructed to the Water Corporation at:

POST Development Services Branch, Water Corporation, PO Box PO Box 100 Leederville WA 6002

EMAIL building_services@watercorporation.com.au

● STAGE 4 – Applying for New Titles

1. Once each authority is happy that each of their conditions have been cleared, your clearance letters will be released confirming you have cleared each conditions successfully. Below are examples of the clearance letters that you may receive (taken from various projects) – **Surveyor**



2. Once all clearances have been received by the surveyor, they will now be forwarded to the WAPC along with a [Form 1C](#) and a cheque (provided by the client) made payable to the WAPC – **Surveyor**

Form 1C
Application for Endorsement of Deposited Plan, Survey Strata Plan or Strata Plan

Notice to applicants - Consent to the disclosure of information

In the interests of transparency, the agenda and minutes of meetings of the Western Australian Planning Commission may appear on the PlanningWA Website, which is a website that is available to the public. Accordingly, in signing this form, you acknowledge that except for information about your business, professional, personal or commercial and financial affairs, the information you have provided in support of your application may be placed on the website.

Important information for applicants

- The information on this form is required for endorsement of a deposited plan, survey strata plan or strata plan by the WAPC in accordance with provisions of Planning and Development Act 2005 and State Titles Act 1985.
- An application for endorsement of a deposited plan, survey strata plan or strata plan is to include:
 - This completed form 1C. (Please note one form is required for each plan or stage of subdivision)
 - The correct endorsement fee determined in accordance with the current schedule of fees.
 - Written advice or evidence that conditions have been complied with from the relevant agency/ies including supporting documents such as copies of covenants and notifications.
 - A copy of the deposited plan, survey strata plan or strata plan that is requested to be endorsed by the WAPC. (In signing this form, the applicant acknowledges that the statutory time period and official validation of the application for the WAPC to endorse the relevant plan cannot commence until the WAPC receives this 'certified correct' plan from the Western Australian Land Information Authority (Landgate)).
- There is a statutory limit of 30 days for the WAPC to endorse a plan of survey.

WAPC reference no/s: _____ WAPC decision date/s: _____

Applicant

The applicant is the person with whom the WAPC will correspond and, if the application is approved, the person to whom the approval notice will be sent.

Name / company _____
 Contact person _____
 Postal address _____
 Town / suburb _____ Phone number/s _____
 Postcode _____ Fax _____ Email _____

Check email address against for communicating conditions or other relevant notices.

The form 1C has been completed in full and all relevant information is attached

Applicant signature _____
 Print name and position _____ Date _____
(If signing on behalf of a company or agency)

Required application details

Please print clearly and tick the appropriate box.

- Deposited plan or survey strata plan or strata plan plan number _____
- Number of lots on this plan _____ Fees attached: yes ☐ no ☐
- WAPC unconditional approval (proceed to 6 below if unconditional approval) or WAPC conditional approval (proceed to 4 below if conditional approval)
- If conditional approval - all conditions have been complied with and written advice or evidence from the relevant agency/ies are attached to this completed form. yes or no (refer to 7 below)
- Is endorsement being sought for a limited stage of an approved plan or subdivision? yes or no
- Please list the landowner/s as stated on the WAPC decision letter (this may not necessarily be the current landowner and is requested to assist with processing of this application).
 Landowner/s stated on WAPC decision letter _____
- Where after reasonable endeavours it is not possible to obtain clearance for one or more conditions, the applicant may apply in writing to the WAPC for review. Are you seeking WAPC review? yes or no
 If yes, please attach statement of reasons and supporting documentation.
- Any variation to the approved plan must be appropriately justified. Justification attached: yes or no

PTD for information on subdivision. Version 7.2 (June 2011)

3. The surveyor will arrange for the Deposited Plan to be sent from Landgate to the WAPC for them to endorse – **Surveyor**
4. The WAPC will send the endorsed Deposited Plan back to Landgate who will then place the Deposited Plan in [Order for Dealings](#). Landgate will advise the surveyor once the deposited plan has been placed in order for dealings – **Surveyor**
5. The surveyor will now inform the client and their settlement agent. Your settlement agent can now apply for the new [land titles](#) at Landgate – **Surveyor**

F.A.Q - Frequently Asked Questions

- *Do your quotes and consultation cover all the fees I will have to pay over the course of the subdivision!*
 - Zenith Surveyors do not give estimates for total project costings as each project has a different price tag. The client must investigate this independently (General advice given)

- *Can you guarantee I will get my subdivision approved if I use your company!*
 - Zenith Surveyors do not guarantee WAPC approval and take no responsibility for decisions or outcomes decided on by WAPC. Not all subdivisions are approved but we have a policy of not taking on an application unless we are confident it will get through the planning stage. If we see a potential problem, we will advise you on the risks and advise you on seeking a second opinion.

- *Do you handle everything on my behalf, or do I have to be involved!*
 - Zenith Surveyors do not offer a full project management service for any subdivision unless all of the additional required procedures have been agreed upon in the contract. Our goal is to handle the main stages of survey and correspondence with authorities, while consulting you and helping direct you in the right direction for stages which you the client is responsible for. Our guidance and experience will always be there.... you just need to ask plenty of questions and keep in contact regularly for updates.

- *How do I know if I am not doing the right thing? Do you monitor my tasks and give advice during the subdivision!*
 - We will constantly be monitoring your subdivisions progress and calling you to check on the status of your own tasks. We are aware that you may be busy with other things in life, so we will keep regular contact with you and offer guidance and point you in the right direction to find contractors who can help you clear your conditions.

- *How does the payment schedule work during the subdivision!*
 - Zenith Surveyors operate a 3 stage payment system which is competitive and flexible if required.
 - STAGE 1 – 40% OF TOTAL SURVEY FEES – First 2 Weeks
 - STAGE 2 – 50% OF TOTAL SURVEY FEES - After 3-4 Months
 - STAGE 3 – 10% OF TOTAL SURVEY FEES – End of project



- *How do I know what contractors to approach to clear my conditions, and how do I know what to say to them to avoid problems!*
 - Zenith Surveyors have spent time working with various contractors. We have handpicked particular specialized contractors to work with, keeping our clients in mind and what is important to them....
 - *Great Communication, explaining processes clearly.*
 - *Competitive Pricing.*
 - *Reliable Service, on time every time.*
- We want our clients to have a good experience while subdividing with us. Our contractors will answer all your questions and guide you through the processes. They do 90% of the work, you just need to show them your approval document and they will know what to do. We get involved at the early stage and explain the requirements to them also.
- *How much experience have Zenith Surveying in Subdivisions? Why should I choose you as the surveyor for my project!*
 - Zenith Surveyors subdivision department is overseen by company director Kevin Nee and an experienced licenced surveyor with a combined 30 years' experience in W.A. Our backgrounds have seen us work with some of Perth's best companies who specialise in land development and land surveying. We have taken this experience and added our own business ideas to create a service which is dedicated to educating both ourselves and our clients in the ever changing, but always interesting area of Land development.



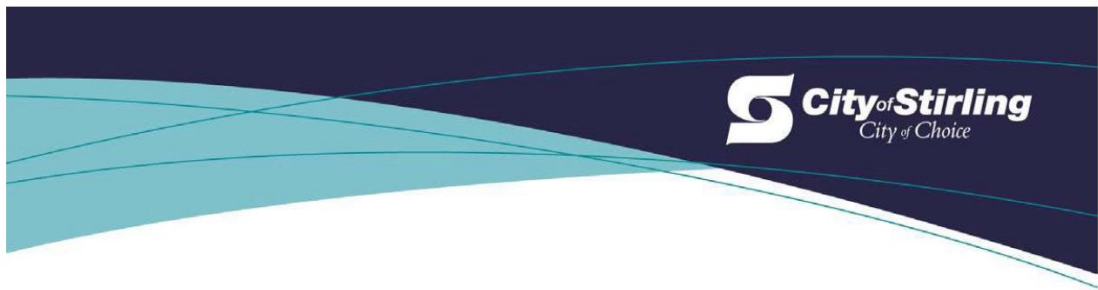
Subdivision Clearance Forms

Always Check with Surveyor
(Examples Only)



Local Government

Armadale, City of	Armadale	Link
Bassendean, Town of	Bassendean	Link
Bayswater, City of	Morley	Link
Belmont, City of	Cloverdale	Link
Cambridge, Town of	Floreat	Link
Canning, City of	Cannington	Link
Claremont, Town of	Claremont	Link
Cockburn, City of	Spearwood	Link
Cottesloe, Town of	Cottesloe	Link
East Fremantle, Town of	East Fremantle	Link
Fremantle, City of	Fremantle	Link
Gosnells, City of	Gosnells	Link
Joondalup, City of	Joondalup	Link
Kalamunda, Shire of	Kalamunda	Link
Kwinana, City of	Kwinana Town Centre	Link
Melville, City of	Ardross	Link
Mosman Park, Town of	Mosman Park	Link
Mundaring, Shire of	Mundaring	Link
Nedlands, City of	Nedlands	Link
Peppermint Grove, Shire of	Peppermint Grove	Link
Perth, City of	Perth	Link
Rockingham, City of	Rockingham	Link
South Perth, City of	South Perth	Link
Stirling, City of	Stirling	Link
Subiaco, City of	Subiaco	Link
Swan, City of	Midland	Link
Victoria Park, Town of	Victoria Park	Link
Vincent, City of	Leederville	Link
Wanneroo, City of	Wanneroo	Link



SUBDIVISION CLEARANCES CHECKLIST

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

- ☐ Two (2) copies of a 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 (LG) condition has been met (refer "Subdivision Clearances Information Sheet");
- ☐ Payment of the relevant clearance fee (refer [Planning Fees & Charges Schedule](#) on the City's website).
- ☐ Where applicable evidence that completed instruments imposed on behalf of the City have been registered with Landgate (for example noise notifications under section 70A or a restrictive covenant under section 129BA of the Transfer of Land Act 1893 as amended)

Following receipt of your clearance request, an officer from the City will process the subdivision clearance request documentation and inspect the site to determine whether the conditions have been fulfilled. If the City is satisfied that all conditions have been completed then a letter of clearance to the WAPC will be forwarded to your surveyor.

In the event that the conditions have not been complied with the application for clearance will be refused. It is incumbent on the applicant to ensure all works have been completed prior to lodging the clearance request. Further applications for clearance will require payment of further clearance fees.

Applicants are advised to refer to the City's "Subdivision Clearances Information Sheet" for further information on how the City considers common conditions to be satisfied.

Condition No.	How has condition been satisfied?	Tick when complete

*Please turn over for an example of a completed checklist

Condition No.	How has condition been satisfied?
1. Septic Tank Decommissioning	Fully completed statutory declaration provided in accordance with the City's requisite wording.
2. Building Clearances in accordance with R-Codes and Building Codes of Australia	- All walls along the new lot boundaries comply with the R-Codes and Building Codes of Australia. - Please find attached justification (and annotated site plan) based on R-Codes design principles and independent Building Surveyors certification for windows/walls not achieving the requisite setback.
3. Demolition	- Demolition has been completed and all building materials have been removed. - All fencing along the street / right of way frontage has been removed.
4. Existing Dwelling to comply with R-Codes	- Please refer to attached plan of survey depicting the following R-Code compliant items: - 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. - Two R-Code compliant car parking bays with access to driveway off common property access way and a Council-approved crossover have been installed; - A store has been installed in the rear yard adjoining the courtyard and has a minimum internal dimension of 2m x 2m (internal area minimum 4.0m²) and is 2.1 metres high.
5. Pedestrian access leg (PAL) with minimum 1.0m unencumbered width	All incursions have been removed and eaves have been cut back. A 1.0m wide unencumbered PAL is achieved.
6. Right of Way to be constructed	The right of way has been sealed, drained and paved in accordance with City approved plans.
7. Common Property access way to be paved and drained	- The common property access way has been paved with compacted crushed limestone to a depth of 150mm, with the exception of the required 500mm wide landscaping strips on either side of the 3m wide driveway. - The portion of common property that leads into the car parking spaces to the existing dwelling is constructed with a 3.0m wide brick-paved driveway.



Clearance request guidelines

This form is used to request clearance of Western Australian Planning Commission conditions on subdivision/amalgamation applications.

For further information contact Western Power on 13 10 87.

Please make sure the requirements applicable to your subdivision are satisfied before requesting clearance.

Western Power, as per the Western Australian Electrical Requirements (WAER), will provide only one point of supply per green titled lot.

The pillar is usually situated on the boundary of a lot, supplies for strata lots will emanate from this one pillar. Due to these regulations any existing dwellings on an overhead supply must also convert to/connect to underground supply prior to requesting clearance.

All electrical work on the customers property/premises to allow for the changes requested is the responsibility of the customers electrical contractor.

1. Two copies of the survey plan are to be submitted with every clearance request.
2. Sufficient information is to be supplied to enable the clearance to proceed.
3. Full payment required for:
 - Underground connections for each lot;
 - Full payment of current revision;
 - Per lot fees (pre-handover or bond for old option B).
4. Notice of completion for:
 - The conversion of an overhead service to underground;
 - Main switch or distribution board installation (three or more strata lots);
 - Relocation of underground consumer mains connection.
5. If demolition is in progress please submit a copy of the Demolition Licence.
6. Transformer sites to be shown as part of the road reserve with correct dimensions.
7. Overhead transmission line easements are to be registered with Western Power's Land Management section before clearance. Telephone (08) 9326 6554 or (08) 9425 5065 to register.
8. Section 136C easements are to be in place if required on survey strata plans, width one metre.
9. 167 easements for underground distribution cables traversing a lot are to be in place, width one metre.
10. Balance lots:
 - One point of supply is required;
 - If two or more points of supply, require a precal showing future subdivision;
 - If unserviced, require a letter of undertaking.
11. Resubmissions - \$115 fee
12. Amended/revised clearance - \$58 fee

Project Tracker

Project Tracker allows you to check on the status of subdivision projects being performed by Western Power, as well as the status of WA Planning Commission applications. For more information please visit: <http://westernpower.com.au/ldd/ProjectTracker.html> or call 13 10 87.

Request for clearance form

For further information contact Western Power on 13 10 87.
Please complete and send this form to: WAPC Subdivision Group,
Locked Bag 2520, Perth WA 6001. Fax: 9225 2072 or email: wapc@westernpower.com.au

Subdivision details

WA Planning Commission number					
Request date		/		/	
SSP/DP number		Condition numbers			
Western Power reference number (s)					
		Paid	☐	Yes	☐
Subdivision address					
Suburb or town		Post code			

Applicant details

Surveyor					
Contact					
Postal address					
Suburb or town		Post code			
Email					
Mobile		Telephone (		)	
Fax	(		)		

Attachments (if applicable)

☐	Notice of completion or completion number	
☐	Demolition licence	
☐	Two copies of the survey plan	
☐	\$115 resubmission fee	☐ \$58 revised clearance fee
	Cheque number	

Easements in place (if applicable)

☐	Section 136C, Schedule 9A (TLA)
☐	Overhead transmission <i>Energy Operators (Powers) Act 1979</i>
☐	Underground lines Section 167 (TPDA)

Comments**Declaration**

I acknowledge, by submission of this form, that if all conditions have not been met to Western Power's satisfaction, the request will be returned incurring a \$115 resubmission fee.

Signature		Date		/		/	
-----------	--	------	--	---	--	---	--

Western Power office use only

Conditions	UG TX E RR	NO's:	
JAN07	NOC/D REQ'D:	ATTACHED:	DETAILS:
NO LOTS	ALL PAID:	OPTION: A/B	PER LOT FEE: PRE-HO
TX SITE:	PLANS MATCH:	EASEMENT REQ'D:	TRANS / 136C / 167 OK

COMMENTS:

Electricity supply for multi-residential developments

There are a few things you need to know when arranging electricity supply for your multi-residential development.

This includes properties consisting of one or more green title lots, such as:

- survey stratas
- built stratas
- small green title subdivisions
- multi-level or high rise apartment, residential-only developments

Keep in mind that we only provide a single point of electricity supply to green title lots.

How do I calculate the electricity demand for my new development?

We have a calculator on our website that can do this. We call it the 'Design After Diversity Maximum Demand' (DADMD) calculator, which specifies the required demand for each suburb.

You can find it at [this link](#).

What about connecting the new supply?

If you require a connection of less than 100A from the consumer mains to the pillar, you can either employ the services of an accredited electrical contractor or purchase this additional service from us [here](#).

If your demand is greater than 100A then a CT Meter will be required. Any consumer mains greater than 35sqmm must be terminated by Western Power.

How many dwellings can be connected to a single supply point?

No more than two dwellings per lot may be connected to a single shared service pillar.

Where an existing freehold title lot is subdivided into three or more strata lots, then a main switchboard (MSB) or an approved network dedicated pillar must be installed.

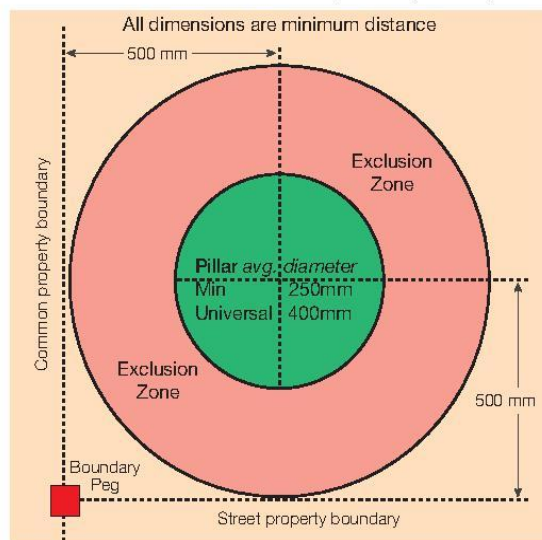
In certain circumstances the creation or application of an easement may be necessary to ensure access to the distribution network point of supply is available (within strata lots only).

Multi-level or high rise apartment developments may require a Western Power substation to be installed.

What building clearances are required?

If you require a new power connection pillar then it must be located within your property at the front boundary. The pillar must have 500mm clearance to any above ground structures and at least 250mm between the edge of the pillar and a side boundary.

Water and gas utility infrastructure must be at least 500mm and 600mm from the centre of the pillar respectively.



If a Western Power substation is to be installed, there is a mandatory clearance required from any buildings due to fire risk. [Click here for further details](#).

What's it going to cost to install?

The good news is that you may be eligible for a subsidised rate if you have a two-lot green title and survey strata development in an area with existing overhead electricity supply. [Check here for more info](#).

For the development of existing serviced lots, there's a chance that the cost of any new infrastructure you need for your new supply can be shared by all customers that will use it. We call this the Distribution Low Voltage Charging Headworks Scheme (or DLVCHS for short!). We'll let you know if you are eligible during the application process.

Otherwise you can learn more about it on our website. If you are not eligible for the DLVCHS, the forecast cost of the work will apply. Revenue offset is not applied to residential developments.

Typical costs

Consumer mains termination	\$1,000 - \$3,000	The customer is to supply the lugs and crimping tool required to fit off the end of the cable. Western Power will then perform the fitting off of the end of the cable and will terminate to the Western Power point of connection.
New/Upgrade 32<99A	\$12,000 - \$36,000	Typically supplied by a Western Power Uni Pillar and usually do not require Current Transformer metering.
New/Upgrade 100A<299A	\$36,000 - \$107,000	Typically supplied by a Western Power Uni Pillar. Where there is no available capacity in the surrounding network a substation site may be required. This will be determined upon application. These sites typically require Current Transformer metering.
New/Upgrade 300A<1400A	\$100,000 - \$240,000	Typically supplied by a Western Power district substation. Refer to DSM Section 3 for typical Western Power substation arrangements. These sites typically require Current Transformer metering.

What else do I need to do?

To ensure your project runs smoothly, you'll need to arrange for the following;

- ☐ peg a suitable location for the power supply pillar prior to construction commencing
- ☐ organise the connection of consumer mains, if required, either through an electrical contractor or through us

The maximum size cable that Western Power can connect to a point of connection is as follows:

- To a UNI pillar: 1 x 300mm cable or 2 x 185mm cables
- To a LV fuseway up to 630A: 1 x 300mm cable or 2 x 185mm cables
- To a LV disconnect up to 1200A: 2 x 300mm cables
- To a LV disconnect up to 1600A: 2 x 630mm cables

Where a Western Power Substation is to be installed, it is your responsibility to:

- ☐ provide an adequate footprint for the substation as per the Distribution Substation Manual (DSM)
- ☐ refer to Western Australian Distribution Connections Manual (WADCM) section 14.4 for general conditions and customer requirements for substation installations and site preparation ([click here for more info](#)).
- ☐ install appropriate conduits from the road reserve to the substation.
- ☐ comply with all fire risk requirements (DSM Section 5)
- ☐ ensure the installation complies to AS61000

Required information

So that we can complete your upgrade as quickly and easily as possible, it's also really important that you provide us with the following information as part of your project application. We can't progress to the formal design stage until we have all this info from you.

Please provide the following

- ☐ The principal contact for the project
- ☐ An accurate worksite location that we can easily find in our systems
- ☐ An application authorised and signed by the owner of the land or an appropriate letter of authority
- ☐ Site plan location (dimensioned from boundaries) of new pillar / substation
- ☐ Statement of acceptance from the applicant for us to apply standard After Diversity Maximum Demand (ADMD) to the unit development (or a load breakdown where standard ADMDs are not being used)

Other things to keep in mind

Our Project Network Officer will organise a date with you for the installation to take place

You must ensure the substation/pillar site is adequately prepared to enable us to undertake construction activities.

We will undertake the installation of all assets.



General enquiries 13 10 87 | Emergencies 13 13 51



enquiry@westernpower.com.au



westernpower.com.au



The Water Corporation will commence action to issue a clearance of subdivision conditions upon the receipt of a satisfactorily completed Clearance Checklist.

When all Land Development Agreement requirements have been completed please indicate this on the Checklist, sign and date it, and forward it to the nominated Land Servicing Consultant, and subject to the Checklist being properly finalised, clearance will be issued within 5 working days.

Note: The return of a completed Clearance Checklist is the only way in which a clearance can be requested. Non compliant Clearance Checklists will not be accepted and will be returned for your attention.

REGION:	AGREEMENT:
LOCAL AUTHORITY:	WAPC:
SPECIAL AGREEMENT AREA:	FILE:
DEVELOPMENT:	STAGE:
Enquiries:	
NAME:	
ADDRESS:	

Water

Folio:

Plan Number:

Date Completed

Future Water Service Connect.

Paid for the future water service/s connection fees.

-- / -- / -- ☐

General

Date Completed

Infrastructure Contribution.

Paid infrastructure contributions (not applicable if deferring infrastructure contributions).

-- / -- / -- ☐

Strata Plans.

Provided two copies of Strata Plans from a licensed Surveyor (if deferring infrastructure contributions, endorse diagrams to show lots subject to lodgement of memorials).

-- / -- / -- ☐

Signed Agreement.

Signed and returned the Subdivision Agreement to the Water Corporation.

-- / -- / -- ☐

Signed: _____

Date: -- / -- / --

Name:	Ph:	Fax:
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WAPC

Subdivision Application Forms

Currently Valid in 2016

[Check for new revisions](#)



WAPC FORM 1A





Form 1A Application for Approval of Freehold or Survey Strata Subdivision



Notice to applicants – consent to the disclosure of information

In the interests of transparency, the agenda and minutes of meetings of the Western Australian Planning Commission may appear on the PlanningWA website, which is a website that is available to the public. Accordingly, in signing this form, you acknowledge that except for information about your business, professional, personal or commercial and financial affairs, the information you have provided in support of your application may be placed on the website.

Important information for applicants

1. Please read all of this form carefully and consult the application guide and schedule of fees for further information. The application may not be accepted and will be returned to the applicant with the submitted fee if these requirements are incorrect or incomplete.
2. The WAPC is responsible for determining applications for freehold and survey strata subdivision under the *Planning and Development Act 2005* and *Strata Titles Act 1985*. The information required for an application is authorised by regulation 20 of the *Planning and Development Regulations 2009*. There are penalties for providing false information.
3. Applications for a freehold and survey strata subdivision require a fully completed form 1A with any additional information attached, the correct application fee and multiple copies of a subdivision plan and any supporting documentation (see part 7 of form 1A).
4. Subdivision plans must be based on an accurate and up-to-date feature survey (survey of existing physical features and improvements such as driveways, buildings as required by part 7). The additional information requirements, under part 7 item 1B, are not required for amalgamation approval.
5. The applicant must sign part 1. All landowners or an agent with written authority must sign part 3. Agents must provide written authority from the landowner.
6. The application fee must accord with the current schedule of fees.
7. Applicants must check that there are no restrictive covenants applying to the land or if there are, attend to the resulting liabilities and obligations. The WAPC is only bound by the terms of restrictive covenants created under statute in favour of a public authority.
8. Applicants must state the application type, freehold or survey strata subdivision, on part 5 of form 1A. A separate application is required for each application type, freehold or survey strata subdivision. Application fees for cancelled applications will not be refunded if the application has been referred to external agencies.

1 Applicant details

The applicant is the person with whom the WAPC will correspond and, if the application is approved, the person to whom the approval notice will be sent.

Name/company

Contact person

Postal address

Town/suburb

Postcode

Phone number/s

Fax

Email

Current email address required for communicating decisions or other relevant matters

Applicant signature

The form 1A has been completed in full and all relevant information is attached

Print name and position

Date

(if signing on behalf of a company or agency)



Form 1A Application for Approval of Freehold or Survey Strata Subdivision



2 Landowners

All the registered proprietors (landowners) as shown on the record of certificate/s of title for the subject lot/s must be provided. A change of name must be supported by relevant documentation such as a transfer of land document that incorporates a lodgement receipt, a company search from the Australian Securities and Investment Commission, a marriage certificate or a change of name certificate. If there are more than two landowners please provide the additional information on a separate page.

Full name
Organisation/company (if applicable)
ACN/ABN (if applicable)
Postal address
Town/suburb Postcode

Full name
Organisation/company (if applicable)
ACN/ABN (if applicable)
Postal address
Town/suburb Postcode

3 Consent to apply

Registered proprietor/s (landowner/s) or the authorised agent's details **must** be provided in this section. If there are more than two landowners please provide all relevant information on a separate page. Signature/s must be provided by all registered proprietors or by an authorised agent. **Alternatively**, a letter of consent, which is signed by all registered proprietors or by the authorised agent, can be provided.

Full name
Organisation/company (if applicable)
ACN/ABN (if applicable)
Postal address
Town/suburb Postcode

Applicant signature

The landowner/s or authorised agent consents to the applicant submitting this application

Date

Print name and position

(if signing on behalf of a company or agency)

Full name
Organisation/company (if applicable)
ACN/ABN (if applicable)
Postal address
Town/suburb Postcode

Applicant signature

The landowner/s or authorised agent consents to the applicant submitting this application

Date

Print name and position

(if signing on behalf of a company or agency)

The information and plans provided with this application may be made available by the WAPC for public viewing in connection with the application.



Form 1A Application for Approval of Freehold or Survey Strata Subdivision



Please tick 'yes' or 'no' for each statement.

1. All registered proprietors (landowners) listed on the certificate/s of title have signed the application or an attached letter of consent. Yes ☐ No ☐
2. Consent to apply is given on behalf of landowners.
If you indicate 'yes', a letter of consent that is signed by the registered proprietor/s as shown on the certificate/s of title and/or an endorsed power of attorney or other evidence must be provided.
If the subject land is owned by a company, you must confirm whether it is a sole proprietorship company and state the full name/s and position/s of the company signatory/ies, company name and ACN/ABN on the form 1A. Appropriate company signatory/ies include one director and the company seal, two directors, or one director and one secretary.
If the subject land is owned by a strata company, part 3 or a letter of consent can be signed by the company secretary or by an elected person of the company providing proof of authority either by letter of delegated authority, signed by all strata owners or minutes showing delegated authority. Yes ☐ No ☐
3. The application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance. Yes ☐ No ☐
If you indicate 'yes', evidence of landowner's consent must be provided. Relevant evidence may include an express provision of consent by the vendor on the contract of sale or offer and acceptance, a letter of consent from the registered proprietor/s giving prospective purchaser/s consent to lodge the application or copy of the transfer of land document that incorporates a lodgement receipt. Lodgement does not guarantee registration of the document and prospective purchaser/s must notify the WAPC in writing if the document is withdrawn or rejected from registration.
4. Consent to apply is given by or on behalf of joint tenant survivors. Yes ☐ No ☐
If you indicate 'yes', a copy of the death certificate of the deceased landowner must be provided.
5. Consent to apply is given by or on behalf of an executor of a deceased estate. If you indicate 'yes', a copy of the grant of probate or endorsed power of attorney must be provided. Yes ☐ No ☐
6. This application includes land that is owned by or vested in, or held by management order by a government agency or local government. Yes ☐ No ☐
If you indicate 'yes', you must ensure that part 3 or a letter of consent is signed by an authorised officer of the relevant agency or authority, stating the name and position of the signatory/ies.
7. This application includes Crown land. Yes ☐ No ☐
If you indicate 'yes', you must ensure that part 3 or a letter of consent is signed by an authorised officer, Department of Lands, stating the name and position of the signatory/ies.

4 Certificate/s of title

Current copies (issued within the last 6 months) of a record of certificate/s of title for all subject lot/s must be attached to the form. If there are more than two records of title please provide the additional information on a separate page. **Duplicate certificate/s of title will not be accepted.**

Certificate of title	Volume	Folio	Diagram/plan/deposit plan no
Lot number and location of subject lot	Lot no (whole/part) Location		
Reserve no (if applicable)			
Street number and name			
Town/suburb		Postcode	
Nearest road intersection			

Certificate of title	Volume	Folio	Diagram/plan/deposit plan no
Lot number and location of subject lot	Lot no (whole/part) Location		
Reserve no (if applicable)			
Street number and name			
Town/suburb		Postcode	
Nearest road intersection			

Current copies of all records of title are attached yes ☐

Total number of current lot/s subject of this application



Form 1A

Application for Approval of Freehold or Survey Strata Subdivision



5 Summary of the proposal

Please print clearly and tick the appropriate boxes.

- Application type ☐ subdivision or ☐ amalgamation
- Tenure of proposed lot/s ☐ freehold (go to 4) or ☐ survey strata (go to 3)
- Is common property proposed? ☐ yes ☐ no
- Does the subject lot/s contain existing dwellings (ie buildings for residential purposes), outbuildings and/or structures? ☐ yes (go to 5) ☐ no (go to 6)
- Please provide details of dwellings, outbuildings and/or structures
☐ dwellings ☐ number of dwellings
☐ all to be retained ☐ all to be removed ☐ partially retained/removed (please specify)
and/or ☐ outbuilding/s and/or structures ☐ number of outbuildings and/or structures
☐ all to be retained ☐ all to be removed ☐ partially retained/removed (please specify)
and/or ☐ others (please specify)
- Number of proposed lot/s
- Current land use

8. Proposed land use/development

Please specify the proposed use (zone), lot size and the number of lots. If there are more than six records, please provide the additional information on a separate page.

Zone: Commercial, Common property, Industrial, Mixed use, Residential, Rural, Rural living, Special rural, Special residential, Other.

Lot Size:	0 – 99 m2	235 – 319 m2	600 – 699 m2	1500 – 1999 m2	1 HA – 2 HA
	100 – 119 m2	320 – 449 m2	700 – 799 m2	2000 – 2999 m2	2 HA – 5 HA
	120 – 159 m2	450 – 499 m2	800 – 899 m2	3000 – 3999 m2	5 HA – 10 HA
	160 – 179 m2	500 – 549 m2	900 – 999 m2	4000 – 4999 m2	10 HA – 25 HA
	180 – 234 m2	550 – 599 m2	1000 – 1499 m2	5000 – 9999 m2	Over 25 HA

Zone	Lot size	Number of lots

9 Local government where the subject land is located City/Town/Shire of

6 Application fee

The application fees are listed in the schedule of fees which is reviewed annually. Please ensure the fees submitted accord with the current fee schedule. Cheques should be made out to the Western Australian Planning Commission.

The correct application fee determined in accordance with the current schedule of fees is attached. yes ☐ \$



Form 1A

Application for Approval of Freehold or Survey Strata Subdivision



7 Required information about the proposal

An application may not be accepted and will be returned to the applicant with the submitted fee if the requirements are incorrect or incomplete.

General information required for all applications

1. Subdivision plans are based on an accurate and up-to-date feature survey that includes existing ground levels relative to AHD or topography of the subject lot/s. A feature survey is not required for amalgamation approval. ☐ Yes

2. Relevant copies of the subdivision plans and supporting documentation or accompanying information are attached as indicated on the following table: ☐ Yes

Final no of lots proposed	Copies of subdivision plan and supporting documentation or accompanying information
40 or less	8 paper copies
More than 40	12 paper copies
Large/bulky subdivision reports	1 bound paper copy only and 10 CD copies

3. At least four copies of the subdivision plan are A3 or smaller. ☐ Yes

4. All subdivision plans are capable of being reproduced in black and white format. ☐ Yes

5. The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000) at A3 or A4. ☐ Yes

6. All dimensions on the subdivision plan are in metric standard. ☐ Yes

7. The north point is shown clearly on the subdivision plan. ☐ Yes

8. The subdivision plan shows all lots or the whole strata plan (whichever is applicable). ☐ Yes

9. The subdivision plan shows all existing and proposed lot boundaries. ☐ Yes

10. The subdivision plan shows all existing and proposed lot dimensions (including lot areas). ☐ Yes

11. The subdivision plan shows the lot numbers and boundaries of all adjoining lots. ☐ Yes

12. For battleaxe lots, the subdivision plan shows the width and length of the access leg, the area of the access leg and the total area of the lot. ☐ Yes
☐ n/a (battleaxe lot not proposed)

13. The subdivision plan shows the name/s of existing road/s. ☐ Yes

14. The subdivision plan shows the width of proposed road/s. ☐ Yes
☐ n/a (no road proposed)

15. The subdivision plan shows all buildings and/or improvements which are to be retained (including setbacks) or removed. ☐ Yes
☐ n/a (land is vacant)

16. The subdivision plan shows all physical features such as watercourses, wetlands, significant vegetation, flood plains and dams. ☐ Yes
☐ n/a (land does not contain such features)

17. The subdivision plan shows all electrical infrastructure. ☐ Yes

18. Additional information required in the case of applications for residential infill subdivision within existing residential zoned areas

Applications which propose to create two or more residential lots in existing residential areas must show all existing features (in addition to item 16 above) located in the road reserve/s adjoining the subject land and all existing improvements on the subject and including:

- | | | |
|---|--------------------|--|
| • driveways | • fencing | • retaining walls |
| • kerb lines | • street trees | • telecommunication pillars |
| • manholes | • water supply | • electricity transmission lines and poles |
| • bus stops | • swimming pools | • sewer, water and electricity connections |
| • gully pits | • pedestrian paths | |
| • boundary setbacks for dwelling/s to be retained | | |

Access to/from right-of-way or private road

Access is to be provided from an existing right of way or private road. ☐ Yes
☐ No

If you indicate 'yes', you must provide a copy of the plan or diagram of survey on which the subject right-of-way was created to confirm its exact width and whether a right of access exists. Right of access may be an easement under section 167A of the *Transfer of Land Act 1893*, an implied easement for access or other arrangement.

Contaminated sites

Information to assist applicants to respond to the following questions is on the Department of Environment Regulation's (DER) website at <http://www.der.wa.gov.au/your-environment/contaminated-sites>.

1. Has the land ever been used for a potentially contaminating activity? Examples include: market garden or intensive agriculture, livestock dip or spray race, service station, fuel or waste oil storage, fill other than certified clean fill, landfill or waste disposal, chemical storage or manufacturing, metal works or scrap metal recovery, motor vehicle workshop, timber mill/preserving, pest control depot, dry cleaning establishment, industrial facility, rifle range, railway yards, port, sewerage treatment facility. Other examples are in Appendix B of Assessment and Management of Contaminated Sites (DER Contaminated sites guidelines). ☐ Yes
☐ No

If yes, please attach details of the activities/uses.

2. Does the land contain any site or sites that have been classified under the *Contaminated Sites Act 2003*? ☐ Yes
☐ No

3. Does the land contain any site or sites that have been reported or are required to be reported under the *Contaminated Sites Act 2003*? ☐ Yes
☐ No

If you indicated 'yes' to question 2 or 3 you must provide a Basic Summary of Records (BSR)

Where a BSR is not available from the public Contaminated Sites Database, the form requesting a BSR from DER is available from the DER website at <http://www.der.wa.gov.au/your-environment/contaminatedsites/57-forms> or by calling DER on 1300 762 982.

If a BSR is not available, a copy of the letter from DER notifying the applicant that the site or the sites are under assessment must be provided, followed by the BSR when available.

Is a BSR or letter from DER attached? ☐ Yes
☐ No

Information requirements for Liveable Neighbourhoods

Subdivision applications proposing to create 20 or more lots on greenfield and urban infill sites will be assessed against the requirements of Liveable Neighbourhoods.

Such applications should be supported by documentation addressing the relevant criteria of Liveable Neighbourhoods, as identified in the application guidelines within the policy document.

Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached? ☐ Yes
☐ No

Acid sulfate soils

Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of disturbing acid sulfate soils at this location? ☐ Yes
☐ No

Bushfire Prone Areas

Is the proposal within a designated bushfire prone area and if yes; ☐ Yes
☐ No

Has a BAL Contour MAP or BAL assessments (one per lot) been included? ☐ Yes
☐ n/a

The WAPC has published a guide to applications and fees to assist applicants preparing to submit applications. The guide and other information about the planning system is available from the PlanningWA website.

www.planning.wa.gov.au

The information and plans provided with this application may be made available by the WAPC for public viewing in connection with the application.



Form 1A Application for Approval of Freehold or Survey Strata Subdivision



Submission of application to WAPC through Department of Planning offices

Perth (All posted applications):	Perth (Lodgements in person):	Albany	Mandurah	Bunbury	Geraldton
Locked Bag 2506 Perth WA 6001	140 William Street Perth WA 6000	178 Stirling Terrace PO Box 1108 Albany WA 6331	Shop 23 11-13 Pinjarra Road Mandurah WA 6210	6th Floor Bunbury Tower 61 Victoria Street Bunbury WA 6230	Office 10, Level 2 209 Foreshore Drive Geraldton WA 6530
	telephone: 6551 9000 facsimile: 6551 9001 NRS: 13 36 77	telephone: 9892 7333 facsimile: 9841 8304	telephone: 9586 4680 facsimile: 9581 5491	telephone: 9791 0577 facsimile: 9791 0576	telephone: 9960 6999 facsimile: 9964 2912

Alternatively, applications can be submitted online at <http://online.planning.wa.gov.au/epln>



WAPC FORM 1C





Form 1C

Application for Endorsement of Deposited Plan, Survey Strata Plan or Strata Plan



Notice to applicants - Consent to the disclosure of information

In the interests of transparency, the agenda and minutes of meetings of the Western Australian Planning Commission may appear on the PlanningWA Website, which is a website that is available to the public. Accordingly, in signing this form, you acknowledge that except for information about your business, professional, personal or commercial and financial affairs, the information you have provided in support of your application may be placed on the website.

Important information for applicants

- The information on this form is required for endorsement of a deposited plan, survey strata plan or strata plan by the WAPC in accordance with provisions of *Planning and Development Act 2005* and *Strata Titles Act 1985*.
- An application for endorsement of a deposited plan, survey strata plan or strata plan is to include:
 - This completed form 1C. (Please note one form is required for each plan or stage of subdivision)
 - The correct endorsement fee determined in accordance with the current schedule of fees.
 - Written advice or evidence that condition/s have been complied with from the relevant agency/ies including supporting documents such as copies of covenants and notifications.
 - A copy of the deposited plan, survey strata plan or strata plan that is requested to be endorsed by the WAPC. (In signing this form, the applicant acknowledges that the statutory time period and official validation of the application for the WAPC to endorse the relevant plan cannot commence until the WAPC receives the 'certified correct' plan from the Western Australian Land Information Authority (Landgate)).
- There is a statutory limit of 30 days for the WAPC to endorse a plan of survey.

WAPC reference no/s:

WAPC decision date/s:

Applicant

The applicant is the person with whom the WAPC will correspond and, if the application is approved, the person to whom the approval notice will be sent.

Name / company

Contact person

Postal address

Town / suburb

Phone number/s

Postcode

Fax

Email

Current email address required for communicating decisions or other relevant matters

The form 1C has been completed in full and all relevant information is attached

Applicant signature

Print name and position

(if signing on behalf of a company or agency)

Date

Required application details

Please print clearly and tick the appropriate box.

- Deposited plan ☐ or survey strata plan ☐ or strata plan ☐ plan number
- Number of lot/s on this plan Fees attached: yes ☐ \$ n/a ☐
- WAPC unconditional approval ☐ (proceed to 6 below if unconditional approval)
or
WAPC conditional approval ☐ (proceed to 4 below if conditional approval)
- If conditional approval - all condition/s have been complied with and written advice or evidence from the relevant agency/ies are attached to this completed form. yes ☐ or no ☐ (refer to 7 below)
- Is endorsement being sought for a limited stage of an approved plan or subdivision? yes ☐ or no ☐
- Please list the landowner/s as stated on the WAPC decision letter (this may not necessarily be the current landowner and is requested to assist with processing of this application).
Landowner/s stated on WAPC decision letter.
- Where after reasonable endeavours it is not possible to obtain clearance for one or more conditions, the applicant may apply in writing to the WAPC for review. Are you seeking WAPC review? yes ☐ or no ☐
If yes, please attach statement of reasons and supporting documentation.
- Any variation to the approved plan must be appropriately justified. Justification attached. yes ☐ or n/a ☐

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eClearance submission facility:

For electronic submission of an application for the endorsement of deposited plan, survey-strata or strata plan, inclusive of all clearance of conditions, log on to:
<http://online.planning.wa.gov.au/eclearances/login.asp>