



**APPENDIX 1**

**Application for Clearance of Conditions of Subdivision Approval and Checklist for Clearance of Conditions**

**APPLICATION FOR CLEARANCE OF CONDITIONS OF SUBDIVISION APPROVAL**

|  |             |  |                 |    |
|--|-------------|--|-----------------|----|
| WAPC No.:                                |             |  |                 |    |
| WAPC Approval Date:                      |             |  |                 |    |
| WAPC Conditions to be Cleared: (numbers) |             |  |                 |    |
| Property Address:                        | Lot No.     |  | Street No.      |    |
|  | Street      |  | Suburb          |    |
| Estate Name & Stage:                     |             |  |                 |    |
| Deposited or Survey Strata Plan No.:     |             |  |                 |    |
| No. of Lots to Clear & Application Fee:  | No. of Lots |  | Application Fee | \$ |

**The Applicant**

|                  |        |  |         |  |
|------------------|--------|--|---------|--|
| Company:         |        |  |         |  |
| Mailing Address: |        |  |         |  |
| Contact Person:  |        |  |         |  |
| Contact Details: | Phone: |  | Mobile: |  |
|                  | Email: |  |         |  |

**CERTIFICATION BY PROJECT MANAGER/OWNER THAT SUBDIVISIONAL WORKS ARE COMPLETED**

On behalf of \_\_\_\_\_, I certify that the requirements of all of the conditions of the Subdivision Approval have been completed, and that the attached Clearance Checklist and this Clearance Application Form are correct.

\_\_\_\_\_  
 Signature of Project Manager/Owner

| <b>Lodgement Checklist</b><br><i>(Incomplete Applications will be returned to the Applicant)</i>   | <b>Tick When Complete</b> |
|--|---------------------------|
| Completed Application for Clearance of Conditions of a Subdivision Approval form and Checklist for Clearance of Conditions (Appendix 1)  |                           |
| Two copies of the Deposited or Survey Strata Plan attached   |                           |
| Digital version of Deposited or Survey Strata Plan submitted (on CD or emailed to nicole.d'alessandro@rockingham.wa.gov.au)  |                           |
| Clearance Application Fee Cheque enclosed  |                           |
| Supervision Fee (accompanied with a summary/calculation of how the figure was reached) Paid and Receipt attached or Cheque enclosed (if applicable)  |                           |
| Two copies of Staging Plan indicating the subject Deposited Plan area attached*  |                           |
| Two copies of Bond Schedule attached (if applicable)   |                           |
| Maintenance Bond (to be returned after 12 month defect inspection)   |                           |
| Developer Contributions Payment Receipt attached or Cheque enclosed (if applicable)  |                           |
| All relevant documents (e.g. Geotechnical Reports, Legal Agreements, Compaction Tests, As-constructed survey data – DGN/DWG, Rspec & Dspec, Statutory Declarations, Fire Management Plan, Urban Water Management Plan, Landscape Plans etc) attached<br><br><i>(Any other documentation relating to the approval Local Government conditions of subdivision must be supplied with the application for clearance, regardless of such information having been previously supplied to the City)</i> |                           |

\*the Staging Plan is to show the lots within the estate/structure plan which have already received titles. Corresponding stage titles i.e. 8C and stage boundaries are requested to be shown. Where there are different subdivision approvals in place within the estate/structure plan, it is requested that the subdivision boundary and WAPC reference number be depicted.

Is the Deposited Plan consistent with the plan of subdivision approved by the Western Australian Planning Commission?

Yes

No. Significant changes have been proposed. **Clearance application should not be lodged.** Any significant variations to the approved plan of subdivision require Western Australian Planning Commission approval.

Has Practical Completion Inspection (PCI) been undertaken?

Yes. PCI Date:

Yes, and the City has approved a bond application for the outstanding works:

Bond Amount: \$ \_\_\_\_\_  
 (Copy of receipt attached)

Bond Payment Date: \_\_\_\_\_



**LODGEMENT OF APPLICATIONS FOR CLEARANCE**

|  |   |
|--|---|
| <p><b>CLEARANCE APPLICATION</b></p>          | <p>1.1 To enable the City to consider clearance requests and to assist in the prompt processing of applications, the submission of two (2) copies of all of the following are required:-</p> <p>1.1.1 Clearance Application Form;</p> <p>1.1.2 Approval Condition Checklist;</p> <p>1.1.3 Deposited Plans (DP's) 2x hard copies and 1x digital;</p> <p>1.1.4 A Staging Plan, highlighting the identification of the subject DP's on the Western Australian Planning Commission approved plan;</p> <p>1.1.5 Appendices and any other supporting information, (i.e. copies of Bond Receipts, Schedules, Statutory Declarations, etc.)</p> <p>1.2 The Clearance Application Form must be completed and the Approval Condition Checklist must demonstrate how each of the Local Government Western Australian Planning Commission Conditions have been complied with.</p> <p>1.3 All Clearance Applications should be marked to the attention of the Planning Administration Officer.</p> |
| <p><b>CLEARANCE FEES</b></p>                 | <p>2.1 In accordance with the Scale of Fees for Planning Services, the Clearance Fees are as per the City's current Fee Schedule.</p> <p>2.2 Fees must be lodged with the Application. Cheques should be made payable to the City of Rockingham and attached to the Clearance Application Form. The Application will not progress until the Fees have been received.</p>  |
| <p><b>SUPERVISION FEES</b></p>               | <p>3.1 The City's Engineering Supervision Fees is:-</p> <p>1.5% of Road Works, Drainage and earthworks contained within the road reserve (and is subject to GST).</p> <p>3.2 Fees must be lodged with the Application. Cheques should be made payable to the City of Rockingham and attached to the Clearance Application Form.</p>   |
| <p><b>BONDING OF SUBDIVISIONAL WORKS</b></p> | <p>4.1 All Bond requests are to be submitted to the City's "Application for Bonding Outstanding Subdivision Works" in accordance with the City's "Subdivision Policy &amp; Guidelines" document.</p> <p>4.2 The bonding of subdivisional works should be submitted and approved by the City and paid to the City, prior to the lodging of the Clearance Application Form, Deposited Plans and Approval Condition Checklist. Copies of the Bond receipts should be included in the Appendices attached to the Approval Condition Checklist.</p>  |



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|---|--|
| <p><b>BOUNDARY CLEARANCE CONDITIONS</b></p> | <p>5.1 To assist a standard boundary clearance condition, the City requires a Survey Plan indicating the boundary clearances and building pickup points of the existing buildings (and effluent disposal systems/septic tanks, where appropriate) on the land to the proposed boundary lots.</p> <p>5.2 New setback distances to boundaries resulting from subdivision may necessitate the submission of a Building Permit to ensure existing structures meet current standards. The City's Building Services can be contacted on 9528 0316 in this regard.</p> <p>5.3 Existing septic tanks and aerobic treatment units are to be decommissioned (if required). Evidence of decommissioning must be submitted from a licenced liquid waste contractor with the lodgement for clearance.</p> |
| <p><b>LOCAL DEVELOPMENT PLANS</b></p>       | <p>6.1 Local Development Plans should be prepared by the subdivider and submitted to the City for approval prior to clearance.</p>   |
| <p><b>FIRE MANAGEMENT PLANS</b></p>         | <p>7.1 If a Fire Management Plan is required it should be prepared by a qualified consultant and submitted to the City with the lodgement for clearance.</p>   |
| <p><b>URBAN WATER MANAGEMENT PLANS</b></p>  | <p>8.1 If an Urban Water Management Plan is required it must be submitted to and approved by the City prior to applying for clearance.</p>   |
| <p><b>PUBLIC OPEN SPACE</b></p>             | <p>9.1 Landscape Plans for the development of Public Open Space must be submitted to the City's Parks Development Services in advance of applying for Subdivision Clearance.</p>   |
| <p><b>DEVELOPMENT CONTRIBUTION FEES</b></p> | <p>1.1 All Development Contributions Fees should be received with, or prior to, the application for clearance of subdivision conditions.</p>   |

Note: Separate cheques should be prepared and forwarded for bonds, clearance application fees, supervision fees and development contribution fees.