

# Subdivision Process

Applications for subdivision are made to the Western Australian Planning Commission (WAPC).

The WAPC is the authority responsible for determining all subdivision/ amalgamation and survey strata applications. Applicants are advised to verify zoning, building setbacks and other relevant subdivision standards and requirements with Council's Planning Services prior to lodging an application with the WAPC.

Part 4 of the City's Town Planning Scheme No.4 (TPS4) provides general development requirements. An increase above the lower residential density code may apply in certain circumstances as outlined in Clause 4.2.4 of the TPS4, which are subject to an application for development approval being granted by the City in accordance with the City's Local Planning Policy 3.1: 'Residential Density Development' (PLN3.1).

The City recommends a planning consultant independent of the City carry out the procedure of subdivision or amalgamation on behalf of landowners.

## A summary of the process for subdivision or amalgamation follows:

- Applicant evaluates the zoning of the property to ascertain if the property meets minimum lot size requirements.
- If the higher code is to be applied for in dual-code areas, the applicant has to submit an Application for Development Approval to the City as per *Planning's Information Sheet - Lodgement and Assessment Process for Development Applications*, to demonstrate that the proposed subdivision or amalgamation complies with the City's *Town Planning Scheme 4, Local Planning Policies and the State Planning Policy 3.1: Residential Design Codes*. Following determination of the development application by the City, the applicant is to submit a subdivision application to the WAPC.
- If the higher code in dual-code areas is not being applied for, the applicant has to submit a subdivision application to the WAPC (without the need for an application for Development Approval). This also applies to properties which do not have a dual code.

- WAPC refers the application to the appropriate authorities for consultation and comments. The authorities may include:
  - City of Armadale
  - Western Power
  - Alinta Gas
  - Water Corporation
  - Telstra
  - Main Roads Western Australia
  - Department of Health
  - Conservation and Land Management
  - Swan River Trust
  - Environmental Protection Authority.

These authorities may recommend conditions such as: lots being cleared of soakwells and septic tanks; new lots connected to deep water sewerage; additional car bays, etc. The WAPC's Model Subdivision Conditions Schedule is available at [www.planning.wa.gov.au](http://www.planning.wa.gov.au).

- WAPC considers comments received from the relevant authorities and determines the subdivision application. If subdivision is approved, WAPC issues a conditional approval to the applicant. The applicant must meet all conditions before final approval of the subdivision is granted. Conditional approvals are valid for four years (or three years for subdivisions proposing five lots or less).
- The applicant is to organise appropriate works to meet the stipulated conditions. With respect to the City, please refer to the Subdivision Clearance Guidelines available on the City's website.

## Subdivision Process (continued)

- The applicant engages a licensed surveyor to prepare a Plan of Survey, demonstrating the new lots with areas and dimensions. Two copies of the Plan of Survey is sent to each authority with a letter requesting clearance of each condition relevant to that authority. The City requires a clearance request to be made via an application for clearance of subdivision conditions. Please refer to Subdivision Clearance Application on the City's website.
- The authority ensures the conditions have been met. Once they have been fulfilled, the clearance authority issues a letter of clearance of condition(s).
- The applicant collects letters of clearance of condition(s) from affected authorities and forwards them to the Department of Planning, Lands and Heritage (DPLH).
- DPLH officers check the Plan of Survey with preliminary approval sketch to ensure all conditions have been fulfilled. If the conditions have been cleared then the Plan of Survey is submitted to WAPC for endorsement.
- WAPC endorses the Plan of Survey and send it on to Landgate.
- Landgate places the Plan of Survey in order for dealings.
- Proponent applies for Plan of Survey to be registered with new titles and/or transfers.

### Further information:

For further information, refer to the Planning section of the City's website where the following information is available:

- Town Planning Scheme No. 4
- Planning and Development (Local Planning Schemes) Regulations 2015
- Local Planning Policies
- Information Sheets
- Schedule of Fees and Charges
- Application for Development Approval
- Development Application Checklist

Contact the City's Planning Services for further information.

*Please note the information contained within this brochure is intended as a guide only. It is recommended that advice and assistance of City's Planning Services staff be sought prior to lodgement of a development application. The City of Armadale disclaims any liability for any damages sustained by a person acting on the basis of this information.*