



Subdivision Clearance Information Sheet

Updated January 2016

This information sheet has been prepared to assist applicants in the preparation and submission of the City's Application for Clearance of Subdivision Conditions. Applicants are to ensure sufficient information is provided to enable the City to process the clearance request in a timely manner as an incomplete application may be returned.

Please note, this is not a definitive document and further supporting information may be required.

Clearance Application	1.1	<p>To enable the City to consider a clearance request and to assist in early processing, the City requires the submission of all of the following:</p> <ul style="list-style-type: none"> • Completed Application for Clearance of Subdivision Conditions which includes a Checklist for Clearance of Conditions. • 2x copies of the Deposited or Survey Strata Plan. • Staging Plan. Where a subdivision approval is proposed to be staged, indicate on the subject Deposited or Survey Strata Plan the staging plan area. • Supplementary Information i.e. drainage as-con plans, geotechnical report, bond receipts, letter of undertaking etc.).
	1.2	The City's Application for Clearance of Subdivision Conditions must be completed and accompanied by the Checklist for Clearance of Conditions.
	1.3	All Local Government Conditions must be satisfied and certification documents attached for the clearance process to begin.
	1.4	Ensure contact details have been completed on the Application for Clearance of Subdivision Conditions, in the event more information is required.
Clearance Fees	2.1	For clearance fee information, please refer to the City's website for a copy of Schedule of Fees and Charges at http://www.armadale.wa.gov.au/planning-forms-fees
	2.2	The clearance fee must be lodged with the Application for Clearance of Subdivision Conditions.
	2.3	A separate cheque is to be submitted for clearance fees.
Staging of WAPC Approval	3.1	Where a subdivision approval is proposed to be staged (i.e. residential estate), the Deposited/Survey Strata Plan should be identified (i.e. highlighted) on the WAPC approved plan of subdivision and accompanied by a Staging Plan. This is to assist in the early consideration of Deposited/Survey Strata Plans by the City and to demonstrate when and how approval conditions will be complied with.
	3.2	The Application Checklist should include details of how and when condition(s), that are not met in the current Deposited/Survey Strata Plan clearance or deferred to future stages, will be met in future stages or have been met in previous stages.
	3.3	Where POS is applicable to a subdivision, a POS Schedule is to be provided to the City at each lodgement of an Application for Clearance of Subdivision Conditions.



Staging of WAPC Approval (continued)	3.4	In accordance with "Development Control Policy 2.3 Public Open Space in Residential Areas" the Commission may require POS for the whole of a parcel of land to be met entirely from the first stage of subdivision. Should this not occur the subdivider is required to provide a Schedule to the City outlining the timeframe of when ceding will occur and at which stage of the subdivision.
Boundary Clearance Conditions, Septic Tanks & Licence Requirements	4.1 4.2 4.3	4.1 To assess a standard boundary clearance condition, the City requires a Survey Plan identifying the boundary clearances distances and building pickup points of the existing buildings (and effluent disposal systems/septic tanks where appropriate) on the land to the proposed lot boundaries. 4.2 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 9394 5000 in this regard. 4.3 Existing septic tanks/leach drains and aerobic treatment units are to be decommissioned (if required). Evidence of decommissioning must be submitted from a licensed liquid waste contractor to the City prior to lodging an Application for Clearance of Subdivision Conditions. The City's Health Services can be contacted for further requirements on 9394 5000 if required.
Supervision Fees	5.1 5.2 5.3	5.1 The City's supervision fees are: <ul style="list-style-type: none"> • 1.5% of its assessed cost of all road works & drainage, including 15% of all earthworks where a superintendent and clerk of works is employed to design and supervise the work. • 3% of its assessed cost of all road works & drainage, including 15% of all earthworks where a superintendent and clerk of works has not been employed to design and supervise the works. 5.2 The City's supervision fees should be paid prior to lodgement of an Application for Clearance of Subdivision Conditions to assist in early processing of the application request. Receipt of payment of the fee should be included in the clearance request. 5.3 A separate cheque is to be submitted for supervision fees.
Bonding of Subdivisional Works	6.1 6.2	6.1 The bonding of subdivisional works should be submitted to and approved by the City's Engineering Services prior to lodgement of an Application for Clearance of Subdivision Conditions to assist in early processing of the application. An administration fee of \$1000.00 plus GST is payable for bonding outstanding works. Receipt of payment of the bond should be included in the clearance request. 6.2 A separate cheque is to be submitted for bonds.
Geotechnical Reports	7.1	7.1 Geotechnical reports must be prepared by a suitably qualified professional and submitted to the City's Technical Services and approved by the City prior to commencement of subdivision works and clearance.

Footpath Cash in Lieu	8.1 8.2 8.3 8.4 8.5 8.6	<p>Clause 4.1.7 of the Local Planning Policy PLN 3.1 Residential Density Development specifies that <i>“To facilitate improvements to the City’s footpath network, development taking advantage of the higher code in dual coded areas and development within areas Coded R40 will be required as a condition of planning approval to make a contribution to the City’s footpath fund on the basis of the estimated cost of constructing 5m of footpath for every additional unit proposed for the site. Contributions should generally be expended in the locality within which the contribution has been made”</i>.</p> <p>Where a WAPC Approval references an approved Development Application, payment will be required to facilitate clearance of conditions.</p> <p>To formally calculate the cash in lieu amount, please contact the Administration Officer-Subdivisional Development on 9394 5000. When contacting the City for payment advice, quote the City’s development approval reference number, the address of the property and the landowner’s details so the City can maintain appropriate records of compliance of conditions.</p> <p>A separate cheque will be required to be forwarded to the City’s Technical Services for payment of the footpath contribution.</p> <p>Receipt of payment should be included in the clearance request.</p> <p>Further details are available on the City’s website at http://www.armadale.wa.gov.au/planning-faqs</p>
Bonding of Landscaping Works	9.1 9.2 9.3	<p>The City’s landscaping bonds are:</p> <ul style="list-style-type: none"> • At least 125% of the cost of works or as otherwise determined by the City, plus 20% maintenance bond. <p>The bonding of landscaping works should be submitted to and approved by the City’s Parks & Reserves Services prior to lodgement of an Application for Clearance of Subdivision Conditions. Receipt of payment of the bond should be included in the clearance request.</p> <p>A separate cheque is to be submitted for bonds.</p>
Landscaping & Revegetation Plans/Retention of Vegetation	10.1 10.2 10.3	<p>Landscaping/revegetation plans should be prepared by a suitably qualified professional and in accordance with Local Planning Policy PLN 2.9 – Landscaping and approved by the City’s Parks & Reserves Services prior to a clearance request.</p> <p>Landscaping is to be installed in accordance with approved plans and must survive at least two summers. Replanting is to occur after each summer (as required).</p> <p>A site survey plan should be prepared by the subdivider identifying vegetation proposed to be removed and approved by the City’s Parks & Reserves Services prior to commencement of subdivision works.</p>

Development Contributions (Roleystone Hills)	11.1 11.2 11.3	Contributions within the Roleystone Hills Precinct are administered by an independent fund manager, Urban Focus Pty Ltd. Schedule 13(1) 4.3 of Town Planning Scheme No. 4 requires the subdivider to provide evidence to the City that contributions have been made. A letter of clearance from Urban Focus P/L must accompany any request to the City in order to enable the clearance of the appropriate condition(s). Urban Focus P/L can be contacted on: Ph: 9389 7999 Fax: 9398 7888 154 Hampden Road NEDLANDS WA 6009 PO Box 1137 NEDLANDS WA 6909
Development Contributions (North Forrestdale)	12.1 12.2 12.3 12.4 12.5	Landowner(s) within Development Contribution Area No. 3 (DCA03) as depicted on Special Control Area Map No. 3 (SCA Map No. 3) are to make a proportional contribution towards the provision of common infrastructure. Development Cost Contribution arrangements and provisions for DCA03 are in accordance with Part 6B and Development Contribution Plan No. 3 (DCP No. 3) included in Schedule 13B of the City's Town Planning Scheme No. 4. The Infrastructure Cost Schedule (ICS) associated with DCP No. 3 is adopted by Council and reviewed on a regular basis as per provisions included within Schedule 13B. The adopted ICS determines the Development Cost Contribution per lot and is available on the City's website at http://www.armadale.wa.gov.au/north-forrestdale-development-contribution-plan-no-3 To calculate the Development Cost Contribution applicable and to progress clearance, the City requires submission of a deposited plan to the Project Coordinator Contribution Schemes who will advise you on the Development Cost Contribution that will be due based on the lots being created. Payments and/or arrangements to cover the Development Cost Contribution due, need to be finalised to the City's satisfaction so clearance of the appropriate condition(s) can be issued. For further details regarding Development Cost Contribution arrangements please contact Project Coordinator Carlo Mannucci on 9394 5401 or via email at cmannucci@armadale.wa.gov.au

<p>Development Bonds (North Forrestdale SP South)</p>	<p>13.1 13.2 13.3 13.4 13.5 13.6</p>	<p>Provision No. 8 of Structure Plan for Development Area No. 35 – North Forrestdale Stage 3 (South) establishes a requirement for a bond to be paid and held for a period of five (5) years post development timeframe for the Urban Cell comprising Development Area No. 35.</p> <p>Provision No. 8 of the Structure Plan for Development Area No. 35 – North Forrestdale Stage 3 (South) states that: <i>“A bond of five years post development timeframe, or equivalent acceptable to the City, shall be required for remedial actions in the event that water quality or water quantity from the Structure Plan area is determined by the City of Armadale on advice of the DEC, as having an adverse impact on the Gibbs Road system or Forrestdale Lake”.</i></p> <p>Landowner(s) within Structure Plan for Development Area No. 35 – North Forrestdale Stage 3 (South) are required to pay the bond.</p> <p>To calculate the bond applicable, the City requires submission of a deposited plan to the Planning Assistant who will advise you on the bond that will be due. Please contact Melissah Clark on 9394 5143 or via email at mclark@armadale.wa.gov.au</p> <p>A separate cheque is to be submitted for payment of the bond. The bond should be paid prior to lodgement of an Application for Clearance of Subdivision Conditions and receipt included in the clearance request.</p> <p>For further details on Provision No. 8 of Structure Plan for Development Area No. 35 – North Forrestdale Stage 3 (South), please contact Coordinator Strategic Planning Meredith Kenny on 9394 5627 or via email at mkenny@armadale.wa.gov.au</p>
<p>Public Open Space Cash in Lieu</p>	<p>14.1 14.2</p>	<p>For cash-in-lieu contributions, the subdivider must obtain a valuation from a licensed valuer agreed to by the City. The final cash-in-lieu amount is to be agreed to by the City and paid within the three month currency of the valuation, prior to clearance. See the City’s website for further information at: http://www.armadale.wa.gov.au/planning-faqs</p> <p>A Public Open Space schedule in accordance with Table 11 of Liveable Neighbourhoods, supported by the relevant approved drainage and landscape plans shall be provided for each stage of subdivision involving Public Open Space.</p>
<p>Advising Prospective Purchasers of requirements of the Town Planning Scheme</p>	<p>15.1 15.2 15.3</p>	<p>The subdivider is required to sign a letter of undertaking agreeing to advise prospective purchasers of the City’s Town Planning Scheme requirements that are applicable to the land.</p> <p>The City has an example of a letter of undertaking that can be made available to subdividers upon request from Melissah Clark, Planning Assistant on 9394 5143 or via email at mclark@armadale.wa.gov.au</p> <p>Where applicable, a copy of the letter of undertaking or sales contract is to be included as an attachment to the relevant condition(s) when lodging an Application for Clearance of Subdivision Conditions.</p>

Local Development Plan (formerly Detailed Area Plan)	16.1	Local Development Plans should be prepared by the subdivider and submitted to the City for approval as a separate development application prior to lodging an Application for Clearance of Subdivision Conditions. See the City's website for further information at http://www.armadale.wa.gov.au/planning-applications
Building Envelopes	17.1 17.2 17.3	<p>17.1 A formal application for approval of a Building Envelope Plan should be submitted to the City for approval prior to lodging an Application for Clearance of Subdivision Conditions. See the City's website for further information at http://www.armadale.wa.gov.au/planning-applications</p> <p>17.2 A scale site plan should be prepared by the subdivider indicating the location and size of Building Envelopes for each proposed lot. The plan should be clearly dimensioned, setbacks from all boundaries should be shown along with the identification of vegetation on site.</p> <p>17.3 The location of the Building Envelopes should take into consideration any environmental constraints, fire management plans, topography, preservation of trees and Town Planning Scheme setback requirements. Refer to Local Planning Policy PLN 2.1 "Establishment or Amendment of Development Envelope Locations" for more information.</p>
Fire Management Plans	18.1 18.2 18.3	<p>18.1 If a Fire Management Plan is required, it should be prepared by an accredited Consultant and submitted to the City for approval prior to lodging an Application for Clearance of Subdivision Conditions.</p> <p>18.2 The Fire Management Plan is to consider all relevant guidelines such as:</p> <ul style="list-style-type: none"> • State Planning Policy 3.7 "Planning in Bushfire Prone Areas" and the related Guidelines & Appendices. • Australian Standard AS3959 – Construction of Buildings in Bushfire Prone Areas. • City of Armadale Annual Firebreak Notice. • City of Armadale Town Planning Scheme. • Existing bushfire hazard assessments and plans. <p>18.3 To formally lodge a request for the City to assess a Fire Management Plan, please email Planning Assistant, Melissah Clark at mclark@armadale.wa.gov.au</p>
All Other Fees & Contributions	19.1	Separate cheques should be prepared and forwarded to the City prior to lodgement of an Application for Clearance of Subdivision Conditions. Copy of receipt of payment of the fee/bond/contribution should be included in the clearance request.
Appendices	20.1 20.2	<p>20.1 Copies of any undertakings, bond receipts and any other relevant information are to be attached to the Application for Clearance of Subdivision Conditions.</p> <p>20.2 A list of the appendices should be provided when more than three (3) appendices are attached to the Application for Clearance of Subdivision Conditions.</p>
Payments	21.1	All cheques are to be made out to the City of Armadale.

Entry Statements & Estate Signage	22.1	Entry statements and Estate signage require separate approval by the City.
	22.2	The subdivider is required to submit an Application for Development Approval. See the City's website for further information at http://www.armadale.wa.gov.au/planning-applications
	22.3	For further details regarding signage, please contact Planning Assistant, Melissah Clark on 9394 0143 or via email mclark@armadale.wa.gov.au
