

Guidelines for Submission of Subdivision Clearance Requests

Updated August 2011

The use of these guidelines will assist in ensuring that the appropriate information is submitted to the Shire to enable it to consider and process clearance requests in a timely manner. Where an application for clearance is lodged in accordance with these guidelines, the Shire will endeavour to issue clearance within fourteen (14) days of lodgement. Clearances are however likely to be delayed where the application is not made in accordance with these guidelines and the Shire reserves the right to return incomplete applications.

Lodgement of Application for Clearance:

Clearance Application	<p>1.1 To enable the Shire to consider clearance requests and to assist in early processing, the Shire requires the submission of two (2) copies of all of the following:</p> <ul style="list-style-type: none"> • Shire Clearance Application Form. • Approval Condition Checklist (see Shire's example to assist in preparation). • Copy of relevant Western Australian Planning Commission (WAPC) subdivision approval. • Deposited plans. • Staging plans, where a subdivision approval is proposed to be staged including identification of the deposited plan, ie highlighted on the WAPC approved plan of subdivision and details of the proposed staging. • Appendices and any other supporting information, ie copies of bond receipts, schedules and any undertakings etc. <p>1.2 The Shire's Clearance Application Form is to be completed and an Approval Condition Checklist is to be prepared demonstrating how each of the WAPC's subdivision approval conditions have been complied with.</p> <p>1.3 The Shire has prepared an example of an Approval Condition Checklist to assist Project Managers with the preparation of the checklist. An electronic copy can be obtained from the Shire's website at http://www.murray.wa.gov.au.</p> <p>1.4 All Clearance Applications and Approval Condition Checklists should be marked for the attention of Planning Administration Officer.</p>
Contacts	<p>2.1 Please complete the contact names, phone numbers, fax numbers and email addresses as requested on the Clearance Application Form so that the Shire can contact you in the event that more information is required.</p> <p>2.2 The progress of the Shire's consideration of a clearance application may be obtained by emailing the relevant officers at mailbag@murray.wa.gov.au</p>
Clearance Fees	<p>3.1 The Shire's clearance fees for each deposited plan are:</p> <ol style="list-style-type: none"> (a) not more than 5 lots = \$69 per lot. (b) more than 5 lots but not more than 195 lots - \$69 per lot for the first 5 lots then \$35 per lot. (c) more than 195 lots = \$6959. <p>3.2 The Shire's clearance fees should be lodged with the Clearance Application Form and deposited plans. Cheques should be made payable to the Shire of Murray and attached to the Clearance Application Form.</p>

Supervision Fees	<p>4.1 The Shire's supervision fees are: (a) 1.5% of all roadworks and drainage. (b) 15% of total earthworks are attributed to roadworks construction.</p> <p>4.2 The Shire's supervision fees should be lodged with or prior to the Clearance Application Form and deposited plans being lodged. Cheques (or copies of receipts) should be made payable to the Shire of Murray and attached to the Clearance Application Form.</p>
Fees and Contributions	<p>5.1 All fees and contributions, eg for development control areas, should be lodged with or prior to the Clearance Application Form and deposited plans being lodged for the Shire's consideration.</p> <p>5.2 A contribution for road rehabilitation of \$0.0123/m³/km (each direction) for cartage of earthworks and road-making materials for these stages of subdivisional development. The Shire of Murray requires accurate sand, limestone and roadbase quantities to be detailed, the source of the material and the haulage route proposed. The Shire of Murray will then confirm the road rehabilitation contribution requirements to be funded by the development for roads under the jurisdiction of the Shire of Murray prior to works commencing.</p>
Checklist Preparation and Compliance With Conditions	<p>6.1 Each application for clearance shall include an Approval Condition Checklist including all of the conditions of the WAPC's approval requiring the Shire's (LG) clearance, demonstrating how the subdivider has complied with each of the approval conditions for each deposited plan (each stage).</p> <p>6.2 The Shire may determine that a condition is not relevant to a particular stage or can be met in a future stage of the approval. The subdivider should demonstrate how and when a condition is to be met in a future stage, through the submission of a staging plan and explanation in the Approval Condition Checklist.</p> <p>6.3 The Shire has prepared a draft example of an Approval Condition Checklist to assist subdividers in the preparation of the checklist. An electronic copy of the draft example of the Approval Condition Checklist can be obtained from the Shire's website at http://www.murray.wa.gov.au.</p>
Bonding of Subdivision Works	<p>Please note that acceptance of bonds for subdivision works is at the discretion of the Shire and all reasonable attempts should be made to complete the works prior to clearance.</p> <p>7.1 All bond requests are to be submitted on the Shire's Subdivision Bond Application Form.</p> <p>7.2 The bonding of subdivisional works should be submitted and approved by the Shire and paid 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> <p>7.3 The Shire will apply a non-refundable administration fee of \$1000 + GST to handle the setting up of the bond agreement and its implementation should the need arise.</p> <p>7.4 The Shire will not accept the bonding of any subdivisional works (including battleaxe legs, retaining walls, revegetation, fencing etc) on privately owned land without an appropriate Deed of Agreement, enabling the Shire to enter the property to carry out the works in the event of a default of works, or any other means accepted by the Shire in a particular case.</p>
Staging of Approval	<p>8.1 Where a subdivision approval is proposed to be staged, ie residential estates, the deposited plans should be identified, ie highlighted on the WAPC approved plans of subdivision and accompanied by a staging plan to assist in the early consideration of deposited plans by the Shire and to demonstrate when and how approval conditions will be complied with.</p> <p>8.2 The Approval Condition Checklist should include details of how and when conditions that are not met in the current deposited plan clearance or deferred to future stages, will be met in future stages or have been met in previous stages.</p>
Appendices	<p>9.1 Appendices should be attached to the Clearance Application Form and Approval Condition Checklist, including two copies of a staging plan, two copies of the approved subdivision plan (A3 or A4 size) with the deposited plan area highlighted, copies of any undertakings required, bond receipts and any other relevant information.</p> <p>9.2 A list of the appendices should be provided and attached to the Clearance Application Form and Approval Condition Checklist.</p>

Application for Bonding of Works

Please Note: A separate form and explanation is required for each condition where works are to be bonded

WAPC Application No: _____

Estate Name and Stage / Land Details: _____

Developer Name and Contact Details: _____

Name: _____

Address: _____

Post Code: _____

Telephone: _____ Fax: _____

Email: _____ @ _____

Condition No: _____

Reason for Bonding: _____

Date: _____

Please attach copies of quotations which form the basis of the bond calculation and contingency as agreed by Shire officers.

Administration Use Only:

Bonding Approved: Yes No Reason: _____

Financial Details:

Trust Account No: _____

Description: _____ Receipt No: _____

GL Account Code: _____



Application for Clearance of Subdivision Conditions

Please print information clearly, complete all questions and tick boxes where required.

The Applicant: (Person submitting clearance application with whom the Shire will correspond)

Name/Company: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ @ _____

Certification by Project Manager that Subdivisional Works are Completed

On behalf of _____, I certify that requirements of all the conditions on the subdivisional approval have been completed and that the attached Approval Condition Clearance Checklist and this Clearance Application Form are correct.

Signature of Project Manager

Date

Please Print Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ @ _____

Project Planner / Project Engineer

Company: _____ Company: _____

Contact Person: _____ Contact Person: _____

Phone No: _____ Phone No: _____

Email address: _____ Email address: _____

1. WAPC Subdivision Approval Reference No(s): _____

2. Estate Name: _____ Stage No: _____

3. Number of lots proposed on deposited plan: _____

4. Fee payable (as per below): \$ _____

Provision of Subdivision Clearance (Including Stratas) GST Exclusive (Payable prior to issue of Certificate of Compliance)	a. not more than 5 lots	\$69 per lot
	b. more than 5 lots but not more than 195 lots	\$69 per lot for the first 5 lots then \$35 per lot
	c. more than 195 lots	\$6959

5. Has the Shire's Clearance Application fee been paid?

- Yes receipt is attached.
- Yes cheque is attached.
- No – **Clearance Application should not be lodged.**

6. Has Shire's supervision been paid?

- Yes supervision fee is \$ _____ receipt no is: _____ (copy attached).
- Yes cheque for \$ _____ is attached.
- No bond - **Application should not be lodged.**

7. Has practical completion inspection (PCI) been undertaken (involving all relevant Shire staff)?

- Yes PCI date: _____
- Yes and the Shire has approved a bond application for the outstanding works
- Bond amount \$ _____ Bond payment date: _____
- Bond receipt no is: _____ (copy attached)
- No – **Clearance Application should not be lodged if PCI has not been undertaken and bond has not been approved by the Shire Engineer and paid by the subdivider.**

8. Is the deposited plan consistent with plan of subdivision approved by the WAPC?

- Yes.
- No, only minor changes – refer to attached letter for explanation.
- No, significant changes proposed – **Clearance Application should not be lodged.**
- Any significant variations to the approved plan of subdivision require WAPC approval.

9. Have ALL of the conditions in the WAPC's approval letter requiring Shire of Murray clearance been complied with and is evidence of compliance with conditions attached?
- Yes, see attached approval condition checklist
 - Yes, except for Condition No(s): _____
 - Bond paid for Condition No(s): _____
 - Bond receipt no: _____ (copy of receipt attached)
 - Condition No(s) _____ will be complied with in future stages (Please attach copy of staging plan and description in checklist, demonstrating when conditions will be met)
 - No – **Clearance Application should not be lodged.**

Lodgement Checklist (please check and complete)

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All questions on Clearance Application Form have been answered and completed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of Clearance Application Form, deposited plans, Approval Condition Checklist and appendices are attached. |
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of all receipts attached. |
| <input type="checkbox"/> | <input type="checkbox"/> | If subdivision approval is to be staged, then two copies of staging plan and deposited plan area identified on the approved plan has been submitted with Clearance Application Form. |
| <input type="checkbox"/> | <input type="checkbox"/> | If works are to be bonded, then two copies of bond schedule are attached. |
| <input type="checkbox"/> | <input type="checkbox"/> | Undertaking(s) are attached. |
| <input type="checkbox"/> | <input type="checkbox"/> | List of appendices are attached |

Internal Use Only : For Completion by Planning Administration Officer

- Check fee.
- Check application for clearance.
- Copy of WAPC approval.
- Copy of staging plan.
- Copy of deposited plan.
- Approval Condition Checklist (with relevant department conditions highlighted) to be included in red file and automatically listed on DFG agenda (reoccurring until advised otherwise and/or all the responses received and approval letters sent).

Approval Condition Checklist
August 2011

WAPC Approval No(s): _____

Stage No: _____

Estate Name: _____

Address: _____

The Shire has introduced a process to streamline consideration of clearance requests. The preparation and submission of the Clearance Application Form and Approval Condition Checklist will assist in ensuring that the appropriate information is submitted to enable the Shire to consider the clearance request and assist in reducing processing and subsequent turn-around time of the clearance request.

An example has been prepared to assist subdividers in the preparation of Approval Condition Checklists for submission to the Shire. The example below contains many of the standard conditions applied to subdivision approvals within the Shire and options for how subdividers can demonstrate that a condition has been fulfilled. Electronic copies of the clearance documents can be obtained from the Shire's website at <http://www.murray.wa.gov.au>.

No	Keywords for standard conditions OR type in non-standard or specific conditions	Demonstrate how the condition was fulfilled	Shire of Murray comments	Signed by Project Officer

On behalf of _____, I certify that the requirements of all the conditions on the subdivision approval have been completed and that the above Approval Condition Checklist is correct.

Signature of Project Manager / Owner

Please print name

Date

**Example of Approval Condition Checklist
August 2011**

WAPC Approval No (s).....
 Stage No:.....
 Estate Name:.....
 Address:.....

The Shire has introduced a new process to streamline consideration of clearance requests. The preparation and submission of the Clearance Application Form and Approval Condition Checklist will assist in ensuring that the appropriate information is submitted to the Shire to enable it to consider the clearance request and assist in reducing processing and subsequent turn around time of the clearance request.

An example Approval Condition Checklist has been prepared to assist subdivider's in the preparation of Approval Condition Checklists for submission to the Shire. The example Approval Condition Checklist below contains many of the standard conditions applied to subdivision approvals within the Shire and options for how subdivider's can demonstrate that a condition has been fulfilled. Electronic copies of the clearance documents can be obtained from the Shire's Website at www.murray.wa.gov.au select application forms.

No.	Keywords for Standard Conditions OR type in non-standard or specific conditions	Demonstrate how the condition was fulfilled	Shire of Murray Comments	Signed by Project Officer
1.	Standard Road Construction Condition	Roads constructed in accordance with approved drawings dated <u>18 November 2003</u> . PC approved by Shire on 8 January 2004. OR Roads Construction incomplete. Shire approved bonding of works on <u>9 January 2004</u> . Copy of bond receipt No <u>XXXX</u> or Bank Guarantee is at Appendix B.		
3.	All 14 metre wide roads being widened to 15 metres	All 14m road reserves have been widened to 15 metres on DP		
5.	Truncation	All street corners truncated to <u>XX</u> m on DP		
7.	<u>X</u> m wide Road widening on Smith Street	<u>X</u> m Road widening is shown on DP OR Road widening ceded by previous Stage 3 on DP No.12345 in (date). OR Road widening is to be ceded in future Stage 5 in (date). See staging Plan at Appendix A.		
8.	Boundary Clearances- Building and Effluent Disposal Systems	Shed removed on <u>XX/XX/XXXX</u> . Site inspection by surveyor on (date) confirmed land is vacant. OR Building Surveyor pickup undertaken on (date). Two copies attached..		

Example of Approval Condition Checklist (continued)

9.	Decommissioning of Septic Tanks	Septic Tanks are to be emptied, removed and voids backfilled with clean sand and compacted. A receipt from the contractor used to provide the service to be submitted with clearance request		
10.	6500m ² POS required	6500m ² POS shown on DP OR 6500m ² POS area ceded in <u>Stage 2</u> in <u>August 2003</u> on DP No.12345 OR 6500m ² POS is to be ceded in future Stage 5 in <u>September 2004</u> . See Staging Plan attached..		POS/Drainage issue: discuss with Tech Services
11.	Cash-in-lieu of POS	As per agreed valuation (determined in accordance with Clause 155 of Planning and Development Act 2005) a contribution of \$\$\$ was paid on _____(receipt to be attached.)		
12.	DUP's and Footpaths	DUP/Footpath constructed as identified on plan attached at Appendix <u>X</u> in accordance with approved drawings dated <u>XX</u> . PC approved by Shire on (<u>date</u>). OR DUP/ Footpath Construction incomplete. Shire approved Bonding of works on (<u>Date</u>). Copy of Bond Receipt No. <u>XXXX</u> or Bank Guarantee <u>XX</u> is at Appendix <u>XX</u>		
13.	Fill / Drain / Easements / Reserves	Land filled and drained in accordance with approved drawings date <u>XXX</u> . Easements and Drainage Reserve provided on DP. PC approved by Shire on (<u>date</u>). OR Fill & Drain works incomplete Shire approved Bonding of Works on (<u>Date</u>). Copy of Bond receipt No <u>XXX</u> . Or Bank Guarantee is at Appendix <u>XX</u> . Easements and Drainage reserve provided on DP.		
14.	Grading and Stabilisation	Land graded and stabilized in accordance with approved drawings date <u>XXXX</u> . PC Approved by Shire on (<u>date</u>). OR Grading and Stabilization works incomplete. Shire approved bonding of Works on (<u>date</u>). Copy of Bond Receipt No. <u>XXXX</u> or Bank Guarantee is at Appendix <u>B</u> .		

Example of Approval Condition Checklist (continued)

16.	Uniform Fencing required along Smith Street and those lots abutting POS /Drainage Area.	Uniform fencing constructed in accordance with approved drawings dated <u>(date)</u> . PC approved by Shire on <u>(date)</u> ** Please note : style of fencing to be agreed too by the Planning Department. OR Uniform Fencing not in this stage. Fencing will be constructing in future Stages <u>X</u> in <u>(date)</u> .		
17.	Cul-de-Sac Head Construction	Cul-de-sac heads constructed in accordance with approved drawings dated <u>(date)</u> . PC approved by Shire <u>(date)</u> OR Cul-de-sac construction incomplete. Shire approved bonding of works on <u>(date)</u> . Copy of Bond Receipts No. <u>XXXX</u> or Bank Guarantee is at Appendix <u>B</u> . OR No cul-de-sacs at this stage.		
19.	Notification required regarding Mosquitoes and Odour	Notification required on Title advising of Mosquitoes, odour, noise (kennels, aircraft or poultry farm). Refer interests and notifications as detailed on DP for (insert reason).		
21.	Roundabout Construction	Roundabout constructing in accordance with approved drawings dated <u>XXXX</u> . PC approved by Shire on (Date) OR Roundabout Construction incomplete. Shire approved Bonding of Works on <u>(date)</u> . Copy of Bond receipt No <u>XXXX</u> or Bank Guarantee is at Appendix <u>B</u> . OR Roundabout to be constructed in future Stage 5 in September 2004. See Staging Plan at Appendix <u>A</u> .		
23.	Laneway Construction (6m wide)	Laneway constructed in accordance with approved drawings dated <u>XXXXX</u> . Laneway is 6m wide on DP. PC approved by Shire on <u>(date)</u> . OR Laneway Construction incomplete. Shire approved Bonding of Works on <u>(date)</u> . Copy of Bond receipt No. <u>XXX</u> or Bank Guarantee is at Appendix <u>E</u> . OR No laneways in this stage. See staging Plan at Appendix <u>A</u> .		

Example of Approval Condition Checklist (continued)

28.	Restrictive Covenant for vehicle access. Subdivision relevant Lot 157 Pinjarra Road – copy condition.	Restrictive Covenant provided over Lots <u>XXXX</u> Pinjarra Road on DP & Covenant document signed by landowners and lodged with Shire on (<u>date</u>) for endorsement. OR Lots affected by Restrictive Covenant will be created in future Stage XX-See staging Plan in Appendix A. OR Lots effective by Restrictive Covenant provided in previous Stage 2-DP No. 12345 see attached Staging Plan at Appendix A		
30.	Battleaxe Leg being constructed and drained	Construction of battleaxe leg completed PC approved by Shire (<u>Date</u>). OR No battleaxe lots on this DP. Battleaxe lots on this DP. Battleaxe lots in stage 5-see attached Staging Plan at Appendix A. OR No battleaxe lots on this DP. Battleaxe leg constructed in previous Stage 2-DP No 12345 see attached Staging Plan at Appendix A.		
32.	Battleaxe leg being 4m wide	Battleaxe leg is 4m wide on DP. OR No Battleaxe lots on this DP. Battleaxe lots in Stage 5- see attached Staging Plan at Appendix A. OR No battleaxe lots on this DP. Battleaxe leg in previous Stage 2-DP No.12345 see attached staging plan at Appendix A.		
33.	Bollards Around POS	Bollards Constructed. PC approved by Shire on (<u>date</u>). OR No POS in this Deposited Plan, See Staging Plan at Appendix A. OR Bollard Construction incomplete. Shire approved bonding of works on (<u>date</u>). Copy of Bon Receipt No <u>XXXX</u> or Bank Guarantee at Appendix B.		
34.	Car Parking Embayments provided within road reserves around POS.	Car Parking Embayments constructed. PC approved by Shire on (<u>Date</u>). OR No POS in this Deposited Plan. See Staging Plan at Appendix A. OR Car Parking Embayments construction incomplete. City approved Bonding of works on (<u>date</u>). Copy of Bond Receipt No <u>XXXXX</u> or Bank Guarantee is at Appendix B.		

Example of Approval Condition Checklist (continued)

35.	Temporary Turning areas to be provided.	Temporary turning areas have been constructed at the end of Smith Street. PC approved by Shire on (Date) OR No temporary turning areas required, as all roads are connected or cul-de-sac heads provided.		
36.	Ground Levels coordinated with adjacent development.	Ground levels have been coordinated with adjacent development to a matching level of _____m AHD. PC approved by Shire on (date). OR Works incomplete. Shire approved Bonding of Works on (date). Copy of Bond Receipt No XXXX or Bank Guarantee is at Appendix B.		Discuss with Tech Services any retaining fencing and process for "approval" plans to DCU
37..	Geotechnical Investigation Required.	Geotechnical Report prepared by subdividers consultants and lodged with the Shires Building Department on (date). The Shire confirmed Geotechnical Report was satisfactory on (date)		
39.	Detailed Area Plans (DAP's) for Lots abutting POS, Lots < 350m ² , or laneway lots, dual access.	DAP's for Lots (insert numbers) were submitted to the Shire on (Date) and Approved in (Date). Refer signed/endorsed DAP attached at Appendix XX.		
40.	Local Water Management Plan.	An LWMP consistent with the approved UWMS and rezoning / ODP Stage was approved by the Shire on (date). Please refer to attached letter of approval attached at Appendix XX.		For discussion: joint LG & DOW approval
41.	Revegetation / Landscape Management Plan.	LMP /revegetation plan consistent with Planning Policy 17 was approved by the Shire on (date).		
42.	ATVS	Reveg works in accordance with Plan were undertaken in (date) and inspected by Shire's EO and approved in (date)		
43.	Identification Protection.	Works not completed (insert reason). Shire approved bonding of works in accordance with quote supplied for work (Plus % contingency). Copy of bond receipt No XXXX or Bank Guarantee attached. OR Pre start inspection undertaken on (date) with Shires EO. Works granted approval on (date) OR Minor modifications to Road Reserve to enable retention of vegetation.		
44.	Designation of Building Envelope.	Dimensional plan overlain on aerial map indicating position of building envelope was submitted to Shire of (Date) and approved on (Date).		
45.	Fire Management Plan.	Copy of FMP submitted and approved by Shire's Ranger Services in (date). Section 70A Notification under Transfer of Land Act (1893) referenced on DP to advise prospective purchasers of FMP.		
46.	Special Provisions of Town Planning Scheme.	Copy of Contract of Sale attached to notify perspective purchasers that all development must be serviced by an ATU with satisfactory nutrient retention capability.		Discuss with EHO