

Subdivision Clearance – Information Sheet

Frequently Asked Questions:

WHAT IS A SUBDIVISION CLEARANCE?

The approval of a subdivision application will usually be subject to conditions that are required to be met (or cleared) prior to lodging the plan for final approval from the Western Australian Planning Commission (WAPC) and applying for new titles.

Before the expiry of a subdivision approval, the applicant is required to contact the agency/authority (eg. Local Government, Water Commission, Main Roads etc) noted in brackets at the end of each condition on the WAPC approval letter, to clear the relevant conditions. This authority then provides written advice confirming that the WAPC's requirements outlined in the condition/s have been fulfilled.

A subdivision clearance application should only be lodged once all work has been completed to meet the conditions of subdivision approval. Applicants should also ensure that applications for clearance are lodged well in advance of the expiry date included on their WAPC Subdivision Approval.

WHAT DEVELOPMENT FEES APPLY?

Please refer to the Town's [Planning Fees](#) webpage.

SERVICING

You may need to install new meters or sub-meters for electricity, gas or water. You should contact relevant gas and electricity distributors and the Water Corporation to understand the different options available and which one suits you best. Please note that provision and location of these utilities should be considered early in the subdivision process so as not to conflict with clearance requirements (Refer to model condition T16).

HOW LONG DOES THE SUBDIVISION CLEARANCE PROCESS TAKE?

The Town will endeavour to have all subdivision clearance letters issued within 30 calendar days from the application being accepted unless stated otherwise. Please note that the speed of a determination is contingent on all works having been completed **prior** to submitting an application with appropriate supporting information provided.

HOW DO I APPLY FOR SUBDIVISION CLEARANCE?

Applications for subdivision clearance are to be lodged online, please visit [the online lodgement page](#) to register and lodge your application using the supplied [application for subdivision clearance form](#).


Please ensure that the following supporting documentation is provided:

- Covering letter listing conditions for clearance with a description of how they have been satisfied.
- Deposited Plan or Survey-Strata Plan for clearance by Council.
- Statutory Declaration (if required)


HOW DO I DEMONSTRATE ALL WORKS HAVE BEEN COMPLETED?

Supporting documentation such as photos, forms and plans are commonly provided to demonstrate that conditions of subdivision approval have been satisfied. The table below (see following pages) provide guidance on requirements for obtaining a letter of clearance for common conditions of subdivision approval that require the Towns' clearance.


To ensure timely processing of your subdivision clearance application, please ensure that all works have been completed **prior** to submitting an application and the appropriate supporting information is provided (for example, forms, photos and plans).

WAPC CODE	CONDITION	TOWNS REQUIREMENTS
<p>W6</p> 	<p>All septic sewer systems including all tanks and pipes and associated drainage systems (soak wells or leach drains) and any stormwater disposal systems are to be decommissioned, in accordance with the Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974, removed, filled with</p>	<p>This condition is applied to all subdivisions where a dwelling may have been connected to a septic tank system. In complying with this condition the required 'proof of decommissioning' can be provided in either of 2 ways:</p> <ol style="list-style-type: none"> 1) Certification from a licensed plumber; or 2) Statutory declaration from the landowner/applicant.




	<p>clean sand and compacted. Proof of decommissioning is to be provided in the form of either certification from a licensed plumber or a statutory declaration from the landowner/applicant, confirming that the site has been inspected and all septic tanks, soak wells, leach drains and any associated pipework have been removed. (Local Government)</p>	<p>Option 1 is self-explanatory and requires certification from a licensed plumber attesting to the completion of the works.</p> <p>Option 2 allows for a statutory declaration to be provided by the land owner/applicant.</p> <p>For both instances the certification/statutory declaration is to be worded as follows:</p> <p><i>"All septic sewer systems including all tanks and pipes and associated drainage systems (soakwells or leach drains) and any stormwater disposal systems have been decommissioned, removed, filled with clean sand and compacted at (INSERT ADDRESS)."</i></p> <p>Where a company director is a signatory to a statutory declaration, an additional statement is to be included in the statutory declaration, which specifies that person's authority to sign the form on behalf of the company.</p> <p>Where a subdivision is being undertaken by a public authority and that public authority wishes to provide a statutory declaration to satisfy this condition, the Towns Planning team should be contacted to determine the appropriate wording.</p>
<p>B1</p> 	<p>All buildings and effluent disposal systems (delete as applicable) having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme, Building Act 2011, and National Construction Code Series/Building Code of Australia (as amended). (Local Government)</p>	<p>This condition is imposed when an existing building is being retained. The existing building is to be setback from lot boundaries in accordance with the Town's Local Planning Scheme and Building Codes of Australia (BCA).</p> <p>A site plan is required demonstrating the building is adequately setback from boundaries and other buildings is required.</p> <p>Development Approval and/or a Building Permit may be required for modifications to an existing structure to comply with the Town's Local Planning Scheme requirements and the Building Code of Australia.</p>



		<p>For example, the boundary alignment of a proposed subdivision may result in the existing building being located adjacent to the new lot boundary and the existing building would be required to comply with the BCA requirements for fire separation.</p> <p>Any Plan containing shared party walls or boundary walls must be accompanied by certification from a private building certifier that the wall/s accords with the Building Code of Australia if the development on those lots is not the subject of a concurrent development approval or building permit.</p> <p>Where an existing building is being retained, a site plan is required demonstrating the building is adequately setback from boundaries and other buildings with dimensions clearly marked on the supplied plans.</p> <p>These approvals are required to have been obtained and any required works to have been completed prior to lodgement of the clearance request.</p> <p>A demolition permit is required for the demolition, dismantling or removal of a building or incidental structure. Please lodge your application online at Lodge and Track an application.</p> <p>For further information on Building Code Australia requirements, please contact the Town's Building Services team or a certified building surveyor.</p>
<p>B5</p> <p></p>	<p>Other than buildings, outbuildings and/or structures shown on the approved plan for retention, all buildings, outbuildings and/or structures present on lot(s) [INSERT VALUE] at the time of subdivision approval being demolished and materials</p>	<p>This condition is imposed where existing buildings and structures are required to be demolished to facilitate the creation of the lots.</p> <p>This condition requires all buildings and structures (including, swimming pools, concrete hardstand, construction rubble and other deleterious materials) to be removed from site. Any existing dividing fences along the street or ROW frontage of a new lot must also be removed.</p>



	<p>removed from the lot(s). (Local Government)</p>	<p>Should demolition of any structures, including dwellings, be required, a demolition permit is required to be obtained from the Town. Planning approval is also required for the demolition of any structures on lots listed on a Town or State Heritage List.</p> <p>A demolition permit is required for the demolition, dismantling or removal of a building or incidental structure. Please lodge your application online at Lodge and Track an application.</p> <p>Vegetation is permitted and encouraged to be retained. The Town of Victoria Park's 'Local Planning Policy 39 Tree Planting and Retention' requires for future development, the planting of new trees at a prescribed rates which may be reduced through the retention of trees on-site. Prior to commencement of subdivisional works, the applicant is advised to liaise with the Town of Victoria Park to identify the retention value of the identified trees. Any trees to be retained are to be protected during all stages of subdivision works in accordance with Australian Standard AS 4970-2009 Protection of Trees on Development Sites.</p> <p>Site photos demonstrating the site is clear from structures and materials (but <u>preferably trees retained</u>) is required for the Town's assessment.</p>
<p>B7</p> 	<p>The existing dwelling being retained is to comply with the requirements of the Residential Design Codes. (Local Government)</p>	<p>This condition is imposed where an existing dwelling is being retained. Compliance with, but not limited to the following Residential Design Codes Volume 1 requirements are to be complied with to satisfy this condition:</p> <p>Part B</p> <p>Clause 5.3.1 - Outdoor Living Areas</p> <p>An outdoor living area with a minimum area prescribed under Table 1 of the R-Codes is to be provided. The outdoor living area is also required to:</p>



		<ul style="list-style-type: none">○ be located behind the street setback area;○ be directly accessible from the primary living space of the dwelling;○ have a minimum length and width dimension of 4m; and○ have at least two-thirds of the required area without permanent roof cover. <p>Clause 5.3.3 – Parking, Clause 5.3.4 - Design of Car Parking Spaces and Clause 5.3.5 – Vehicular Access</p> <p>Existing dwellings being retained must be provided with the following number of on-site parking bays:</p> <ul style="list-style-type: none">● 1 bay where the site is within:<ul style="list-style-type: none">○ 800m walkable catchment of a train station on a high frequency rail route○ 250m walkable catchment of a transit stop on a high-frequency transit route; or that has multiple transit routes, that when combined stop every 15 minutes during weekday peak periods (7am –9am and 5pm – 7pm); or - the defined boundaries of an activity centre.● 2 bays where the site is not within the distances outlined above. <p>The vehicle parking bay/s, driveway and crossover must comply with Clause 5.3.4 and 5.3.5 of the R-Codes, the relevant Australian Standards (AS2890.1) and Local Planning Policy 42’s requirement for all car parking bays to be constructed of brick paving, liquid limestone, exposed aggregate, or any alternative material approved by the Town. The crossover must be approved by the Town with further information on the crossover requirements is available on the Town’s website here.</p> <p>Clause 5.4.4 – Utilities and Facilities (Stores)</p>
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		<p>Where a subdivision plan includes common property, an enclosed, lockable storage area, accessible from outside of the dwelling is to be provided, subject to the following requirements:</p> <ul style="list-style-type: none"> ○ Where visible from the street, the design and materials must match the dwelling; and ○ Minimum area 4m²; and ○ Minimum dimension of 1.5m when provided external to a garage; or ○ Minimum dimension of 1m when provided within a garage. A site plan and photos demonstrating compliance with the above requirements is required for the City's assessment. <p>A site plan and photos demonstrating compliance with the above requirements is required for the Town's assessment.</p> <p>Part C</p> <p>Where a dwelling is retained as part of a development the appearance of the retained dwelling is upgraded externally to an equivalent maintenance standard of the new (or the rest of) the development; and the retained dwelling it is to comply with the following provisions of the R-Codes Part C:</p> <p>Clause 1.1 – Private Open Space</p> <p>For single houses and grouped dwellings, a single consolidated primary garden area provided behind the primary street setback, in accordance with Table 1.1a. of the Residential Design Codes.</p> <table border="1" data-bbox="958 1294 2092 1369"> <thead> <tr> <th data-bbox="958 1294 1240 1369">Site area (m²)</th> <th data-bbox="1240 1294 1523 1369">Minimum primary garden</th> <th data-bbox="1523 1294 1805 1369">Maximum permanent</th> <th data-bbox="1805 1294 2092 1369">Minimum dimension</th> </tr> </thead> </table>	Site area (m ²)	Minimum primary garden	Maximum permanent	Minimum dimension
Site area (m ²)	Minimum primary garden	Maximum permanent	Minimum dimension			



		area (m2 per dwelling)	roof cover	
	Greater than 220	40	One-third of the primary garden area provided	3m
	191-220	35	One-third of the primary garden area provided	3m
	61-190	30	One-third of the primary garden area provided	3m
	31-160	25	0m2 (open to the sky)	3m
	100-130	20	0m2 (open to the sky)	3m

Clause 1.1 – Private Open Space

For single houses and grouped dwellings, a single consolidated primary garden area provided behind the primary street setback, in accordance with Table 1.1a. of the Residential Design Codes.

Notwithstanding the above, for grouped dwellings with a site area of 161m2 or greater, the required primary garden area in accordance with Table 1.1a may be reduced by 10m2, where a secondary ground level private open space is provided with:

- a minimum area of 10m2 and minimum dimension of 3m (refer Figure 1.1b);



- uncovered and open to the sky (excluding minor projections); and
- an additional small tree

Clause 1.2 – Trees and Landscaping

- Development to provide a minimum 15% soft landscaping per site with a minimum dimension of 1m in accordance with Figure 1.2a of the Residential Design Codes.
- The primary street setback area is to provide a minimum 30% soft landscaping in accordance with (Figure 1.2b of the Residential Design Codes.
- The communal street (including any adjoining setbacks) and communal open space is landscaped and provided with adequate lighting to pathways and vehicle access areas.
- A minimum number of trees to be planted in accordance with Tables 1.2a of the residential design codes and provided with the required deep soil area per tree in accordance with Table 1.2b of the residential design codes.

Clause 1.4 – Water management and conservation

Stormwater runoff draining from roofs, driveways, communal streets and other impervious surfaces generated by a small rainfall event to be retained on site, with runoff directed to garden areas, rainwater tanks and infiltration cells (e.g. soakwells), appropriate to climatic, local soil and groundwater conditions.

Clause 2.1 – Size and layout of dwellings

Each dwelling shall be provided with an exclusive use dedicated, weatherproof storage area in accordance with Table 2.1b or the Residential Design Codes, that is located behind the primary street setback and accessible via an opening that does not open inwards.



A site plan and photos demonstrating compliance with the above requirements is required for the Town's assessment.

Dwelling Size	Minimum storage area	Minimum storage area dimension	Minimum storage area height
Studio / 1 bedroom dwelling	3m ²	1.5	2.1m
2 bedroom dwelling	4m ²	1.5	2.1m
3+ bed bedroom dwelling	Single houses and grouped dwellings: 4m ² Multiple dwellings: 5m ²	1.5	2.1m

Clause 2.3 – Parking

Existing dwellings being retained must be provided with the following number of on-site parking bays:

Location A	Minimum parking space(s) (per dwelling)
Ancillary dwelling	0
Studio and 1 bedroom dwelling	0



			<table border="1"> <tr> <td>2 bedroom dwelling</td> <td>0</td> </tr> <tr> <td>3+ bedroom dwelling</td> <td>1</td> </tr> <tr> <td>Location B</td> <td>Minimum parking space(s) (per dwelling)</td> </tr> <tr> <td>Ancillary dwelling</td> <td>0</td> </tr> <tr> <td>Studio and 1 bedroom dwelling</td> <td>1</td> </tr> <tr> <td>2 bedroom dwelling</td> <td>1</td> </tr> <tr> <td>3+ bedroom dwelling</td> <td>1</td> </tr> </table>	2 bedroom dwelling	0	3+ bedroom dwelling	1	Location B	Minimum parking space(s) (per dwelling)	Ancillary dwelling	0	Studio and 1 bedroom dwelling	1	2 bedroom dwelling	1	3+ bedroom dwelling	1
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Ancillary dwelling	0																
Studio and 1 bedroom dwelling	1																
2 bedroom dwelling	1																
3+ bedroom dwelling	1																
		<p>LOCATION A – includes all land located within:</p> <ul style="list-style-type: none"> - 800m walkable catchment of a train station on a high-frequency rail route; - 250m walkable catchment of a transit stop: <ul style="list-style-type: none"> o on a high-frequency transit route; or o that has multiple transit routes, that when combined stop every 15 minutes during weekday peak periods (7am –9am and 5pm – 7pm); or - the defined boundaries of an activity centre. <p>LOCATION B – includes all land that is not within Location A.</p> <p>The vehicle parking bay/s, driveway and crossover must comply with the relevant Australian Standards (AS2890.1) and Local Planning Policy 42’s requirement for all car parking bays to be constructed of brick paving, liquid limestone, exposed aggregate, or any alternative material approved by the Town. The crossover must be approved by the Town with further information on the crossover requirements is available on the Town’s website here.</p>															



		<p>Clause 2.4 – Waste Management</p> <p>A dedicated and accessible space is required to be provided to accommodate the required number and type of waste storage bins for the development, in line with requirements of the Town.</p> <p>Waste storage shall be screened from view from communal areas, the street, public open space, and other areas accessible to the public.</p> <p>Clause 2.5 – Utilities</p> <p>Service utilities are designed and located such that they:</p> <ul style="list-style-type: none">○ are accessible and can be safely maintained;○ maintain clear sightlines for vehicle access; and○ integrated into the design of the development and/or screened from view of the street. <p>Functional utilities (with the exception of solar collectors and electric vehicle charging):</p> <ul style="list-style-type: none">○ are located behind the primary street setback and not visible from the primary street;○ are designed to integrate with the development; and○ are located and/or screened so that they are not visually obtrusive and minimise the impact of noise sources to habitable rooms and private open space both on the development site and adjoining properties. <p>Where provided, solar collectors are located on the roof or other parts of buildings, and prioritise functional performance.</p>
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Clause 2.6 – Outbuildings

Any outbuilding:

- individually or collectively does not exceed 60m² per site;
- is not located within the primary or secondary street setback area;
- does not exceed a wall height of 3m;
- does not exceed a ridge height of 4.2m;
- is set back or built up to lot boundaries in accordance with C3.4.1, C3.4.4 or C3.4.5;
- does not exceed the maximum allowable site cover in accordance with C3.1.1;
- does not reduce the minimum primary garden area required in accordance with C1.1.1;
- does not reduce the minimum soft landscaping required in accordance with C1.2.1; and
- does not reduce the minimum tree requirement and associated deep soil area in accordance with C1.2.4.

Notwithstanding the above, where an outbuilding is designed to be compatible with the colour and materials of the dwelling on the same site, the wall height may be increased to 3.5m.

Clause 3.4 – Lot boundary setbacks

Buildings are to be set back from newly created lot or site boundaries in accordance with Table 3.4a of the Residential Design Codes.

Wall height	Minimum lot boundary setback
Up to 3.5m	1m
3.6 – 7m	1.5m




		7.1 – 10m	3m		
		10.1m and above	3m		
<p>Carports, patios, verandahs or equivalent structures are permitted to be built up to the lot boundary where the:</p> <ul style="list-style-type: none"> ○ structures are less than 10m in length; ○ structures do not exceed an equivalent wall height of 3m (measured to the top of pillar and/ or post, refer Figure 3.4e); ○ structures do not exceed a ridge height of 4.2m; and ○ pillar and posts on the boundary are of a horizontal dimension of 450mm by 450mm or less. <p>Boundary walls may be built in accordance with Table 3.4b of the residential design codes provided that:</p> <ul style="list-style-type: none"> ○ boundary walls are located behind the street setback; ○ overshadowing does not exceed the limits of C3.9.1, C3.9.2 and C3.9.3; and ○ they are finished to an equivalent standard to the rest of the development, to the satisfaction of the decision-maker. 					
		R-Coding	Maximum boundary wall height	Maximum boundary wall length	Related figure
		R30 – R35	3.5m	Maximum two-thirds the length of the lot boundary the wall abuts, measured from behind the street setback line.	Figure 3.4f of the Residential Design Codes






				Applicable up to two lot boundaries.	
		R40 and above	3.5m	Maximum two-thirds the length of the lot boundary the wall abuts, measured from behind the street setback line. Applicable to all lot boundaries.	Figure 3.4g of the Residential Design Codes
		R50 and Above (Where frontage is 8.5m or less)	7m	Maximum 14m length, at which point the wall is to be set back a minimum of 3m measured from the lot boundary for a minimum length of 3m. Applicable to all lot boundaries.	Figure 3.4f of the Residential Design Codes
		R50 and Above (Where frontage is greater than 8.5m)	7m	Maximum 14m length, at which point the wall is to be set back a minimum of 3m measured from the lot boundary for a minimum length	Figure 3.4f of the Residential Design Codes






				<p>of 3m, with a cumulative maximum of two-thirds the length of the lot boundary the wall abuts measured from behind the street setback line. Applicable to all lot boundaries.</p>	
<p>Where the boundary wall abuts an existing or simultaneously constructed wall of similar or greater dimension, that boundary wall may exceed the requirements of C3.4.4 up to the extent of height and length of the existing boundary wall.</p> <p>In respect to the above, for grouped dwellings on the same lot, the lot boundary provisions are to apply to internal site boundaries as if they were lot boundaries (refer Figure 3.4j of the Residential Design Codes).</p>					
<p>B11</p> 	<p>Common walls being shown on the survey strata plan as prescribed “party wall easements”, pursuant to Regulation 33 of the Strata Titles (General) Regulations 2019 and Section 61 of the Strata Titles Act 1985. (Local Government)</p>	<p>This condition is generally imposed when a lot is converted from a strata lot to survey strata or freehold lot and two or more existing dwellings being retained share a wall located on a shared boundary.</p> <p>The party wall easement is to be notated on the deposited plans of subdivision under Part IV of the Transfer of Land Act (TLA) or notated on the survey strata plan under section 5D of the Strata Titles Act (STA) (as amended).</p> <p>For further information, please visit Landgate.</p>			



<p>D4</p> 	<p>The land being filled, stabilised, drained and/or graded as required to ensure that:</p> <ol style="list-style-type: none">lots can accommodate their intended development; andfinished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/ or proposed finished ground levels of the land abutting; andstormwater is contained on-site, or appropriately treated and connected to the local drainage system. (Local Government)	<p>The purpose of this condition is to ensure that site levels are minimally disrupted as part of subdivision works. Where levels are altered as a result of subdivision works they must be retained at lot boundaries. Any retaining exceeding 500mm will require both development approval and a building permit prior to undertaking subdivision works.</p> <p>All retaining wall construction associated with the subdivision works must be substantially completed and any remaining sand piles on the land must be removed prior to making a request for subdivision clearance with the Town.</p> <p>Site photos demonstrating the site is development-ready (potentially filled, stabilised, drained and/or graded as needed) is required for the Town's assessment.</p> <p>Information/standards pertaining to stormwater retention and drainage can be found on the Town's website.</p>
<p>EN2</p>  	<p>Prior to the commencement of subdivision works, measures being undertaken to identify any vegetation on the site worthy of retention, including any potential habitat or foraging trees for threatened fauna species, and protection measures implemented to ensure such vegetation is not impacted by subdivisional works.</p>	<p>Prior to commencement of subdivisional works, the applicant is advised to liaise with the Town of Victoria Park to identify the retention value of any trees on site. Any trees to be retained are to be protected during all stages of subdivision works in accordance with Australian Standard AS 4970-2009 Protection of Trees on Development Sites.</p> <p>The Town of Victoria Park's 'Local Planning Policy 39 Tree Planting and Retention' requires for future development, the planting of new trees at a prescribed rates which may be reduced through the retention of trees on-site.</p> <p>Site photos should be provided, documenting the existing trees on site prior to subdivision works being undertaken. Where trees are proposed to be removed, this is to be detailed on plans. Where trees are proposed to be retained, tree protection works (<i>eg protective fencing and signage</i>) are to be detailed and documented.</p>



<p>T11</p> 	<p>All local streets within the subdivision being truncated in accordance with the Western Australian Planning Commission's Liveable Neighbourhoods policy/DC 1.7 General Road Planning/ DC 4.1 Industrial Subdivision [DELETE AS APPLICABLE]. (Local Government)</p>	<p>This condition is imposed where a site is located on a corner of two streets and a truncation is required to ensure that adequate sight lines are provided and there is sufficient land to accommodate services and any future road widening.</p> <p>The WAPC conditional subdivision approval will usually provide an advice note to confirm the truncation length required. Alternatively, please contact the Town via email to confirm the truncation requirements.</p> <p>The truncation is required to be shown on the deposited plan / survey strata plan for the Town's assessment.</p>
<p>T12/T13</p> 	<p>A [INSERT VALUE] metre truncation is to be provided at the junction of the access way and the proposed [INSERT VALUE] rear lot. (Local Government)</p> <p>OR</p> <p>A [INSERT VALUE] metre truncation is to be provided at the junction of the access way and the [INSERT VALUE] road reserve. (Local Government)</p>	<p>This condition is imposed where truncations are required to provide adequate sight lines and manoeuvring space to a lot and to provide adequate space for services.</p> <p>The WAPC conditional subdivision approval will usually provide an advice note to confirm the truncation length required. Alternatively, please contact the Town via email to confirm the truncation requirements.</p> <p>The truncation is required to be shown on the deposited plan / survey strata plan for the Town's assessment.</p>
<p>T15</p> 	<p>The portion of the right-of-way abutting the [INSERT VALUE] boundary of the site and any land required for its widening being constructed and drained to its full width at the landowner/applicants cost and the remaining portion of the right-of-way from the [INSERT VALUE] boundary of the site to the nearest constructed road</p>	<p>The condition is imposed to lots abutting a right of way, which is not a minimum width of 6m.</p> <p>Where the width of the right of way is not 6m, the balance of the width is equally shared between lots adjacent to that portion of right of way which it abuts. For example, if the right of way is 5m wide and both properties on either side of the right of way have not been developed, each lot would be required to cede 0.5m of their land to the right of way so that its width increased to 6m.</p>



being made trafficable. (Local Government)

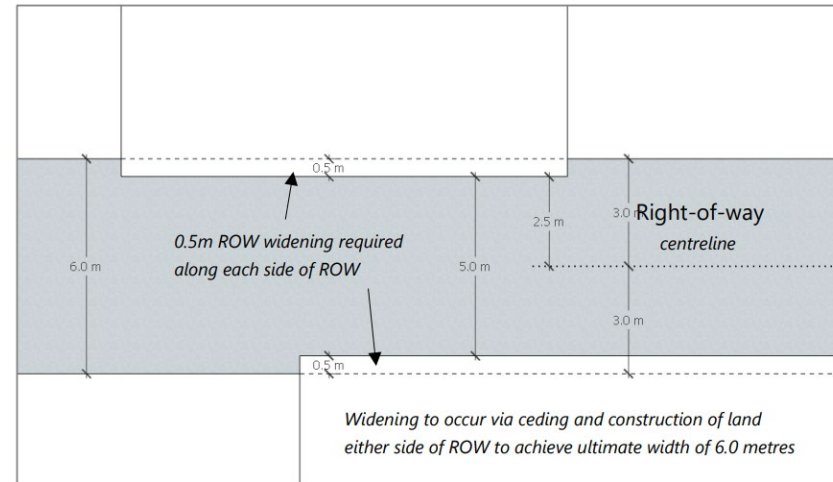




Figure 2: Provision for construction and ceding of land for widening of right-of-way

Widening of the right of way is to be undertaken by the owner / applicant. In doing so, it is necessary to liaise with the Town's Engineering team for specifications, approval of drawings and inspection of works. Final inspection of the works should occur prior to lodging for subdivision clearance.




Where the whole or portion of a right-of-way is unsealed but has no long term prospect for closure (as identified in a [Right-of-Way Strategy Plan](#) adopted by Council) due to the fact that it provides essential means of vehicular access to existing development abutting the right-of-way, the owner of the property may be required to make a financial contribution to the future construction and drainage of the right-of-way to an ultimate standard of asphalt or concrete paving, based on a pro-rata contribution.

All works are to be completed prior to lodging for subdivision clearance. Site photos documenting the completed ROW works are required for the Town's assessment.






<p>T16</p> <p> </p>	<p>The proposed access way(s) being constructed and drained at the landowner/ applicant cost to the specifications of the local government. (Local Government)</p>	<p>This requires that, at a minimum, common property access ways shall be graded and stabilised and provided with a compacted road base of crushed limestone to a depth of 150 millimetres.</p> <p>Discretion to vary the aforementioned requirement may be exercised where the applicant has lodged or had approved a concurrent development application that shows the placement of all relevant utilities, demonstrating that they do not conflict with the access way.</p> <p>These can include but are not limited to the following:</p> <ul style="list-style-type: none">• Western Power green dome• SMSB (Site Main Switchboard)• Water meters• Letterboxes for the strata <p>At the time of these guidelines being written, there is no model WAPC subdivision condition that specifically seeks to ensure that utilities are located in a sensible manner to minimise impact on pedestrian or vehicular access. In lieu of such a condition existing, the Town may apply model condition T16 with a view/intent to ensure that utilities are adequately planned and designed for (rather than seeking to ensure that access legs to vacant lots are fully paved).</p> <p>Where the common property will serve as access to an existing dwelling/s proposed to be retained, the driveway must be fully constructed in order to fulfil the related condition which requires the existing dwelling being retained to comply with the requirements of the Residential Design Codes.</p> <p>Where works are required to be completed prior to clearance, site photos documenting the completed works are required for the Town's assessment.</p>
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<p>T17</p>  	<p>The access way forming part of the rear lot/common property access leg [DELETE AS APPLICABLE] shall have a minimum width of [INSERT VALUE] metres, free of any building projections associated with existing site development and depicted on the diagram or plan of survey (deposited plan) and/or survey strata plan [DELETE AS APPLICABLE] accordingly. (Local Government)</p>	<p>Where an existing 'original' dwelling (not constructed of fibro/asbestos) is retained the Town may consider a reduced access leg width below 3m and allow greater permissibility in the incursions accepted.</p> <p>In all other instances Town will not allow any incursions within a common property or battle axe access way where it has a 3m width. Intrusion easements into a truncation area within a common property access way will also not be accepted. Any incursions such as eaves, air conditioners, hot water systems, downpipes or similar feature must therefore be removed.</p> <p>Where intrusions are removed photos documenting the works (before and after) are to be provided for the Town's assessment.</p> <p>In cases where the access way width is more than 3 metres, incursions may be permitted at the discretion of the Town provided they do not conflict with vehicle access. Applicants are encouraged to liaise with Town's Urban Planning service area prior to submitting their clearance request.</p>
<p>T20</p> 	<p>Suitable arrangements being made with the local government for the provision and/or upgrading [DELETE AS APPLICABLE] of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)</p>	<p>This condition is imposed where the subdivision results in a new vehicle access point or driveway which requires a new or upgraded crossover to the street.</p> <p>A crossover application permit will be required for the construction of a new crossover. Please liaise with the Town's Engineering team for specifications, approval of drawings and inspection of works. Further information on the crossover requirements is available on the Town's website here.</p> <p>All works are to be completed prior to lodging for subdivision clearance with site photos documenting the completed works being provided for the Town's assessment.</p>



<p>T23</p> 	<p>Redundant vehicle crossover(s) to be removed and the kerbing, verge, and footpath (where relevant) reinstated with grass or landscaping to the specifications of the local government. (Local Government)</p>	<p>This condition is imposed where the subdivision results in a redundant crossover. The crossover is required to be removed and the verge made good. Please liaise with the Town's Engineering team for specifications and approval of drawings.</p> <p>All works are to be completed prior to lodging for subdivision clearance with site photos documenting the completed works being provided for the Town's assessment.</p> <p>Please note that the Town offers the ability to request a free street tree, or the developer/landowner may be eligible for up to \$500 rebate for verges landscaped using Waterwise practices as part of the Town's adopt a verge program.</p>
<p>T25</p>  	<p>The proposed rear lot(s) being provided with a 1.5/1 [DELETE AS APPLICABLE] metre wide pedestrian access leg(s) clear of any encroachments or projections associated with the existing dwelling/s including pipework, water heater systems, air-conditioning units, eaves or other such projections associated with the existing dwelling(s). (Local Government)</p>	<p>This condition is imposed to ensure pedestrian access legs (PAL) are provided clear of any encroachments and/or projections. Any encroachments are to be removed or to be relocated to a minimum clearance height of 2.2m above the ground level.</p> <p>The PAL is expected to comply with the Residential Design Codes.</p> <p>For Grouped Dwellings and Multiple Dwellings it is a deemed-to-comply requirement that wheelchair accessibility be demonstrated, with stairs or any other impediments in the pedestrian access not being acceptable. Where a ramp or similar is provided, site photos documenting the completed works are to be provided for the Town's assessment.</p> <p>Consideration should also be given to providing wheelchair access for green-title/single-house subdivisions (noting that this also assists emergency service providers such as firefighters and paramedics, consistent with Planning Bulletin 33). Unlike subdivisions for Grouped Dwellings and Multiple Dwellings, however, it is not a deemed-to-comply requirement.</p> <p>The PAL is to be shown on the deposited plan / survey strata plan and any encroachments notated (including their clearance height). Site photos are also required for the Town's assessment.</p>



	<p>Arrangements being made for the filling and/or capping of any bores and/or wells, or the identification of any bore and/or well to be retained on the land. (Local Government)</p>	<p>This condition is applied to all subdivisions where there is a possibility of a bore and/or well located on the subject lot. In complying with this condition the required 'proof of decommissioning' can be provided via a statutory declaration from the landowner/applicant.</p> <p>the statutory declaration is to be worded as follows:</p> <p><i>"All bores and/or wells have been decommissioned, removed, filled with clean sand and compacted at (INSERT ADDRESS)."</i></p> <p>Where a company director is a signatory to a statutory declaration, an additional statement is to be included in the statutory declaration, which specifies that person's authority to sign the form on behalf of the company.</p> <p>Alternatively, if any bores and/or wells are proposed to be retained they shall be suitably identified with the applicant to further liaise with the Town regarding their retention.</p>
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NOTE:

	this icon in the above table indicates that plans/documentation are likely to be required as part of the subdivision clearance application.
	this icon in the above table indicates that site photos are likely to be required as part of the subdivision clearance application.

SHOULD YOU HAVE MORE QUESTIONS

The Town is unable to confirm if a proposal would be supported in the absence of a formal application. However, Council Officers can provide general advice to applicants to confirm how conditions can be cleared and information required to lodge a complete application.

A Duty Planning Officer is available to talk to at the Town's Administration Office Monday to Friday, 8.30am to 5.00pm, in person or on the phone. For detailed enquires, please book an appointment with Council Planning Officer.



Phone: (08) 9311 8111

Email: admin@vicpark.wa.gov.au

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This information sheet is intended as a guide only. The Town disclaims any liability for any damages sustained by a person acting on the basis of this information.