

Subdivision Clearance Application Form

Applicant	
Name/Company	
Postal Address	
Email	
Phone No.	

Application	
Legal Property Address (of Parent Lot)	
WAPC Reference No.	
WAPC Approval Date	
Proposed Number of Lots	

Under the WAPC Guidelines, it is the responsibility of the landowner or applicant to contact each relevant delegated authority and confirm what is required to fulfill their conditions before submitting a subdivision clearance application. The Shire will assess all clearance applications based on the completed 'Subdivision Condition Checklist' (see overleaf) and any supporting information provided at the time of lodgement, unless additional information is requested during the assessment.

Subdivision clearance applications should only be submitted once all required conditions have been fully completed. Submitting an application before all conditions are fully satisfied may delay the assessment and, in some cases, incur additional fees if resubmission or further processing is required.

APPLICANT ACKNOWLEDGEMENT:

I hereby acknowledge the above and certify that the requirements of the conditions of subdivision approval (where the Shire is nominated as the clearing authority) have been completed. I have completed the Subdivision Condition Checklist and enclose a copy of the WAPC subdivision approval letter and approved plans and confirm that the information supplied in this application is correct.

Applicant Name	
Applicant Signature	
Date	

Subdivision Condition Checklist (to be completed by Applicant)			
Condition No.	Condition Requirement (Summary)	How has condition been satisfied?	Condition Cleared? (Office use only – T/N and date)

Note:

Applicants are encouraged to provide date-stamped images as evidence that conditions requiring physical works, such as demolition, removal of structures, or site works, have been completed. Once the Shire receives the completed clearance application, a site inspection may be conducted to verify the works.