



## Subdivision Clearances Checklist

Property Details	
Lot No:	House/Street No:
Street name:	
Suburb:	Post Code:
WAPC Reference Number:	

Applicant Details	
Name:	
Address:	
Office Phone:	Email:
Mobile Phone	
Signature:	

Where the Applicant is not the Surveyor, the appointed Surveyor's Contact Details	
Surveyor:	
Postal Address:	
Office Phone:	Email:

### Derby

(08) 9191 0999 | 30 Loch Street  
 [sdwk@sdwk.wa.gov.au](mailto:sdwk@sdwk.wa.gov.au) | PO Box 94, Derby WA 6728

### Fitzroy Crossing

(08) 9191 5355 | Flynn Drive  
 [sdwk@sdwk.wa.gov.au](mailto:sdwk@sdwk.wa.gov.au) | PO Box 101, Fitzroy Crossing



## Please note:

Upon determination to approve the request for Subdivision Clearance, the Shire will post the clearance documents to the appointed Surveyor.

A site inspection will normally occur within a fortnight of receiving the clearance request. Unless prior arrangements have been made with the Shire, the Surveyor/Applicant/land owner will not be contacted to arrange an appointment to meet with Shire officers on the site to carry out the inspection.

The Shire will only liaise with the Applicant as listed above. Should any other parties require information or updates on the application, it is the Applicant's responsibility to relay the information to any other persons.

When submitting a request for the Shire's clearance of subdivision conditions, the following information is required before the request can be accepted:

- Two printed (2) copies of a Deposited Plan / Survey Strata Plan (should these not be provided, the Shire will charge the applicant the cost of photocopying @ A3);
- Completed subdivision checklist (and refer below)\*;
- Any supporting information as may be required by the Shire to enable it to be determined how each local government (LG) condition has been met;
- Payment of the relevant clearance fee; and
- Where applicable, evidence that completed instruments imposed on behalf of the Shire have been registered with Landgate (for example noise notifications under section 70A or a restrictive covenant under section 129BA of the Transfer of Land Act 1893 as amended).

Following receipt of your clearance request, an officer from the Shire will process the submitted subdivision clearance documentation and inspect the site to determine whether the conditions have been fulfilled. Where the Shire is satisfied that all conditions have been completed then a letter of clearance to the WAPC will be forwarded to the Applicant's surveyor (where the Applicant isn't the Surveyor).

In the event that all conditions have not been complied, the application for clearance will be refused. A further completed subdivision checklist and clearance payment will be required before the request is considered by the Shire. It is incumbent upon the Applicant to ensure all works have been completed prior too lodging the clearance request.

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# Shire of Derby / West Kimberley

Condition No.	How has condition been satisfied?	Completed Y/N
1. Septic Tank Decommissioning	<ul style="list-style-type: none"><li>Fully completed statutory declaration provided in accordance with the Shire's requisite wording.</li></ul>	Y
2. Building Clearances in accordance with R-Codes and Building Codes of Australia	<ul style="list-style-type: none"><li>All walls along the new lot boundaries comply with the RCodes and Building Codes of Australia.</li><li>Please find attached justification (and annotated site plan) based on R-Codes design principles and independent Building Surveyors certification for windows/walls not achieving the requisite setback.</li></ul>	Y
3. Demolition	<ul style="list-style-type: none"><li>Demolition has been completed and all building materials have been removed.</li><li>All fencing along the street / right of way frontage has been removed.</li></ul>	Y
4. Existing Dwelling to comply with R- Codes	<ul style="list-style-type: none"><li>Please refer to attached plan of survey depicting the following R-Code compliant items:<ul style="list-style-type: none"><li>The existing dwelling has direct access to the minimum required area of outdoor living area (courtyard) with a minimum dimension of 4.0 metres, and accessible from the living room.</li><li>Two R-Code compliant car parking bays with access to driveway off common property access way and a Council-approved crossover have been installed;</li><li>A store has been installed in the rear yard adjoining the courtyard and has a minimum internal dimension of 2m x 2m(internal area minimum 4.0m<sup>2</sup> and is 2.1 metres high.</li></ul></li></ul>	Y
5. Pedestrian access leg (PAL) with minimum 1.0m unencumbered width	<ul style="list-style-type: none"><li>All incursions have been removed and eaves have been cut back. A 1.0m wide unencumbered PAL is achieved.</li></ul>	Y
6. Right of Way to be constructed	<ul style="list-style-type: none"><li>The right of way has been sealed, drained and paved in accordance with Shire approved plans.</li></ul>	Y
7. Common Property access way to be paved and drained	<ul style="list-style-type: none"><li>The common property access way has been paved with compacted crushed limestone to a depth of 150mm, with the exception of the required 500mm wide landscaping strips on either side of the 3m wide driveway.</li><li>The portion of common property that leads into the car parking spaces to the existing dwelling is constructed with a 3.0m wide brick-paved driveway.</li></ul>	Y

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