



What is ‘subdivision’?

Subdivision is the division of land into smaller lots or the amalgamation of several lots into one larger lot.

What are the different types of subdivision?

Green Title (Freehold) Subdivision:	A ‘green title’ property refers to land that generally has no common areas that need to be shared (unless otherwise indicated on the certificate of title). This is the most common form of title in WA
Survey Strata Title Subdivision:	A survey strata property refers to parcels of land within one parent property and may contain common property. Survey strata subdivision is generally associated with grouped dwelling development.
Strata Title Subdivision:	Also known as Built Strata, a strata title subdivision refers to parcels of land within one property. Strata subdivision plans will often show the parent property boundaries and building parcels. All other land will generally be common property. This is generally associated with multiple dwelling development.

Who is responsible for determining subdivision applications?

The Western Australian Planning Commission (WAPC) is responsible for determining all freehold and survey strata subdivision applications. Built Strata (Form 15a & Form 15c) applications are delegated to the City of Nedlands to determine in most situations.

How do I know if my property can be subdivided?

You will first need to know what the zoning and coding (R-Code) is. The City can provide general advice only, noting that the determining authority is the WAPC.

How do I find out my zoning and R-Code?

The City provides public access to the City of Nedlands Interactive Mapping System (known as “Intra-Maps”) which can be accessed from the City’s home page. Once open, just type in your property address at the bottom of the screen under “Address Search”. On the top left-hand side, you will “Modules” – click “Planning” and on the right-hand side you will see “LPS3 R Code” and “LPS3 Zone”

What is the subdivision process?

The subdivision process involves a few stages and will require professional consultants on board starting with the appointment of a private licensed land surveyor. Please visit [Department of Planning Lands and Heritage - About Subdivisions](#) to find out further information on this process.



What is conditional subdivision approval?

When the WAPC issues a decision to approve a subdivision, it is usually subject to conditions. The decision is often valid for a period of up to 4 years. In this timeframe it is the applicants' responsibility to undertake the necessary works to satisfy the conditions prior to the subdivision approval expiring and before applying for new titles.

What is a subdivision clearance?

To enable the creation of the certificate of title, the WAPC needs confirmation that the conditions of subdivision approval have been met.

Before the expiry of a subdivision approval, the applicant is required to complete the works in accordance with the conditions and apply for clearances to the relevant agency or authority. These agencies can include Local Government, Water Corporation, Western Power and are listed in brackets at the end of each condition on the approval letter.

A subdivision clearance application should only be lodged and applied for once all work has been completed. Applicants should ensure that applications for clearance are lodged well in advance of the expiry date shown on their approval.

How do I apply for a subdivision clearance?

Where Local Government conditions are to be cleared by the City of Nedlands, the following documents are required to be submitted:

- Completed Application for Subdivision Clearance Request Form & Checklist
- Copy of the Diagram of Survey (Deposited Plan or Survey Strata Plan);
- WAPC Subdivision Approval Letter; and
- Any supporting information that may be required to demonstrate how each condition has been met.

You can apply through the City's online enquiry portal or provide a hard copy to the City's Customer Service desk.

Is there a fee to apply for subdivision conditions to be cleared?

Fees are calculated based on the number of lots. A copy of the fee schedule can be found on the [City's website](#). The City will contact you once your application has been accepted and fees will need to be paid before it is lodged into the system and assigned to an officer.

How do I clear Local Government conditions?



Below is a table of the commonly used standard conditions listed on the WAPC determination notice and information on how to clear the condition to the City's satisfaction:

Standard condition wording	How to clear the condition
<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) at the time of subdivision approval being demolished and materials removed from the lot(s)</p>	<p>Contact the City's Building Department to apply for a Demolition Permit. This will need to be lodged and approved before the removal of structures.</p> <p>Photographs showing all materials and structures being removed. Trees and other vegetation are encouraged to be retained.</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 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.</p>	<p>The developer/landowner is required to ensure that any existing septic tank or leach drain systems are completely and safely removed from the site. This can be done in one of the following ways:</p> <ul style="list-style-type: none"> • Provide a pump out certificate from a licensed septic waste disposal company; or • Statutory declaration stating that decommissioning has been undertaken in accordance with the requirements of the Regulations and specification of the Water Authority.
<p>The land being filled, stabilised, drained and/or graded as required to ensure that:</p> <p>a) lots can accommodate their intended development;</p> <p>b) finished ground levels at the boundaries of the lot(s)the subject of this approval match or otherwise coordinate with the existing and/or finished ground levels of the land abutting; and</p>	<p>Details of site levels must be submitted and approved by the City before site works and retaining commence on site.</p> <p>Documents to be provided after works are approved and completed include:</p> <ul style="list-style-type: none"> • Geotechnical report with a compaction certificate; or • Engineer certification that all works have been completed in accordance with the approved



<p>c) stormwater is contained on-site or appropriately treated and connected to the local drainage system.</p> <p>Details of the proposed finished ground levels are to be provided to the local government prior to the commencement of works.</p>	<p>engineering plans and specifications; or</p> <ul style="list-style-type: none"> • Site survey with new contour levels and retaining walls as necessary (these works may be subject to further development approval). <p>Refer to the City's adopted LPP 3.3 - Removal of Trees & FAQ - LPP 3.3 - Tree Retention Policy. It is an offence under the <i>Planning and Development Act 2005</i> to remove a tree without planning approval.</p>
<p>The existing dwelling being retained is to comply with the requirements of the Residential Design Codes</p>	<p>A site plan, floor plan and elevation plan of the existing house to be provided demonstrating compliance with the R-Codes, and with any works carried out (works may be subject to development approval); or</p> <p>A planning approval being issued by the City varying the requirements.</p> <p>Key areas of meeting the R-Codes generally relate to construction of a new storeroom, providing a paved parking area sufficient for 2 bays and providing an appropriate outdoor living area.</p> <p>These are covered in the following sections of the R-Codes in most cases relates to:</p> <ul style="list-style-type: none"> • Outdoor Living Areas (Clause 5.3.1) • Parking (Clause 5.3.3) • Outbuildings (Clause 5.4.3) • External Fixtures, Utilities and Facilities (Clause 5.4.4)
<p>The proposed access way(s) being constructed and drained at the landowner/applicant cost to the specifications of the local government</p>	<p>Access way (common property or battelaxe) to be sealed and drained in accordance with the City's standards. Please contact Technical Services for further information before works commence on site. All works must be completed on site irrespective of a</p>



	development application or building permit issued for the site.
Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision.	Crossover permit approved and issued by the City's Technical Services department before works commence on site and constructed. All works must be completed on site irrespective of a development application or building permit issued for the site.
Redundant vehicle crossover(s) to be removed and the kerbing, verge and footpath (where relevant) reinstated with grass or landscaping to the satisfaction of the Western Australian Planning Commission and to the specifications of the local government.	Crossover permit approved and issued by the City's Technical Services department before works commence on site and constructed. All works must be completed on site irrespective of a development application or building permit issued for the site.
A x metre truncation is to be provided at the junction of x street and x street.	Shown on the Deposited Plan or Survey Plan.
An area of land of at least x square metres in area, in a position to be agreed with the Western Australian Planning Commission, being shown on the diagram or plan of survey (deposited plan) as a reserve for 'Recreation' and vested in the Crown under Section 152 of the <i>Planning and Development Act 2005</i> , such land to be ceded free of cost and without any payment or compensation by the Crown.	<p>Generally this can be undertaken in one of two ways:</p> <ol style="list-style-type: none">1. Ceding 10% of the gross subdivisible area to the City free of cost shown on the plan; or2. Providing a cash-in-lieu payment where it is not practical or appropriate to cede land. <p>The City's preference is for a cash in lieu payment. Please contact the City's Planning Team to discuss.</p> <p>Please refer to FAQ – Public Open Space Contributions & adopted Local Planning Policy 7.7.</p>
The landowner/applicant is advised to liaise with the City of Nedlands regarding the retention and protection of significance on the site, and investigating the potential for tree	Please contact the City's Planning Team to discuss before any removal of trees are undertaken on site.



retention within the open space or setback areas of future development.

Refer to the City's adopted [LPP 3.3 - Removal of Trees](#) & [FAQ - LPP 3.3 - Tree Retention Policy](#). It is an offence under the *Planning and Development Act 2005* to remove a tree without planning approval.

How long does it take to clear conditions by Local Government?

There is no statutory timeframe for the City to clear conditions. The City will endeavour to process the application as soon as reasonably possible with an aim for a maximum 6 weeks post lodgement. Applicants must ensure that all information and works have been completed to the City's satisfaction to facilitate the most efficient assessment timeframes.

When do I find out when a street number has been allocated?

A new street number will be allocated at the time the subdivision clearance request has been lodged and cleared. Please refer to [FAQ – Street Numbering](#) to find out more information about this process.

Need further assistance?

Feel free to contact the City's Urban Planning team:



Lodge an enquiry through the online portal on the City's website



(08) 9273 3500



71 Stirling Highway, Nedlands (corner of Smyth Road) 8:30am – 5pm

Disclaimer: This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate but accept no responsibility or warranties for actions based on the information provided. The City encourages you to seek professional advice before acting on any information contained in this document. Please contact the City if you wish to comment on the forms provided and information contained within.