



C.5.11

## Town Planning Information Sheet 02

### SUBDIVISION AND AMALGAMATION APPLICATIONS

#### INTRODUCTION:

This information sheet advises you how to make a Subdivision or Amalgamation Application and how the application is processed.

It is important to note in the first instance that all applications are to be made to the Western Australian Planning Commission (WAPC) which is the State Government Department with the authority to approve or refuse applications. Council is only one of the many authorities that may be asked to comment on your proposal.

#### WHAT TO KNOW BEFORE 'MAKING A SUBDIVISION OR AMALGAMATION' APPLICATION

1. Enquiries should be made to the Department for Planning and Infrastructure to ascertain what the Western Australian Planning Commission's policies are in respect to your proposal and what conditions might be imposed if your application is approved.
2. The Department for Planning and Infrastructure Office dealing with the Capel Shire Applications is located in Bunbury, however enquiries can also be made to the Departments Perth office.

The addresses of these offices are as follows:

Department for Planning & Infrastructure  
6th Floor, Bunbury Tower  
61 Victoria Street  
Bunbury WA 6230  
Ph: 97910577 **InfoLine:** 1800626477  
Fax: 97910576  
[www.wapc.wa.gov.au](http://www.wapc.wa.gov.au)  
[corporate@wapc.wa.gov.au](mailto:corporate@wapc.wa.gov.au)

Western Australian Planning Commission  
Albert Facey House  
469 Wellington Street (Cnr Forrest Place)  
Perth WA 6000  
Ph: 92647777 **InfoLine:** 1800 626477  
Fax: 92647566  
[www.wapc.wa.gov.au](http://www.wapc.wa.gov.au)  
[corporate@wapc.wa.gov.au](mailto:corporate@wapc.wa.gov.au)

3. Enquiries should be made to the Shire and other Government and non-Government authorities and agencies that may have an interest in your proposal and therefore have requirements that you will need to consider. Examples of these authorities and the related functions are indicated below:-

- |                             |  |
|-----------------------------|--|
| (a) Shire of Capel          | <ul style="list-style-type: none"><li>- Zoning and Scheme Provisions.</li><li>- Shire Policies.</li><li>- Road Upgrading Charges.</li><li>- Requirements of Guided Town Planning Scheme No. 3 for Gelorup Special Residential Area.</li><li>- Other Miscellaneous Matters.</li></ul> |
| (b) Water Corporation of WA | <ul style="list-style-type: none"><li>- Deep Sewerage.</li><li>- Scheme Water Supply.</li></ul>  |

- (c) Main Roads WA - Control of Highways in terms of access restrictions and road widening requirements.
- (d) Department of Agriculture WA - Land capability for all rural areas in the Shire.
- (e) Dept of Environment, Water & Catchment Protection
  - Matters of environmental concern, eg, effluent and drainage disposal into wetlands and ground water tables.
  - Use of and effect on ground water.
  - Drainage and flood levels.

It is suggested that you obtain and read copies of any printed matter which may be available on the above authority requirements.

4. Obtain copies of plans showing the location of your lot within the surrounding district. Copies of such plans can be obtained from the Shire and the Department of Land Information on request and at a cost.
5. Obtain information on the dimensions and angles of your lot to enable you to prepare a scaled drawing of your proposed subdivision or amalgamation. This type of information can be obtained from the Department of Land Information in Bunbury or Perth. It is suggested that you obtain a copy of your title and take this to the Department of Land Information and ask for a copy of a diagram or plan or survey for your land. The Department will do a search of your land and provide this information at cost.

The Department of Land Information is located at the following addresses:

9th Floor, Bunbury Tower  
61 Victoria Street  
Bunbury WA 6230

Ph: 97910834  
Fax: 97910838

Midland Square  
(PO Box 2222)  
Midland WA 6056

[mailroom@dli.wa.gov.au](mailto:mailroom@dli.wa.gov.au)  
[www.dli.wa.gov.au](http://www.dli.wa.gov.au)

You should now have sufficient information to enable you to consider preparing an application for approval to subdivide or amalgamate your land. If there is any particular matter which you are still unsure about, you should contact the relevant Department for assistance.

## **MAKING AN APPLICATION**

1. An application to subdivide or amalgamate will need to consist of the following information:
  - (a) A completed application form. (see Form 1A)
  - (b) 8 copies of a plan of the proposed subdivision or amalgamation.
  - (c) A covering letter.
  - (d) Payment of the required fees. (see Form 1A)
2. The subdivision and amalgamation application form (Form 1A) can be obtained from the Shire or Department for Planning and Infrastructure Office or can be downloaded from the Forms section of the Planning and Development Services Information Sheet page of this website.

The application form will ask you to provide answers to simple questions such as:

- (a) Full names of owners of the land.
  - (b) Your address.
  - (c) Where your lot is located.
  - (d) Title details.
  - (e) Whether there are any buildings on the land.
  - (f) The purpose or reasons for the proposal.
3. The application form also provides advice on the information that your plan of subdivision or amalgamation should show.
  4. In addition to the application form, it is recommended that you provide a covering letter providing advice on any other additional information that you consider the Department for Planning and Infrastructure and other Government agencies should be aware of in assessing your proposal.
  5. The back page of the application form will also indicate what fees (see Form 1A) are required to be paid on submission of the application. The fees vary depending on the number of lots proposed by the application.
  6. On completion of the above requirements the application is to be lodged at the Department for Planning and Infrastructure Perth or Bunbury offices.

**Please note:** Submission of the above information in the required format will enable quicker processing. If your application is lacking in information delays in processing will be experienced.

## **THE SUBDIVISION PROCESS**

Attached to this information sheet is a Schedule which sets out the subdivision process and indicates the likely time taken in assessing or processing an application.

This process will not be discussed in this information sheet in any detail other than to say the total process takes about thirteen weeks for a simple proposal. More complex proposals will take longer.

In respect of the Shire's involvement in assessing the application, the following action is undertaken on receipt of your application from the Department.

1. Your application will be assessed and a report written and included on an agenda for the nearest available Council meeting. The Council meets on Wednesday of the second and fourth weeks of the month.
2. A letter will be forwarded to the Western Australian Planning Commission immediately after the Council's meeting, conveying its conditional support or recommended refusal.

## **HOW LONG IS A SUBDIVISION APPLICATION VALID FOR?**

A subdivision approval is valid for three years, during which time you are required to have the proposed subdivision or amalgamation surveyed, comply with any conditions of the approval and obtain the issue of new titles for your land. Council's Policy 15.3 Clearance of Conditions of Subdivisions is applicable at this stage. (See Policies 15.3)

## **SPECIFIC MATTERS THAT YOU WILL NEED TO HAVE REGARD TO**

1. Ensure your proposal complies with the Western Australian Planning Commission policies and requirements.

2. Ensure your proposal complies with the Shire and other Government and non-Government authority requirements.
3. Ensure that your plans of the proposals have been drafted strictly in accordance with the Western Australian Planning Commission Regulations and that all necessary information is shown.
4. Ensure that your application clearly provides all necessary information for the application to be given due consideration.

#### **LIST OF SHIRE POLICIES APPLICABLE TO THE SUBDIVISION OF LAND**

- 15.3 - Clearance of Conditions of Subdivision
- 15.7 - Subdivision of Rural Land
- 15.6 - Subdivision Fire Management Requirements
- 16.1 - Crossovers
- 16.2 - Engineering Design Standards
- 16.6 - Road Upgrading Contributions
- 16.8 - South Capel Drainage Catchment – Development Contributions

#### **ENQUIRIES**

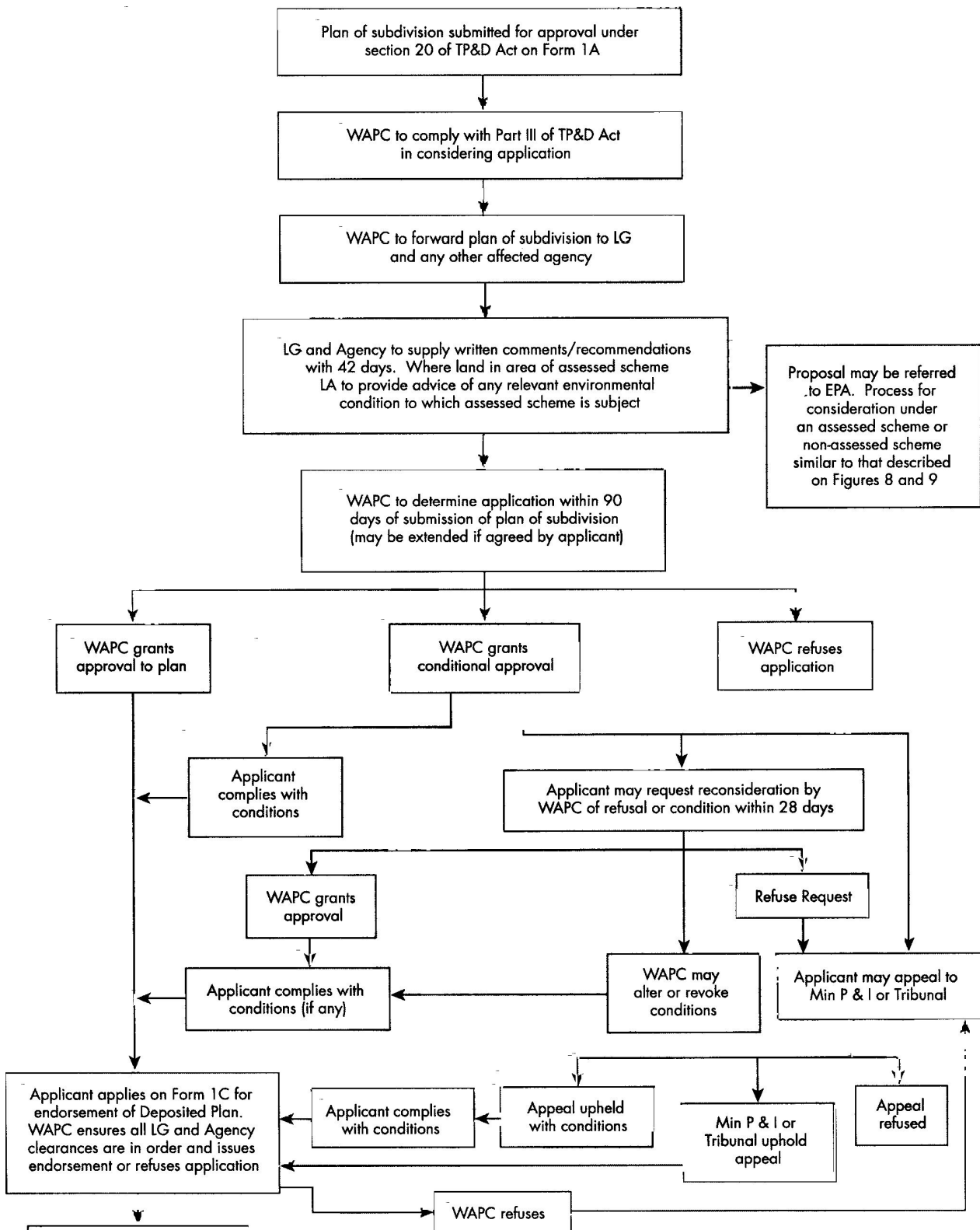
Enquiries to the Planning and Operational Services Officers are invited to be made concerning the use and development of your land, either in person or by phone on 9727 2030. Email enquiries may be directed to [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au).

Applicants are recommended to discuss their proposals with the staff prior to the preparation of their submission to ensure compliance with the Shire requirements and therefore assist in quicker processing.

If in doubt about any particular requirement, please ask.

**NOTE: THE PARTICULARS OF THIS BROCHURE ARE SUPPLIED FOR INFORMATION ONLY.  
VERIFICATION OF THE INFORMATION CONTAINED HEREIN IS RECOMMENDED.**

**SCHEDULE  
THE SUBDIVISION AND AMALGAMATION PROCESS**



Proposal may be referred to EPA. Process for consideration under an assessed scheme or non-assessed scheme similar to that described on Figures 8 and 9

- Key**
- LG = Local Government
  - WAPC = Western Australian Planning Commission
  - Agency = Public body or government department
  - EPA = Environmental Protection Authority
  - Min P & I = Minister for Planning & Infrastructure
  - Tribunal = Town Planning Appeal Tribunal
  - DOLA = Department of Land Administration
  - TP & D Act = Town Planning and Development Act