

Clearance of Conditions Request

This form is to accompany material submitted to the Department of Biodiversity, Conservation and Attractions (DBCA) for the purpose of clearing subdivision or development approval conditions. Please read the accompanying guide before completing this form.

A clearance of conditions request should not be made unless all required information is provided. It is the responsibility of the person submitting this form to collate and submit all relevant material, including advice previously obtained from DBCA.

Office use only

1. Subdivision/development details

WAPC / Local government / other reference:

Condition number/s relevant to this request: _____

Project name and stage (if applicable): _____

Property details (lot number/s and road name): _____

Is this subdivision subject to Ministerial conditions under part IV of the *Environmental Protection Act 1986*? **Y / N**

List other name(s) under which the project has been known (if applicable): _____

2. Purpose of request (choose applicable items)

Subdivision

- Clearance of subdivision condition(s): complete sections 3, 4 and 5.
- Request for review of new technical report / information: complete sections 3 and 6.

Development

- Request for review of technical report / information (complete sections 3 and 6) or clearance of condition(s): complete sections 3, 4 and 5.

3. Required information on the subdivision/development

Please ensure the following information is attached to this request:

<input type="checkbox"/>	Copy of WAPC/local government/other approval letter and plan(s)
<input type="checkbox"/>	Subdivision only - 2 copies of the deposited plan or diagram of survey
<input type="checkbox"/>	Subdivision only - where the subdivision is staged: <ul style="list-style-type: none"> 2 copies of the staging plan showing the deposited plan area identified on the WAPC approved plan Have stages of this subdivision previously been cleared by DBCA? Yes / No If yes, which stages have been cleared? _____

4. Clearance of condition/s

If seeking clearance of conditions, please tick relevant items to indicate evidence accompanying this request:

<input type="checkbox"/>	Names of technical reports and details of other information previously submitted to DBCA demonstrating fulfilment of conditions (please complete section 5).
<input type="checkbox"/>	A copy of all relevant written advice previously provided by DBCA (if any), indicating whether or not the requirements of approval conditions have been fulfilled.
<input type="checkbox"/>	New/amended technical reports and other information (ie not previously submitted to DBCA) that address the requirements of conditions (please complete section 6).

Please attach any additional information that you believe may assist DBCA to process this request.

Clearance of Conditions

Guide to using the 'Clearance of Conditions Request' form and the Department of Biodiversity, Conservation and Attractions condition clearance process

Please read this guide before completing the form.

1. When to use the form

The form is to be completed each time you submit:

- a) a report or technical information relating to the clearance of subdivision or development conditions; and/or
- b) a request for clearance of conditions with deposited plans.

The form will assist the Department of Biodiversity, Conservation and Attractions (DBCA) to maintain an accurate and consistent record, to relate new information and requests to the relevant WAPC subdivision or local government development application, and to obtain the information DBCA needs to process requests.

2. Timelines – applicant

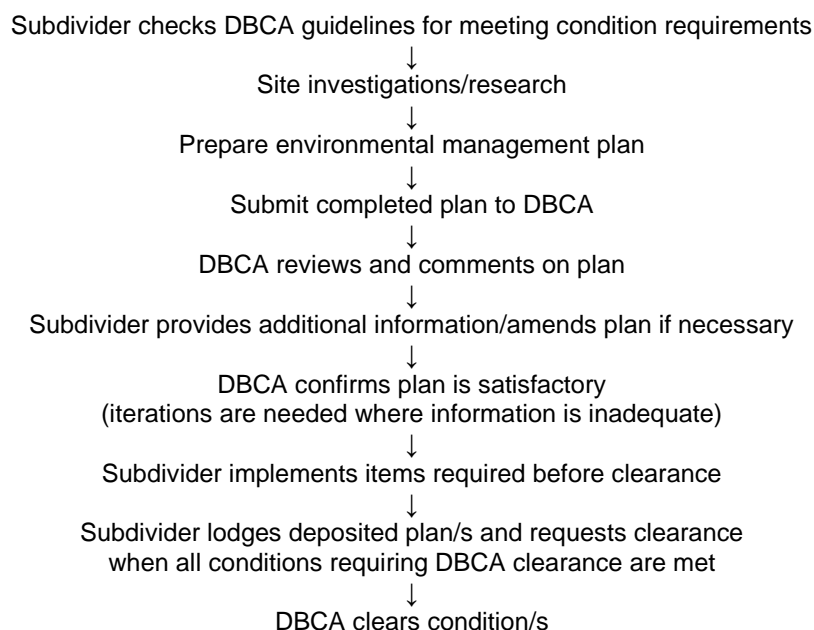
The applicant is encouraged to identify each of the steps that needs to occur before DBCA can issue a letter advising that the conditions requiring DBCA clearance have been met, and to allow adequate time for each step. The steps will vary depending on the particular requirements of the conditions. In the case of a condition requiring the preparation and implementation of an environmental management plan e.g. a wetland management plan, the applicant should allow time for site investigations and the preparation of the management plan by consultants, review by DBCA, finalisation of the plan by consultants, confirmation by DBCA, implementation of actions before clearance, preparation and submission of material demonstrating that the conditions have been met, and clearance by DBCA.

3. Timelines – DBCA

The DBCA interim target timeline is to review and comment on a report or technical information within a 45-day period. Should additional information or changes be required, the 45-day period starts again from the time the new information is received. When the requirements of all conditions have been fulfilled and sufficient evidence of this submitted, DBCA requires an additional five days to issue the clearance letter with the stamped deposited plans.

4. Example of flowchart for the condition clearance process (example only)

The following is a checklist of steps applicable to a subdivider required to prepare and implement an environmental management plan as a condition of subdivision approval.



5. DBCA contacts

Initially, the relevant DBCA regional office (see below) can advise what branch of DBCA is likely to review reports and other requirements related to subdivision conditions. Please note that while a branch is providing technical review, that branch is responsible for managing the timeline for the review. In the case of subdivisions, when the branches have completed their review and conditions have been satisfactorily met, the DBCA regional office stamps the deposited plans and issues the clearance letter.

6. Additional information

Additional information may be requested by DBCA when material is initially lodged e.g. a locality plan. Please note that material submitted may be returned where information is not complete, is inaccurate or unclear.

Following technical review of material submitted, DBCA may also need to request additional information.

7. Lodging a request for the clearance of subdivision conditions

In the case of subdivisions, DBCA requires that **all** conditions requiring a DBCA clearance are fully complied with, before the subdivider seeks clearance of conditions. To enable the efficient processing of a request for clearance, DBCA requires all of the following:

- adequate evidence that all relevant conditions have been fulfilled;
- copy of WAPC approval letter and plan/s;
- 2 copies of the deposited plan or diagram of survey;
- 2 copies of a staging plan (in the case of a staged subdivision); and
- completed 'Clearance of Conditions Request' form.

8. Where to send clearance material

Material should usually be submitted to the relevant DBCA regional office. Please note that in the case of subdivisions, the actual clearance request and deposited plans should be sent to the DBCA regional office.

A map showing DBCA Region boundaries and contact details can be viewed on the Parks and Wildlife Services website at <http://www.dpaw.wa.gov.au> (click on the "[Land Use Planning](#)" link under the Management heading).

You are encouraged to email material to DBCA.

Mailing and contact details:

<p>Kimberley Regional Manager Kimberley Region PO Box 942 Kununurra 6743 Tel: 9168 4200 Fax: 9168 2179</p>	<p>West Kimberley District Manager West Kimberley District PO Box 65 Broome 6725 Tel: 9195 5500 Fax: 9193 5027</p>	<p>Pilbara Regional Manager Pilbara Region PO Box 835 Karratha 6714 Tel: 9182 2000 Fax: 9144 1118</p>	<p>Midwest Regional Manager Midwest Region PO Box 72 Geraldton 6531 Tel: 9921 5955 Fax: 9921 5713</p>
<p>Swan Regional Manager Swan Region PO Box 1167 Bentley 6983 Tel: 9423 2900 Fax: 9423 2901 swanregionlanduseplanning@dbca.wa.gov.au</p>	<p>South West Regional Manager South West Region Att: Land Use Planning Officer PO Box 1693 Bunbury 6231 Tel: 9725 4300 swlanduseplanning@dbca.wa.gov.au</p>	<p>Warren Regional Manager Warren Region Locked Bag 2 Manjimup 6258 Tel: 9771 7988 Fax: 9777 1363</p>	
<p>Wheatbelt Regional Manager Wheatbelt Region PO Box 100 Narrogin 6312 Tel: 9881 9222 Fax: 9881 3297</p>	<p>South Coast Regional Manager South Coast Region 120 Albany Highway Albany 6330 Tel: 9842 4500 Fax: 9841 7105</p>	<p>Esperance District Manager Esperance District PO Box 234 Esperance 6450 Tel: 9083 2100 Fax: 9071 3657</p>	<p>Goldfields Regional Manager Goldfields Region PO Box 10173 Kalgoorlie 6433 Tel: 9080 5555 Fax: 9021 7831</p>