**Clearance of Conditions Request**

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| *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.* |

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| *Office use only* |

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**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):

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| --- |
| **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:*

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| --- | --- |
| ❑ | Copy of WAPC/local government/other approval letter and plan(s) |
| ❑ | Subdivision only - 2 copies of the deposited plan or diagram of survey |
| ❑ | Subdivision only - where the subdivision is staged:* 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **4. Clearance of condition/s***If seeking clearance of conditions, please tick relevant items to indicate evidence accompanying this request:*

|  |  |
| --- | --- |
| ❑ | Names of technical reports and details of other information ***previously submitted*** to DBCA demonstrating fulfilment of conditions (please complete section 5). |
| ❑ | 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. |
| ❑ | 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.* |

**5. Technical reports and information previously submitted**

*Please complete the table below identifying any technical reports and information that have* ***previously been submitted*** *to DBCA for the purposes of condition clearance. Use a separate sheet if more space is required and attach copies of previous DBCA advice:*

| **Report type** | **Report details and receiving DBCA branch and location (if details are available)** | **Date submitted**  | **DBCA advice** **attached (Y/N)?** |
| --- | --- | --- | --- |
| Wetland Management Plan |  |  |  |
| Bushfire Management Plan |  |  |  |
| Fauna / Flora Survey |  |  |  |
| Revegetation / Rehabilitation Plan |  |  |  |
| Section 70A Notice on Title |  |  |  |
| Other information or report |  |  |  |

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| **6. New technical report / information – submitted for review by DBCA** Details of reports and information attached for review: |
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**7. Details of person submitting this form**

Name: Email:

Role (e.g. land owner, project manager, consultant):

Postal address:

Telephone: Mobile: Fax:

Project manager/land owner (if different to above):

Telephone: Mobile: Fax:

**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:

1. a report or technical information relating to the clearance of subdivision or development conditions; and/or
2. 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.

Subdivider checks DBCA guidelines for meeting condition requirements

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Site investigations/research

↓

Prepare environmental management plan

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Submit completed plan to DBCA

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DBCA reviews and comments on plan

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Subdivider provides additional information/amends plan if necessary

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DBCA confirms plan is satisfactory

(iterations are needed where information is inadequate)

↓

Subdivider implements items required before clearance

↓

Subdivider lodges deposited plan/s and requests clearance

when all conditions requiring DBCA clearance are met

↓

DBCA clears condition/s

**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**](http://www.dpaw.wa.gov.au) (click on the “[**Land Use Planning**](https://www.dpaw.wa.gov.au/management/land-use-planning)” link under the Management heading).

 You are encouraged to email material to DBCA.

Mailing and contact details:

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