



# Clearance of Conditions Request

This form is to accompany material submitted to the Department of Parks and Wildlife (DPaW) for the purpose of the clearance of 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 DPaW.

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"> <li>• 2 copies of the staging plan showing the deposited plan area identified on the WAPC approved plan</li> <li>• Have stages of this subdivision previously been cleared by DPaW? Yes / No</li> <li>• If yes, which stages have been cleared? _____</li> </ul>

## 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 <b>previously submitted</b> to DPaW demonstrating fulfilment of conditions (please complete section 5).
<input type="checkbox"/>	A copy of all relevant written advice previously provided by DPaW (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 DPaW) that address the requirements of conditions (please complete section 6).

Please attach any additional information that you believe may assist DPaW 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 DPaW for the purposes of condition clearance. Use a separate sheet if more space is required and attach copies of previous DPaW advice:

Report type	Report details and receiving DPaW branch and location (if details are available)	Date submitted	DPaW 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			

**6. New technical report / information – submitted for review by DPaW**

Details of reports and information attached for review:


**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 Parks and Wildlife 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 Parks and Wildlife (DPaW) 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 DPaW needs to process requests.

### 2. Timelines – applicant

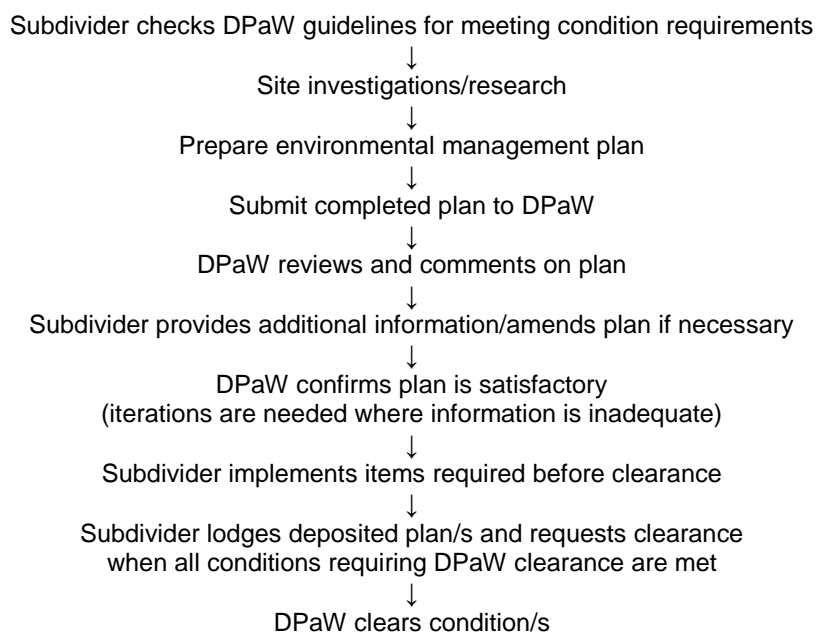
The applicant is encouraged to identify each of the steps that needs to occur before DPaW can issue a letter advising that the conditions requiring DPaW clearance have been met, and to allow adequate time for each step. The steps will vary depending on the particular requirements of the conditions. In 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 DPaW, finalisation of the plan by consultants, confirmation by DPaW, implementation of actions before clearance, preparation and submission of material demonstrating that the conditions have been met, and clearance by DPaW.

### 3. Timelines – DPaW

The DPaW 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, DPaW 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. DPaW contacts**

Initially, the relevant DPaW regional office (see below) can advise what branch of DPaW 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 DPaW regional office stamps the deposited plans and issues the clearance letter.

**6. Additional information**

Additional information may be requested by DPaW 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, DPaW may also need to request additional information.

**7. Lodging a request for the clearance of subdivision conditions**

In the case of subdivisions, DPaW requires that **all** conditions requiring a DPaW clearance are fully complied with, before the subdivider seeks clearance of conditions. To enable the efficient processing of a request for clearance, DPaW 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 DPaW regional office. Please note that in the case of subdivisions, the actual clearance request and deposited plans should be sent to the DPaW regional office.

A map showing DPaW Region boundaries and contact details can be viewed at [www.dpaw.wa.gov.au](http://www.dpaw.wa.gov.au) (click on the "Contact Us" link).

You are encouraged to email material to DPaW, but please note that any reports or technical material must also be sent in hard copy.

**Mailing and contact details:**

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