



Subdivision Fact Sheet

The Subdivision Process in Western Australia

In Western Australia, several key players and processes are involved in the subdivision process. The West Australian Planning Commission (WAPC) is the primary statutory body for subdividing in WA. They are instrumental in overseeing and approving subdivision developments in the state.

1. Initial Consultation and Research

Familiarise yourself with the [West Australian Planning Commission's \(WAPC\) guidelines and requirements](#). Before subdividing a piece of land, a subdivision application must be submitted to the WAPC for preliminary review and approval. It ensures that the proposal adheres to the guidelines and standards set for land development.

Please note that the Shire cannot help you prepare your application to the WAPC.

It is recommended that you engage a subdivision consultant or town planner for expert advice on local regulations and best practices, however you can contact the Shire for initial advice as to whether subdivision can be considered for your property or not, and to help identify any potential issues with your proposal.

Bookings can be made via the Shire's customer service staff for you to speak with one of our Development Services Team either via a phone call or in person.

To find a town planning consultant who may be able to assist with your project, click [here](#).



2. Application Submission

Prepare and [submit an application](#) to the WAPC.

The WAPC refers applications to the relevant local government and service providers. Applications may be referred to any public body, local government or private utility for objections or recommendations. The nature of individual proposals and/or factors affecting the subject land will determine to which public bodies and private utilities the application will be referred.

The WAPC may approve an application with or without conditions or refuse an application.

Following a decision to approve an application subject to conditions, the applicant is responsible for fulfilling the conditions in consultation with the relevant local government, public body or private utility.

3. Site Planning and Survey

Engage a land surveyor to help you develop a detailed survey plan which will specify the dimensions and boundaries of the proposed new lots.

To find a land surveyor to assist with your project, click [here](#).

4. Addressing Approval Conditions

Ensure compliance with all stipulated conditions from the WAPC. If you are unsure of how to comply with a condition specified in your approval, contact the Shire, public body or private utility who is noted next to that condition for clarification.

You will need to provide written advice or evidence to the WAPC to demonstrate that you have complied with all the conditions of your approval. For conditions which have been imposed by the Shire, we will provide this to you in the form of a letter stating which conditions have cleared. There is a fee payable to obtain this clearance letter which is determined based on the following:

Subdivision Clearance Fees	Fee Payable
Not more than 5 lots	\$73.00 per lot
More than 5 lots but no more than 195 lots	\$73.00 per lot for the first 5 lots then \$35.00 per lot thereafter
More than 195 lots	\$7,393.00

5. Title Formalities

The WAPC will endorse a subdivision on a plan or diagram that has been certified correct by the Western Australian Land Information Authority (Landgate). The WAPC must be satisfied that the plan is in accordance with the approval and that all conditions have been complied with.

You can then apply to Landgate for new titles. Applications for title must be made within two years of the WAPC endorsement date.

6. Costs

There are a range of costs associated with subdivision including, but not limited to the following:

- Subdivision application fees
- Land surveying fees
- Town planning or subdivision consultant fees
- Site works including the installation of water, power and sewerage services
- Fees associated with the clearance of conditions
- Holding costs and Shire rates
- GST and capital gains tax liabilities
- Cost of finance (interest, bank fees)
- Legal, accounting and taxation advice and fees

For larger subdivisions there may be additional costs associated with structure planning and re-zoning of the subject site.

7. Subdivision Process Timeframe

The time taken to complete physical work during the subdivision process and may take around 1-2 months in total. However, making applications to and dealing with all the statutory bodies who are stakeholders in the subdivision process will take considerably longer.

Your subdivision application to the WAPC for example, will alone take up to 90 days just to process, after which you will receive a decision letter that will require further administrative work such as consultation, application and service agreement requests with stakeholders such as the Shire, Western Power and Water Corporation.

Once all the conditions in the decision letter are satisfied, the title production process involving the WAPC and Landgate can take a few more months. For most people, 9-12 months from the time when the subdivision application is submitted until titles have been issued is a realistic timeframe.