

Subdivision Information Sheet

(Residential Areas – How to Check, Apply and Understand the Process)

IMPORTANT:

The Shire of Narrogin does not accept or determine subdivision applications. All subdivision applications are lodged directly with the Western Australian Planning Commission (WAPC) through the Department of Planning, Lands and Heritage (DPLH) online portal at www.dplh.wa.gov.au.

The Shire cannot provide WAPC forms, fee schedules or processing timeframes. Our role is to provide general planning information and, when the WAPC refers an application to us, technical comment on matters relating to the local planning scheme.

Step 1: Identify What You Want to Do

First, clarify the **type of subdivision** you are considering:

Type	Description	Created Under
Freehold (Green Title)	Creates separate, fully independent lots each with its own Certificate of Title.	<i>Transfer of Land Act 1893</i>
Strata	Divides an existing or proposed building into lots and shared common property (e.g. driveways, walls).	<i>Strata Titles Act 1985</i>
Survey-Strata	Divides land by surveyed boundaries; similar to freehold but may include shared access or common services.	<i>Strata Titles Act 1985</i>

Tip: The type of title does not determine if subdivision is possible — zoning, lot size and R-Codes do.

Step 2: Check Your Property's Zoning

Before preparing any plans, confirm what planning controls apply to your property.

- Visit PlanWA (www.planwa.com) and turn on *Planning Scheme Layers* to see your zoning and, if applicable, your Residential Density Code (R-Code).
- Review the Shire of Narrogin Local Planning Scheme No. 3 (LPS3) for your zone objectives and any Structure Plan Areas, Special Use Zones or Special Control Areas that may affect subdivision potential.

Note: The Shire can explain how the Scheme and R-Codes apply in general but cannot give site-specific assessments or predict WAPC outcomes.

Step 3: Understand the R-Codes and Lot Sizes

If your property is zoned Residential, the Residential Design Codes (R-Codes) specify the minimum and average lot sizes required for subdivision.

What this means:

Each proposed lot must comply with the minimum and average size standards and have legal road access. If a lot does not front a public road, a battleaxe leg (shared driveway) must be provided.

R-Code	Minimum Lot (m ²)	Average Lot (m ²)	Minimum Battleaxe (m ²)
R12.5	700	800	762.5
R20	350	450	450
R25	300	350	400
R30	260	300	410
R40	180	220	380

Step 4: Check for Other Planning Requirements

Before applying, check whether your property is affected by additional planning or site considerations. These may influence design or determine whether extra reports are needed once you engage a surveyor.

Common considerations include:

- Bushfire-prone land – some areas require a Bushfire Management Plan prepared by an accredited consultant.
- Heritage-listed places or precincts – development may need separate heritage assessment.
- Drainage or servicing capacity – confirm directly with the Water Corporation, Western Power, or an engineer.
- Road access and frontage – each new lot must have legal and practical access to a constructed road; laneway-only access is not acceptable without a formal battleaxe leg.
- Local Planning Scheme overlays – such as Special Use Zones, Special Control Areas or Structure Plan Areas shown on PlanWA or in LPS3.

Important:

The Shire can explain how these provisions work in principle, but cannot check individual site constraints, design accessways, or confirm service availability.

Applicants should seek advice from a licensed surveyor, planner or relevant agency for detailed site investigations.

Any supporting technical information must be lodged directly with the WAPC as part of the application.

Step 5: Lodging a Subdivision Application

If your property meets the R-Code and Scheme requirements:

1. Engage a **licensed surveyor** to prepare your subdivision plan.
2. Lodge the application **directly with the WAPC** via the **DPLH online portal** (www.dph.wa.gov.au).

Your application must include:

- **WAPC Form 1A** (application form)
- **Proposed Plan of Subdivision**
- **Applicable WAPC fee**

The WAPC then refers the proposal to the Shire and other agencies (e.g. Water Corporation, Western Power, Main Roads WA) for technical comment.

Step 6: Assessment and Decision

Once all conditions are cleared, the WAPC endorses the final plan and **Landgate** issues the new titles.

Stage	Responsibility	Typical Timeframe
Referral for comment	Shire and servicing agencies	42 days
Assessment and decision	WAPC	90 days (standard) / 120 days (complex)
Conditional approval period	Applicant to meet conditions	3 years (\leq 5 lots) / 4 years (\geq 6 lots)
Clearances & endorsement	Applicant → Agencies / Shire → WAPC → Landgate	2–6 weeks for clearance + 24 months to obtain titles