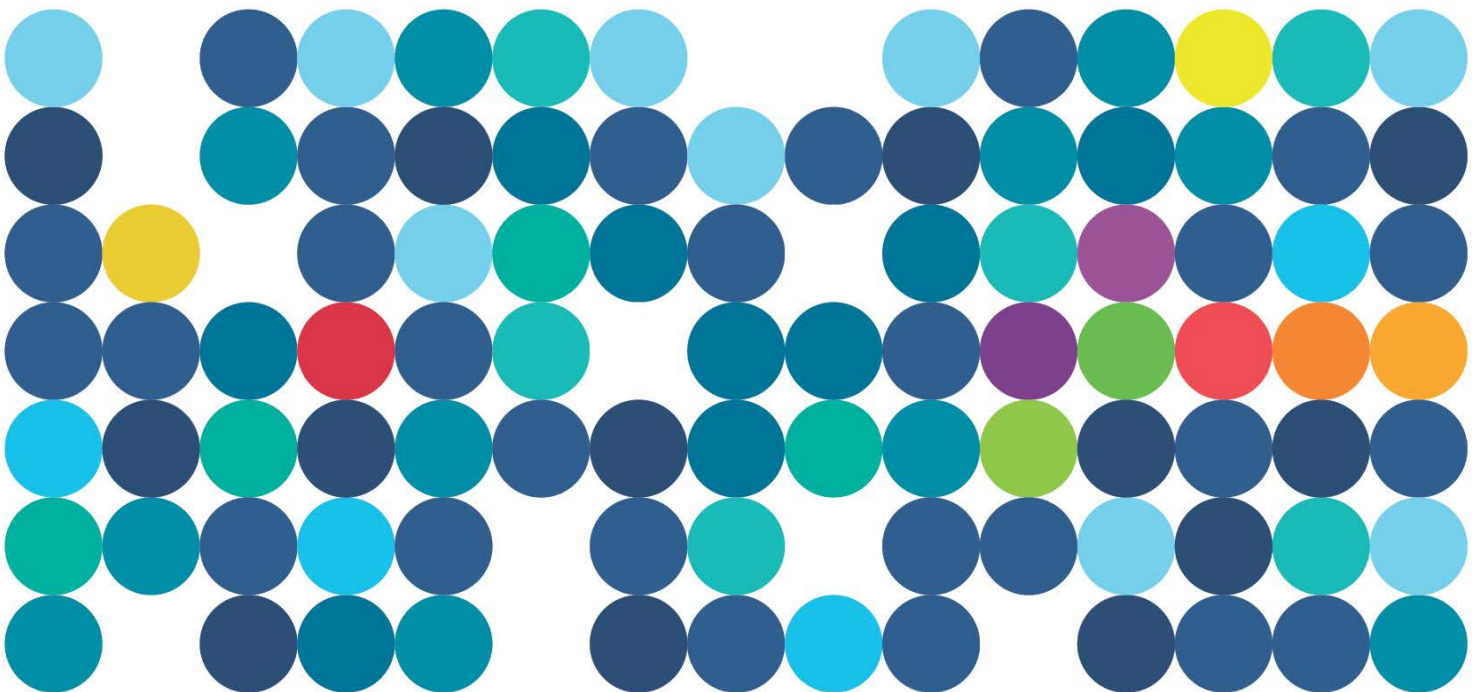


Small Developments Handbook

A guide to the subdivision process and Water Corporation requirements.





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Introduction

Water Corporation's requirements make up a small portion of the subdivision process and some terms can be difficult to understand for those not in the industry. The purpose of this document is to provide guidance and explanation to make the process a little less daunting.

Glossary of terms

Agreement - The formal legal document between the Developer and Water Corporation with respect to fulfilling the Water Corporation conditions as per the Conditional Approval granted by the Planning Commission (WAPC) conditions for a designated area of subdivision

Approval Subject to Conditions (Conditional Approval) – Provided by the WAPC

BuilderNet – The Corporation's web application for lodging building applications and requests for services

Clearance – Letter and Stamped Deposited Plan or Strata Plan from the Corporation stating that Water Corporation requirements have been met

Clearance Checklist – a document we provide to help you track all the requirements you must meet prior to clearance

Cut in Junction – New property connection to an existing sewer main

Deferral of SIC's – An option approved at Water Corporation's discretion to defer Standard Infrastructure Contributions for a maximum of 12 months but still obtain Clearance.

Deposited Plan – Official record of the legal boundaries of a green title lot/s, including dimensions and size of the lot/s to be lodged with Landgate to create the new Title

Easement - A notification on the Deposited Plan alerting land owners to the presence of a Water Corporation asset and possible building restrictions

Feature Survey – Preliminary plan prepared by your surveyor for the application to the WAPC

Future Water Service - The water meter and water pipe from the water main to the lot boundary installed by the Water Corporation and paid by the Developer.

Mains Extension – Extension of Water Corporation's water or sewer mains

Master Meter – Large Meter (>20mm) to serve multiple strata lots or group housing sites

Section 70A Notification – Notification under Section 70 of the Transfer of Land Act 1893 typically applied on lots when standard level of service cannot be provided by the Corporation

Standard Infrastructure Contribution(SIC) –A one-off contribution by Developers in recognition of the demand the additional lots will create on Water Corporation's storage, treatment, distribution, collection and disposal infrastructure

Strata Plan – Is the official record of the legal boundaries of strata lots, including the dimensions and size of the lots.

Sub-Meter – used to individually meter lots within a strata scheme with a Master Meter

WAPC Reference – Reference number specific to your application provided by the WAPC



Roles and responsibilities

Land Servicing Advisor/Officer – determines requirements; provides guidance and clearance on your subdivision application

Developer - The person or organisation that has entered into an agreement with Water Corporation to provide water or wastewater services to a proposed subdivision

Engineer - A person qualified to be a chartered professional engineer, and who has appropriate engineering experience

Licensed Plumber – A plumber licensed by the Plumbers Licensing Board, will typically carry out cut in junctions or relocation of internal plumbing to suit lot boundaries

Licensed Surveyor – A Surveyor engaged by the Developer, licensed by the Land Surveyors Licensing Board of WA, responsible for the preparation of the Deposited Plan or Strata Plan and may manage the subdivision process on your behalf.

Western Australian Planning Commission (WAPC) - Responsible for determination and approval of your subdivision proposal.

Helpful links

[BuilderNet](#)

[Deposited Plan](#)

[Green Title Servicing Subdivisions](#)

[Infrastructure Contributions](#)

[Master Meter Standard Infrastructure Contributions](#)

[Request for Online Payment of Fees](#)

[Stata Title Servicing](#)

[Strata and Green Title Subdivisions](#)

[Waterwise Plumbers](#)

Further information and advice

Our website contains further information under the “[Builder and Developers](#)” heading.

If you have questions related to a specific project, you can complete a “[Request for Land Planning Advice](#)”. Please provide as much information as you can when filling this out, the more information we have the more specific we can be with our advice.



Strata or green title

The decision on whether to do a strata or green title development involves a number of factors, difference in cost of servicing, difference in end value, use of common property, common walls or common servicing and zoning requirements. The information below is to provide guidance on the difference between the two in the cost of providing water and wastewater services.

Wastewater services

Each green title lot needs a direct, individual connection to the sewer main, this is typically done by way of a cut in junction or a sewer mains extension

A strata subdivision can share internal plumbing and the property connection, this means that instead of cutting in a new junction or having an engineer arrange/design a mains extension; you can engage a licensed plumber to service the lots, which is generally less costly.

Water services

As with the sewer, each green title lot will need an individual connection to the Water Corporations water main. The proposed lots will need to be fronting a water main. This means that the water main must run past the proposed lot boundary on either side of the road.

For strata lots, there is an option for individual services or a master meter with sub meters. A master meter arrangement will typically work out cheaper than individual metering where there are more than 3 strata lots.

Fees

The Standard Infrastructure Contributions for both green title and strata title will be the same if individual servicing is requested. As mentioned there is opportunity for savings when a master / sub metering arrangement is requested. For more information please visit our [website](#).

Requesting the Agreement

Once you have received Conditional Approval from the WAPC, you can request an agreement. Visit the Builder and Developers section of our website and click on 'agree to subdivide'.

Complete the relevant form and we will send the agreement via email within 35 Days.

The Agreement

The Land Development Agreement is the document that details the requirements you must complete to allow us to provide Clearance of the Conditions. The agreement will contain a clearance checklist; use this to keep track of the items you have completed. Each agreement is prepared specifically for your subdivision and all the requirements must be met.



Fees

Standard Infrastructure Contributions

These are a one-off fee payable by the developer when new lots are created and connected to our Water and Wastewater Schemes.

Future Water Service / Deferred Service

If your lot directly fronts a water main, you will be charged a future water service fee for each new lot created. This is the cost of installing a water meter; however, a water meter won't be installed when you pay this. The reason for this is meter on vacant lots are prone to leaking, damage and theft. We hold the money against the new lot, and the service will be installed when building plans are approved.

Payment of Fees

It is possible to pay your Standard Infrastructure Contributions (SIC) fees at either the building or subdivision stage. If you are intending to submit your building application for building approval and have not paid your SIC fees, you can do so as part of your Building Application. Please make sure to inform the Land Servicing Officer in charge of your Land Development Agreement of your intention to pay at Building Stage to ensure you are not overcharged, but note that the Land Development Agreement cannot be completed until paid.

Methods of payment

The second page of your Payment Schedule details the payment methods available, these are:

BPay / Credit Card: if you wish to pay with BPay or Credit Card, you will need to lodge a [Request for Online Payment of Fees](#).

Cheque: Post a cheque with a copy of the payment schedule to

Water Corporation

PO Box 100

Leederville 6902

Servicing requirements

The agreement will outline the servicing requirements specific to your subdivision, these are the most common:

Water or sewer main extension

This is more common among green title subdivisions. If the proposed lots do not have direct access to a water or sewer main, you will be required to extend the Water Corporations mains to your lot. You will need to engage a suitably qualified Civil Engineering Consultant and a civil contractor to design and construct the works. The Water Corporation cannot recommend any engineering firm or contractor, so we suggest you seek guidance from your surveyor, otherwise a Google search will present a number of options.

Relocating a water service

If your subdivision separates your water meter from an existing house, the meter will need to be moved such that the meter is within the boundary of the house it is supplying. You will need to apply for the meter to be



moved through BuilderNet on our website. Our crew will move the meter to its new location and your plumber will need to relocate your plumbing to suit.

Cut-in junction

You will have received a Plumbers Advice Kit with your agreement that details the process and requirements for having a junction cut in, you will need to lodge an application via BuilderNet. Your plumber will need excavate the main, our crew will cut in the junction, and then your plumber will need to bring the connection to within your proposed lot boundary.

Requesting clearance

Once you have completed all the items on your clearance checklist, you can request clearance. Typically your surveyor will complete this step, so provide all the supporting information to your surveyor and have them submit for clearance with the Deposited Plan/Strata Plan.

Clearance must be requested by using the [online submission form](#).

Deposited plan / Strata plan

Your surveyor will likely have prepared a feature survey when you first applied to the WAPC, they now must prepare the final survey plan that will form. Landgate have an example of what this should look like.

[Landgate – Survey or Strata Plan](#)

Clearance

We will provide a letter and a stamped copy of your Deposited Plan/Strata Plan noting that you have met the requirements of the condition/s outlined in your Approval Subject to Conditions. This will be done within 7 days of receipt of a completed Clearance Request.

Building

Once the lot is ready to be developed, you can lodge your building application via BuilderNet.

Refunds

If you do not wish to proceed to clearance of your subdivision and you have paid the applicable Infrastructure Contributions, you will be able to request a refund. Any fees that have been paid towards physical work to be done by Water Corporation (i.e. a cut in junction or meter relocation), will not be able to be refunded if the work has been carried out.

Feedback

If you have any feedback on the content of this document, please email to land.servicing@watercorporation.com.au