

PRIVATE ROAD / PAW / ROW CLOSURES – PROCESS

	LOCAL GOVERNMENT	APPLICANT	DPI	MINISTER
1		Apply to City of Bunbury for closure		
2	<p>City receives application and if the Manager Engineering supports the application advise Applicant of a) & b).</p> <p>If Manager Engineering does not support the application it will not progress and Applicant to be advised.</p>	<p>a) Request Title Search of PAW/RWO/Road owner details from Landgate.</p> <p>b) Obtain agreement from adjoining property owners. (Agreement form provided by City.)</p>		
3		<p>Once adjoining property owners' agreements have been obtained forward the following to City of Bunbury;</p> <ul style="list-style-type: none"> • Signed Adjoining Property Owner Agreements. • Application fee \$2,000 (includes advertising & signage costs). • Title searches • Indemnity to City for all costs associated with the closure. 		
4	Consult with WAPC /the DPI to obtain their support for the closure.			
5	Seek Public Utility Service Authority Providers' Agreement as well as; Rangers, Parks, Planning and Emergency Services.			

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6	Complete evidence that notification has been made to the owners of the PAW/ROW/Road regarding the proposed closure.			
7	Place advertising in Public Notices – local newspapers. Note: To be included in weekly City Update publication.			
8	Provide and place signs on the property for 35 days with full details of the proposed closure. Include the dates, time and address for comments to be received by the City.			
9	<ul style="list-style-type: none"> Collate all responses Prepare an Agenda Item to be presented to Council. Item to include all responses (Service providers & WAPC) and any objections to be highlighted. 			
10	<p>If Resolution is passed write to DPI with the following information they require to proceed with the closure;</p> <ul style="list-style-type: none"> Agenda item WAPC clearance Service Providers' Clearances applicant's Indemnity Information of contact with owner of PAW/ROW/ or Road Location map <p>If resolution is not passed by Council advise Applicant/s, Service Providers, WAPC and all</p>	<p>Arrange for a survey plan to be prepared by a Licensed Surveyor.</p> <p>Survey plan to show the allocation of the closed road with adjoining land.</p>	<ul style="list-style-type: none"> Check Local Gov't has obtained all clearance and agreements. Check that WAPC had agreed to the road closure and amalgamation. Perform a tenure search and historical tenure search. Check the sketch plan setting out proposed allocation for the ROW with adjoining owners. Check any easement requirements of public utility service providers. Determine the purchase price 	

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	relevant parties.		<p>easement fees and & all relevant costs.</p> <ul style="list-style-type: none"> • Check if easements are required under Section 144. • Submit the valuation, proposed purchase price and other costs and fees to the Minister for consideration. 	
11			<p>Once a plan has been approved by WAPC:</p> <ul style="list-style-type: none"> • The plan lodged with Landgate. • Agree purchase price and costs for the acquisition and amalgamation of land. • DPI's standard form Letter of Offer & Acceptance forwarded to Applicants. 	<p>Approval is subject to:</p> <ul style="list-style-type: none"> • Agreement by Applicants to pay the purchase price & all costs & fees. • Approval by WAPC of the survey. • Easements to be detailed and agreed. • Land the subject of the proposed closure being amalgamated into adjoining land. • All parties entering in to an Offer & Acceptance based on the agreed purchase price.
12		<ul style="list-style-type: none"> • Sign the Offer & Acceptance • Pay agreed purchase price & costs. 		