



Application Guide Form 2A



Important information for applicants

- 1 An amended plan proposing minor variation/s to a subdivision plan that has not yet been determined by the WAPC may be submitted.
- 2 An amended plan must include:
 - A fully completed form 2A.
 - The correct fee for an amended plan in accordance with the current schedule of fees.
 - Additional material to explain the proposed minor variation/s.
 - Eight copies of the amended subdivision plan and supporting documentation if 40 lots or less are proposed or 12 copies of the amended subdivision plan and supporting documentation if more than 40 lots are proposed.
 - Where the subdivision plan includes land additional to that in the original application, attachments containing full details of the certificates of title of the additional land and copies of the certificates of title.

Consent to apply

- 3 All registered proprietors (landowners) listed on the certificate/s of title are required to sign the application form or an attached letter of consent.
- 4 If consent to apply is given on behalf of landowners, a letter of consent that is signed by the registered proprietor/s as shown on the certificate/s of title and/or an endorsed power of attorney or other evidence must be provided.

If the subject land is owned by a company, you must confirm whether it is a sole proprietorship company and state the full name/s and position/s of the company signatory/ies, company name and ACN/ABN on the form 2A. Appropriate company signatory/ies include one director and the company seal, two directors or one director and one secretary.

If the subject land is owned by a strata company, part 2 or a letter of consent can be signed by the company secretary or by an elected person of the company providing proof of authority either by letter of delegated authority, signed by all strata owners or minutes showing delegated authority.
- 5 If the application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance, evidence of landowner's consent must be provided. Relevant evidence may include an express provision of consent by the vendor on the contract of sale or offer and acceptance, a letter of consent from the registered proprietor/s giving prospective purchaser/s consent to lodge the application or copy of the transfer of land document that incorporates a lodgement receipt.
- 6 If consent to apply is given by or on behalf of joint tenant survivors, a copy of the death certificate of the deceased landowner must be provided.
- 7 If consent to apply is given by or on behalf of an executor of a deceased estate, a copy of the grant of probate or endorsed power of attorney must be provided.
- 8 If this application includes land that is owned by or vested in a government agency or local government, you must ensure that part 2 or a letter of consent is signed by an authorised officer of the relevant agency or authority, stating the name and position of the signatory/ies.
- 9 If the application includes Crown land, you must ensure that part 2 or a letter of consent is signed by an authorised officer of the Department for Planning and Infrastructure, stating the name and position of the signatory/ies.

Amended plan process

- 10 The acceptability of an amended plan depends on the extent and/or nature of the variation/s to the subdivision plan originally submitted. Having considered the extent or nature of the proposed variation/s, the WAPC may determine that the amended plan is not acceptable. In this instance its determination will be for the subdivision plan that was originally submitted, and any fees paid for the amended plan will not be refunded.
- 11 Applicants are encouraged to discuss proposed variation/s to a submitted subdivision plan with relevant officers from the Department for Planning and Infrastructure prior to submitting an application for this purpose.

Accompanying information

- 12 It is important that an application for the WAPC to consider an amended plan includes information that explains why a variation to the original subdivision plan is necessary. The grounds may be new information that was not provided with the original application.

Submission of application to WAPC through DPI offices

Perth (All posted applications):	Perth (Lodgements in person):	Albany	Mandurah	Bunbury	Geraldton
PO Box J747 Perth WA 6001	469 Wellington Street Perth WA 6000 telephone: 9264 7777 facsimile: 9264 7566 TTY: 9264 7535	178 Stirling Terrace PO Box 1108 Albany WA 6332 telephone: 9892 7333 facsimile: 9841 8304	Shop 2B 11-13 Pinjarra Road Mandurah WA 6210 telephone: 9586 4600 facsimile: 9581 5491	6th Floor Bunbury Tower 61 Victoria Street Bunbury WA 6230 telephone: 9791 0577 facsimile: 9791 0576	65 Chapman Road PO Box 68 Geraldton WA 6531 telephone: 9956 0122 facsimile: 9956 0132