



# Form 1A

## Application for Approval of Freehold or Survey-Strata Subdivision



### Important information for applicants

- 1 Please read all of this form carefully and consult the application guide and schedule of fees for further information. The application may not be accepted and will be returned to the applicant with the submitted fee if these requirements are incorrect or incomplete.
- 2 The WAPC is responsible for determining applications for freehold and survey-strata subdivision under the *Planning and Development Act 2005* and *Strata Titles Act 1985*. The information required for an application is authorised by regulation 4 of the *Town Planning and Development (Subdivision) Regulations 2000*. There are penalties for providing false information.
- 3 Applications for a freehold and survey-strata subdivision require a fully completed form 1A with any additional information attached, the correct application fee and multiple copies of a subdivision plan and any supporting documentation (see part 7 of form 1A).
- 4 Subdivision plans must be based on an accurate and up-to-date feature survey (survey of existing physical features and improvements such as driveways, buildings etc as required by part 7). A feature survey is not required when applying for amalgamation approval.
- 5 The applicant must sign part 1. All landowners or an agent with written authority must sign part 3. Agents must provide written authority from the landowner.
- 6 The application fee must accord with the current schedule of fees.
- 7 Applicants must check that there are no restrictive covenants applying to the land or if there are, attend to the resulting liabilities and obligations. The WAPC is only bound by the terms of restrictive covenants created under statute in favour of a public authority.
- 8 Applicants must state the application type, freehold or survey-strata subdivision, on part 5 of form 1A. A separate application is required for each application type, freehold or survey-strata subdivision. Application fees for cancelled applications will not be refunded if the application has been referred to external agencies.

### 1 Applicant

The applicant is the person with whom the WAPC will correspond and, if the application is approved, the person to whom the approval will be sent.

Name / company

Contact person

Postal address

Town / suburb  Phone number/s

Postcode  Fax  Email (optional)

The form 1A has been completed in full and all relevant information is attached

Applicant signature

Print name and position  Date

(if signing on behalf of a company or agency)

### 2 Landowners

All the registered proprietors (landowners) as shown on the certificate/s of title for the subject lot/s must be provided. A change of name must be supported by relevant documentation such as a transfer of land document that incorporates a lodgement receipt, a company search from the Australian Securities and Investment Commission, a marriage certificate or a change of name certificate. If there are more than two landowners please provide the additional information on a separate page.

Full name

Company / agency (if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb  Postcode

Full name

Company / agency (if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb  Postcode

### 3 Consent to apply

Registered proprietor/s (landowner/s) or the authorised agent's details **must** be provided in this section. If there are more than two landowners please provide all relevant information on a separate page. Signature/s must be provided by all registered proprietors or by an authorised agent. **Alternatively**, a letter of consent, which is signed by all registered proprietors or by the authorised agent, can be provided.

Full name

Company / agency (if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb  Postcode

The landowner/s or authorised agent consents to the applicant submitting this application

Signature  Date

Print name and position  
(if signing on behalf of a company or agency)

Full name

Company / agency (if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb  Postcode

The landowner/s or authorised agent consents to the applicant submitting this application

Signature  Date

Print name and position  
(if signing on behalf of a company or agency)

Please tick 'yes' or 'no' for each statement.

- 1 All registered proprietors (landowners) listed on the certificate/s of title have signed the application or an attached letter of consent.  yes  no
- 2 Consent to apply is given on behalf of landowners.  yes  no  
 If you indicate 'yes', 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 1A. 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 3 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.
- 3 The application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance.  yes  no  
 If you indicate 'yes', 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. Lodgement does not guarantee registration of the document and prospective purchaser/s must notify the WAPC in writing if the document is withdrawn or rejected from registration.
- 4 Consent to apply is given by or on behalf of joint tenant survivors.  yes  no  
 If you indicate 'yes', a copy of the death certificate of the deceased landowner must be provided.
- 5 Consent to apply is given by or on behalf of an executor of a deceased estate.  yes  no  
 If you indicate 'yes', a copy of the grant of probate or endorsed power of attorney must be provided.
- 6 This application includes land that is owned by or vested in, or held by management order by a government agency or local government.  yes  no  
 If you indicate 'yes', you must ensure that part 3 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.
- 7 This application includes Crown land.  yes  no  
 If you indicate 'yes', you must ensure that part 3 or a letter of consent is signed by an authorised officer, State Land Services, Department for Planning and Infrastructure, stating the name and position of the signatory/ies.



## 7 Required information about the proposal

An application may not be accepted and will be returned to the applicant with the submitted fee if the requirements are incorrect or incomplete.

### General information required for all applications

- 1 Subdivision plans are based on an accurate and up-to-date feature survey that includes existing ground levels relative to AHD or topography of the subject lot/s. A feature survey is not required for amalgamation approval.  yes
- 2 Relevant copies of the subdivision plans and supporting documentation or accompanying information are attached as indicated on the following table:  yes
 

Final no of lots proposed	Copies of subdivision plan and supporting documentation or accompanying information
40 or less	8 copies
More than 40	12 copies
- 3 At least four copies of the subdivision plan are A3 or smaller.  yes
- 4 All subdivision plans are capable of being reproduced in black and white format.  yes
- 5 The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000 etc).  yes
- 6 All dimensions on the subdivision plan are in metric standard.  yes
- 7 The north point is shown clearly on the subdivision plan.  yes
- 8 The subdivision plan shows all lots or the whole strata plan (whichever is applicable).  yes
- 9 The subdivision plan shows all existing and proposed lot boundaries.  yes
- 10 The subdivision plan shows all existing and proposed lot dimensions (including lot areas).  yes
- 11 The subdivision plan shows the lot numbers and boundaries of all adjoining lots.  yes
- 12 For battleaxe lots, the subdivision plan shows the width and length of the access leg, the area of the access leg and the total area of the lot.  yes  
 n/a (battleaxe lot is not proposed)
- 13 The subdivision plan shows the name/s of existing road/s.  yes
- 14 The subdivision plan shows the width of proposed road/s.  yes  
 n/a (road/s are not proposed)
- 15 The subdivision plan shows all buildings and/or improvements which are to be retained (including setbacks) or removed.  yes  
 n/a (the land is vacant)
- 16 The subdivision plan shows all physical features such as watercourses, wetlands, significant vegetation, flood plains and dams.  yes  
 n/a (the land does not contain such features)

### Additional information required in the case of applications for residential infill subdivision within existing residential zoned areas

Applications which propose to create two or more residential lots in existing residential areas must show all existing features (in addition to item 16 above) located in the road reserve/s adjoining the subject land and all existing improvements on the subject land including:

- driveways
- kerb lines
- manholes
- bus stops
- gully pits
- boundary setbacks for dwelling/s to be retained
- fencing
- street trees
- water supply
- swimming pools
- pedestrian paths
- retaining walls
- telecommunication pillars
- electricity transmission lines and poles
- sewer, water and electricity connections

### Access to / from right-of-way or private road

Access is to be provided from an existing right-of-way or private road.  yes  no

If you indicate 'yes', you must provide a copy of the plan or diagram of survey on which the subject right-of-way was created to confirm its exact width and whether a right of access exists. Right of access may be an easement under section 167A of the *Transfer of Land Act 1893* (as amended), an implied easement for access or other arrangement.

### Acid sulfate soils assessment

Is there evidence of a significant risk of disturbing acid sulfate soils at this location?

The WAPC has published maps showing the levels of risk of acid sulfate soils. The maps (figures 1-11 of planning bulletin 64) can be downloaded at [www.wapc.wa.gov.au/Publications/213.aspx](http://www.wapc.wa.gov.au/Publications/213.aspx)

- 1 Do figures 1-29 of Planning Bulletin 64 Acid Sulfate Soils show the land as having a high to moderate risk of acid sulfate soil occurring within 3 m of natural soil surface?  yes  no
- 2 Is the land located in an area, whether depicted in figures 1-29 or not, where site characteristics and local knowledge lead you to form the view that there is a significant risk of disturbing acid sulfate soils at this location?  yes  no

If you indicated 'yes' to either of the questions you must provide a completed Acid Sulfate Soils Applicant Self-Assessment Form. The form can be downloaded at [www.wapc.wa.gov.au/applications](http://www.wapc.wa.gov.au/applications)

### Contaminated sites

The Department of Environment and Conservation (DEC) contaminated sites register records information on contaminated sites within WA and is available at [www.dec.wa.gov.au/contaminatedsites](http://www.dec.wa.gov.au/contaminatedsites). You must undertake a search of the register to determine the contaminated status of the land within the application area.

- 1 Is there an existing site classification in the DEC contaminated sites register for any site or sites within the application area?  yes  no
- 2 Does the application area contain any site or sites that have been reported or are required to be reported under the *Contaminated Sites Act 2003*?  yes  no

If you indicated 'yes' to either of the questions you must provide a copy of a Basic Summary of Records (BSR) for each contaminated site unless the classification of the site is 'not contaminated' or 'decontaminated'. If no BSR is available, a copy of a letter from the DEC notifying the applicant that the site or sites are under assessment must be provided.

### Information requirements for Liveable Neighbourhoods

Subdivision applications proposing to create 20 or more lots on greenfield and urban infill sites will be assessed against the requirements of Liveable Neighbourhoods.

Such applications should be supported by documentation addressing the relevant criteria of Liveable Neighbourhoods, as identified in the application guidelines within the policy document.

Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached?  yes  no

The WAPC has published a guide to applications and fees to assist applicants preparing to submit applications. The guide and other information about the planning system is available from the WAPC website.

**[www.wapc.wa.gov.au](http://www.wapc.wa.gov.au)**

## 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