

eLodgement

Our preferred method of lodgement is online at
[Planning Online \(https://planningonline.dplh.wa.gov.au\)](https://planningonline.dplh.wa.gov.au)

Online applications can be paid by credit card, debit card or cheque.

Only complete this form if you cannot lodge your application online.

Notice to applicants – consent to the disclosure of information

In the interests of transparency, the agenda and minutes of meetings of the Western Australian Planning Commission may appear on the Department of Planning, Lands and Heritage website, which is a website that is available to the public. Accordingly, in signing this form, you acknowledge that except for information about your business, professional, personal or commercial and financial affairs, the information you have provided in support of your application may be placed on the website.

Important information for applicants

1. Please read all of this form carefully. 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. Applications for strata and leasehold (strata) subdivision require a fully completed form 15A with any additional information attached, the correct application fee, the subdivision plan and any supporting documentation.
3. The WAPC is responsible for determining applications for strata and leasehold (strata) subdivision under the *Planning and Development Act 2005* and *Strata Titles Act 1985*. The WAPC has delegated its power to determine built strata applications to all local governments, although it retains call in powers where the WAPC determines the type of development or land is within an area which is of state or regional significance. Applications are to be lodged with the local government except where an application proposes a leasehold (strata) plan, vacant strata lots or vacant air strata's in multi-tiered strata scheme developments. These applications are to be lodged with the WAPC. Further information is provided within the Strata – Form 15 Applications Fact Sheet
4. Where, in accordance with the notice of delegation, the WAPC has notified the local government in writing, or the local government has notified the WAPC in writing that the type of development and/or land is within an area which is of state or regional significance, the local government will forward the Form 15A application to the WAPC for determination.
5. The applicant must sign part 2. 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 or easements 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, strata or leasehold (strata) subdivision, on part 6 of Form 15A. A separate application is required for each application type, strata or leasehold (strata) subdivision.

COLLECTION NOTICE

By submitting this form, you acknowledge that you have read and understood our [Collection Notice](#), which outlines how we handle your personal information.

1. City/Town/Shire of

2. Applicant details

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)

Applicant signature

Name and position

(if signing on behalf of a company or agency)

Date

3. Landowners

All the registered proprietors (landowners) as shown on the record of 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

Organisation / company

(if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb

Postcode

Full name

Organisation / company

(if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb

Postcode

4. Consent to apply

Registered proprietors (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 signed by all registered proprietors or by the authorised agent, can be provide.

Full name

Company / agency
(if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb

Postcode

Signature

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

Date

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

Please tick ‘yes’ or ‘no’ for each statement.

	Yes	No	Conformance (office use only)
1. Current copies of all records of title are attached.	☐	☐	☐
2. All registered proprietors (landowners) listed on the certificate/s of title have signed the application or an attached letter of consent.	☐	☐	☐
3. Consent to apply is given on behalf of landowners. 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 15A. 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 owners of lots in a strata scheme, part 3 or a letter of consent can be signed 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.	☐	☐	☐
4. The application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance. 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.	☐	☐	☐
5. Consent to apply is given by or on behalf of joint tenant survivors. If you indicate ‘yes’, a copy of the death certificate of the deceased landowner must be provided.	☐	☐	☐
6. Consent to apply is given by or on behalf of an executor of a deceased estate. If you indicate a ‘yes’, a copy of the grant of probate or endorsed power of attorney must be provided.	☐	☐	☐

5. Certificate/s of title

Current copies (issued within the last 6 months) of a record of certificate/s of title for all subject lot/s must be attached to the form. If there are more than two records of title, please provide the additional information on a separate page.

Duplicate certificate/s of title will not be accepted.

Certificate of title	Volume		Folio		Diagram/plan/deposit plan no	
Lot number and location of subject lot	Lot no (whole/part)		Location			
Reserve no (if applicable)						
Street number and name						
Town/suburb		Postcode				
Nearest road intersection						

Certificate of title	Volume		Folio		Diagram/plan/deposit plan no	
Lot number and location of subject lot	Lot no (whole/part)		Location			
Reserve no (if applicable)						
Street number and name						
Town/suburb		Postcode				
Nearest road intersection						

Current copies of all records of title are attached ☐ Yes

Total number of current lot/s subject of this application

6. Summary of the proposal

1. Application type ☐ subdivision (includes amalgamation and Type 1 and 2 Subdivision) ☐ consolidation (Type 3 Subdivision) ☐ re-subdivision (Type 4 Subdivision) ☐ termination
2. Tenure type ☐ strata ☐ leasehold (strata)
3. Is common property proposed: ☐ Yes ☐ No

4. Proposed zone/ development description	Number of lots
Residential	
Rural	
Industrial	
Commercial	
Mixed use	
Common property	
Other (please specify)	

5. Are there any existing buildings which form part of the strata scheme or proposed strata scheme the subject of the plan? ☐ Yes ☐ No

If so please specify

6. (a) Does this application relate to an approved development application?

Development application
approval date

Development application
reference number(s)

(b) Does this application relate to an approved building permit? ☐ Yes ☐ No

Building permit issue date

Building permit reference number(s)

7. Is it proposed to create a vacant strata lot by registration of the plan? ☐ Yes If yes how many? ☐ No

8. State details of any restrictions to be placed on any lots on the plan.

Leasehold (Strata) (If not applicable leave blank)

9. Leasehold scheme proposed timeframe

10. Is an option for postponement of the leasehold scheme expiry day proposed? ☐ Yes ☐ No

11. If yes to question 10 above, what is the proposed postponement timeframe?

Termination (If not applicable leave blank)

12. Has a copy of the outline of termination proposal been attached? ☐ Yes ☐ No

13. Has a copy of the strata company resolution in support of the proposal been provided? ☐ Yes ☐ No

7. Application fee

The application fees are listed in the schedule of fees.

8. Lodgement

**Applications for the approval of a Strata Plan are lodged with the relevant local government.
All applications for leasehold (strata) plans are to be lodged with the WAPC.**

Lodging Leasehold (Strata) application to WAPC through Department of Planning, Lands and Heritage offices

Only required if you cannot complete and lodge your application online

Perth

(Postal applications):
Locked Bag 2506
Perth WA 6001

Perth

(Lodgements in person):
Level 2
140 William Street
Perth WA 6000
telephone: 6551 8002
NRS: 13 36 77

Albany

178 Stirling Terrace
PO Box 1108
Albany WA 6331
telephone: 9892 7333

Mandurah

Level 1 - Suite 94
16 Dolphin Drive
Mandurah WA 6210
telephone: 9586 4680

Bunbury

6th Floor
Bunbury Tower
61 Victoria Street
Bunbury WA 6230
telephone: 9791 0577

Hours that walk-in (hand delivered) applications will be accepted may change. Please check our website for updates.

eClearance

For electronic submission of an application to the WAPC for the endorsement of Leasehold (Strata) plans, inclusive of all clearance of conditions, log on to: <http://online.planning.wa.gov.au/ePortal/login.asp>

9. 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.

Information Required on Strata Subdivision Plan	Yes	No	N/A	Office
Strata plans are based on an accurate and up-to-date survey.	☐	☐	☐	☐
All subdivision and development application plans are capable of being reproduced in a black and white format.	☐	☐	☐	☐
The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000) at A3 or A4.	☐	☐	☐	☐
All dimensions on the subdivision plan are in metric standard.	☐	☐	☐	☐
North point is shown clearly on the subdivision plan.	☐	☐	☐	☐
The plan shows the whole strata plan.	☐	☐	☐	☐
The plan shows all proposed boundaries.	☐	☐	☐	☐
The plan shows all proposed lot dimensions and lot areas.	☐	☐	☐	☐
The plan shows the lot numbers and boundaries of all adjoining lots.	☐	☐	☐	☐
The plan shows the name/s of existing road/s.	☐	☐	☐	☐
The plan must show the location of any encroachments and easements that exist or are proposed	☐	☐	☐	☐

Additional Supporting Information Required

Development application plan(s) (stamped approved copy)	☐	☐	☐	☐
Planning Approval decision letter (signed copy)	☐	☐	☐	☐
Building permit (signed copy)	☐	☐	☐	☐
Building permit plans, including all servicing plans, landscaping and reticulation plans	☐	☐	☐	☐
Outline of termination proposal	☐	☐	☐	☐
Strata Company resolution on termination	☐	☐	☐	☐