

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.

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 | <input type="text"/> | | |
| Contact person | <input type="text"/> | | |
| Postal address | <input type="text"/> | | |
| Town / suburb | <input type="text"/> | Phone number/s | <input type="text"/> |
| Postcode | <input type="text"/> | Fax | <input type="text"/> |
| | | Email (optional) | <input type="text"/> |
| Applicant signature | <input type="text"/> | | |
| Name and position | <input type="text"/> | Date | <input type="text"/> |

(if signing on behalf of a company or agency)

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 | <input type="text"/> | | |
| Organisation / company | <input type="text"/> | | |
| <small>(if applicable)</small> | | | |
| ACN/ABN <small>(if applicable)</small> | <input type="text"/> | | |
| Postal address | <input type="text"/> | | |
| Town / suburb | <input type="text"/> | Postcode | <input type="text"/> |

| | | | |
|--|----------------------|----------|----------------------|
| Full name | <input type="text"/> | | |
| Organisation / company | <input type="text"/> | | |
| <small>(if applicable)</small> | | | |
| ACN/ABN <small>(if applicable)</small> | <input type="text"/> | | |
| Postal address | <input type="text"/> | | |
| Town / suburb | <input type="text"/> | Postcode | <input type="text"/> |

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 <small>(if applicable)</small> | | | |
| ACN/ABN <small>(if applicable)</small> | | | |
| Postal address | | | |
| Town / suburb | | Postcode | |
| Signature | | The landowner/s or authorised agent consents to the applicant submitting this application | Date |
| Name and position <small>(if signing on behalf of a company or agency)</small> | | | |

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

| | Yes | No | Conformance <small>(office use only)</small> |
|---|--------------------------|--------------------------|---|
| 1. Current copies of all records of title are attached. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. All registered proprietors (landowners) listed on the certificate/s of title have signed the application or an attached letter of consent. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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 | <input type="text"/> |
| Rural | <input type="text"/> |
| Industrial | <input type="text"/> |
| Commercial | <input type="text"/> |
| Mixed use | <input type="text"/> |
| Common property | <input type="text"/> |
| Other (please specify) | <input type="text"/> |

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 | Perth | Albany | Mandurah | Bunbury |
|--|--|---|--|---|
| (Postal applications): Locked Bag 2506 Perth WA 6001 | (Lodgements in person): Level 2 140 William Street Perth WA 6000 telephone: 6551 8002 NRS: 13 36 77 | 178 Stirling Terrace PO Box 1108 Albany WA 6331 telephone: 9892 7333 | Level 1 - Suite 94 16 Dolphin Drive Mandurah WA 6210 telephone: 9586 4680 | 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.



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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All subdivision and development application plans are capable of being reproduced in a black and white format. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000) at A3 or A4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All dimensions on the subdivision plan are in metric standard. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| North point is shown clearly on the subdivision plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The plan shows the whole strata plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The plan shows all proposed boundaries. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The plan shows all proposed lot dimensions and lot areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The plan shows the lot numbers and boundaries of all adjoining lots. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The plan shows the name/s of existing road/s. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The plan must show the location of any encroachments and easements that exist or are proposed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Supporting Information Required | | | | |
| Development application plan(s) (stamped approved copy) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planning Approval decision letter (signed copy) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Building permit (signed copy) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Building permit plans, including all servicing plans, landscaping and reticulation plans | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outline of termination proposal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Strata Company resolution on termination | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |