

Form 15A Application Guide

Guide and Fees for WAPC Certificate of Approval for a Strata Plan, Leasehold (Strata), Plan of Re-subdivision or Consolidation (Built/Vacant Strata)

Version: 1.2 (July 2024)

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. An application for certificate of approval for a strata plan, leasehold (strata) plan of re-subdivision or consolidation under section 15 of the *Strata Titles Act 1985* is to be made by the submission of a Form 15A. The fee payable on submission of an application is set out in schedule 5 of the Strata Title (General) Regulations 2019.
2. The WAPC has delegated its power to determine built strata applications (excluding leasehold (strata) 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 for certificate of approval for a strata plan, plan of re-subdivision or consolidation are to be lodged with the local government except where an application proposes 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 Fact Sheet Strata - Form 15 Applications.
3. An application for certification of a strata plan by the WAPC is to include:
 - a fully completed Form 15A;
 - the correct application fee as prescribed in schedule 5 of the regulations; and
 - copy of the plan showing full particulars of the division of the property into lots or proposed lots.
4. All landowners or their agent with written authority must sign the Form 15A.
5. Built strata applications are to be lodged with the relevant local government. 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.
6. Applications involving vacant lots or leaseholds as defined by the *Strata Titles Act 1985* are to be lodged with the WAPC.

Processing/consideration of strata plan

7. Applications may be referred to the relevant local government and service providers (such as the Water Corporation and Western Power). Applications may be referred to any public body for comments. The nature of individual proposals and/or factor/s affecting the subject land will determine which public bodies the application will be referred to.
8. A report and recommendation will be prepared for the WAPC or local government as delegated, taking into account relevant WAPC policies, local and region planning scheme provisions, comments from referral agencies and any other relevant matters.
9. The WAPC or local government as delegated may agree to approve an appropriate form 15A with or without conditions or refuse the application.
10. An approval is valid for 2 years from the date of the decision. Extension beyond this timeframe will not be granted.
11. Sections 27 and 28 of the *Strata Titles Act 1985* provides a right to apply to the State Administrative Tribunal (SAT) for a review of a decision of the WAPC or the local government to refuse an application or to impose conditions of approval. An application to the SAT for a review is to be submitted in accordance with part 14 of the *Planning and Development Act 2005* and part 2 of the *State Administrative Tribunal Rules 2004* within 30 days of the date of the decision. The SAT can be contacted at: Level 6, 565 Hay Street, Perth WA 6000, Ph: 9219 3111 Fax: 9325 5099
12. Following a decision to approve an application subject to conditions, the applicant is responsible for fulfilling the conditions in consultation with the relevant local government or public body, as stated in brackets at the end of conditions. A Form 15C is then required to be lodged with the either the WAPC or the relevant Local Government as delegated.

Submission of application to WAPC through Department of Planning, Lands and Heritage offices

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

Schedule of Fees

Form 15A

Application to Western Australian Planning Commission for Certificate of Approval for a strata plan, leasehold (strata), plan of re-subdivision or consolidation

Valid from 1 July 2020

Application for Certificate of Approval for a strata plan, plan of re-subdivision or consolidation:

Up to and including 5 lots \$656 plus \$65 per lot

6 lots up to 100 lots \$981 plus \$43.50 per lot for every lot in excess of 5 lots

Capped at 100 lots maximum fee payable \$5,113.50.

A fee will apply for an application for Certificate of Approval for a strata plan, leasehold (strata), plan of re-subdivision or consolidation (Form 15A). Applications proposing up to and including five (5) lots attract a fee of \$656 plus \$65 per lot. For example where five lots are proposed the application fee is \$656 plus \$325 (five lots multiplied by \$65) which totals \$981.

Applications proposing six (6) lots up to 100 lots attract a fee of \$981 plus \$43.50 per lot for every lot in excess of 5 lots. For example, where 10 lots are proposed the application fee is \$981 plus \$217.50 (five lots multiplied by \$43.50) which totals \$1,198.50. The application fee is capped at 100 lots. The maximum fee payable is \$5,113.50

Number of allotments	Base rate	Fee per lot
1	\$656	\$65
2	\$656	\$65
3	\$656	\$65
4	\$656	\$65
5	\$656	\$65

Number of allotments	Base rate	Fee per lot in excess of 5 lots
6-10	\$981	\$43.50
11-15	\$981	\$43.50
16-20	\$981	\$43.50
21-25	\$981	\$43.50
26-30	\$981	\$43.50
31-35	\$981	\$43.50
36-40	\$981	\$43.50
41-45	\$981	\$43.50
46-50	\$981	\$43.50
51-55	\$981	\$43.50
56-60	\$981	\$43.50
61-65	\$981	\$43.50
66-70	\$981	\$43.50
71-75	\$981	\$43.50
76-80	\$981	\$43.50
81-85	\$981	\$43.50
86-90	\$981	\$43.50
91-95	\$981	\$43.50
96-100	\$981	\$43.50
In excess of 100 lots	The application fee is capped at 100 lots. The maximum fee payable is \$5,113.50	

Application fees are exempt from GST.