



# Form 1A

## Application for Approval of Freehold, Survey-Strata, Leasehold (Survey-Strata) or Community Titles (Land) Scheme Subdivision

Version: 9.9 (July 2021)

### eLodgement

Our preferred method of lodgement is online at <https://elodgement.planning.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 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, survey-strata, leasehold (survey-strata) and community titles (land) scheme subdivision under the *Planning and Development Act 2005*, *Strata Titles Act 1985* and *Community Titles Act 2018*. The information required for an application is authorised by regulation 20 of the *Planning and Development Regulations 2009*. There are penalties for providing false information.
3. Applications for a freehold, survey-strata, leasehold (survey-strata) and community titles (land) scheme 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 as required by part 7).
5. The applicant must sign part 1. All landowners, agent with written authority or tier 1 corporation must sign part 3. Agents must provide written authority from the landowner or tier 1 corporation.
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, survey-strata, leasehold (survey-strata) or community titles (land) scheme subdivision, on part 5 of form 1A. A separate application is required for each application type (e.g. freehold, survey-strata or leasehold (survey-strata) subdivision).
9. For community titles scheme terminations, this form is to be used to terminate an entire community scheme, and to terminate a tier/s or scheme/s within a community titles (land) scheme. Note that an application to terminate tier/s or scheme/s within a community titles (building) scheme is to be made on form 29A.

### 1. 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 notice will be sent.

Name/company

Contact person

Postal address

Town / suburb  Postcode

Phone number/s

Fax  Email

Current email address required for communicating decisions or other relevant matters

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

Applicant signature  Date

Print name and position

(if signing on behalf of a company, agency or tier 1 corporation)

**2. Landowners (applicable where a community scheme has not been registered)**

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

**3a. Consent to apply (applicable where a community scheme has not been registered)**

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

Organisation/company (if applicable)

ACN/ABN (if applicable)

Postal address

Town/suburb  Postcode

Signature  Date

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

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

Full name

Organisation/company (if applicable)

ACN/ABN (if applicable)

Postal address

Town/suburb  Postcode

Signature  Date

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

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

**3b. Consent to apply (applicable where a community scheme has been registered)**

For community titles (land) scheme subdivision where a community scheme has been registered, upload or attach copy of the tier 1 corporation special resolution approving the subdivision application. Where the applicant is not the tier 1 corporation, evidence that the tier 1 corporation authorises the applicant to submit the application must be attached.

Tier 1 scheme number	<input type="text"/>	
Tier 1 corporation name	<input type="text"/>	
Postal address	<input type="text"/>	
Town/suburb	<input type="text"/>	Postcode <input type="text"/>
Signature	<input type="text" value="The tier 1 corporation consents to the applicant submitting this application"/>	Date <input type="text"/>
Print name and position (if signing on behalf of a tier 1 corporation)	<input type="text"/>	

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

	Yes	No
1. Current copies of all records of title are attached.	<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. This includes landowners specified on a certificate of title for a leasehold lot.	<input type="checkbox"/>	<input type="checkbox"/>
3. Consent to apply is given on behalf of landowners or tier 1 corporation.	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p> <p>If the subject land is owned by a company, the appropriate signatories include:                      for dual proprietorship - two directors or one director and one secretary, and for sole proprietorship - one director.                      Proprietors are required to print their full name/s, position title/s, company name and ACN/ABN on the form 1A.</p> <p>If the company is sole proprietorship, you must state "Sole Director".</p> <p>If the subject land is owned by owners in a survey-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.</p>		
4. The application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance.	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>		
5. Consent to apply is given by or on behalf of joint tenant survivors.	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you indicate 'yes', a copy of the death certificate of the deceased landowner must be provided.</p>		
6. Consent to apply is given by or on behalf of an executor of a deceased estate.	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you indicate 'yes', a copy of the grant of probate or endorsed power of attorney must be provided.</p>		
7. This application includes land that is owned by or vested in or held by management order by a government agency or local government.	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>		
8. This application includes Crown land.	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you indicate 'yes', you must ensure that part 3 or a letter of consent is signed by an authorised officer, Department of Planning, Lands and Heritage (Lands Division), stating the name and position of the signatory/ies.</p>		

#### 4. 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	<input type="text"/>	Folio	<input type="text"/>	Diagram/plan/deposit plan no	<input type="text"/>
Lot number and location of subject lot	Lot no (whole/part)	<input type="text"/>	Location	<input type="text"/>		
Reserve no (if applicable)	<input type="text"/>					
Street number and name	<input type="text"/>					
Town/suburb	<input type="text"/>	Postcode	<input type="text"/>			
Nearest road intersection	<input type="text"/>					

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

Current copies of all records of title are attached  Yes

Total number of current lot/s subject of this application

#### 5. Summary of the proposal

Please print clearly and tick the appropriate boxes.

1. Application type  Subdivision  Amalgamation for the purpose of termination of a strata or community scheme\*  
\*Select if terminating an entire community scheme  
 \*If termination proposed the 'tenure proposed' can only be freehold

Amalgamation  Amendment to an existing community titles (land) scheme  
\*includes termination of a community titles (land) scheme/s or tier/s, but not an entire community scheme.

2. Proposed Tenure  Freehold  Survey-strata  Community (land) scheme subdivision

3. Is common property proposed?  Yes  No

4. Does the subject lot/s contain existing dwellings (i.e. buildings for residential purposes), outbuildings and/or structures?  Yes (go to 5)  No (go to 6)

5. Please provide details of dwellings, outbuildings and/or structures  Dwellings  Number of dwellings

All to be retained  All to be removed  Partially retained/removed (please specify)

and/or  Outbuilding/s and/or structures  Number of outbuildings and/or structures

All to be retained  All to be removed  Partially retained/removed (please specify)

and/or  Others (please specify)

6. Number of proposed lot/s

7. Current land use

8. Please specify the proposed zone, lot size and the number of lots. If there are more than six records, please provide the additional information on a separate page.

Zone: Commercial, Common property, Industrial, Mixed use, Residential, Rural, Rural living, Special rural, Special residential, Other.

Lot size:	0 – 99 m <sup>2</sup>	235 – 319 m <sup>2</sup>	600 – 699 m <sup>2</sup>	1,500 – 1999 m <sup>2</sup>	1 HA – 2 HA
	100 – 119 m <sup>2</sup>	320 – 449 m <sup>2</sup>	700 – 799 m <sup>2</sup>	2,000 – 2999 m <sup>2</sup>	2 HA – 5 HA
	120 – 159 m <sup>2</sup>	450 – 499 m <sup>2</sup>	800 – 899 m <sup>2</sup>	3,000 – 3999 m <sup>2</sup>	5 HA – 10 HA
	160 – 179 m <sup>2</sup>	500 – 549 m <sup>2</sup>	900 – 999 m <sup>2</sup>	4,000 – 4999 m <sup>2</sup>	10 HA – 25 HA
	180 – 234 m <sup>2</sup>	550 – 599 m <sup>2</sup>	1,000 – 1,499 m <sup>2</sup>	5,000 – 9999 m <sup>2</sup>	Over 25 HA

Zone	Lot size	Number of lots

9. Local government where the subject land is located City/Town/Shire of

**Leasehold (Survey-Strata) (If not applicable leave blank)**

10. Proposed Leasehold scheme term:

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

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

**Termination (If not applicable leave blank)**

13. Has a copy of the strata company or tier 1 corporation resolution in support of the termination proposal been attached?  Yes  No

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

**Community Titles (Land) Scheme Subdivision (if not applicable leave blank)**

15. What tier subdivision is this subdivision application for (choose 1):  Tier 1  Tier 2  Tier 3

16a. Community development statement (or as amended) WAPC reference number that this form 1A application relates to:

16b. WAPC approval date of community development statement:

17. Has the applicable community development statement been registered with a tier 1 subdivision?  Yes  No

If 'yes' enter the date the Registrar of Titles gave notice of registration:

18. Where a valid development approval exists for the subject land, a copy of the approved development approval must be attached.

**6. Application fee**

The application fees are listed in the schedule of fees which is reviewed annually. Please ensure the fees submitted accord with the current fee schedule. Cheques should be made out to the Western Australian Planning Commission.

The correct application fee determined in accordance with the current schedule of fees is attached.

Yes \$

**Required information about the proposal check list - page 7**

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

*Only required if you cannot complete and lodge your application online*

<b>Perth</b>	<b>Perth</b>	<b>Albany</b>	<b>Mandurah</b>	<b>Bunbury</b>
(Postal applications): Locked Bag 2506 Perth WA 6001	(Lodgements in person): Level 2 140 William Street Perth WA 6000  telephone: 6551 8002 facsimile: 6551 9001 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.

**eLodgement**

*Our preferred method of lodgement is online at [www.dph.wa.gov.au/eplan](http://www.dph.wa.gov.au/eplan)*

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

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

## 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.  Yes
3. The subdivision plan is capable of being reproduced in black and white format.  Yes
4. The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000) at A3 or A4.  Yes
5. All dimensions on the subdivision plan are in metric standard.  Yes
6. The north point is shown clearly on the subdivision plan.  Yes
7. The subdivision plan shows all lots or the whole strata or community titles (land) scheme plan (whichever is applicable).  Yes
8. The subdivision plan shows all existing and proposed lot boundaries.  Yes
9. The subdivision plan shows all existing and proposed lot dimensions (including lot areas).  Yes
10. The subdivision plan shows the lot numbers and boundaries of all adjoining lots.  Yes
11. 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 not proposed)
12. The subdivision plan shows the name/s of existing road/s.  Yes
13. The subdivision plan shows the width of proposed road/s.  Yes  N/A (no road proposed)
14. The subdivision plan shows all buildings and/or improvements, including driveways and crossovers (including setbacks) which are to be retained, or removed.  Yes  N/A (land is vacant)
15. The subdivision plan shows all physical features such as watercourses, wetlands, significant vegetation, flood plains and dams.  Yes  N/A (land does not contain such features)
16. The subdivision plan shows all electrical, sewer and water infrastructure. For on-site sewage disposal, the indicative disposal areas for wastewater distribution are to be shown.  Yes
17. **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 and including:

- driveways and crossovers
- 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
- on-site sewage disposal systems, including treatment and wastewater disposal areas

### 18. Additional information required in the case of an application for termination

- Has a copy of the outline of termination proposal been attached?  Yes
- Has a copy of the strata or tier 1 corporation resolution in support of this proposal been attached?  Yes

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 online:

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

### Transport impacts

Transport Impact Statements and Transport Impact Assessments are required to determine the likely transport impact of a proposal. Information to assist proponents is available on the DPLH website at [www.dplh.wa.gov.au/policy-and-legislation/state-planning-framework/fact-sheets,-manuals-and-guidelines/transport-impact-assessment-guidelines](http://www.dplh.wa.gov.au/policy-and-legislation/state-planning-framework/fact-sheets,-manuals-and-guidelines/transport-impact-assessment-guidelines)

1. Are there 10 - 100 vehicle trips in the subdivision's peak hour?  Yes  No  
If yes, a transport impact statement is to be provided
2. Are there more than 100 vehicle trips in the subdivision's peak hour?  Yes  No  
If yes, a transport impact assessment is to be provided.

### 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*, an implied easement for access or other arrangement.

### Road and rail noise

Is the proposal within the trigger distance of a strategic transport route as defined by *State Planning Policy 5.4*?  Yes  No

### Contaminated sites

Information to assist applicants to respond to the following questions is on the Department of Water and Environmental Regulation (DWER) website at [www.der.wa.gov.au/your-environment/contaminated-sites](http://www.der.wa.gov.au/your-environment/contaminated-sites).

1. Has the land ever been used for a potentially contaminating activity?  Yes  No  
Appendix B of Assessment and Management of Contaminated Sites (DWER Contaminated sites guidelines) lists potentially contaminating industries, activities and land uses. The list is not exhaustive.  
If yes, please attach details of the activities/uses.
2. Does the land contain any site or sites that have been classified under the *Contaminated Sites Act 2003*?  Yes  No
3. Does the land 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 question 2 or 3 you must provide a Basic Summary of Records (BSR).

Where a BSR is not available from the public Contaminated Sites Database, the form requesting a BSR from DWER is available online at [www.der.wa.gov.au/your-environment/contaminated-sites/57-forms](http://www.der.wa.gov.au/your-environment/contaminated-sites/57-forms) or by calling DWER on 1300 762 982.

If a BSR is not available, a copy of the letter from DWER notifying the applicant that the site or the sites are under assessment must be provided, followed by the BSR when available.

Is a BSR or letter from DWER attached?  Yes  No

### 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

### Acid sulfate soils

Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of disturbing acid sulfate soils at this location?  Yes  No

### Bushfire Prone Areas

Is all, or a section of the subdivision in a designated bushfire prone area?  Yes  No

If 'yes', has a BAL Contour Map been prepared; and

If the BAL Contour Map indicates areas of the subject site as BAL-12.5 or above, has a Bushfire Management Plan been provided with the application?  Yes  No

If N/A is selected and the proposal is in a designated bushfire prone area then a statement advising why SPP 3.7 does not apply should be included.  N/A

### On-site sewage disposal

Is on-site sewage disposal proposed?  Yes  No

If yes, proposals for on-site sewage disposal should be accompanied by a site and soil evaluation as per the Government Sewerage Policy.  N/A (Greater than 4ha)

Has a site and soil evaluation been provided? If no, then a statement is to be provided as to why an evaluation has not been provided.

Information on preparing site and soil evaluations may be found on the Department of Health's website <https://www2.health.wa.gov.au/~media/Files/Corporate/general%20documents/water/Wastewater/Site-Soil-Evaluation.pdf>

### Survey Strata Title lots

Is strata title subdivision proposed?  Yes  No

If yes, either the plan of subdivision or accompanying servicing plan is to show the indicative internal sewer and water connections to each lot.

If applicable, easements are to be shown.

Information on the water and sewer detail for survey-strata lots to be shown can be found on the Department of Mines, Industry Regulation and Safety website: [www.commerce.wa.gov.au/publications/plumbers-technical-note-services-survey-strata-lots-0](http://www.commerce.wa.gov.au/publications/plumbers-technical-note-services-survey-strata-lots-0)

### Community titles (land) scheme lots

Is community titles (land) scheme subdivision proposed?  Yes  No