

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 amended plan proposing minor variation/s to a subdivision plan that has not yet been determined by the WAPC may be submitted.
2. An amended plan must include:
 - A fully completed form 2A.
 - The correct fee for an amended plan in accordance with the current schedule of fees.
 - Additional material to explain the proposed minor variation/s.
 - Eight copies of the amended subdivision plan and supporting documentation if 40 lots or less are proposed or 12 copies of the amended subdivision plan and supporting documentation if more than 40 lots are proposed.
 - Where the subdivision plan includes land additional to that in the original application, attachments containing full details of the certificates of title of the additional land and copies of the certificates of title.

Consent to apply

3. All registered proprietors (landowners) listed on the certificate/s of title are required to sign the application form or an attached letter of consent.
4. If consent to apply is given on behalf of landowners, 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 2A. 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 2 of the Form 2A 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.
5. If the application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance, 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 Landgate lodgement receipt imprint.
6. If consent to apply is given by or on behalf of joint tenant survivors, a copy of the death certificate of the deceased landowner must be provided.
7. If consent to apply is given by or on behalf of an executor of a deceased estate, a copy of the grant of probate must be provided.
8. If this application includes land that is owned by or vested in a government agency or local government, you must ensure that part 2 of the Form 2A 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.
9. If the application includes Crown land, you must ensure that part 2 of the Form 2A or a letter of consent is signed by an authorised officer of the Department of Planning, Land and Heritage, stating the name and position of the signatory/ies.

Amended plan process

10. The acceptability of an amended plan depends on the extent and/or nature of the variation/s to the subdivision plan originally submitted. Having considered the extent or nature of the proposed variation/s, the WAPC may determine that the amended plan is not acceptable. In this instance its determination will be for the subdivision plan that was originally submitted, and any fees paid for the amended plan will not be refunded.
11. Applicants are encouraged to discuss proposed variation/s to a submitted subdivision plan with relevant officers from the Department of Planning, Lands and Heritage prior to submitting an application for this purpose.

Accompanying information

12. It is important that an application for the WAPC to consider an amended plan includes information that explains why a variation to the original subdivision plan is necessary. The grounds may be new information that was not provided with the original application.

Submission of 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.