

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.

Please note

Where applying for an application to amend a community development statement during the Development Period or application to extend the Development Period, the applicant grants consent for the WAPC to lodge an approved application with the Registrar of Titles.

Important information for applicants

1. Applications for approval of a community development statement, amendment to a community development statement, extension to the Development Period, and to meet the WAPC requirement that the draft community development statement or draft amendment to a community development statement must be modified in a specified manner, require a completed form 21 with any additional information attached, plans and any supporting documentation. The application may not be accepted and will be returned to the applicant if these requirements are incorrect or incomplete.
2. The WAPC is responsible for determining applications for community development statements, amendments to a community development statement, extension to the Development Period and to meet the WAPC requirement that the draft community development statement or draft amendment to a community development statement must be modified in a specified manner, under the *Community Titles Act 2018*. The information required for an application is authorised by sections 21(2), 24, 25 and 26 of the *Community Titles Act 2018*, and regulation 13 of the *Community Titles Regulations 2021*. There are penalties for providing false information.
3. Plans submitted 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 regulation 13 of the *Community Titles Regulations 2021*).
4. The applicant must sign part 1.
5. All landowners or an agent must sign part 2 where a community scheme has not been registered. A copy of the written authority must be provided with this application form.
6. If the community scheme has been registered, part 3b must be signed and evidence to the satisfaction of the WAPC that the tier 1 corporation has by special resolution approved of the application within the specified period must be provided with this application form.
7. An application made on form 21 will not include a fee for the first two years from implementation of the *Community Titles Act 2018* on 1 July 2021. Fees may be introduced from 1 July 2023, once a cost recovery fee has been determined.
8. 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.
9. Applicants must state the application type (i.e. pre-lodgement advice, community development statement, amendment to a community development statement, extension to the Development Period, or application to meet the WAPC requirement that the draft community development statement or draft amendment to a community development statement must be modified in a specified manner) on part 4 of this form.
10. Note for applicants: lodgement of a document or plan approved by the WAPC with the Registrar of Titles does not guarantee registration of the document or plan and the prospective purchaser/s must notify the WAPC in writing if the document is withdrawn or rejected from registration.

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.

Company:

Contact person:

Postal address:

Town / suburb: Postcode:

Phone number/s:

Fax:

Email:
(Current email address required for communicating decisions or other relevant matters)

Applicant signature: **Form 21 has been completed in full and all relevant information attached.**

Name and position: Date:
(If signing on behalf of a company, agency or tier 1 corporation)

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

All registered proprietors (landowners) as shown on the record of certificate of title for the subject lot 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.

Name / Company:

Contact person:

Postal address:

Town / suburb: Postcode:

Phone number/s:

Applicant signature:
(The landowner/authorised agent consents to the applicant submitting this application)

Name and position: Date:
(If signing on behalf of a company or agency)

Name / Company:

Contact person:

Postal address:

Town / suburb: Postcode:

Phone number/s:

Applicant signature:
(The landowner/authorised agent consents to the applicant submitting this application)

Name and position: Date:
(If signing on behalf of a company or agency)

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

Registered tier 1 corporation details must be provided in this section.

A copy of the special resolution by the tier 1 corporation approving or consenting to the application is required to be provided (in accordance with section 21(2)(b)(iii), section 24(3)(b) and section 26(3)(b) of the *Community Titles Act 2018*) with the following applications:

- Amend a community development statement (where community development statement has been registered),
- Meet the WAPC requirement that the draft community development statement or draft amendment to a community development statement must be modified in a specified manner, and
- Extend the Development Period

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:

Tier 1 corporation name:

Postal address:

Town / suburb: Postcode:

Phone number/s:

Applicant signature:

(The tier 1 corporation consents to the applicant submitting this application)

Name and position: Date:

(If signing on behalf of a tier 1 corporation)

Tier 1 scheme number:

Tier 1 corporation name:

Postal address:

Town / suburb: Postcode:

Phone number/s:

Applicant signature:

(The tier 1 corporation consents to the applicant submitting this application)

Name and position: Date:

(If signing on behalf of a tier 1 corporation)

4. Summary of proposal

Please print clearly and tick the appropriate box/es.

1. Application type

- a) Pre-lodgement advice [go to part 5]
- b) Approval of a community development statement
 - Community titles (land) scheme [go to part 6]
 - Community titles (building) scheme [go to part 6]
- c) Approval of a amendment to a community development statement [go to part 7]
- d) Modification - applying to meet the WAPC requirement that the draft community development statement or draft amendment to a community development statement must be modified in a specified manner [go to part 8]
- e) Request to extend the Development Period of a community scheme. [go to part 9]

2. Local government the subject land is located Shire/Town/City of:

5. Pre-lodgement advice request

1. Lot number and location of subject lot:

Lot no (whole or part): Location:

2. Street number and name:

3. Town / suburb: Postcode:

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

5. What type of application does this request for advice relate to? [tick applicable box/s]

- Approval of a community development statement
- Approval of an amendment to a community development statement
- Request to extend the Development Period of a community scheme

6. Has previous pre-lodgement advice been received for the subject land?

If 'yes', enter the WAPC reference number

6. Community development statement application

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

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Current copy (issued within the last 6 months) of the record of certificate of title is attached. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. All registered proprietors (landowners) listed on the certificate of title have signed the application or an attached letter of consent. (Not applicable where a community scheme has been registered). | <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 of title and/or an endorsed power of attorney/tier 1 corporation or other evidence must be provided.
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 21.
If the company is sole proprietorship, you must state "Sole Director". | <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"/> |
| 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"/> |
| 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"/> |

Certificate of title (Community development statement application)

Please print clearly and tick the appropriate boxes.

* Current copy (issued within the last 6 months) of the record of certificate of title for the subject lot must be attached to the form.

Current copy (issued within the last 6 months) of the record of certificate of title is attached. Yes

Certificate of title: Volume: Folio: Diagram/plan/deposit plan no:

Lot number and location of subject lot:

Lot no. (whole or part): Location:

Street number and name:

Town / suburb: Postcode:

Nearest road intersection:

Required information about the proposal (Community development statement application)

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

* Required by Part 3, Division 2, sections 21 and 25 of the *Community Titles Act 2018*

* The complete community development statement document/s is to be lodged in digital format

Does this application relate to a pre-lodgement application? Yes N/A

If 'yes', enter the pre-lodgement reference number below.

Pre-lodgement reference number:

Draft community development statement report including Statement of Grounds
(Statement forms the executive summary of the community development statement) Yes

Staging plan or report Yes

Location plan Yes

Current zone

Number of proposed tiers

Number of proposed lot/s

Tier 1 scheme

Community titles (land) scheme/s Yes N/A Number of tier 1 (land) scheme lots

Community titles (building) scheme/s Yes N/A Number of tier 1 (building) scheme lots

Is common property proposed? Yes N/A Area

Tier 2 scheme

Community titles (land) scheme Yes N/A Number of tier 2 (land) scheme lots

Community titles (building) scheme Yes N/A Number of tier 2 (building) scheme lots

Is common property proposed? Yes N/A Area

Tier 3 scheme

Community titles (land) scheme Yes N/A Number of tier 3 (land) scheme lots

Community titles (building) scheme Yes N/A Number of tier 3 (building) scheme lots

Is common property proposed? Yes N/A Area

Has development approval been obtained where buildings are to be retained,
or a community titles (building) scheme is proposed? Yes

If 'yes', please attach a copy of the development approval.

Please specify the proposed land uses:

Does the application propose to clarify, expand or vary the existing planning framework? Yes No

If 'yes', please explain the variation

Are there development provisions proposed as part of the community development statement? Yes No

If 'yes' please explain the development provisions

7. Amendment to community development statement application

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

7a. Amendment during the Approval Period

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Current copy (issued within the last 6 months) of the record of certificate of title is attached. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. All registered proprietors (landowners) listed on the certificate of title have signed the application or an attached letter of consent. | <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 of title and/or an endorsed power of attorney/tier 1 corporation or other evidence must be provided.
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 21.
If the company is sole proprietorship, you must state "Sole Director". | <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"/> |
| 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"/> |
| 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"/> |

7b. Amendment during Development Period

- | | | |
|--|--------------------------|--------------------------|
| 1. Where a tier 1 corporation has been registered, approval/consent, by special resolution of the tier 1 corporation, is attached with this form 21. | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Required information about the proposal (amendment to community development statement application)

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

- * Required by Part 3, Division 2, sections 21 and 25 of the *Community Titles Act 2018*.
- * The complete community development statement document/s is to be lodged in digital format.
- * The application must be accompanied by a draft of the amendment and a consolidated version of the community development statement including the amendments.

Does this application relate to a pre-lodgement application? Yes N/A

If 'yes' enter the pre-lodgement reference number:

WAPC reference number/s:

Community development statement/amendment name:

Date of WAPC approval:

Date of notification that community development statement/amendment was registered with the Registrar of Titles: N/A

Summary of proposal

Number of lots: Number of tiers:

Does the application propose to amend an existing planning scheme by-law/s? Yes No

If 'yes', please provide detail on planning scheme by-law/s being amended:

Does the application propose a new planning scheme by-law/s? Yes No

If 'yes', please provide detail of proposed planning scheme by-law/s:

Does the application include a request to extend the Development Period? Yes [go to part 9] No

Other: Yes No

If 'yes', please detail:

Does the application propose to clarify, expand or vary the existing planning framework? Yes No

If 'yes', please explain the variation:

Has the draft amendment (in form of a separate textual amendment or a marked-up version of the statement) been attached? Yes No

Has a consolidated track-changed version of the community development statement been attached? Yes No

Has additional supporting information been attached? Yes No N/A

If so, please specify:

8. Application to meet modifications required by the WAPC

This section applies to applications made under section 24(3) of the *Community Titles Act 2018* to meet the WAPC requirement that the draft community development statement or draft amendment to a community development statement must be modified in a specified manner.

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

Where a tier 1 corporation exists; approval/consent, by special resolution of the tier 1 corporation is attached. Yes No

Required information to be submitted

Please print clearly and tick the appropriate boxes.

* Required by section 24 of the *Community Titles Act 2018*.

* The complete community development statement document/s is to be lodged in digital format.

WAPC reference number/s:

Community development statement/amendment name:

Date of WAPC approval subject to conditions:

All conditions have been complied with and written evidence or advice demonstrating how the conditions have been satisfied is attached. Yes N/A

A copy of the draft modified in the specified manner within the specified period is attached. Yes N/A

9. Request to extend the Development Period of a community scheme

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

Approval/consent, by special resolution of the tier 1 corporation is attached: Yes No

Required information to be submitted

Please print clearly and tick the appropriate boxes.

* Required by Part 3, Division 2, section 26 of the *Community Titles Act 2018*.

Note: Where the request has been made post expiry of the Development Period, the WAPC may require a draft amendment to the community development statement be submitted for approval.

Does this application relate to a pre-lodgement application? Yes N/A

If 'yes' enter the pre-lodgement reference number:

WAPC reference number/s:

Community development statement/amendment name:

Date of WAPC approval:

Date of notification that community development statement/amendment was registered with the Registrar of Titles: N/A

Development Period expiry date:

Requested extension date:

Has a written statement supporting the request/reason for request been attached? Yes

10. Application fee

There are currently no applicable fees for form 21.

Required information about the proposal check list – page 12

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 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.

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>

11. 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. 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 site. Yes
2. Relevant copies of the staging plan and location plan and supporting documentation or accompanying information are attached. Yes
3. The plan(s) is capable of being reproduced in black and white format. Yes
4. The plan(s) is drawn to a standard scale (i.e. 1:100, 1:200, 1:500, 1:1000) at A3 or A4. Yes
5. All dimensions on the plan(s) are in metric standard. Yes
6. The north point is shown clearly on the plan(s). Yes
7. The plan(s) shows all existing and proposed tier boundaries. Yes
8. The plan(s) shows all existing lot and proposed tier dimensions (including areas). Yes
9. The plan(s) shows the lot numbers and boundaries of all adjoining lots. Yes
10. The plan(s) shows the width and length of any access leg/s, the area of the access leg/s and the total area of the lot/s. Yes
11. The plan(s) shows the width of proposed road/s. Yes N/A (no road proposed)
12. The plan(s) shows all buildings and/or improvements, including vehicle access points which are to be retained, or removed. Yes N/A (land is vacant)
13. The plan(s) shows all physical features such as watercourses, wetlands, significant vegetation, flood plains and dams. Yes N/A (land does not contain such features)
14. The plan(s) shows all electrical, sewer and water infrastructure. For on-site sewage disposal, the indicative disposal areas for wastewater distribution are to be shown. 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

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 Yes No

1. Are there 10 - 100 vehicle trips in the community scheme'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 community scheme'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.

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 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

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