

Form 1A

Application for Approval of Freehold or Survey Strata Subdivision

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 PlanningWA 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 and survey strata subdivision under the *Planning and Development Act 2005* and *Strata Titles Act 1985*. 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 and survey strata 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). The additional information requirements, under part 7 item 18, are not required for amalgamation approval.
5. The applicant must sign part 1. 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 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 or survey strata subdivision, on part 5 of form 1A. A separate application is required for each application type, freehold or survey strata subdivision. Application fees for cancelled applications will not be refunded if the application has been referred to external agencies.

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	<input type="text"/>	
Contact person	<input type="text"/>	
Postal address	<input type="text"/>	
Town/suburb	<input type="text"/>	Postcode <input type="text"/>
Phone number/s	<input type="text"/>	
Fax	<input type="text"/>	Email <input type="text"/>

Current email address required for communicating decisions or other relevant matters

Applicant signature	<input type="text"/>
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Print name and position (if signing on behalf of a company or agency)	<input type="text"/>	Date	<input type="text"/>
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2 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 (if applicable)	<input type="text"/>		
ACN/ABN (if applicable)	<input type="text"/>		
Postal address	<input type="text"/>		
Town/suburb	<input type="text"/>	Postcode	<input type="text"/>

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

3 Consent to apply

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

Signature	The landowner/s or authorised agent consents to the applicant submitting this application		Date	<input type="text"/>
Print name and position (if signing on behalf of a company or agency)	<input type="text"/>			

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

Signature	The landowner/s or authorised agent consents to the applicant submitting this application		Date	<input type="text"/>
Print name and position (if signing on behalf of a company or agency)	<input type="text"/>			

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

1. All registered proprietors (landowners) listed on the certificate/s of title have signed the application or an attached letter of consent. Yes No
2. Consent to apply is given on behalf of landowners. Yes No
 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 1A. 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 3 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.
3. The application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance. Yes No
 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.
4. Consent to apply is given by or on behalf of joint tenant survivors. Yes No
 If you indicate 'yes', a copy of the death certificate of the deceased landowner must be provided.
5. Consent to apply is given by or on behalf of an executor of a deceased estate. If you indicate 'yes', a copy of the grant of probate or endorsed power of attorney must be provided. Yes No
6. This application includes land that is owned by or vested in, or held by management order by a government agency or local government. Yes No
 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.
7. This application includes Crown land. Yes No
 If you indicate 'yes', you must ensure that part 3 or a letter of consent is signed by an authorised officer, Department of Lands, stating the name and position of the signatory/ies.

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 style="width: 50px;" type="text"/>	Folio <input style="width: 50px;" type="text"/>	Diagram/plan/deposit plan no <input style="width: 100px;" type="text"/>
Lot number and location of subject lot	Lot no (whole/part) <input style="width: 100px;" type="text"/>	Location <input style="width: 100px;" type="text"/>	
Reserve no (if applicable)	<input style="width: 100%; height: 20px;" type="text"/>		
Street number and name	<input style="width: 100%; height: 20px;" type="text"/>		
Town/suburb	<input style="width: 300px;" type="text"/>	Postcode	<input style="width: 50px;" type="text"/>
Nearest road intersection	<input style="width: 100%; height: 20px;" type="text"/>		

Certificate of title	Volume <input style="width: 50px;" type="text"/>	Folio <input style="width: 50px;" type="text"/>	Diagram/plan/deposit plan no <input style="width: 100px;" type="text"/>
Lot number and location of subject lot	Lot no (whole/part) <input style="width: 100px;" type="text"/>	Location <input style="width: 100px;" type="text"/>	
Reserve no (if applicable)	<input style="width: 100%; height: 20px;" type="text"/>		
Street number and name	<input style="width: 100%; height: 20px;" type="text"/>		
Town/suburb	<input style="width: 300px;" type="text"/>	Postcode	<input style="width: 50px;" type="text"/>
Nearest road intersection	<input style="width: 100%; height: 20px;" type="text"/>		

Current copies of all records of title are attached yes

Total number of current lot/s subject of this application

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5 Summary of the proposal

Please print clearly and tick the appropriate boxes.

1. Application type subdivision or amalgamation
2. Tenure of proposed lot/s freehold (go to 4) or survey strata (go to 3)
3. Is common property proposed? yes no
4. Does the subject lot/s contain existing dwellings (ie 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

	<input type="checkbox"/> dwellings	<input style="width: 100px;" type="text"/>	number of dwellings
	<input type="checkbox"/> all to be retained	<input type="checkbox"/> all to be removed	<input type="checkbox"/> partially retained/removed (please specify)
and/or	<input type="checkbox"/> outbuilding/s and/or structures	<input style="width: 100px;" type="text"/>	number of outbuildings and/or structures
	<input type="checkbox"/> all to be retained	<input type="checkbox"/> all to be removed	<input type="checkbox"/> partially retained/removed (please specify)
	<input style="width: 100%; height: 20px;" type="text"/>		
and/or	<input type="checkbox"/> others (please specify)	<input style="width: 100%; height: 20px;" type="text"/>	
6. Number of proposed lot/s
7. Current land use

8. Proposed land use/development

Please specify the proposed use (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 ²	235 – 319 m ²	600 – 699 m ²	1,500 – 1999 m ²	1 HA – 2 HA
	100 – 119 m ²	320 – 449 m ²	700 – 799 m ²	2,000 – 2999 m ²	2 HA – 5 HA
	120 – 159 m ²	450 – 499 m ²	800 – 899 m ²	3,000 – 3999 m ²	5 HA – 10 HA
	160 – 179 m ²	500 – 549 m ²	900 – 999 m ²	4,000 – 4999 m ²	10 HA – 25 HA
	180 – 234 m ²	550 – 599 m ²	1,000 – 1,499 m ²	5,000 – 9999 m ²	Over 25 HA

Zone	Lot size	Number of lots

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

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 \$

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

- 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
- Relevant copies of the subdivision plans and supporting documentation or accompanying information are attached as indicated on the following table: Yes

Final no of lots proposed	Copies of subdivision plan and supporting documentation or accompanying information
40 or less	8 paper copies
More than 40	12 paper copies
Large/bulky subdivision reports	1 bound paper copy only and 10 CD copies

- At least four copies of the subdivision plan are A3 or smaller. Yes
- All subdivision plans are capable of being reproduced in black and white format. Yes
- The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000) at A3 or A4. Yes
- All dimensions on the subdivision plan are in metric standard. Yes
- The north point is shown clearly on the subdivision plan. Yes
- The subdivision plan shows all lots or the whole strata plan (whichever is applicable). Yes
- The subdivision plan shows all existing and proposed lot boundaries. Yes
- The subdivision plan shows all existing and proposed lot dimensions (including lot areas). Yes
- The subdivision plan shows the lot numbers and boundaries of all adjoining lots. Yes
- 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)
- The subdivision plan shows the name/s of existing road/s. Yes
 Yes
- The subdivision plan shows the width of proposed road/s. n/a (no road proposed)
 n/a
- The subdivision plan shows all buildings and/or improvements which are to be retained (including setbacks) or removed. Yes
 n/a (land is vacant)
- 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)
- The subdivision plan shows all electrical infrastructure. Yes

18. 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 and including:

- driveways
- 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

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.

Contaminated sites

Information to assist applicants to respond to the following questions is on the Department of Environment Regulation's (DER) website at <http://www.der.wa.gov.au/your-environment/contaminated-sites>.

- Has the land ever been used for a potentially contaminating activity? Examples include: market garden or intensive agriculture, livestock dip or spray race, service station, fuel or waste oil storage, fill other than certified clean fill, landfill or waste disposal, chemical storage or manufacturing, metal works or scrap metal recovery, motor vehicle workshop, timber mill/preserving, pest control depot, dry cleaning establishment, industrial facility, rifle range, railway yards, port, sewerage treatment facility. Other examples are in Appendix B of Assessment and Management of Contaminated Sites (DER Contaminated sites guidelines). Yes
 No

If yes, please attach details of the activities/uses.

- Does the land contain any site or sites that have been classified under the *Contaminated Sites Act 2003*? Yes
 No
- 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 DER is available from the DER website at <http://www.der.wa.gov.au/your-environment/contaminatedsites/57-forms> or by calling DER on 1300 762 982.

If a BSR is not available, a copy of the letter from DER 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 DER 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 the proposal within a designated bushfire prone area? Yes
 No

If 'yes', have bushfire hazard issues been identified and addressed (e.g. by attaching a BAL assessment(s) or BAL Contour Map and a Bushfire Management Plan to the application)? If NA is selected and the proposal is in a designated bushfire prone area then a short statement justifying why SPP 3.7 does not apply to the application should be included. Yes
 No
 n/a

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 from the PlanningWA website.
www.planning.wa.gov.au



Form 1A

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Submission of application to WAPC through Department of Planning offices

Only required if you cannot complete and lodge your application online

Perth (All posted applications):	Perth (Lodgements in person):	Albany	Mandurah	Bunbury	Geraldton
Locked Bag 2506 Perth WA 6001	140 William Street Perth WA 6000	178 Stirling Terrace PO Box 1108 Albany WA 6331	Shop 2B 11-13 Pinjarra Road Mandurah WA 6210	6th Floor Bunbury Tower 61 Victoria Street Bunbury WA 6230	Office 10, Level 2 209 Foreshore Drive Geraldton WA 6530
	telephone: 6551 9000 facsimile: 6551 9001 NRS: 13 36 77	telephone: 9892 7333 facsimile: 9841 8304	telephone: 9586 4680 facsimile: 9581 5491	telephone: 9791 0577 facsimile: 9791 0576	telephone: 9960 6999 facsimile: 9964 2912

Hours that walk-in (hand delivered) applications will be accepted may change. Please check our website for updates.

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