

Application Guide

Application to WAPC for Certificate of Approval for a Strata Plan, Plan of Re-subdivision or Consolidation (Built/Vacant Strata)

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 An application for certificate of approval for a strata plan, plan of re-subdivision or consolidation under section 25(3) of the *Strata Titles Act 1985* is to be made by the submission of a form 24 that is prescribed in schedule 3 of the Strata Titles General Regulations 1996. The fee payable on submission of an application is set out in schedule 1 of the regulations.
- 2 The WAPC has delegated its power to determine built strata applications 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 *Planning Bulletin 52/2009 Process for Seeking Approval Under the Strata Titles Act 1985 (and Planning and Development Act 2005) for Strata Titles and Delegation to Local Government of Built Strata Applications*.
- 3 An application for certification of a strata plan by the WAPC is to include:
 - a fully completed form 24;
 - the correct application fee as prescribed in schedule 1 of the regulations; and
 - in the case of a plan in respect of any vacant strata lot, 6 copies 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 24.
- 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 24 application to the WAPC for determination.
- 6 Applications involving vacant lots as defined by the Strata Titles Act and multi-tiered strata schemes 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 endorse an appropriate form prescribed under the regulations (form 26 prescribed in schedule 2 of the Strata Titles General Regulations 1996) 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 Section 27 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 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 4, 12 St Georges Terrace, 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.

Submission of application to WAPC through Department of Planning offices

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

Schedule of Fees

Form 24

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

Valid from 1 July 2013

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, plan of re-subdivision or consolidation (form 24). 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.