



Form 1A

Application for Approval of Freehold or Survey Strata Subdivision



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 25 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 17, 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

The applicant is the person with whom the WAPC will correspond and, if the application is approved, the person to whom the approval will be sent.

Name / company

Contact person

Postal address

Town / suburb Phone number/s

Postcode 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

Print name and position Date

(if signing on behalf of a company or agency)

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

Company / agency (if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb Postcode

Full name

Company / agency (if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb Postcode

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

Company / agency (if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb Postcode

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

Signature Date

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

Full name

Company / agency (if applicable)

ACN/ABN (if applicable)

Postal address

Town / suburb Postcode

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

Signature Date

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

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. yes no
 If you indicate 'yes', a copy of the grant of probate or endorsed power of attorney must be provided.
- 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, State Land Services, Department of Regional Development and Lands, stating the name and position of the signatory/ies.

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 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

3 At least four copies of the subdivision plan are A3 or smaller. yes

4 All subdivision plans are capable of being reproduced in black and white format. yes

5 The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000). yes

6 All dimensions on the subdivision plan are in metric standard. yes

7 The north point is shown clearly on the subdivision plan. yes

8 The subdivision plan shows all lots or the whole strata plan (whichever is applicable). yes

9 The subdivision plan shows all existing and proposed lot boundaries. yes

10 The subdivision plan shows all existing and proposed lot dimensions (including lot areas). yes

11 The subdivision plan shows the lot numbers and boundaries of all adjoining lots. yes

12 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 is not proposed)

13 The subdivision plan shows the name/s of existing road/s. yes

14 The subdivision plan shows the width of proposed road/s. yes
 n/a (no road proposed)

15 The subdivision plan shows all buildings and/or improvements which are to be retained (including setbacks) or removed. yes
 n/a (the land is vacant)

16 The subdivision plan shows all physical features such as watercourses, wetlands, significant vegetation, flood plains and dams. yes
 n/a (the land does not contain such features)

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 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 and Conservation (DEC) website at www.dec.wa.gov.au/contaminatedsites.

1 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 the DEC guideline *Potentially Contaminating Activities, Industries and Landuses*. yes
 no

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 DEC is available from the DEC website at www.dec.wa.gov.au/contaminatedsites or by calling DEC on 1 300 762 982.

If a BSR is not available, a copy of the letter from DEC 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 DEC 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

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 Planning WA website.

www.planning.wa.gov.au

Submission of application to WAPC through Department of Planning offices

Perth (All posted applications):	Perth (Lodgements in person):	Albany	Mandurah	Bunbury	Geraldton
Locked Bag J747 Perth WA 6000	140 William Street Perth WA 6000 telephone: 655 19000 facsimile: 655 19001 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	65 Chapman Road PO Box 68 Geraldton WA 6531 telephone: 9956 0122 facsimile: 9956 0132