

APPROVAL SERVICES

INFORMATION SHEET

Planning (Built Strata)

Application to the City of Perth
for certificate of approval for
a strata plan, plan of re- subdivision
or consolidation (Built Strata)



Current 1 July 2011

Application Guide

Important information for applicants

- 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 Western Australian Planning Commission (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 City of Perth except where an application proposes vacant strata lots or vacant air stratas in multi-tiered strata scheme developments. These applications are to be lodged with the WAPC.
- An application for certification of a built strata plan by the City of Perth is to include:-
 - a fully completed Form 24. All landowners or their agent with written authority must sign the Form 24;
 - the application fee as prescribed in the attached fee schedule; and
 - two copies of the plan showing full particulars of the division of the property into lots or proposed lots.
- The City of Perth refers the proposal to consulting authorities, where appropriate, for comments. The nature of individual proposals and/or factor/s affecting the subject land will determine which agencies the application will be referred to.
- The City of Perth has 40 days to determine the application. The City will then issue a decision letter. An approval is valid for two years from the date of the decision.
- Following an approval letter with or without conditions being issued, the applicant is responsible for fulfilling the conditions in consultation with the relevant agencies, as stated in brackets at the end of conditions.
- The applicant submits Form 1C (as well as the Form 26 to be endorsed) which is the application for endorsement of a Strata Plan, Survey Strata Plan or Deposited Plan.
- Following receipt of the Form 1C which confirms compliance with any conditions and clearance by relevant agencies, the City may endorse the Form 26 (prescribed in schedule 2 of the *Strata Titles General Regulations 1996*) submitted by the applicant.

- Section 27 of the Strata Titles Act provides a right to apply to the State Administrative Tribunal (SAT) for a review of a decision of the City of Perth to refuse an application or impose conditions of approval. An application to 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.
- Where the type of development and/or land is within an area which is of state or regional significance, the City of Perth will forward the Form 24 application to the WAPC for determination.

The Fee Structure

A fee will apply for an application for Certificate of Approval for a built 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 \$65.00 per lot. For example where five lots are proposed the application fee is \$656 plus \$325.00 (five lots multiplied by \$65.00) which totals \$981.00.

Applications proposing six (6) lots up to 100 lots attract a fee of \$981.00 plus \$43.50 per lot for every lot in excess of 5 lots. For example, where 10 lots are proposed the application fee is \$981.00 plus \$217.50 (five lots multiplied by \$43.50) which totals \$1198.50. The application fee is capped at 100 lots. The maximum fee payable is \$5113.50.

Number of Allotments	Maximum Fee
1 to 5	\$656 plus \$65.00 per lot
6 to 100	\$981 plus \$43.50 per lot for every lot in excess of 5 lots
In excess of 100 lots	\$5113.50

Application fees are exempt from GST