



Development Approvals Built Strata Application

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

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.

- 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 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.
- Once works are complete, 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.

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.

Application fees are exempt from GST. 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 \$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	\$5,113.50

Please note, no fee is applicable for applications for endorsement of a strata plan made on an accompanying Form 1C (and Form 26).



www.perth.wa.gov.au

Built Strata Form 24 Application

Instructions: Please print clearly using **black** pen in the spaces provided.

1. Property Details

State

2. Name(s) of Owner(s)

[illegible]

3. Applicant's Details

State

[illegible]

4. Strata Details

Indicate below which of the following this application refers to

- ☐ Strata Plan
- ☐ Plan of re-subdivision for a strata scheme
- ☐ Plan of consolidation for a strata scheme (referred to in this form as “the plan”)

Locality of property the subject of the plan (street, nearest street junction, suburb etc)

Please provide details of the Title

Vol:	_____	Folio:	_____
Vol:	_____	Folio:	_____
Vol:	_____	Folio:	_____
Vol:	_____	Folio:	_____

Location(s)

Deposited Plan(s)

State the number of lots and specify the lot number(s) on the plan that have, or are proposed to have, the following purposes:

Purpose or proposed purpose	Number of Lots	Lot Number(s)
Residential		
Rural		
Industrial		
Commercial		
Retirement Village		
Other (please specify)		

4. Strata Details Continued

State details of any restrictions to be placed on any lots on the plan below.

Are there any existing buildings which form part of the strata scheme or proposed strata scheme the subject of the plan? If so, please specify:

Are there any proposed buildings approved for construction by the Local Government which will form a part of the proposed strata scheme the subject of the plan? If so, please specify:

Is it proposed to create a vacant strata lot by registration of the plan?

- ☐ Yes ☐ No

5. Attachment Checklist

The following documents are to be attached to this application:

- ☐ In the case of a plan in respect of a building that is constructed or proposed to be modified or constructed, 2 copies of the plan, showing full particulars of the division of the property into lots or proposed lots;
- ☐ In the case of a plan in respect of any vacant strata lot, 2 copies of the plan, showing full particulars of the division of the property into lots or proposed lots;
- ☐ Current copy of Certificate of Title;
- ☐ A sketch of all buildings that are constructed or proposed to be modified or constructed showing the location of water and sewerage pipes within the property; and {d) evidence of any approval by the local government to the proposed modification of building or to the construction of any proposed buildings.

6. Owner Authorisation

[illegible]

Date (ddmmyy)

[illegible]

Date (ddmmyy)

--	--	--	--	--	--

[illegible]

Date (ddmmyy)

7. Payment Details

Please indicate your preferred payment method:

- ☐ Cash (payable at the Customer Service Centre, Ground Floor, Council House)
- ☐ Cheque (made payable to the City of Perth)
- ☐ Money Order (made payable to the City of Perth)
- ☐ Credit Card (Visa, Mastercard or Amex)

Credit Card payment:

For security reasons, the City of Perth cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card, and tick below to authorise the City of Perth to debit that credit card. **The City of Perth will contact you to obtain your credit card number.**

Name on card (Your form cannot be accepted with credit card numbers).

[illegible]

	Date
--	------

8. Applicant Authorisation

☐ By ticking this box I confirm the following:

- that this form has been completed in full and all relevant information is attached;
- I understand that failure on my part to provide the required information specified in the checklist can result in the City not accepting my application
- I acknowledge that the City may require additional information before determining the application;
- I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only;
- I have read and agree to abide by the associated Terms and Conditions. I also confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the Electronic Transactions Act 2011 (WA).);
- I acknowledge that a person who wishes to apply to the State Administrative Tribunal for a review of a decision of the Western Australian Planning Commission may do so under section 27 of the Strata Titles Act 1985.

Signature _____

Date
(ddmmyy)

--	--	--	--	--	--

This form is available in alternative languages and formats on request.

9. Lodgement Options

In Person

City of Perth

Customer Service Counter

Ground Floor, 27 St Georges Terrace, PERTH

Payments can be made by Cash, Cheque, EFTPOS or by credit card

Cashier Hours – Monday to Friday 8.30am to 4.30pm (Except Public Holidays)

Online Lodgement

Visit our website: <https://www.perth.wa.gov.au/planning-development/planning-and-building-tools>

Refer to our [E-Lodgement User Guide](#) on how to become a Registered User and how to lodge applications on line.

By Post

Development Approvals Unit

City of Perth, GPO Box C120

PERTH WA 6839



www.perth.wa.gov.au

Endorsement of Deposited Plan, Survey Strata Plan or Strata Plan Application in accordance with the provision of the Planning and Development Act 2005 & Strata Titles Act 1985

1. Property Details

--	--	--	--	--	--	--

--	--	--	--

2. Built Strata Form 24 Application Details

Form 24 Reference No's	Form 24 Decision Dates/s

3. Applicant Details

[illegible]

5. Applicant Authorisation

☐ By ticking this box I confirm the following:

- that this form has been completed in full and all relevant information is attached
- I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
- The information on this form is required for endorsement of a deposited plan, survey strata plan or strata plan by the City of Perth in accordance with provisions of *Planning and Development Act 2005* and *Strata Titles Act 1985*.
- An application for endorsement of a deposited plan, survey strata plan or strata plan must include:
 - This completed form IC;
 - Written advice or evidence that condition/s have been complied with from the relevant agencies including supporting documents such as copies of covenants and memorial;
 - A copy of the deposited plan, survey strata plan that is requested to be endorsed by the City of Perth. On signing this form, the applicant acknowledges that the statutory time period for the City of Perth to endorse the relevant plan cannot commence until receipt of the 'certified correct' correct plan from the Western Australian Land Information Authority (Landgate).
- There is a statutory limit of 30 days for the City of Perth to endorse a diagram of survey.
- The applicant is the person with whom the City of Perth will correspond and, if the application is approved, the person to whom the approval will be forwarded.
- I have read and agree to abide by the associated Terms and Conditions. I also confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the Electronic Transactions Act 2011 (WA).)

6. Applicant Authorisation Continued

Name _____

[illegible]

Signature

Date
 (ddmmyy)

--	--	--	--	--	--

Authorised Agent Name & position (if applicable)

[illegible][illegible]

Signature _____ Date

--	--	--	--	--	--

(For hardcopy submissions only) (ddmmyy)

--	--	--	--	--	--

Response time: 30 working days from date of 'completed' application submitted

This form is available in alternative languages and formats on request.

7. Lodgement Options

In Person

City of Perth

Customer Service Counter

Ground Floor, 27 St Georges Terrace, PERTH

Payments can be made by Cash, Cheque, EFTPOS or by credit card

By Post

Development Approvals Unit

City of Perth, GPO Box C120

PERTH WA 6839

Cashier Hours – Monday to Friday 8.30am to 4.30pm (Except Public Holidays)