



# Form 29A

## Application for Approval of a Community Titles (Building) Scheme Subdivision

Version: 1.0 (July 2021)

### 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 Department of Planning, Lands and Heritage 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. 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. Applications for community titles (building) scheme subdivision require a fully completed form 29A with any additional information attached, the correct application fee, the subdivision plan and any supporting documentation.
3. The WAPC is responsible for determining applications for community titles (building) scheme subdivision under the *Planning and Development Act 2005* and *Community Titles Act 2018*. 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.
4. The applicant must sign part 2. All landowners or an agent with written authority must sign part 3. Agents must provide written authority from the landowner.
5. If the community scheme has been registered, part 4b must be signed and evidence to the satisfaction of the WAPC that the tier 1 corporation has by special resolution approved of the application.
6. The application fee must accord with the current schedule of fees.
7. Applicants must check that there are no restrictive covenants or easements 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 on part 6 of form 29A.
9. This form is to be used to terminate tier/s or scheme/s within a community titles (building) scheme. An application to terminate an entire community scheme is to be made on form 1A.

### 1. City/Town/Shire of (where the subject land is located)

### 2. 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 will be sent.

Name/company

Contact person

Postal address

Town / suburb

Postcode

Phone number/s

Fax

Email

Current email address required for communicating decisions or other relevant matters

The form 29A has been completed in full and all relevant information is attached

Applicant signature

Print name and position

(if signing on behalf of a company, agency or tier 1 company)

Date

### 3. Landowners (applicable where a community scheme has not been registered)

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

Organisation/company (if applicable)

ACN/ABN (if applicable)

Postal address

Town/suburb

Postcode

Full name

Organisation/company (if applicable)

ACN/ABN (if applicable)

Postal address

Town/suburb

Postcode

### 4a. Consent to apply (applicable where a community scheme has not been registered)

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.

Name/company

Contact person

Postal address

Town/suburb

Postcode

Phone number/s

Signature

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

Date

Print name and position

(if signing on behalf of a company or agency)

Name/company

Contact person

Postal address

Town/suburb

Postcode

Phone number/s

Signature

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

Date

Print name and position

(if signing on behalf of a company or agency)

**4b. Consent to apply (applicable where a community scheme has been registered)**

For community titles (building) scheme subdivision where a community scheme has been registered, upload or attach copy of the tier 1 corporation special resolution approving the subdivision application. Where the applicant is not the tier 1 corporation, evidence that the tier 1 corporation authorises the applicant to submit the application must be attached.

Tier 1 scheme number

Tier 1 corporation name

Postal address

Town / suburb

Postcode

Phone number/s

Email

Current email address required for communicating decisions or other relevant matters

Signature

The tier 1 corporation consents to the applicant submitting this application

Date

Print name and position

(if signing on behalf  
of a tier 1 corporation)

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

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Current copy (issued within the last 6 months) of the record of certificate of title is attached.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. All registered proprietors (landowners) listed on the certificate/s of title have signed the application or an attached letter of consent.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Consent to apply is given on behalf of landowners or tier 1 corporation.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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.</p> <p>If the subject land is owned by a company, the appropriate signatories include:<br/>                     for dual proprietorship - two directors or one director and one secretary, and for sole proprietorship - one director.<br/>                     Proprietors are required to print their full name/s, position title/s, company name and ACN/ABN on the form 29A.</p> <p>If the company is sole proprietorship, you must state "Sole Director".</p> |                          |                          |
| 4. The application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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.</p>  |                          |                          |
| 5. Consent to apply is given by or on behalf of joint tenant survivors.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If you indicate 'yes', a copy of the death certificate of the deceased landowner must be provided.</p>  |                          |                          |
| 6. Consent to apply is given by or on behalf of an executor of a deceased estate.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If you indicate a 'yes', a copy of the grant of probate or endorsed power of attorney must be provided.</p>   |                          |                          |

## 5. Certificate of title

Current copy (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 is more than one record of title please provide the additional information on a separate page.

**Duplicate certificate/s of title will not be accepted.**

Certificate of title	Volume	Folio	Diagram/plan/deposit plan no
Lot number and location of subject lot	Lot no (whole/part)		Location
Street number and name			
Town/suburb			Postcode
Nearest road intersection			

## 6. Summary of the proposal

Please print clearly and tick the appropriate boxes.

1. Application type  Community titles (building) scheme subdivision  Amendment to an existing community titles (building) scheme  
\*includes termination of a community titles (building) scheme/s or tier/s, but not an entire community scheme
2. Is common property proposed?  Yes  No
3. Does the subject lot/s contain existing dwellings (ie buildings for residential purposes), outbuildings and/or structures?  Yes (go to 4)  No (go to 6)
4. Please provide details of dwellings, outbuildings and/or structures
5. What tier subdivision is this application for (choose 1)?  Tier 1  Tier 2  Tier 3
6. Number of proposed lot/s
- 7a. Community development statement (or as amended) WAPC reference number that this form 29A application relates to:
- 7b. WAPC approval date of community development statement:
8. Has the applicable community development statement been registered with a tier 1 subdivision?  Yes  No  
If 'yes', enter the date the Registrar of Titles gave notice of registration and attach a copy of the notice to this application
9. Current land use
- 10a. Does this application relate to an approved development application?  Yes  No  
If 'yes', enter development application date and attach a copy to this application Development application reference number/s
- 10b. Does this application relate to an approved building permit?  Yes  No  
If 'yes', enter building permit reference number/s and attach a copy to this application Building permit issue date

## 7. 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 \$

## 8. 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.

Information Required on Community Titles (Building) Scheme Subdivision Plan	Yes	No	N/A
Plans are based on an accurate and up-to-date survey.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All subdivision and development application plans are capable of being reproduced in a black and white format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000) at A3 or A4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All dimensions on the subdivision plan are in metric standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North point is shown clearly on the subdivision plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plan shows the whole community titles (building) scheme plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plan shows all proposed boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plan shows all proposed lot dimensions and lot areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plan shows the lot numbers and boundaries of all adjoining lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plan shows the name/s of existing road/s.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plan must show the location of any encroachments and easements that exist or are proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Supporting Information Required (as applicable)</b>			
Development application plan(s) (stamped approved copy).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building permit(s) (signed copy).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building permit plans, including all servicing plans, landscaping and reticulation plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Approval decision letter(s) (signed copy).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tier 1 corporation resolution approving this subdivision application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the Registrar of Titles notice of registration of the community development statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Submission of application to WAPC through Department of Planning, Lands and Heritage offices

Perth	Perth	Albany	Mandurah	Bunbury
(Postal applications): Locked Bag 2506 Perth WA 6001	(Lodgements in person): Level 2 140 William Street Perth WA 6000  telephone: 6551 8002 facsimile: 6551 9001 NRS: 13 36 77	178 Stirling Terrace PO Box 1108 Albany WA 6331  telephone: 9892 7333	Level 1 - Suite 94 16 Dolphin Drive Mandurah WA 6210  telephone: 9586 4680	6th Floor Bunbury Tower 61 Victoria Street Bunbury WA 6230  telephone: 9791 0577

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