

### 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 (WAPC) may appear on the Department of Planning, Lands and Heritage website. 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 this application guide, the schedule of fees and the Form 1A carefully. An application may not be accepted and will be returned to the applicant with the submitted fee if requirements are incorrect or incomplete.
2. The WAPC is responsible for determining applications for freehold, survey-strata and leasehold (survey-strata) subdivisions under the *Planning and Development Act 2005* and *Strata Titles Act 1985*. 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.
3. Applications for a freehold, survey-strata and leasehold (survey-strata) subdivision require a completed Form 1A with any additional information attached, including:
  - the correct application fee;
  - eight copies of the subdivision plan for 40 lots or less, OR 12 copies of the plan for more than 40 lots; and
  - any supporting documentation.
4. All 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 specified in the Form 1A). A feature survey is not required when applying for amalgamation approval.
5. The applicant must sign the application. All landowners or their agents with written authority must also sign the application.
6. The application fee must accord with the schedule of fees current at the date of submission.

Applicants must check 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.
7. Applicants must state the application type (e.g. freehold, survey-strata or leasehold (survey-strata) subdivision, on part 5 of Form 1A. A separate application is required for each application type. Application fees for cancelled applications will not be refunded if the application has been referred to external agencies.
8. Applicants must state if the application includes Crown land on part 3 of the Form 1A. If the application area includes Crown land, applicants must indicate 'yes' on the Form 1A and ensure part 3 or a letter of consent is signed by an authorised officer from the Department of Planning, Lands and Heritage.

Department of Planning, Lands and Heritage:

**Perth (Head Office)**

(Lodgements in person):

Level 2  
140 William Street  
Perth WA 6000

Ph: 6551 8002  
Fax: 6551 9001  
NRS: 13 36 77

**Bunbury**

6th Floor  
Bunbury Tower  
61 Victoria Street  
Bunbury WA 6230

Ph: 9791 0577

## Subdivision process

1. The WAPC refers applications to the relevant local government and service providers. Applications may be referred to any public body, local government or private utility for objections or recommendations. The nature of individual proposals and/or factor/s affecting the subject land will determine to which public bodies and private utilities the application will be referred.
2. The WAPC will consider a report on the application. The report takes into account any region scheme and/or local planning scheme, relevant WAPC policies, comments from referral agencies, physical attributes or conditions of the site and other relevant matters.
3. The WAPC may approve an application with or without conditions or refuse an application.
4. Subdivision approval is valid for three years for subdivisions of five lots and less, and four years for subdivisions of six lots and more (s 145 *Planning and Development Act 2005*). The applicant is to apply for WAPC endorsement prior to approval expiring before registration of title can proceed. Western Australian planning legislation does not allow for any extension of this time.
5. If the WAPC decides to refuse an application or to approve an application subject to conditions under the *Planning and Development Act 2005*, the applicant may lodge a request with the WAPC to reconsider the refusal or conditions. The request must be lodged in writing on a Form 3A within 28 days of the decision. The request must include information to explain why the WAPC should reconsider its decision and must be accompanied by the correct application fee.
6. Section 251 of the *Planning and Development Act 2005* 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 for a review to the tribunal 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 28 days of the date of the decision. The SAT can be contacted at:  
Level 6, 565 Hay Street Perth WA 6000  
Ph: 9219 3111 Fax: 9325 5099
7. 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, public body or private utility.
8. The WAPC will endorse a subdivision on a plan or diagram that has been certified correct by the Western Australian Land Information Authority (Landgate). The WAPC must be satisfied that the plan is in accordance with the approval and that all conditions have been complied with.
9. The applicant can then apply to Landgate for new titles. Applications for title must be made within two years of the WAPC endorsement date. Landgate can be contacted at:  
1 Midland Square  
Morrison Road (cnr Great Northern Highway)  
Midland WA 6936  
Ph: 9273 7373  
Fax: 9250 3187

## Accompanying information

In addition to the requirements of the Form 1A, the following information and plans should accompany the application, where applicable:

- details of any excavation, fill or earthworks in excess of 300 mm above or below ? (i.e. excavation) the existing ground level
- any alterations to an existing drainage system and/or methods of dealing with stormwater drainage
- availability of services such as water, sewer, electricity, gas:
  - applicants wishing to nominate a service provider should provide this information in a covering letter to the WAPC
  - information about these services can be obtained from the relevant service provider
- relevant provisions of any operative and/or proposed local planning scheme, guided development scheme, region scheme or amendment affecting the subject land (information about these issues can be obtained from the local government in which the subject land is located, and in the case of region schemes and/or amendments, the Department of Planning, Lands and Heritage)
- details of any heritage significance associated with the subject land (information concerning heritage significance can be obtained from the Heritage Council of WA and/or the local government in which the subject land is located)
- nearby land uses, activities and previous uses that may affect the proposal such as unexploded ordnance (explosive devices), contaminated sites, poultry farms or aircraft flight paths (information about these issues can be obtained from the Fire and Emergency Services Authority of WA (unexploded ordnance), Department of Water and Environment Regulation (DWER) and/or the local government in which the subject land is located)
- environmental features that may affect the proposal including native vegetation, rivers and watercourses, wetlands and catchments (information about these features can be obtained from the DWER and/or the local government in which the subject land is located)
- details of any proposed staging of subdivision of the land
- information concerning how any conditions resulting from formal environmental assessment of the subject land will be addressed (if applicable, this information can be obtained from the Environmental Protection Authority or DWER)
- details of approved structure plans or structure plan provisions relevant to the subject land (if applicable, this information can be obtained from the local government in which the subject land is located)
- if located in a designated bushfire prone area, supporting bushfire risk documentation (e.g. BAL assessment(s) or BAL Contour Map and Bushfire Management Plan)
- details of the term for the leasehold (survey-strata) subdivision (20-99 years) and whether there is an option in the strata by laws to postpone the expiry date
- any other matters relevant to the proposal.

## Acid sulfate soils

The State Government has published acid sulfate soils risk mapping which is referred to in the WAPC's Acid Sulfate Soils Planning Guidelines. If your land falls within a 'high to moderate' acid sulfate soils risk area a condition may be imposed on any approval issued requiring you to submit an acid sulfate soils self-assessment and possibly conduct a site investigation and implement an acid sulfate soils management plan.

Not all of Western Australia is covered by the risk mapping, and it is possible that pockets of acid sulfate soils may be found in areas shown on the risk maps as having a 'moderate to low' risk where acid sulfate soil occurrence is generally greater than 3 metres below natural surface.

Accordingly, Form 1A asks you whether the characteristics of the site or your local knowledge lead you to form the view that your land is located in an area where there is a significant risk of disturbing acid sulfate soils.

A general description of the locations where acid sulfate soils are likely to be found (e.g. low-lying, wet areas) is set out in appendix 3 of the WAPC's Acid Sulfate Soils Planning Guidelines.

More information is available online at [www.wa.gov.au/dplh](http://www.wa.gov.au/dplh)

## Liveable Neighbourhoods

Liveable Neighbourhoods is an operational policy for the design and assessment of structure plans (regional, district and local) and subdivision of greenfield and urban infill sites where 20 or more lots are to be created. A read only copy of Liveable Neighbourhoods is available online at [www.wa.gov.au/dplh](http://www.wa.gov.au/dplh)

Under the Liveable Neighbourhoods policy applications should be supported by documentation addressing the relevant criteria of Liveable Neighbourhoods. The application information guide details the information requirements to accompany the Form 1A.

## Contaminated sites

Applicants are required to provide information on previous potentially contaminating activities carried out on the site, and whether the site has been classified or reported under the *Contaminated Sites Act 2003*.

Guidelines and fact sheets available from the Department of Water and Environmental Regulation (DWER) advise on how to determine whether a site has previously supported a potentially contaminating activity, and how to access information on reported contaminated sites in Western Australia.

If any site or sites within the application area have been classified, you must indicate 'yes' and provide a copy of a basic summary of records (BSR) with the Form 1A. Where the application area contains more than one contaminated site, a BSR must be provided for each site.

If the application area contains any site that has been reported or is required to be reported under the Contaminated Sites Act and the site is currently under assessment by DWER, you must indicate 'yes' and provide a copy of a letter notifying the applicant that the site has been reported and is under assessment.

More information is available online at [www.der.wa.gov.au/your-environment/contaminated-sites](http://www.der.wa.gov.au/your-environment/contaminated-sites)

## Local planning scheme amendment and structure planning

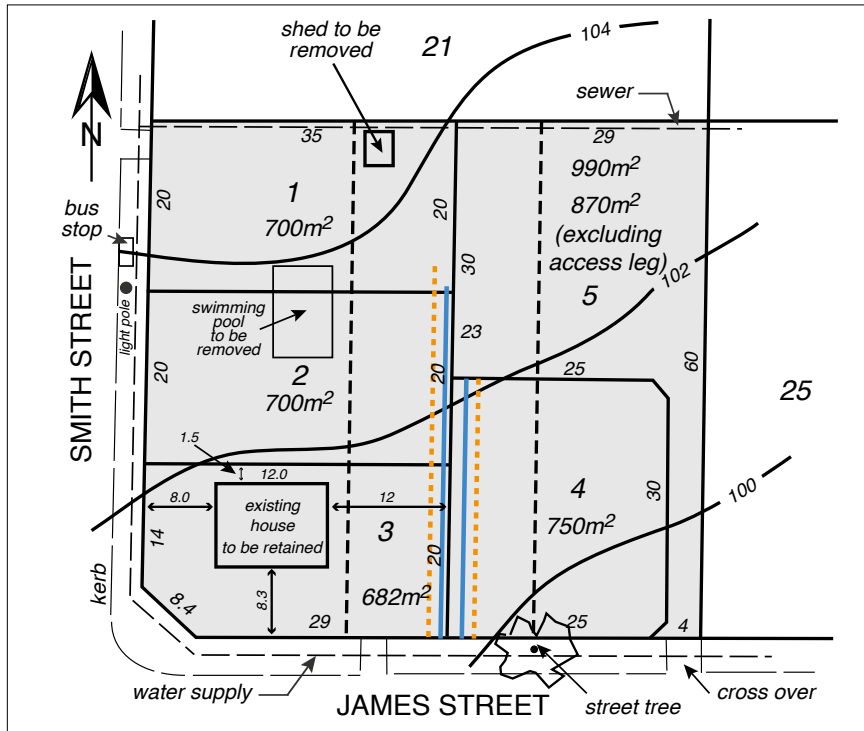
1. For land that is subject to a proposed local planning scheme and/or region scheme amendment, a subdivision application lodged prior to gazettal of the amendment affecting the subject land may be regarded as premature and may be refused.
2. Local planning schemes may require structure plans to be prepared and endorsed by the relevant local government and the WAPC to facilitate orderly subdivision and development. A subdivision application lodged prior to the endorsement of a suitable structure plan by the WAPC may be regarded as premature and may be refused.

## Plans of subdivision

Subdivision plans are to incorporate the information listed in the Form 1A. Examples of the acceptable standard of plans are set out below (for illustrative purposes only):

### Example – residential subdivision in existing urban areas

#### Proposed subdivision of lots 22, 23 and 24 Caudelup



- proposed boundary
- - - existing boundary
- application area
- Utility services (e.g. water, sewer, power)

Original areas:

Lot 22 - 1382 m<sup>2</sup>

Lot 23 - 1276 m<sup>2</sup>

Lot 24 - 1156 m<sup>2</sup>

Total area - 3814 m<sup>2</sup>

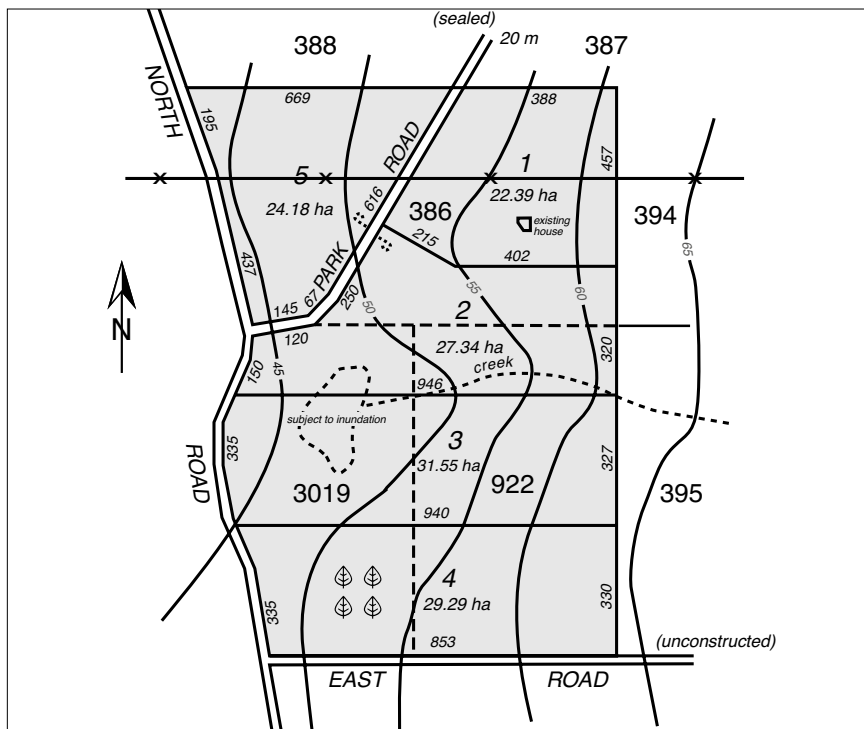
No of existing lots - 3

No of proposed lots - 5

Scale - 1: 1000

### Example – rural subdivision

#### Proposed subdivision of locations 386, 922 and 3019 Caudelup



- x x x power line
- ⊕ ⊕ ⊕ vegetation
- proposed boundary
- - - existing boundary
- application area

Original areas:

Loc 386 - 57.60 ha

Loc 922 - 41.36 ha

Loc 3019 - 35.82 ha

Total area - 134.78 ha

No of existing lots - 3

No of proposed lots - 5

Scale - 1: 10 000 at A3

# Application Fees

## Valid from 1 July 2023

The Western Australian Planning Commission (WAPC) collects fees for applications made under the *Planning and Development Act 2005* and the *Strata Titles Act 1985* and associated regulations. The fees are reviewed annually.

The relevant application fee is payable at the time of lodgement of the application. Applications will not be accepted and may be returned to the applicant if not accompanied by the fee current at the date of submitting the application. Cheques should be made payable to the WAPC. Fees are exempt from GST.

### **Form 1A – Application for approval of freehold, or survey-strata or leasehold (survey-strata) subdivision Amalgamation \$2,558**

**Two lots up to and including 100 lots \$3,546 plus \$79 per lot**

**101 lots and greater \$11,446 plus \$27 per lot for every lot in excess of 100 lots**

A fee will apply for an application for approval of freehold or survey strata subdivision (Form 1A). Applications proposing multiple lots amalgamated into a single lot attract a fee of \$2,558. Application proposing two (2) lots up to and including 100 lots attract a fee of \$3,546 plus \$79 per lot. For example where five lots are proposed the application fee is \$3,546 plus \$395 (five lots multiplied by \$79) which totals \$3,941.

Applications proposing 101 lots or greater attract a fee of \$11,446 plus \$27 per lot for every lot in excess of 100 lots.

For example, where 105 lots are proposed the application fee is \$11,446 plus \$135 (five lots multiplied by \$27) which totals \$11,581. For the purpose of calculating the number of proposed lots, each common property lot is counted as one lot, areas reserved for the purpose of a pedestrian access way, right of way, truncation, road widening, drainage reserve or recreation reserve are not counted as lots.

### **Form 2A – Amended plan/s for application for approval of freehold, survey-strata or leasehold (survey-strata) subdivision**

**Amalgamation \$871**

**Two lots up to and including 100 lots \$1,293 plus \$26 per lot**

**101 lots and greater \$3,893 plus \$4 per lot for every lot in excess of 100 lots**

A fee will apply for considering a variation to a subdivision plan (amended plan) as part of the application for approval of a freehold, survey-strata or leasehold (survey-strata) subdivision plan prior to determination of the application.

Amended plans for applications proposing multiple lots amalgamated into a single lot attract a fee of \$871.

Amended plans for applications proposing two (2) lots up to and including 100 lots attract a fee of \$1,293 plus \$26 per lot. For example, where five lots are proposed the application fee is \$1,293 plus \$130 (five lots multiplied by \$26) which totals \$1,423.

Applications proposing 101 lots or greater attract a fee of \$3,893 plus \$4 per lot for every lot in excess of 100 lots.

For example, where 105 lots are proposed the application fee is \$3,893 plus \$20 (five lots multiplied by \$4) which totals \$3,913. For the purpose of calculating the number of proposed lots, each common property lot is counted as one lot, areas reserved for the purpose of a pedestrian access way, right of way, truncation, road widening, drainage reserve or recreation reserve are not counted as lots.

### **Form 3A – Request for reconsideration of WAPC decision to approve/refuse freehold, survey-strata or leasehold (survey-strata) subdivision**

**Amalgamation \$1,191**

**Two lots up to and including 100 lots \$1,459 plus \$32 per lot**

**101 lots and greater \$4,659 plus \$6 per lot for every lot in excess of 100 lots**

A fee will apply for an application to the WAPC to reconsider a refusal under section 144(1) or reconsider a condition/s under section 151(1) of the *Planning and Development Act 2005*. Reconsideration of an application proposing multiple lots amalgamated into a single lot attract a fee of \$1,191. Reconsideration for an application proposing two (2) lots up to and including 100 lots attract a fee of \$1,459 plus \$32 per lot. For example, where five lots are proposed the application fee is \$1,459 plus \$160 (five lots multiplied by \$32) which totals \$1,619.

Reconsideration of an application proposing 101 lots or greater attract a fee of \$4,659 plus \$6 per lot for every lot in excess of 100 lots. For example, where 105 lots are proposed the application fee is \$4,659 plus \$30 (five lots multiplied by \$6) which totals \$4,689. For the purpose of calculating the number of proposed lots, each common property lot is counted as one lot, areas reserved for the purpose of a pedestrian access way, right of way, truncation, road widening, drainage reserve or recreation reserve are not counted as lots.

## Form 1C – Application for endorsement of deposited plan, survey-strata plan, or leasehold (survey-strata) plan.

### Amalgamation \$595

**Two lots up to and including 100 lots \$665 plus \$8 per lot**

**101 lots and greater \$1,465 plus \$5 per lot for every lot in excess of 100 lots**

A fee will apply for an application for endorsement of deposited plan, survey-strata plan or leasehold (survey-strata) plan (Form 1C).

Applications proposing multiple lots amalgamated into a single lot attract a fee of \$595. Application proposing two (2) lots up to and including 100 lots attract a fee of \$665 plus \$8 per lot. For example, where five lots are proposed the application fee is \$665 plus \$40 (five lots multiplied by \$8) which totals \$705.

Applications proposing 101 lots or greater attract a fee of \$1,465 plus \$5 per lot for every lot in excess of 100 lots. For example, where 105 lots are proposed the application fee is \$1,465 plus \$25 (five lots multiplied by \$5) which totals \$1,490. For the purpose of calculating the number of proposed lots, each common property lot is counted as one lot, areas reserved for the purpose of a pedestrian access way, right of way, truncation, road widening, drainage reserve or recreation reserve are not counted as lots.

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

*Only required if you cannot complete and lodge your application online*

#### Perth

(Postal applications):  
Locked Bag 2506  
Perth WA 6001

#### Perth

(Lodgements in person):  
Level 2  
140 William Street  
Perth WA 6000  
Ph: 6551 8002  
NRS: 13 36 77

#### Albany

178 Stirling Terrace  
PO Box 1108  
Albany WA 6331  
Ph: 9892 7333

#### Mandurah

Level 1 - Suite 94  
16 Dolphin Drive  
Mandurah WA 6210  
Ph: 9586 4680

#### Bunbury

6th Floor  
Bunbury Tower  
61 Victoria Street  
Bunbury WA 6230  
Ph: 9791 0577

Please check with the relevant office for times when walk-in (hand delivered) applications will be accepted.

| eLodgement

Applications should be lodged online at  
[www.dplh.wa.gov.au/eplan](http://www.dplh.wa.gov.au/eplan)

Online applications can be paid by credit card, debit card or cheque.