

# Planning FAQ: Built Strata Applications

## What is Built Strata?

Built Strata is a type of strata subdivision where individual lots or units within a development are created, and the buildings are already constructed or in the process of being built. It allows for the sale and ownership of individual units within a strata development.

## WAPC Delegation

Under delegation from the WA Planning Commission (the WAPC) the Town is responsible for determining built strata proposals that involve the following:

- The creation of 6 or more residential strata lots;
- The creation of any number of residential lots on a parcel of land that exceeds 2,500m<sup>2</sup>; and,
- The creation of strata lots within a commercial, industrial or mixed-use zoning.

Proposals for 1-5 residential strata lots, land parcels of no more than 2500m<sup>2</sup>, and where each strata lot contains one dwelling are exempt from Planning approval. However, a Building approval certificate is required.

Proposals that include a vacant lot are not delegated to the Town and require determination by Department of Planning, Lands and Heritage on behalf of the WAPC.

## The Approval Process for a Built Strata Subdivision

Section 15 of the Strata Titles Act (1985) provides for a two-stage application process:

1. Application for approval of a Strata Plan or Leasehold (Strata) Plan – Form 15A Application for approval of a strata scheme (with the ability to apply conditions); and
2. Application for endorsement of a Strata Plan or a Leasehold (Strata) Plan – Form 15C Certificate endorsing the strata plan.

## Form 15A

A Form 15A is an application of a strata plan for a built strata subdivision. A Form 15A can be lodged to the Town once a building has received the relevant development approvals and building permits. Following receipt of a Form 15A the Town will review the application, which generally relates to verifying the consistency of the proposed built strata lots with the corresponding development and building permits.

The Town may approve the Form 15A application with or without conditions. Following receipt of an approval, the applicant must address any conditions of the Form 15A (and those of the development approval) before applying for endorsement of the strata plan via a Form 15C.

Form 15A is available from the [WAPC website](#).

# Planning FAQ: Built Strata Applications

## What information is required for a Form 15A application?

The following information is required to be submitted for a Form 15A application:

- Completed [15A Application Form](#);
- Payment of the applicable Fee; and
- A copy of the proposed Strata Plan.

## How long does a Form 15A Application process take?

The Town has 40 calendar days from the date of lodgement to make a determination on the Form 15A application. This timeframe may be subject to change should the application be incomplete, or additional information be required.

## How long is a Form 15A Application valid for?

A Form 15A approval is valid for two (2) years from the date outlined on the notice of determination. Should the approval lapse, a new application is required to be submitted to the Town's for assessment.

## How much is the Form 15A Application fees?

The application fees are set by the [Strata Titles \(General Regulations\) 2019](#). Application fees for approval of the strata scheme and the certificate endorsing the strata plan are provided on the [WAPC website](#). The fee is all-encapsulating and is required to be submitted at the Form 15A stage.

## Form 15C

A Form 15C is an application for a certificate of final endorsement of the strata plan and must be lodged within 2 years of receiving approval of the Form 15A. Before applying for approval of a Form 15C certificate, all works must be completed in accordance with the development approval and building permit, including compliance with conditions of the development approval and Form 15A (if applicable). Once received, the Town will undertake an assessment of the Form 15C which includes a site visit to verify that all works have been completed in accordance with the development approval.

Form 15C is available from the [WAPC website](#).

## What information is required for a Form 15C Application?

The following information is required to be submitted for a Form 15C application:

- Completed [15C Application Form](#);
- Landgate copy of the strata plan; and
- Written notification identifying how all conditions of the development approval have been satisfied.

# Planning FAQ: Built Strata Applications



## How long does a Form 15C Application process take?

The Town has 30 calendar days from the date of lodgement to make a determination on the Form 15C application. This timeframe may be subject to change if additional works or information is required to meet the conditions of approval.

## Further Information

For further information on built strata applications please contact the Town's Planning and Development team on 9158 9300 or [epanning@porthedland.wa.gov.au](mailto:epanning@porthedland.wa.gov.au)

Also see the following information sheets:

- [WAPC Fact sheet for Strata Form 15 Applications](#)
- [WAPC Form 15A Application Guide - May 2020](#)