

Strata Title Applications

A strata title is a means of dividing up a property title to allow for multiple ownership.

The City only forms part of the approval process for having a strata application lodged with Landgate for their endorsement and issue of the strata titles.

A property owner seeking to strata title a property would need to determine if a property meets all requirements to allow it to be strata titled. If this is the case, a licensed Land Surveyor would need to assist with the preparation of the strata title documents.

Prior to commencing the strata process, the City recommends the property owner ensures all existing buildings and alterations are authorised and any required occupancy or building permits for existing buildings have been issued. If approvals do not exist then retrospective approvals need to be applied for and issued before the strata approval process can begin.

An owner may request copies of previous approvals issued by the City relating to their property to confirm if the correct approvals are in place.

Strata Title Types

There are two main types of strata title, Built Strata and Survey Strata. These are detailed below:

1. A Built Strata refers to relevant building/s on a lot. The Strata Plan demonstrates the area of the building/s. The City's Building Services process Built Strata Title Applications.
2. A Survey Strata is normally relevant to the land only, and does not require a building on the land. If a building is shown on the proposed Survey Strata Plan it would not generally include the floor area of the building/s. The Western Australian Planning Commission (WAPC) process Survey Strata Title Applications.

Application Submission

An application for Built Strata is to include:

- A non-refundable application fee as per the Schedule of Fees and Charges
- Form 1 or 2 Strata/Survey Plans
- Form 4 Annexes Sheet (where necessary)
- Form 5 Certificate of Licensed surveyor

- BA11 Application for Occupancy Permit – Strata for all Class 2-9 Commercial Buildings or BA15 Application for Building Approval Certificate –Strata for all Class 1 & 10 Residential and Incidental Buildings (these documents replace the Form 7). Both types of applications are to be accompanied by a Certificate of Building Compliance (BA18) issued in accordance with the Building Act 2011 s.57 and the Building Regulations 2012 r.36 for both new and existing buildings.
- Form 15A Application to WAPC for Certificate of Approval for a strata plan, plan of re-subdivision or consolidation. WAPC approval is issued under delegation by the City's Planning Services. *Applications under Form 15A are required to comply with any conditions of development approval prior to seeking clearance of a Form 15C.*
- Form 15C Certificate of Grant of Approval by WAPC. WAPC approval is issued under delegation by the City's Planning Services.

Note: Form 15C WAPC Approval is required only when:

1. The strata Scheme is a residential development of more than five (5) dwelling units situated on a parcel of no more than 2500 square metres.
2. All commercial/industrial (Class 2 – 9) developments.
3. A vacant strata lot is to be created as part of the proposal.

Strata Title Applications (*continued*)

Clearance of a Form 15C

An application for Clearance of a Form 15C is to include a completed application and checklist.

See Application for Form 15C – [Completion of Approval Conditions](#)

Note: For approvals issued by another Authority (i.e. Metropolitan Redevelopment Authority (MRA), the City will seek confirmation from that Authority on compliance of conditions.

Alternatively, the applicant may wish to do this prior to seeking clearance from the City and provide copy of confirmation of compliance with their application.

Further Information

For further information, refer to the Planning section of the City's website where the following information is available:

- Town Planning Scheme No. 4
- Planning and Development (Local Planning Schemes) Regulations 2015
- Local Planning Policies
- Information Sheets
- Schedule of Fees and Charges
- Application for Form 15C

Contact the City's Planning Services for further information.

Please note the information contained within this brochure is intended as a guide only. It is recommended that advice and assistance of City's Planning Services staff be sought prior to lodgement of a development application. The City of Armadale disclaims any liability for any damages sustained by a person acting on the basis of this information.