Strata Title Applications

What is a Strata Title Subdivision?

A strata title subdivision is a means of dividing up a property title into two or more part lots which can then be sold separately. A strata title subdivision can include the allocation of unit entitlement, and the rights and obligations of proprietors to use and maintain the lots and common property.

Strata Title Types

There are three main types of strata title subdivision; Built Strata, Survey Strata and Vacant Lot Strata.

Built Strata subdivisions can take place where there are existing buildings on the property, or there are buildings under construction on a property. The City's Building Services processes Built Strata applications.

Survey Strata subdivisions are related to land boundaries only and do not require buildings to be on the land. Survey Strata lots can provide greater independence than Built Strata lots in that the owners of a Survey Strata lot generally do not require the agreement of other Strata lot owners prior to constructing, altering or adding to a building on their own Survey Strata lot. The West Australian Planning Commission (WAPC) processes Survey Strata applications.

Vacant Lot Strata subdivisions include one or more vacant part lots provided that there is at least one building on any other of the part lots. The West Australian Planning Commission (WAPC) processes Vacant Lot Strata applications.

How Do I Apply for a Built Strata Subdivision?

Step 1

Engage a licensed land surveyor to undertake a Built Strata survey of the property and to prepare a Strata Plan showing the proposed part lots and common property to be created.

Step 2

If the Built Strata subdivision relates to a property with:

- More than 5 residential dwellings; or
- More than 2,500 square meters in area; or
- Buildings on the property that are not residential

then a **Form 15A Application** will need to be submitted to the City with a copy of the Strata Plan and relevant application fee as per Schedule 1 of the Strata Title General Regulations. The City is delegated to act on behalf of the WAPC to refuse, approve or provide conditional approval of the **Form 15A**. The City has 40 days to determine a **Form 15A** application.

Step 3

Engage a private Building Surveyor to inspect the buildings on the property and issue a **Certificate of Building Compliance (BA18)** (for Class 1 residential buildings or existing Class 2-9 buildings) or a **Certificate of Construction Compliance (BA17)** (for new Class 2-9 buildings).

Step 4

Submit to the City either an:

- Application for **Building Approval Certificate (BA13)** (for Class 1 residential buildings); or
- Application for **Occupancy Permit (BA9)** (for Class 2-9 buildings).

The application is to include a copy of the Strata Plan, the **Certificate of Building Compliance (BA18)** or **Certificate of Construction Compliance (BA17)** and relevant application fee as per Schedule 2 of the Building Regulations 2012.

Step 4a

Submit a **Form 15C** to the City if a **Form 15A** was required (see Step 2). A **Form 15C** application must be submitted to the City within 2 years of the **Form 15A** approval notice.

The City will endorse the **Form 15C** when it is satisfied that any conditions on the **Form 15A** approval have been complied with. The **Form 15C** will not be endorsed by the City until a **Building Approval Certificate (BA16)** or **Occupancy Permit (BA12)** has been issued by the City. The City has 40 days to determine a **Form 15C** application and issue a strata plan Endorsement Certificate.

Step 5

The City will issue either a:

- **Building Approval Certificate (BA14);** or
- **Occupancy Permit (BA10)**

when it is satisfied that the buildings on the property are completed and are in accordance with any relevant Planning Approval conditions.

Step 6

The licensed land surveyor lodges the Strata Plan at Landgate for approval and to enable new property titles to be issued.

For further information, please contact Building Services on (08) 9550 3777

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