

FORM 15A AND FORM 15C (BUILT STRATA) APPLICATIONS

Please note that these were formerly known as Form 24 and Form 26 applications.

The WAPC has provided delegation (DEL 2009/03) to local government to determine certain built strata applications. It is recommended this information sheet is read in conjunction with Planning Bulletin 110/2013, available at www.dplh.wa.gov.au.

What is Built Strata?

A Built Strata shows buildings and areas which make up the boundaries of the land parcels. All other areas are usually common property. Generally, a Built Strata is associated with multiple dwelling development, where one unit is located above another.

Built Strata subdivision can take place where buildings are fully constructed, or where buildings are proposed to be constructed.

Are there any exemptions?

A Built Strata approval is not required for 1 to 5 residential strata lots on a land parcel no more than 2500m² provided each strata contains one dwelling and the land is within a residential zone under the City's Local Planning Scheme No 2. Please note this exemption does not extend to approvals required under the Building Act including an Occupancy Permit and Building Approval Certificate.

What is a Form 15A Application?

A Form 15A Application is an application that acts as a statement of intent to create a Built Strata subdivision. A Form 15A Application can be lodged when the building has received the required Development Approvals and Building Permits from the City.

In most instances, the processing of Form 15A applications should be straight forward and primarily relate to the consistency of the proposed built strata lots with the corresponding development and building permits.

The City may certify the Form 15A with or without conditions. Approval of the Form 15A does not negate the need for any other approvals required to be obtained by the local government.

What information is required for a Form 15A application?

- Completed Form 15A Application Form available at www.dplh.wa.gov.au;
- Payment of the applicable Fee (refer to Fees and Charges Schedule available on the City's website); and
- A copy of the proposed Strata Plan.

How long does a Form 15A Application process take?

The City 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 City's for assessment.

What is a Form 15C Application?

A Form 15C application is an application for a certificate of final approval for a Built Strata Subdivision. This application can be made when all works have been completed on-site in accordance with the relevant Development Approval and all relevant conditions of approval have been satisfied.

A Form 15C application must be made prior to the expiry date outlined on Form 15A notice of determination.



What information is required for a Form 15C Application?

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

- Completed Form 15C Application Form (available at www.landgate.wa.gov.au);
- Landgate copy of the strata plan; and
- Written notification identifying how all conditions of the development approval have been satisfied.

Please note incomplete applications will not be accepted by the City.

How long does a Form 15C Application process take?

The City 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.

If the Form 15C application is not determined within the 30 day timeframe, the applicant may lodge an application for review through the State Administrative Tribunal.

What happens when a Form 15C Application is lodged?

Following the lodgement of the Form 15C application, an Urban Planner will undertake a site inspection. The Urban Planner will ensure that all conditions of the development approval have been satisfied.

The Form 15C application should only be lodged with the City once the works on-site have been completed and comply with the conditions of planning approval (which is a condition of the Form 15A Approval).

If conditions of the Development Approval have not been satisfied upon lodgement of the Form 15C application, and cannot be satisfied within the 30 day timeframe, the City will issue a refusal. A new Form 15C application, associated information and fees will be required for the City's assessment.

If the application is refused, and the applicant is aggrieved by this determination, the applicant may lodge an application for review through the State Administrative Tribunal.

Can I lodge my Form 15A and Form 15C Application at the same time?

The City will not accept Form 15A and Form 15C applications to be lodged concurrently unless it has been demonstrated that development works are complete and all conditions have been satisfied. A Form 15A application should be lodged as early as possible to ensure any planning matters can be dealt with prior to lodging a Form 15C application.

Can I make changes to the plans during the building process?

Once Development Approval is obtained, an owner/applicant can apply for a Building Permit. It is the applicant's responsibility to ensure the building permit plans match the approved development application plans and that all conditions have been satisfied.

If there are any inconsistencies with the building permit and approved development application plans, an amended development application must be lodged with the City. The City will not approve a Form 15C application that is inconsistent with the development approval, regardless of the Building Permit.

Are there any other approvals required?

Under the Building Act an Occupancy Permit and Building Approval Certificate are typically required.

Do you have more questions?

The City is unable to confirm if a proposal would be supported in the absence of a formal application. However, applicants can discuss the Form 15A and Form 15C process with the City's Urban Planners. The City's Urban Planners can also provide advice on how to satisfy conditions of development approval.



A Duty Planner is available to talk to at the City's Administration Office Monday to Friday, 8.30am to 5.00pm, in person or on the phone.

Phone: [9273 6000](tel:92736000)

Email: mail@vincent.wa.gov.au

Address: [Main Administration Building, 244 Vincent Street, Leederville 6007, WA](#)

Disclaimer: *This information is produced by the City of Vincent in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. Verification with the original planning schemes, relevant development approvals and other relevant documents is recommended for detailed references.*