

Form 15A and Form 15C Built Strata Applications



Important Links

- [DPLH - Form 15A Application Guide](#)
- [WAPC Fact Sheet - Form 15 Application Planning Bulletin 110/2013](#)

What is Built Strata?

A 'built strata' subdivision can take place where buildings are fully constructed, or where buildings are proposed to be constructed. A strata subdivision may also seek to create vacant strata title lots, provided that there is at least one building on any lot within the strata scheme. These strata subdivision proposals are commonly referred to as 'vacant strata' applications.

Certain Built Strata applications are determined by the relevant local government under delegation from the Western Australian Planning Commission (WAPC).

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.

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 approve 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](#)*;
- Payment of the applicable fee; and
- A copy of the proposed Strata Plan.

**Form must be completed in line with the 'Important Information for Applicants' noted on Page 1 of the form.*

How Long Does A Form 15A Application Process Take?

The City has 40 days to determine a Form 15 application (prescribed period) from the date of lodgement to make a determination on the Form 15A Application, with the ability to extend this period if both the determining authority and applicant agree to the extension.

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 other conditions of Form 15A 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](#)
- 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, a Planning Officer will undertake a site inspection and 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 Development Approval and any other conditions of Form 15A Approval.

If conditions of the Form 15A 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.

What Are The Associated Fees?

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.

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 Requirements?

Under the *Building Act 2011* an Occupancy Permit and Building Approval Certificate are typically required.

****Disclaimer****

This information sheet is a guide only. Verification with original Local Laws, Acts, the City's Local Planning Scheme and other relevant documents is recommended for detailed references. The City of Busselton accepts no responsibility for errors or omissions.