

STRATA TITLE APPLICATIONS

What is a Strata Title?

A Strata Title is a means of dividing up a property title to allow for multiple ownerships. The local authority, in this instance the City of Cockburn, only forms part of the approval process for having a Strata Application lodged with Landgate (formerly Department of Land Information) for their endorsement and issuance of the Strata Titles.

A property owner seeking to strata title a property would need to determine if a property meets all the requirements to permit it to be strata titled. If so, a licensed Land Surveyor would need to assist with the preparation of the Strata Title documents.

Prior to commencing the strata process, it is recommended that the property owner confirms that all existing buildings and alterations have been authorised and any required occupancy approval for existing buildings has been issued.

If there are unauthorised structures / work on the property, retrospective approval would need to be obtained from the City before the strata approval process can commence.

Types of Strata Title:

Built Strata Title

This type of strata title is relevant to a building on a lot. The Strata Plan demonstrates the area of the building/s (i.e. in square metres). The City's Building Services deals with this type of Strata Title applications.

Survey Strata Title

This type of strata would normally be relevant to the land only and as such it is unnecessary for a building to be on the land. If a building is shown on the proposed Survey Strata Plan, it generally would not include the floor area of the building. The City's Statutory Planning Services deals with Survey Strata Title applications as a separate process. For further information, contact Statutory Planning Services on 9411 3578 or 9411 3579.

Submission Requirements for a Built Strata Application:

- Form 1 or 2 Strata/Survey – Strata Plans
- Form 4 Annexes Sheet (where necessary)
- Form 5 Certificate of Licensed Surveyor

- **Form BA11 Application for Occupancy Permit – Strata** for all Class 2 – 9 commercial buildings or **Form BA15 Application for Building Approval Certificate – Strata** for all Class 1 & 10 residential and incidental buildings. Both types of applications are to be accompanied by a Certificate of Building Compliance (Form BA18) issued in accordance with s.57 of the *Building Act 2011* & r.36 of the *Building Regulations 2012* for new and existing buildings.

NOTE: Form 26 WAPC approval is required only when:

- The strata scheme is a residential development of more than five (5) dwelling units situated on a parcel of not more than 2500m²; and
- All commercial / industrial (Class 2 to 9) developments;
- A vacant strata Lot is to be created as part of the proposal.

Fees Schedule

Please refer to the *2015/16 Building Application Fee Schedule* for the relevant application fee and associated State levies payable.

Approval Process

Strata plans produced by a practising licensed Land Surveyor with the relevant nominated documents and application fees are to be submitted to the City's Building Services.

Assessment:

- The strata plan and original approved plans and conditions imposed on the Building License / Permit and Development Approval/s are checked for consistency and compliance.
- The **Form BA11 Application for Occupancy Permit – Strata** for all Class 2 – 9 buildings is to be checked and this is to be accompanied by a Certificate of Building Compliance (Form BA18).
- The **Form BA15 Application for Building Approval Certificate – Strata** for all Class 1 & 10 buildings. This should be accompanied by a Certificate of Building Compliance (Form BA18).

Note: *All prescribed information and approval from other authorities must be provided with a Certificate of Building Compliance.*

Unauthorised Works or No Occupancy Permit

If a proposed strata property has unauthorised building works or no Occupancy Permit issued by the City, separate Occupancy Permit and Building Approval Certificate applications to obtain retrospective approval would need to be submitted. The City is unable to approve the strata application until retrospective approval has been granted.

An owner may request copies of previous approvals issued by the City to verify that the correct approvals are in place (see *Request Copies of Building Plans* form).

Strata Approval

If the application satisfies all the requirements of the *Building Act 2011* and the *Building Regulations 2012*, the following approvals can be issued:

- BA12 Occupancy Permit – Strata (issued and forwarded to the licensed Land Surveyor).
- BA16 Building Approval Certificate – Strata (issued and forwarded to the licensed Land Surveyor).

This information sheet has been produced by the City of Cockburn with all due care as to its accuracy. However the City does not warrant or represent that it is free from error or omission. The information contained in this fact sheet is advisory in nature only. The City may make changes to the information at any time and without notice. This information sheet is considered to be correct as at July 2015.