

BUILT STRATA SUBDIVISION FLOW CHART

-Contour survey is required for any building / development application and for builders or architect design work

Local Government
Zoning? Lot Area?
Is lot able to be subdivided?

- Check Local Town Planning Schemes for hidden fees, requirements, conditions etc.

Surveyor
Contour & Feature Survey
(1-2 weeks)

- Building inside water corp / western power / council easements should be avoided if possible
Can be allowed but is expensive and time consuming to register.
- If building on more than 1 lot, council will not issue building licence until lots are amalgamated (allow minimum 6 months) - contact surveyor ASAP

Development Approval / Building License

Local Government Planning Department
Application to Commence Development
(Approx. 3 months)

Building License
Commence construction
Appoint Surveyor

- If Building parapet walls, make sure builder checks that they are built entirely within the lot boundary. Encroachments into adjoining lots are not allowed and are very expensive and time consuming to correct.
- If site plans show new carports / store rooms for existing old houses They MUST be built before strata surveying commences

Typically Survey work for Strata starts at around lock-up stage of building

Surveyor
Survey Lot & Prepare Strata plan
Issue Strata Plan Number
(3-4 weeks)

Building Surveyor
Certificate of Building compliance (BA18)

- Independent Registered Building Surveyor
- Can be the Council's Inspector
- Will only be able to issue certificate once all buildings and structures are complete.
- Surveyor will require documentation and certificates from building.
- Building Surveyor MAY request Strata Plan to confirm compliance with DA

Valuation Form 3

Form 26 approval

Form 24 application

Builder / Project manager
Submit BA11 or BA15 to Council

- Application BA11 or BA15 must be signed by all owners
- Application must include all relevant documents including BA18

Licensed Valuer
Sets Unit Entitlement
(5 days)

Local Government Planning Section or WAPC
Application for approval by Planning Approval of strata plan where required by either the planning department of council or WAPC

Local Government Building Section
Site Inspection & Issue approval (BA12 or BA16)

- Council will typically inspect to confirm planning conditions have been complied with.
- Strata plan MUST match Development Approval and Building Licences

- WAPC approval required on Built Strata Plans where the total number of lots is over 5 or the total land area involved is over 2500m² or any commercial lot is being created
- WAPC approval is delegated to Local Authority except where any vacant lot/s are being created or there are special circumstances such as being with specific precincts.

Surveyor
Clearances to WAPC if required
Strata Plan Lodged with Landgate

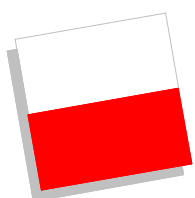
-If selling, settlement agent needs to be involved earlier so that application for titles and settlement can be done at earliest possible date.
- Owner arranges Settlement Agent for application for titles

Landgate
Examines Plan
(4-5 Weeks)

Plan placed "in order for dealings"

Solicitor/Settlement Agent
Applies for new Titles
(Owner Arranges)

Surveyor and Solicitor/Settlement Agent both lodge at same time
Lodgement under Lot Synchronisation method titles issue about 2 - 3 days after plan examination (examination about 4 - 5 weeks)
Settlement agent MUST be ready



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