



# Application for Approval Form 1B

by the Western Australian Planning Commission for a Proposed Lease/Licence, Sale or Agreement to Sell and Option to Purchase Under Section 136 or an Application for a Class of Lease/Licence Under Section 139 of the *Planning and Development Act 2005*

Version: 4 (January 2024)

## Notice to applicants – Consent to the disclosure of information

In the interests of transparency, the agenda and minutes of meetings of the Western Australian Planning Commission (WAPC) may appear on the Department of Planning, Lands and Heritage website. In signing this form, you acknowledge that except for information about your business, professional, personal or commercial and financial affairs, the information you have provided in support of your application may be placed on the website.

<sup>1</sup> This form also applies to transfers, conveyances, licences and mortgages

## 1. Application type

Please tick the most appropriate box. An explanation of each option can be found on the Department's [website](#).

<b>Section 136</b>	<input type="checkbox"/> Lease	<input type="checkbox"/> Sale or agreement to sell	<b>Section 139</b>	<input type="checkbox"/> Class of Lease
	<input type="checkbox"/> Licence	<input type="checkbox"/> Option to purchase		<input type="checkbox"/> Class of Licence

## 2. Applicant details

Person submitting the application with whom the Western Australian Planning Commission will correspond.

Company	<input type="text"/>		
Contact person	<input type="text"/>		
Postal address	<input type="text"/>		
Town/suburb	<input type="text"/>	Postcode	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>

Lessee/purchaser	<input type="text"/>		
Postal address	<input type="text"/>		
Town/suburb	<input type="text"/>	Postcode	<input type="text"/>

## 1. Land details

Landowner	<input type="text"/>				
Lessor/seller (if different to landowner)	<input type="text"/>				
No/unit	<input type="text"/>	Street	<input type="text"/>	Suburb	<input type="text"/>
Local government - city/town/shire	<input type="text"/>				

Description of land subject to the proposal

Lot no	<input type="text"/>						
Volume	<input type="text"/>	Folio	<input type="text"/>	Diagram no	<input type="text"/>	Plan no	<input type="text"/>
Lot no	<input type="text"/>						
Volume	<input type="text"/>	Folio	<input type="text"/>	Diagram no	<input type="text"/>	Plan no	<input type="text"/>

A copy of each Certificate of title is to be attached to the application.  
If there are more than two lots/titles please attach details.

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## 4. Lease, licence or class of lease or licence applications

Term of the lease/licence

Period/s of option/s to renew

Date/proposed date of commencement of lease/licence

Proposed use of the land/buildings

Does this use already exist?  yes  no Has the use received development approval from local government?  yes  no

## 5. Accompanying information

Please include the following information with your application

	Conformance (office use only)
Covering letter outlining the reason(s) for the application	<input type="checkbox"/>
Current copies of all Certificates of Title	<input type="checkbox"/>
Copy of the transaction (i.e. lease, license, sale of contract agreement), which may be signed or unsigned	<input type="checkbox"/>
Information on any relevant or determined application for development approval	<input type="checkbox"/>
Site plan to a standard scale (ie 1:100, 1:200, 1:500, 1:1000) at A3 or A4 showing the location of the application area	<input type="checkbox"/>

Please tick the relevant box for each statement

	Yes	No	N/A	Conformance (office use only)
The proposed/existing development has a development application currently under assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, is the decision maker:

Local Government

Joint Development Assessment Panel

State Development Assessment Unit

Western Australian Planning Commission

The proposed/existing development has received development approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, is the decision maker:

Local Government

Joint Development Assessment Panel

State Development Assessment Unit

Western Australian Planning Commission

If relevant, provision and access to services (reticulated water and sewerage supply and network electricity supply) has either been addressed in a cover letter or through provisions in the transaction document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## 6. Payment contact details

Company

Contact person

Postal address

Town/suburb  Postcode

Email  Phone

Once your application has been received and undergone a compliance check, an Officer from the Department of Planning, Lands and Heritage will contact the above nominated contact person to request payment. The fee is \$628.

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## 7. Landowner Consent

Signature of landowner\*

Date

Print name

\*For detailed landowner consent requirements, please refer to the [Landowner Consent and Signatory Requirements](#) section on the Department's website.

### Important Information

You are advised that providing false information on this form is an offence and is liable to a penalty of \$1,000.

Submit this form to [wapcleases@dplh.wa.gov.au](mailto:wapcleases@dplh.wa.gov.au), along with the applicable accompanying information (section 5 of this form). If the attachments exceed the email size limit, please request a Large File Transfer from the above email address. The application will undergo a compliance check and within 72 business hours you will receive a confirmation email that your application has been received and accepted. Please be aware that additional information may still be requested by the Department after this time.

**Electronic Applications**  
[wapcleases@dplh.wa.gov.au](mailto:wapcleases@dplh.wa.gov.au)

**Postal Applications**  
Department of Planning, Lands and Heritage  
Locked Bag 2506  
Perth WA