

**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](#).

**Section 136** ☐ Lease ☐ Sale or agreement to sell **Section 139** ☐ Class of Lease  
☐ Licence ☐ Option to purchase ☐ Class of Licence

**2. Applicant details**

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

Company   
Contact person   
Postal address   
Town/suburb  Postcode   
Email  Phone   
Lessee/purchaser   
Postal address   
Town/suburb  Postcode

**3. Land details**

Landowner   
Lessor/seller (if different to landowner)   
No/unit  Street  Suburb   
Local government - city/town/shire

Description of land subject to the proposal

Lot no   
Volume  Folio  Diagram no  Plan no   
Lot no   
Volume  Folio  Diagram no  Plan no

**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.**

# 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: 4.4 (November 2025)

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

Term of the lease/licence	<input type="text"/>		
Period/s of option/s to renew	<input type="text"/>		
Date/proposed date of commencement of lease/licence	<input type="text"/>		
Proposed use of the land/buildings	<input type="text"/>		
Does this use already exist?	<input type="checkbox"/> yes <input type="checkbox"/> no	Has the use received development approval from local government?	<input type="checkbox"/> yes <input type="checkbox"/> no

## 5. Accompanying information

Please include the following information with your application

- Covering letter outlining the reason(s) for the application
- Current copies of all Certificates of Title
- Copy of the transaction (i.e. lease, license, sale of contract agreement), which may be signed or unsigned
- Information on any relevant or determined application for development approval
- 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

Conformance  
(office use only)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<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"/>
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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	<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"/>

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 **\$662**.

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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*

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## 7. Landowner Consent

Signature of landowner\*

Signature of landowner\*

Name

Name

Company name  
(if applicable)

Company name  
(if applicable)

Position  
(if applicable)

Position  
(if applicable)

Date

Date

\*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 submit via Planning Online, using the 'Other Lodgement' option. 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