

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.

¹ 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.

COLLECTION NOTICE

By submitting this form, you acknowledge that you have read and understood our [Collection Notice](#), which outlines how we handle your personal information.

Application for Approval

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*

Form 1B

Version: 4.6 (July 2026)

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

- 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)

☐
☐
☐
☐
☐

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	☐	☐	☐	☐
--	--------------------------	--------------------------	--------------------------	--------------------------

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	☐	☐	☐	☐
---	--------------------------	--------------------------	--------------------------	--------------------------

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.	☐	☐	☐	☐
---	--------------------------	--------------------------	--------------------------	--------------------------

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 **\$679**.

Application for Approval

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*

Form 1B

Version: 4.6 (July 2026)

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, 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

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