



Strata Titles Practice Manual for Western Australia - Index only

July 2019
Version 10

New guides replace the Strata Titles Practice Manual

Landgate has replaced its Strata Titles Practice Manual with [Strata Titles Policy and Procedure Guides](#).

The sequence of the information in the new guides has been amended to reflect the structure of the *Strata Titles Act 1985* and the changes in terminology and processes brought about by the *Strata Titles Amendment Act 2018*.

The guides are available from the [Land Transactions toolkit](#). To support the transition, this document contains an index taken directly from the existing practice manual and links to the guides that now contain the information.

The guides are written in plain English and presented in a user-friendly format. They will help assist users in the preparation of plans and easily access the most up-to-date information from Landgate.

If you have questions, please email guides@landgate.wa.gov.au.

Index

Glossary of Terms	see STP-20 Glossary of Terms
1. Introduction to the Strata Titles Practice Manual	
1.1 The Nature of Strata and Survey-Strata Schemes	see STP-01 Strata Title Schemes
1.2 Basic Strata Principles	see STP-01 Strata Title Schemes
1.2.1 Strata lots must be always within the Parcel Boundary	see STP-02 Lots
1.2.2 Strata Company as an Entity deals with Common Property	see STP-05 Strata Company
1.2.3 Common Property	see STP-03 Common Property
1.2.4 Strata Title	see STP-04 Strata Title
1.2.5 Strata/Survey- Strata Schemes can only be over 1 parcel of land	see STP-01 Strata Title Schemes
1.2.6 Re-subdivision of Common Property	see STP-04 Strata Title
1.2.7 Unit Entitlement is not the same as a Property Valuation	see STP-10 Schedule of Unit Entitlements
1.2.8 A Titles can not be issued in the name of the Strata Company	see STP-05 Strata Company
1.2.9 Dividing Fences (sections 123 & 123B)	see STP-01 Strata Title Schemes
1.2.10 Walls	see STP-01 Strata Title Schemes
1.2.11 Party Walls	see STP-01 Strata Title Schemes
2. History of the Strata Titles Act	
2.1 History of the <i>Strata Titles Act 1966</i>	see STP-01 Strata Title Schemes
2.2 The Community Titles Advisory Committee	see STP-01 Strata Title Schemes
3. Types of Plans and Unit Entitlements	
3.1 Types of Plans	see STP-02 Lots
3.2 Strata Plans	see STP-02 Lots
3.3 Vacant Lot Strata Plans	see STP-02 Lots
3.4 Survey-Strata Plans	see STP-02 Lots
3.5 Unit Entitlement of Strata and Survey-Strata Schemes	see STP-10 Schedule of Unit Entitlements
3.6 Unit Entitlement Requirements	see STP-10 Schedule of Unit Entitlements
3.7 Valuer's Certificate for a Strata Plan	see STP-10 Schedule of Unit Entitlements
3.8 Valuer's Certificate for a Survey-Strata Plan	see STP-10 Schedule of Unit Entitlements
3.9 Valuers Checklist	see STP-10 Schedule of Unit Entitlements

Index

4. Obtaining Approvals

4.1 The first Steps	see STP-06 Obtaining Approvals
4.2 Small Schemes that do not require WAPC approval	see STP-06 Obtaining Approvals
4.3 Local Government Preliminary Determination	see STP-06 Obtaining Approvals
4.4 Strata Plan option for non-residential and more than 5 residential lots	see STP-06 Obtaining Approvals
4.5 Vacant Lot Strata Plans	see STP-06 Obtaining Approvals
4.6 Survey-Strata Plans	see STP-06 Obtaining Approvals
4.7 Large Developments	see STP-06 Obtaining Approvals
4.8 Forms	see STP-06 Obtaining Approvals
4.8.1 Strata Forms	see STP-09 Scheme Plans
4.8.2 WAPC Forms	see STP-06 Obtaining Approvals
4.8.3 Title Registration Forms	see STP-09 Scheme Plans
4.8.4 Others	see STP-06 Obtaining Approvals

5. The Role of Government Agencies

5.1 Government Involvement in Strata and Survey-Strata Schemes	see STP-07 The Role of Government Agencies
5.2 Local Government Planning Approval	see STP-07 The Role of Government Agencies
5.3 Western Australian Planning Commission's Role	see STP-07 The Role of Government Agencies
5.3.1 Strata Plans	see STP-07 The Role of Government Agencies
5.3.2 Survey-Strata Plans and Vacant Lot Strata Plans	see STP-07 The Role of Government Agencies
5.3.3 The <i>Planning and Development Act 2005</i> (P & D Act)	see STP-07 The Role of Government Agencies
5.4 Referrals by WAPC and Local Government under Delegation	see STP-07 The Role of Government Agencies
5.5 Appeal Provisions for LG and WAPC (review)	see STP-07 The Role of Government Agencies
5.5.1 Section 26 of the STA	see STP-07 The Role of Government Agencies
5.5.2 Section 27 of the STA	see STP-07 The Role of Government Agencies
5.5.3 Sections 142, 143 and 144 of the P&D Act (formerly section 24 of the TP&D Act)	see STP-07 The Role of Government Agencies
5.6 Reconsideration of Conditions	see STP-07 The Role of Government Agencies
5.7 Local Government – Exemption from WAPC referral	see STP-07 The Role of Government Agencies
5.8 The Water Corporation's Role	see STP-07 The Role of Government Agencies
5.9 Deferment of Water Corporation Infrastructure (headworks) contributions	see STP-07 The Role of Government Agencies
5.9.1 Memorials	see STP-07 The Role of Government Agencies
5.9.2 Removing memorials	see STP-07 The Role of Government Agencies

6. Easements, Covenants, Exclusive Use By-laws and Restrictive Use

6.1 Easements and Covenants	see STP-09 Scheme Plans
6.2 Ownership of Parcels	see STP-09 Scheme Plans
6.3 Execution of Documents by Strata Companies	see STP-12 Schemes and Amendments of Schemes

Index

6.4 Execution of Documents by Proprietors	see STP-12 Schemes and Amendments of Schemes
6.5 Easements over Encroachments and Easements of Support	see STP-09 Scheme Plans
6.6 Easements on Strata Plans	see STP-09 Scheme Plans
6.6.1 TLA Easements	see STP-09 Scheme Plans
6.6.2 P&D Act Easements	see STP-09 Scheme Plans
6.7 Easements on Survey-Strata Plans	see STP-09 Scheme Plans
6.7.1 STA Easements	see STP-09 Scheme Plans
6.7.2 TLA & P&D Act Easements	see STP-09 Scheme Plans
6.8 TLA Easements on Strata and Survey-Strata Lots where an Instrument is lodged with the Plan	see STP-09 Scheme Plans
6.8.1 Easements that do not meet the terms in the Tenth Schedule of the TLA	see STP-09 Scheme Plans
6.8.2 Consents Required	see STP-09 Scheme Plans
6.9 Measuring Easements on Strata Plans and Survey-Strata Plans	see STP-09 Scheme Plans
6.10 Implied Easements	see STP-12 Schemes and Amendments of Schemes
6.11 Restrictive Covenants	see STP-09 Scheme Plans
6.12 Registration of Amendments to By-laws	see STP-11 Scheme By-laws
6.13 Management Statements	see STP-12 Schemes and Amendments of Schemes
6.14 Exclusive Use	see STP-11 Scheme By-laws
6.15 Exclusive Use By-law Sketches	see STP-11 Scheme By-laws
6.16 Use Restriction	see STP-09 Scheme Plans
6.17 Restriction relating to Retired Persons	see STP-09 Scheme Plans
6.18 Varying, Adding or Removing a Use Restriction	see STP-12 Schemes and Amendments of Schemes
7. Management Statements and Staged Schemes	
7.1 Management Statements	see STP-11 Scheme By-laws
7.2 Local Government and WAPC involvement with Management Statements	see STP-11 Scheme By-laws
7.3 Staged Schemes	see STP-11 Scheme By-laws
7.4 Management Statements for Staged Schemes	see STP-09 Scheme Plans
7.5 Accompanying Information for Staged Schemes	see STP-11 Scheme By-laws
7.6 Re-Subdivision of a Staged Strata Scheme	see STP-11 Scheme By-laws
7.7 Accompanying information for a Staged Survey-Strata Plan	see STP-11 Scheme By-laws
7.8 Creation of Easements on Strata Plans of Re-subdivision	see STP-09 Scheme Plans
8. Surveys of Strata Schemes	
8.1 Accountability and Accuracy	see STP-02 Lots
8.2 Surveying requirements for Strata and Survey-Strata Plans	see STP-02 Lots
8.3 Re-establishment of parcel boundaries on Strata Plans	see STP-02 Lots
8.4 Building boundaries on Strata Plans	see STP-02 Lots
8.5 Standard wording to be used on Strata Plans	see STP-02 Lots
8.5.1 Standard wording for all Strata Plans	see STP-02 Lots
8.5.2 Additional Wording – vacant lots only	see STP-02 Lots
8.6 Part Lots Outside Buildings	see STP-02 Lots
8.7 Encroachment on Strata Plans	see STP-09 Scheme Plans
8.8 Depicting Easement dimensions on Strata Plans	see STP-09 Scheme Plans

Index

8.9 Creation of Roads and Road Widening on Strata Plans	see STP-09 Scheme Plans
8.10 Car Stackers	see STP-09 Scheme Plans
9. Surveys of Survey-Strata Schemes	
9.1 Surveying of Survey-Strata Schemes	see STP-02 Lots
9.2 Survey Standards and re-establishment	see STP-02 Lots
9.3 Marking of Survey-Strata Schemes	see STP-02 Lots
9.4 Stratums, Heights and AHD	see STP-02 Lots
9.5 Encroachments and Building Connections	see STP-02 Lots
9.6 Depicting Easement Dimensions	see STP-09 Scheme Plans
9.7 Field Notes for Survey-Strata Schemes	see STP-09 Scheme Plans
9.7.1 Lodging a Field Book for all Survey Plans	see STP-09 Scheme Plans
9.7.2 What Field books are to show	see STP-09 Scheme Plans
9.8 Creation of Roads and Road widening on Survey-Strata Plans	see STP-09 Scheme Plans
9.9 Deferred Final marking/referencing of Survey-Strata Schemes	see STP-09 Scheme Plans
10. Drafting Guidelines Common to all STA Plans	
10.1 Common Guidelines	see STP-09 Scheme Plans
10.2 TLA Guidelines	see STP-09 Scheme Plans
10.3 Drafting Requirements	see STP-09 Scheme Plans
10.4 Plan Forms and use	see STP-09 Scheme Plans
10.5 Scale	see STP-09 Scheme Plans
10.6 Orientation	see STP-09 Scheme Plans
10.7 Line styles	see STP-09 Scheme Plans
10.8 Text styles	see STP-09 Scheme Plans
10.9 Measurement presentation	see STP-09 Scheme Plans
10.10 Road names	see STP-09 Scheme Plans
10.11 Areas	see STP-09 Scheme Plans
10.12 Abuttals	see STP-09 Scheme Plans
10.13 Enlargements and Displaced Data	see STP-09 Scheme Plans
10.14 Cross-sections	see STP-09 Scheme Plans
10.15 Schedule of Interests and Notifications	see STP-09 Scheme Plans
10.16 CSD files	see STP-09 Scheme Plans
10.17 Depth Limits and Crown Allotment Boundaries	see STP-09 Scheme Plans
10.18 Mineral Reservations	see STP-09 Scheme Plans
10.18.1 Reservations in Crown Grants	see STP-09 Scheme Plans
10.18.2 Lands affected by Section 15 of the <i>Public Works Act 1902</i>	see STP-09 Scheme Plans
10.18.3 Mineral Reservations in Transfers	see STP-09 Scheme Plans
10.19 Vesting Lots	see STP-09 Scheme Plans
10.20 Automatic Road Dedications	
10.21 Surveyors Check list for Stata and Survey-Strata Plans	see STP-09 Scheme Plans
11. Drafting of Strata Plans	
11.1 Other Guidelines in Chapter 10	see STP-09 Scheme Plans
11.2 Components of a Strata Plan	see STP-09 Scheme Plans
11.3 The Location Plan	see STP-09 Scheme Plans
11.3.1 Single Tier Schemes	see STP-09 Scheme Plans
11.3.2 Multi-Tier Schemes	see STP-09 Scheme Plans

Index

11.4 Floor Plan	see STP-09 Scheme Plans
11.5 Surveyor's Certificate	see STP-09 Scheme Plans
11.6 Permit Authority Certification	see STP-09 Scheme Plans
11.7 WAPC Certification form 26	see STP-09 Scheme Plans
11.8 Measurement Contents	see STP-09 Scheme Plans
11.9 Describing Cubic Space	see STP-02 Lots
11.10 Large Plans (Rural or Staged)	see STP-09 Scheme Plans
12. Drafting of Survey-Strata Plans	
12.1 Other Guidelines in Chapter 10	see STP-09 Scheme Plans
12.2 Surveyor's Certificate	see STP-09 Scheme Plans
12.3 Certificate of Verifying Surveyor	see STP-09 Scheme Plans
12.4 Pegs	see STP-09 Scheme Plans
12.5 Other Information	see STP-09 Scheme Plans
12.6 Encroachments, Building connections	see STP-09 Scheme Plans
12.7 Easements	see STP-09 Scheme Plans
12.8 Western Australian Planning Commission Certificate	see STP-09 Scheme Plans
13. Registration Processes	
13.1 Registration of Plans	see STP-09 Scheme Plans
13.1.1 Lot Synchronisation	see STP-09 Scheme Plans
13.1.2 Requests to expedite the processing of plans and documents	see STP-09 Scheme Plans
13.2 Lodgement and registration procedures at Landgate	see STP-09 Scheme Plans
13.3 Production of Duplicate Titles	see STP-12 Schemes and Amendments of Schemes
13.4 Characteristics of Strata Titles	see STP-04 Strata Title
13.5 Problems that impact on registration	see STP-12 Schemes and Amendments of Schemes
13.6 Effect of registration	see STP-12 Schemes and Amendments of Schemes
13.7 Purples titles or undivided share titles	see STP-12 Schemes and Amendments of Schemes
13.8 Conversion of Share (Purple) titles to Strata Titles	see STP-12 Schemes and Amendments of Schemes
13.9 Disposition Statements for Tenancies in Common	see STP-12 Schemes and Amendments of Schemes
13.10 Mergers, re-subdivisions and consolidations	see STP-12 Schemes and Amendments of Schemes
14. After Registration	
14.1 Strata Company	see STP-05 Strata Company
14.2 Sales Disclosure of Strata Properties (Part V of STA)	see STP-12 Schemes and Amendments of Schemes
14.3 Notifiable Information	see STP-12 Schemes and Amendments of Schemes
14.4 Supply of Information by Strata Company	see STP-05 Strata Company
14.5 Standard By-laws	see STP-11 Scheme By-laws
14.6 Correction of Errors on Registered Plans	see STP-12 Schemes and Amendments of Schemes
14.7 Searching a lot	see STP-02 Lots
14.8 Re-allocation of Unit entitlement on a Strata or Survey-Strata Plan	see STP-12 Schemes and Amendments of Schemes
14.10 Change of Unit entitlement by order of State Administrative	see STP-10 Schedule of Unit Entitlements

Index

Tribunal

14.11 Discharges of variation of easements created under Section 5D by notation on Survey-Strata Plans	see STP-12 Schemes and Amendments of Schemes
14.11.1 Discharge	see STP-12 Schemes and Amendments of Schemes
14.11.2 Variation	see STP-12 Schemes and Amendments of Schemes
14.12 Adverse Possession and Strata Titles	see STP-12 Schemes and Amendments of Schemes
14.12.1 An application for title by possession involving Strata/Survey-Strata Schemes will usually fall into one of the following categories:	see STP-12 Schemes and Amendments of Schemes
14.12.1 Requirements for replacement plans after successful claims involving land in a Strata/Survey-Strata Scheme	see STP-12 Schemes and Amendments of Schemes
15. Merger of Common Property and Lots in Single Tier Strata Schemes	
15.1 Merger of Common Property and Lots	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.2 General (division 2A of Part II of STA)	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.3 Drafting Guidelines	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.4 Drafting Standards	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.5 Annotation	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.6 Surveyor's Certificate	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.6.1 Buildings	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.6.2 Town Planning	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.7 Errors found on previously registered Plans	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.8 Stratum wording on mergers	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.9 Written documentation to accompany the Plan	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.10 Easements	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.11 Existing Easements	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.12 Use	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.13 Encroachments on mergers	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.14 Unit entitlement on mergers	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
15.15 Registration	see STP-13 Merger of Common Property and Lots in Certain Strata Schemes
16. Conversion to Survey-Strata Plans	
16.1 General (Division 3 of Part III of the STA)	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
16.2 General Drafting Guidelines	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
16.3 Headings	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
16.4 Surveyor's Certificate	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes

Index

16.4.1 Survey Requirements	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
16.4.2 Town Planning	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
16.5 Easements	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
16.6 Unit entitlement on Conversion to Survey-Strata Plans	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
16.7 Easements	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
16.8 Existing Easements	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
16.9 Mineral Reservations	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
16.10 Various Other Matters – See Mergers	see STP-14 Conversion of Strata Schemes to Survey-Strata Schemes
17. Re-subdivision and Consolidations	
17.1 Re-subdivision of Strata Plans	see STP-09 Scheme Plans
17.2 Plans of Re-subdivision of Strata Plans	see STP-09 Scheme Plans
17.3 Drafting Guideline	see STP-09 Scheme Plans
17.4 Surveyor's Certificate	see STP-09 Scheme Plans
17.5 Permit Authority Certificate	see STP-09 Scheme Plans
17.6 Consolidation of Strata Lots	see STP-09 Scheme Plans
17.7 Merger Sketch Plans and Conversion to Survey-Strata Plans	see STP-09 Scheme Plans
17.8 Re-subdivision of Survey-Strata Plans	see STP-09 Scheme Plans
17.9 Consolidation of Survey- Strata Lots	see STP-09 Scheme Plans
17.10 Registration procedure for Re-subdivision of Strata or Survey-Strata Plans	see STP-12 Schemes and Amendments of Schemes
17.10.1 Registration	see STP-12 Schemes and Amendments of Schemes
17.10.2 Consents	see STP-12 Schemes and Amendments of Schemes
17.11 Disposition Statements for Plans of Re-subdivision	see STP-12 Schemes and Amendments of Schemes
17.12 Registration procedures for consolidation of two or more Strata or Survey-Strata Lots	see STP-12 Schemes and Amendments of Schemes
17.13 Creating easements on plans of re-subdivision and Consolidation	see STP-12 Schemes and Amendments of Schemes
17.14 Creating roads and widenings	see STP-12 Schemes and Amendments of Schemes
17.15 Creating Vesting lots	see STP-12 Schemes and Amendments of Schemes
18. Acquisitions and Disposals	
18.1 Acquisition of additional common property	see STP-09 Scheme Plans
18.2 Purchase and amalgamation of closed roads or crown land	see STP-09 Scheme Plans
18.3 Registration procedures for amalgamation of a closed public road or other crown land	see STP-09 Scheme Plans
18.4 amalgamation of closed private roads or ways	see STP-09 Scheme Plans
18.5 acquiring additional land by transfer	see STP-09 Scheme Plans
18.6 conversion of lots to common property	see STP-09 Scheme Plans
18.7 Transfer of part of the common property	see STP-09 Scheme Plans
18.8 Subdivisions involving strata schemes	see STP-09 Scheme Plans
18.9 Leasing of Contiguous Land	see STP-03 Common Property

Index

18.10 Lease of common property within a scheme	see STP-03 Common Property
18.11 taking (formerly known as Resumption)	see STP-16 On Compulsory Acquisition
18.12 Variation of Survey-Strata Schemes on Taking	see STP-16 On Compulsory Acquisition
18.13 taking of Part of a Strata Lot	see STP-16 On Compulsory Acquisition
19. Building Additions	
19.1 Requirements for building additions in Strata Schemes	see STP-15 Structural Alteration of Lots
19.2 Requirements for building additions in Survey-Strata Schemes	see STP-15 Structural Alteration of Lots
19.3 Procedures to obtain Consent	see STP-15 Structural Alteration of Lots
19.4 Location Government (permit authority) approval	see STP-15 Structural Alteration of Lots
19.5 Actual Building Construction	see STP-15 Structural Alteration of Lots
20. State Administrative Tribunal	
20.1 The State Administrative Tribunal (SAT)	see STP-18 State Administrative Tribunal
20.2 Applications to the State Administrative Tribunal	see STP-18 State Administrative Tribunal
20.3 Orders of the State Administrative Tribunal	see STP-18 State Administrative Tribunal
20.4 Appeals	see STP-18 State Administrative Tribunal
20.5 Registration of an Order of the State Administrative Tribunal	see STP-18 State Administrative Tribunal
20.6 Procedures in Relation to Retirement Villages	see STP-18 State Administrative Tribunal
21. Termination of a Strata/Survey-Strata Scheme	
21.1 Termination of a Strata Scheme	see STP-17 Termination of a Strata/Survey-Strata Scheme
21.2 Termination by Unanimous Resolution	see STP-17 Termination of a Strata/Survey-Strata Scheme
21.3 Variation upon Damage or Destruction	see STP-17 Termination of a Strata/Survey-Strata Scheme
21.4 Termination by Taking of the whole of the parcel	see STP-17 Termination of a Strata/Survey-Strata Scheme
21.5 Termination by Order of District Court	see STP-17 Termination of a Strata/Survey-Strata Scheme
21.6 Termination of a Survey-Strata Scheme	see STP-17 Termination of a Strata/Survey-Strata Scheme
21.7 Cancellation of a Strata/Survey-Strata Plan	see STP-09 Scheme Plans
22. Appendix A, B, C & D	
22.1 Appendix A: Index of flow charts	see STP-19 Appendices
22.2 Appendix B: Types of Easements created on Plans	see STP-19 Appendices
22.3 Appendix C: Table of Plan Examples	see STP-19 Appendices
22.4 Appendix D: Guidelines for Lodgement of Strata/Survey-Strata Schemes	see STP-19 Appendices