



Modification Plan

Retirement Villages Act 1992 (WA) (the Act) - section 41N

About this form

An operator proposing a modification to a retirement village that requires residents' consent must prepare a modification plan using this form.

Operators that undertake prohibited modifications in a retirement village may be fined:

- up to \$20,000 for individuals
- up to \$100,000 for corporations.

More information about modifications to retirement villages is available on the Consumer Protection website:

www.consumerprotection.wa.gov.au/rvmods

Information for operators:

1. Refer to the Modification Plan Guidance for examples and important information about how to complete this modification plan.
2. The plan must be provided to residents at least one month before the meeting at which it will be considered and voted on.
3. Any documents that support the proposed modification (e.g. technical drawings, plans and documents providing further information) must be provided to residents with the modification plan.

This form should not be sent to the Department of Local Government, Industry Regulation and Safety.

Section 1: Summary of modification

1.1 General summary of the modification

Section 1 continued...

1.2 Detailed statement of the reason for, or purpose of, the modification

Section 2: Information about the retirement village and operator

About the retirement village	Name of village			
	Address line 1			
	Address line 2			
	Suburb/Town	State	Postcode	
	Number of the relevant retirement village memorial			
About the operator (at least one operator of the village)	Village operator name (entity)			
	Business trading name (if different from above)			
	Australian Company or Business Number (if no ACN, insert ABN):			
	Email	Phone		
Business address (if different to above)	Address line 1			
	Address line 2			
	Suburb/Town	State	Postcode	
Operator's authorised representative in connection with the modification plan (if applicable)	Representative name			
	Email	Phone		
	Relationship to operator			

Section 3: Modifications involving redevelopment

If this section, or a part of it, does not apply, leave the fields that do not apply blank and proceed to section 4.

Modifications to boundaries of the land used for the retirement village

3.1 What village boundaries are proposed to be modified?

3.2 How will the proposed modification expand or reduce the size or area of the land?

Section 3 continued...

Construction, demolition or change of use – buildings/structures and residential premises

3.3 What modifications are proposed involving construction, demolition or change of use of a building or structure (including residential premises)?

3.4 How will the proposed modification increase or decrease the size or area of the building or structure, or space in the village?

Section 3 continued...

Modification of greenspace or parkland in the village

3.5 What modification of greenspace or parkland is proposed?

3.6 Will the proposed modification expand or reduce the size or area of any greenspace or parkland in the village?

☐ Yes ☐ No (go to section 4)

If yes, provide details:

Section 4: Modification of services or amenities

If this section, or a part of it, does not apply, leave the fields that do not apply blank and proceed to section 5.

Modification of services or amenities

4.1 What village amenities are proposed to be modified?

4.2 Outline below how the village amenities will be modified.

Refer to Modification Plan Guidance for information to consider in answering this question.

Section 4 continued...

Modification to services

4.3 What village services are proposed to be modified?

4.4 Outline below how the village's services will be modified.

Refer to Modification Plan Guidance for information to consider in answering this question.

Section 5: Duration of modification

5.1 What is the proposed start date?	Date
5.2 What is the proposed end date?	Date
5.3 Will the modification be carried out in stages?	☐ Yes ☐ No (go to section 6)
5.4 When is each stage expected to start and end?	

Note: You may include date ranges and estimates and indicate whether the specified dates are contingent on particular circumstances, such as obtaining approvals or work being undertaken by a contractor.

Section 6: Impacts of carrying out the modification on residents

6.1 How will the proposed modification affect residents in the village and their way of life?

Refer to Modification Plan Guidance for information to consider in answering this question.

Section 6 continued...

6.2 How will the impacts of carrying out the modification be mitigated?

Section 7: Operator declaration

I confirm that, as at the date of this declaration, the information provided in this modification plan is true and correct.

Name of operator			
Title			
Signature		Date	

Important information for operators and residents

1. What is a modification?

The Act defines a modification as any changes in the village that involve:

- expanding or reducing the size of the village or the amount of green space within it;
- constructing, demolishing or changing the use of a building in the village, including units in the village; or
- changing amenities or services available in the village.

2. When is resident approval of a modification required?

Resident approval is generally required where a proposed modification is captured by the definition of modification and is not otherwise permitted under an exception in the Act or regulations.

3. How are proposed modifications approved?

If an operator proposes to make a modification that requires resident's approval, the operator must prepare a modification plan using this form. The plan must be provided to residents for their information and consideration and can be approved by residents by special resolution.

If a special resolution approving the modification plan has not been passed at a residents' meeting within three months, or if the resolution is put to a vote but is not passed, the operator can apply to the State Administrative Tribunal (SAT) for an order approving the modification plan. To make an order, SAT must be satisfied that, in the circumstances, the failure to pass the special resolution is unreasonable or that it is otherwise appropriate to make the order.

4. When will modifications be permitted without approval?

Circumstances where a modification plan may not be required include:

- The nature and extent of the proposed modification was disclosed to each resident before the resident's entry into a residence contract with the operator.
- The proposed modification does not reduce the range or quality of services or amenities for residents in the village and there is no extra cost to residents (for example, changing the timetable of a shuttle bus service or adding services funded on a user-pays basis would not require residents' consent; however, reducing or withdrawing an existing service, or adding services that increase residents' recurrent charges would require approval).
- The proposed modification is part of a staged development, and the development has already been approved through a special resolution at a residents' meeting or by an order of the SAT.
- An operator is proposing to terminate the retirement village scheme, either temporarily or permanently (a termination plan should be completed instead).
- A service is offered on a trial basis and is not part of the standard service offering of the village.
- An application for development approval was lodged before 1 December 2026.

5. Can an operator use the same modification plan across multiple villages?

No. A modification plan must not include information about more than one village.

6. Residents are encouraged to seek independent legal and financial advice

Residents are encouraged to seek independent legal and financial advice about their rights and obligations under the Act and other relevant laws and how the proposed modification may affect them.

7. Where can I find out more information?

For more information or help filling out this form:

Email: consumer@lgirs.wa.gov.au

Call 1300 30 40 54 on weekdays from 8:30am to 4:30pm.

Visit: www.consumerprotection.wa.gov.au/retirement-villages