

STRATA PLAN CHECKLIST for LODGING AGENTS and SOLICITORS

This checklist *must* accompany the original plan when lodged for registration.

Y = Yes E= Exemption [cl.61] N/A =Not Applicable

Titling and Signatures		Y	E	NA
1.1	Signatures - Plan correctly signed by registered proprietors, mortgagees.			
1.2	Titles - Certificates of title lodged with plan or available for production.			
1.3	Consents - furnished re caveats, writs, and leases. Letter identifying new lots affected by each current lease supplied.			
1.4	Council's certificate - completed and all sheets signed.			
1.5	Existing easements - shown or released.			
1.6	Crown restrictions - removed or Minister's consent obtained.			
88B Instrument				
2.1	Heading of instrument - correct, agrees with plan and includes reference to Council's Approval.			
2.2	Instrument and plan agree - on the number and type of easements, restrictions on use, positive covenants and lots affected.			
2.3	Part 2 of instrument - completed where necessary.			
2.4	Release of easement(s) - correct and all necessary information supplied.			
2.5	Signatures - Instrument signed correctly. Each sheet and all amendments attested by a signatory of the instrument.			
Initial Period				
3.1	The following plans cannot be registered without the expiry of the initial period: Subdivision of lots by original proprietor - (Section 9(3)(d)). Subdivision of lots and/or Common Property - (Section 9(3)(d)). Deposited plan - for Public Road or for creating a Public Reserve or Drainage Reserve. Deposited plan - subdividing common property for excision from the scheme.			
3.2	Registration of these plans can be achieved by furnishing : (1) Approved Form 10 certifying that the Initial Period has expired. (At least the original proprietor does not hold 1/3 of the unit entitlement.) (2) A specific Order by the Strata Schemes Board authorising the registration of the plan.			
Development Contract				
4.1	Approved Form 15 - completed and Concept plan, Form 15a attached.			
Approved Forms				
5.1	Owners Corporation agree to new Unit Entitlement - Form 11.			
5.2	Owners Corporation consent to subdivision - Form 12.			
5.3	Development Contract warning - Form 14.			
5.4	Development Contract - Form 15.			
5.5	Concept plan - Form 15a.			
5.6	Attestation - Form 18.			

I have used the checklist in the preparation of this plan and all items have been addressed.

Name:

Signed:

Date:

Reference:

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