



STRATA TITLE APPLICATION FORM

For applications under the Strata Titles Act 1998



Type of Application:

- Strata Title (including individual stages of a Development Scheme)
- Staged Development Scheme
- Community Development Scheme

Applicant:	Name(s): Company Name: <i>If the applicant is not a natural person, or if the applicant is acting on behalf of the owner under a legal authority, the applicant must be a person with the legal ability to sign (i.e., company director). Council may require documentary evidence.</i> Position:
	Address: Suburb: Postcode..... Phone: Mobile: Email:
Owner:	Name(s):
Address of Application	Address: Suburb: Postcode.....
Planning Permit:	Planning Permit No.

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary information. If you are unclear on any aspect of your application, please contact Council on 03 6269 0000 to discuss or arrange an appointment concerning your proposal.

Applications made under the *Strata Titles Act 1998* require the following to be provided at the time of submitting the application. However, upon assessment, it may be necessary for additional information to be further requested, to which you will be notified.

Checklist & Supporting Documentation required

	A completed Application under <i>Strata Titles Act 1998</i> form. Please ensure that this form is completely filled out with the applicant's correct address and contact details, is signed and dated
<input type="checkbox"/>	<p>Current copy of the Certificate of Title to the land which has a search date not greater than 6 (six) months, also containing the:</p> <ul style="list-style-type: none"> ▪ Search Page. ▪ Plan, Sealed Plan or Diagram. ▪ Any Schedule of Easements, Covenants, Council Notifications, or Conditions of Transfer
<input type="checkbox"/>	The Original set of Strata Plans, surveyed by a registered Land Surveyor in accordance with the Strata Titles Act 1998
<input type="checkbox"/>	<p>Confirmation of the following information is required, with the provision of evidence as necessary:</p> <ul style="list-style-type: none"> ▪ Plumbing Completion has been issued ▪ Building Completion has been issued ▪ All Planning Permit conditions have been met ▪ Engineering Designs have been approved ▪ TasWater Certificate of Certifiable Works has been issued <p><i>If works are incomplete, or if work is defective, additional inspections fees will apply. Unless advised in writing otherwise, upon submission of this form Council understands that all works are complete and will undertake the necessary site inspections</i></p>
<input type="checkbox"/>	<p>For an application for a Staged Development Scheme the following documents are also required:</p> <ul style="list-style-type: none"> ▪ A Master Plan: <ul style="list-style-type: none"> ○ Identifying the site. ○ Showing, for each stage, the proposed lot boundaries (including the common property), all proposed buildings and any construction or access zones required. This should also identify what site works are proposed to be done for each stage, ie: the extent of the landscaping, driveways and carparking. ○ Sufficient plans to determine whether the proposal can be brought into effect. This may be done by referencing a Development Application (DA) or Building Application approval that has already been issued or by the submission of new plans if no planning approval is required. If a DA has been issued and conditions imposed the documentation needs to show compliance with these conditions. ▪ A Disclosure Statement (The Land Tax Office issue a standard form to assist in this) <ul style="list-style-type: none"> ○ Containing the warnings as required by the Recorder. ○ Identifying the developer. ○ Describing the stages of the development. ○ Identifying the start and completion times of the stages. The times can be based on dates or events. i.e. upon Certificate of Occupancy for the previous stage or sale of the previous stage etc. - Schedule of working hours. - Identifying any common amenities and the arrangement of their use. - Schedule of materials and finishes of the building work. This could be referenced to the master plan or a previous approval.

Declarations and acknowledgements

- I/we consent to Council employees or consultants entering the site and have arranged permission and/or access for Council's representatives to enter the land at any time during normal business hours.
- I/we declare that the information in this application is true and correct, and the above has been confirmed and included.

Applicant Signature:	Signature: Date:
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