

# STRATA SCHEMES CHECKLIST for LODGING AGENTS and SOLICITORS

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

**Note 1: Checklists are designed to compliment items in letters of requisition.**

**Note 2: This checklist is to be used for strata plans dated by the surveyor from 1 September 2007 to comply with Conveyancing (General) Amendment (Registration of Plans) Regulation 2007.**

**Y = Yes and NA = Not Applicable**

Item	Strata Certificate	Y	NA
19.1	Strata certificate completed and inapplicable parts ruled through		
19.2	Utility lots identified (must be whole lots)		
19.3	Strata certificate amplified to accept encroachment(s) onto public land		
19.4	Each sheet of the plan signed by a signatory to the strata certificate		
19.5	Paper copy of the plan supplied bearing an original signature of Authorised Person/Accredited Certifier on each sheet		

Item	Plan Heading	Y	NA
21.5	Certificate(s) of title lodged or produced (production slip to indicate produced for registration of plan)		
21.6	Certificate(s) of title not Qualified and/or Limited		
21.7	Strata Plan is not over Crown land		
21.8	Strata Plan is not over Old System land		
21.9	Strata Plan is over one or more contiguous whole Torrens title lots		

Item	Owners Corporation	Y	NA
22.1	Address for service of notices panel is fully completed		
22.2	Name of owners corporation correctly shown as 'The Owners – Strata Plan _____'		

Item	By Laws	Y	NA
23.3	Schedule of by-laws indicated on the plan is provided		
23.4	Schedule of by-laws signed or consented to by same parties that signed or consented to the plan		

Item	Signatures, Consents, Statements & Documents	Y	NA
25.1	Administration Sheet is signed by all registered proprietors		
25.2	Administration Sheet is signed by Owners Corporation (subdivision of strata scheme)		
25.3	Administration Sheet is signed by all mortgagees		
25.4	Written consent to plan registration is provided for all lessees and caveators shown on title		
25.5	Statutory Declaration indicating how lots are affected by any lease shown on title		
25.6	Action taken regarding expired lease still recorded on title		
25.7	Ministers consent provided for titles affected by Crown restrictions		
25.10	Quality of documents/images meet acceptable LPI standards and are suitable for reproduction		
25.11	Transfer(s) lodged to resolve dual ownership of lot(s) with Owners Corporation		

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Item	Section 88B Instrument	Y	NA
26.1	Easements referred to in s.88B instrument are shown on the plan		
26.2	Heading shown. Only required on sheet 1		
26.3	Terms provided in Part 2 for all restrictions, positive covenants and non-statutory easements		
26.4	Part 1A for easements being released includes details of creating instrument, lots burdened and lots benefited. <b>Note:</b> Positive Covenants or restrictions CANNOT be released in Part 1A		
26.5	Final sheet is properly signed and witnessed. Each sheet is attested by a signatory to the final sheet		
26.6	Each sheet is consecutively numbered		

Item	Approved Forms	Y	NA
27.1	All required approved forms herewith		
27.2	Approved Form 10 or order from Strata Schemes Board furnished for expiry of initial period		
27.3	Approved Form 11 furnished for consent to new schedule of unit entitlement (where applicable)		
27.4	Approved Forms 15 and 15A furnished for strata development contract (where applicable)		
27.5	Approved Form 15A includes required concept plans		
27.6	Approved Form 18 furnished for developers attestation where developer has signed on behalf of Owners Corporation		

Item	Development Contract	Y	NA
37.1	Strata Development Contract completed and appropriately signed (where applicable)		
37.2	All sheets comprising Parts 1 and 2 are numbered sequentially in the same series		

Item	Management Statement	Y	NA
38.1	Strata Management Statement completed and appropriately signed (where applicable)		

**PPN**

I have used the checklist to assist with lodgment of this plan and all relevant items have been addressed.

Name:

Signed:

Date:

Surveyor's Reference:

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## Change Log

Date	Item	Details of changes made
28.5.2007	PPN	Box added for PPN.
1.9.2007	Note 2	Note 2 added to heading re <i>Conveyancing (General) Amendment (Registration of Plans) Regulation 2007</i> .
1.9.2007	19.5	'in the strata certificate and each sheet' removed and replaced with 'of Authorised Person/Accredited Certifier on each sheet'.
1.9.2007	25.1, 25.2 & 25.3	Reference to 'Plan or Signature Form' replaced with 'Administration Sheet'.
23.10.2007	26.2	Heading is now only required to be shown on sheet 1. Reference to all sheets removed.

**Note: this change log does NOT form part of the Checklist and should not be lodged with the plan**