

Check List - for Strata Scheme Plans

Strata Schemes (Freehold Development) Act 1973 & Strata Schemes (Leasehold Development) Act 1986

Requirements	Strata Plan	Develop. S.P.	Develop S.P. Subdivision	S.P. Subd'n of Lots only	S.P. Subd'n of Lots & C.P.	S.P. Consolidation	Building Alteration	Notice of Conversion
Strata Certificate	Yes - AF 5 s. 37(1) < 12 mths s. 37(3) > 12 mths	Yes – AF 5 s. 37(1A)	Yes - AF 5 s. 37(1A)	Yes - AF 5 s. 37(3) s. 9 (3)(b)	Yes - AF 5 s. 37(4) s. 9 (3)(b)	No	No	Yes - AF 6 s. 13(2)(a)
Development Contract	No	Yes - AF 15 s. 8(5) & s. 28A	No	No	No	No	No	No
Consent of Owners Corporation	No	No	No	No	Yes s. 37(4) Pre-Requisite for Council's approval	No	No	Yes - AF 7 s. 13(1)
Expiry of Initial Period	No	No	No	Yes - AF 10 s. 9 (3)(d)	Yes - AF 10 s. 9(3)(d)	No	Yes s. 66(1)(B)	Yes - AF 10 s. 13(2)(b)
Consent to Unit Entitlement	No	No	No	No	Yes - AF 11 s.11(b)	No	No	No
Common Property C.T.	No	No	Yes s.15(1) & (2)	Yes s.15 (1) & (2)	Yes s. 15 (1) & (2)	Yes s. 15 (1) & (2)	Yes s. 15(1) & (2)	Yes s. 15(1) & (2)
Surveyor's Certificate	Yes -AF 3 s. 8(2)(c)	Yes - AF 3 s. 8(2)(c)	Yes - AF 3 s. 8A(2)(e)	Yes - AF 3 s. 9(3)(c)	Yes - AF 3 s. 9(3)(c)	No	Yes - AF 4) s. 14(1)(d)	No
Location Plan	Yes s. 8(1)(a)	Yes s. 8(1)(a)	Yes s. 8A(2)(a)(i)	No	No (unless subdividing C.P. outside bldg.) s. 9 (3)(a)	No	No	No
Floor Plan	Yes s. 8 (1)(b)	Yes s. 8(1)(b)	Yes s. 8A(2)(a)(ii)	Yes s. 9(3)(a)	Yes s. 9(3)(a)	Yes s. 12	Yes s. 14(1)(c)	No
Schedule of Unit Entitlement	Yes s. 8 (1)(c) & s. 8 (4)	Yes s. 8(1)(c) & s. 8(4)	Yes s. 8A(2)(c) Show U.E. for stage; must equal U.E. for dev. lot	Yes s.10 - show whole scheme	Yes s.11 - show whole scheme	Yes Only show new lot; U.E. must equal sum of old lots	No	No
Exclusive use of By-Laws	Yes s. 58(7B)	Yes s. 58(7B)	No	No	No	No	No	No
Easements (s. 88B Conv Act.)	Yes s. 7(3)	Yes s. 7(3)	Yes s. 8A(2A)(b)	Yes s. 7(3)	Yes s. 7(3)	No	No	No
Utility Lots	Yes s. 39	Yes s. 39	Yes s. 39	Yes s. 39	Yes s. 39	No	No	No

* Reference to "AF" is to an Approved Form under the Strata Schemes (Freehold Development) Act 1973 and the Strata Schemes (Leasehold Development) Act 1986

** Where the Common Seal of the Owners Corporation (formerly known as the Body Corporate), e.g. Strata Plan No. _____, has been affixed it must be attested by inclusion of an Approved Form 23