

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

Checklists are designed to complement items in letters of requisition.

e = exemption (cl.61) n/a = not applicable

Item	Strata certificate	yes	e	n/a
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			

Item	Surveyor's certificate	yes	e	n/a
20.1	Surveyor's certificate signed, dated and otherwise completed as required			
20.2	Each sheet of your plan numbered as part of the whole plan			
20.3	Surveyor's reference shown on each sheet			
20.4	Certificate amplified to include encroachments shown on location plan			
20.5	Appropriate easement plan lodged and registered for encroachments onto adjoining land			
20.7	No notations to be shown in the plan drawing sheet margins			

Item	Plan heading	yes	e	n/a
21.1	Base plan is a suitable plan of survey			
21.2	Plan heading identifies all land in the plan			
21.3	Plan heading identifies plan purpose and land affected			
21.4	Plan heading shows local government area, locality, parish and county details			

Item	Owners corporation	yes	n/a
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	yes	n/a
23.1	By-laws panel fully completed and inapplicable parts ruled through		
23.2	For model by-laws with residential component – appropriate keeping of animals option indicated		

Item	Schedule of unit entitlement	yes	e	n/a
24.1	Schedule of unit entitlement shown			
24.2	Aggregate unit entitlement agrees with the sum of the lots			
24.3	Unit entitlement for each lot expressed as a whole number			
24.4	Staged development warning (Approved form 29) added near schedule of unit entitlement			

Item	Signatures, consents, statements and documents	yes	e	n/a
25.8	Statements panel on plan contains correct reference to sheets in development contract			
25.9	Statements panel on plan indicates plan incorporates a strata management statement			
25.16	Direction is required as to which lot the PPN will affect once this plan is registered			

Item	Section 88B instrument	yes	e	n/a
26.1	Easements shown on the plan agree with easements in the s.88B instrument			

Item	Approved forms	yes	e	n/a
27.1	All required approved forms herewith			

Item	Drafting standard (location plan)	yes	e	n/a
28.1	Plan drawn to acceptable office standards for imaging/reproduction			
28.2	All designations on plan shown by alpha characters (no symbols)			
28.3	North point shown on all sheets			
28.4	North point shown directed upwards on all sheets			
28.5	Orientation of north point correctly shown			
28.6	Orientation of north point shown the same on all sheets			
28.7	Reduction ratio shown on all sheets of the plan and separately for all diagrams			
28.8	Reduction ratio correctly shown on all sheets of the plan			

Item	Drafting standard (floor plan)	yes	e	n/a
29.1	Plan drawn to acceptable office standards for imaging/reproduction			
29.2	All designations on plan shown by alpha characters (no symbols)			
29.3	North point shown on all sheets			
29.4	North point shown directed upwards on all sheets			
29.5	Orientation of north point correctly shown			
29.6	Orientation of north point shown the same on all sheets			
29.7	Reduction ratio shown on all sheets of the plan and separately for all diagrams			
29.8	Reduction ratio correctly shown on all sheets of the plan			

Item	Parcel/lot boundaries	yes	e	n/a
30.1	No survey information shown on location plan			
30.2	Location plan agrees with surveyed parcel boundaries of base plan			
30.3	Current adjoining information shown on location plan			
30.4	Connections perpendicular from building shown for lots within 2 metres of parcel boundaries			
30.5	Connections perpendicular from building to show lot(s) lie on or within parcel boundaries			
30.6	Lot boundaries defined by structure shown by consistent thick lines on floor plan			
30.7	Lot boundaries not defined by structure shown by consistent thin lines on floor plan			
30.8	Floor plan shows dimensions for all lot boundaries not defined by structure			
30.9	All line boundaries on floor plan defined by perpendicular offsets/connections from building(s) or other structural feature(s)			

Item	Building/lot details	yes	e	n/a
31.1	Street number and building details (levels/materials of construction) shown on location plan			
31.2	External shape of building(s) shown on location plan			
31.3	Position of lots external to building(s) shown on location plan			

Item	Encroachments	yes	e	n/a
32.1	The extent of any encroachment(s) shown on location plan			

Item	Easements	yes	e	n/a
33.1	Location plan shows all new easements affecting CP created external to the building(s)			
33.2	Location plan shows site(s) of all existing easements			
33.3	New easements shown on floor plan and properly defined			
33.4	New easements defined on floor plan by perpendicular offsets/connections from building			

Item	Lot numbering	yes	e	n/a
34.1	All lots in plan numbered sequentially commencing with lot 1 (new schemes)			
34.2	All lots in plan numbered sequentially commencing with next available number in the scheme			
34.3	Floor plan identifies all parts of plan as lots, part lots or common property			

Item	Lot areas	yes	e	n/a
35.1	Total area for each lot equals sum of its parts (where part lots shown)			
35.2	Areas shown for all lots/part lots			
35.3	Areas for part lots shown in brackets			

Item	Stratum statements	yes	e	n/a
36.1	Stratum statements added to floor plan for lots/part lots as required			
36.2	Stratum statements refer to stated structural surfaces shown in the plan			

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:.....

Change log

Date	Item	Details of changes made
31.7.2006	31.1	Reference to street address changed to street number
28.5.2007	PPN	Box added for PPN
1.9.2007	20.6	Item removed re need for surveyor to sign and date appropriate panel on each sheet. See <i>Conveyancing (General) Amendment (Registration of Plans) Regulation 2007</i>
12.10.2007	33.1	'affecting CP' added
26.11.2013	25.16	Item 25.16 added
26.11.2013	Heading	Checklist no longer compulsory. 'Must accompany' changed to 'may accompany'
26.11.2013		Reformatting and LPI logos added
6.2.2014	Various	Items 20.2, 20.7, 21.1 and 22.2 added

This change log is **not** part of the checklist and should **not** be lodged with the plan.

Disclaimer

This information is correct at the date of publication, changes after the time of publication may impact upon the accuracy of the material.

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