

Approved form AF2002-228

approved by the delegate of the Minister for Planning on 21 November 2002 under the

Unit Title Act 2001, s 180 (Approved Forms)

Unit Title Act 2001 – Form 1

(see s 17)

Australian Capital Territory

Application for Unit Title

(See attached form entitled Application for Unit Title)



Australian
Capital Territory
Government

Planning and Land
Management

Unit Titles Act 2001 - Form 1

Application for Unit Title

When should you use this form?

This form should be filled in when you wish to apply for a unit title.

Please supply the following with your application:

- the original plus four (4) paper copies of Forms 1-3 which have been prepared by a registered surveyor;
- certification of the unit entitlement by a Member of the Institute of Valuers;
- surveyor's checklist;
- for 2 unit residential: the required information relating to verge driveway clearance (see requirements in Part 6 of this form). For further information, please telephone Traffic and Roads Section, ACT City Services, on 6207 6600;
- the Unit Title application fee;
- if you are an agent: authority to act on behalf of lessee/s.

Privacy Notice: The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Part 15 of the Unit Titles Act 2001.

Part 1: Lease/Site details

Block

Section

Suburb

Street address

Part 2: Applicant details

Surname or Company name

Title / First Name / Initials or
Australian Company Number (ACN)

If a company Name of contact person

Postal address

Suburb

State/Territory

Postcode

Phone number (business hours)

Fax number

Email

OFFICE USE ONLY

Fees

Date received

 / /

Receipt number

Receiving officer

Part 3: Applicant's declaration

I/we the undersigned, being the applicant(s) nominated in this application, hereby apply for approval for unit title as described in this application on the land specified in this application.

I/we hereby authorise ACT Government Officers to access the subject property(s) for the purpose of evaluating the proposal.

I/we understand that payment of additional fees may be required.

I/we declare that all the information I/we have given on this form and its attachments is true and complete.

Signature(s) _____

If a company, capacity/authority _____

Date / / _____

Part 4: Lessee (Owner) details

1st Lessee's details (If the same as applicant, write 'see applicant')

Surname or Company name _____

Title / First Name / Initials or
Australian Company Number (ACN) _____

If a company Name of contact person _____

Postal address _____

Suburb _____ State/Territory _____

Postcode _____

Phone number (business hours) _____

Fax number _____

Email _____

Lessee's agreement to Unit Title Application

Signature _____

2nd Lessee's details

Surname or Company name _____

Title / First Name / Initials or
Australian Company Number (ACN) _____

If a company Name of contact person _____

Postal address _____

Suburb _____ State/Territory _____

Postcode _____

Phone number (business hours) _____

Fax number _____

Email _____

2nd Lessee's agreement to Unit Title Application

Signature _____

Part 5: Unit details

Type of units

Class A Number of units _____

Class B Number of units _____

(For a definition of Class A and Class B units see the back page)

The development is:

Commercial Residential

Unstaged ► Go to Part 6

Staged Please provide a Development Statement (indicating the units in each stage and providing a set of approved plans for the complete development, i.e. development and building approval).

Stage 1 Unit No. _____ to _____

Stage 2 Unit No. _____ to _____

Stage 3 Unit No. _____ to _____

(If more than 3 stages, please provide details separately)

Cost of total development \$ _____

Cost of outstanding building works \$ _____

Cost of outstanding site works \$ _____

Part 6: For applications with two residential units

Residential verge crossover driveway inspection/clearances

6a) The driveway of the original residence/unit has not been changed and will service both residences/units ► You will need to provide a declaration stating that the driveway has not been changed since the Compliance Certificate for the original residence was issued.

6b) The driveway of the original residence has not been changed but an additional driveway has been constructed; or

Two separate driveway's have been constructed; or

The single driveway has been modified (eg re-surfaced); or

The single driveway has been relocated

► You will need to provide a copy of the **Verge/Driveway Inspection Certificate** which is issued after an inspection of the form work for the driveway/verge/s by Traffic and Roads Section. **This Certificate is given to the builder/lessee on completion of the inspection.**

**Definition of
Class A and Class B
units**

Two types of units are described in the Unit Titles Act -Class A and Class B units.

The boundaries of Class A units are defined by the floors, walls and ceilings of the units. Ancillary land or buildings, such as a garage or courtyard may be subsidiaries of a unit. Examples of Class A units are the Kingston Tower and the Capital Tower.

Class B units are not limited by vertical dimensions. They are often in single storey clusters.

Some unit developments (except for two unit residential) may be built in stages which enables the developer to sell some completed units while others are under construction.
