

ACT GOVERNMENT
Land Titles Act 1925
Registrar-General's Office



ALUP
Form 055

Lodging Party

Box Number

APPLICATION TO ALTER A UNITS PLAN

PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH)) OVERLEAF

An application to alter a units plan, may include a minor boundary variation, a building damage order etc.

1. LAND

Vol:Fol	District/Division	Section	Block	Unit

2. UNITS PLAN NUMBER

3. APPLICANT/S

Name in Full

4. TYPE OF VARIATION

- Building Damage Order
 Minor Boundary Change
 Alteration to Schedule of Unit Entitlement
 Other

5. SUPPORTING DOCUMENTATION

- Please attach the Magistrates Court Order No...
 Please attach the authority executed by the authorised officer on behalf of the Minister / ACT Planning and Land Authority.

Full name of signatory

Signature of the delegate of the ACT Planning and Land Authority

- Please attach the amended units plan as executed by the applicant, the registered surveyor identifying the variations.

5. COURT ORDER PERIOD (Provide date if applicable)

Application must be made within three months of the date of the court order.

Date of Court Order:

5. APPLICATION PERIOD (Provide date if applicable)

Application must be made within three months of the unopposed resolution by the owners corporation endorsing an application to the Minister.

Date of Unopposed Resolution:

6. LODGEMENT PERIOD (provide date if applicable)

If the Minister grants a 'Unit Entitlement Authority' the applicant has three months from the date of the authority to register the application with the Registrar-General's Office.

Date Minister signed Authority:

6. DATE

7. EXECUTION BY THE APPLICANT / OWNERS CORPORATION

Signed by the Applicant/s Signature of Applicant/s	Full name of witness Signed in my presence Signature of witness
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7. OFFICE USE ONLY

Lodged by		Certificates Lodged	
Data Entered by		Attachments Lodged	
Examined by		Certificate of Title Lodged	
Registered by		Registration Date	
SPECIAL NOTE: The Registrar-General must notify the ACT Land and Planning Authority of the registration of the order.			

PRIVACY STATEMENT

S.43 of the *Land Titles Act 1925 (LTA)* authorises the Registrar-General to collect the information required by this form for the establishment and maintenance of the Land Titles Register. S.65-67 LTA requires that the Register be made available to any person for search, upon payment of a fee. The information is regularly provided to various ACT Government agencies, including the ACT Department of Urban Services, ACT Planning and Land Authority (ACTPLA), ACT Treasury, Canberra Connect and ActewAGL for conveyancing, municipal account, administrative, statistical and valuation purposes. ACTPLA and agencies within the ACT Department of Urban Services may also use the information supplied to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

SCHEDULE OF NOTES

1. Wherever it is provided in the *Unit Titles Act 2004* for an alteration of a Units Plan or an order to be lodged with the Registrar-General, such a variation or order should be lodged according to Registrar-General's Office procedure, upon payment of the prescribed fee and upon production of the relevant title as follows -
 - application to be accompanied by the authority for the variation/ court order.
 - should be lodged with the Certificate of Title or proof of production of the title.
2. Documents must be typed, or completed in black ink or biro.
3. Alterations to information entered on the form should be made by crossing out (not erasing or obliterating by painting over) and should be initialled by all parties.
4. If there is insufficient space in any panel use an annexure sheet.
5. Volume and Folio references must be given. Insert unit number if the land is land under the *Land Titles (Unit Titles) Act 1970*.
6. Execution by
 - **A Natural Person** – should be witnessed by an adult person who is not a party to the document.
 - **Attorney** – if this document is executed by an Attorney pursuant to a registered power of attorney, it must set out the full name of the attorney and the form of execution must indicate the source of his/her authority eg. "AB by his/her attorney XY pursuant to Power of Attorney ACT Registration No..... of which he/she has no notice of revocation".
 - **Corporation** – Section 127 of the *Corporations Act* provides that a company may validly execute a document with or without using a Common Seal if the document is signed by:

NB The normal witnessing provisions in the *Land Titles Act 1925* do not apply to execution by a corporation as above, but do apply to execution by the attorney of a corporation.