

REQUIREMENTS & CHECKLIST

Community Title Application

Form 2

This form should accompany Form 1 – Application for approval of a Community Title Scheme.

Attachments required with your application

The following documents must be attached to your application.

(Tick the boxes below if the required information has been provided)

1. Master Plan

The master plan forming part of a community title scheme **must contain a:**

(a) Site Plan that:

- delineates the site;
- shows each lot included in the scheme;
- identifies the lots that are common property;
- shows the lot number of each lot of scheme land shown on the plan;
- shows the position of all buildings on the site;
- shows the distances of each building on a lot of scheme land from the boundaries of the lot;
- shows the proposed distances of each building to be erected on a lot of scheme land under a community title scheme from the boundaries of the lot;
- shows each road, body of water, and area, mentioned in the Act, Section 5(3) within the boundaries of the scheme land;
- is drawn to scale; and
- shows the direction of north.

(b) Sketch showing the expected appearance of the finished development **including:**

- any colours or textures required by the community title scheme for the external surfaces of buildings on scheme land; and
- any landscaping required by the scheme.

(c) Description of the general theme (if any) of the development (e.g. the architectural style or the nature of landscaping).

2. Management Statement

(a) A management statement for a community title scheme **must include:**

- the name and address of the developer;
- a description of the stages and the sequence of the stages in which any development of scheme land is to be carried out;
- a plan showing construction zones and access zones and the nature of the use that may be made of them;
- a schedule of times for starting and finishing each stage of any proposed development of the scheme (may be fixed by reference to the calendar, by reference to the finishing of a previous element of the scheme by reference to progress in the scale of lots or on any other reasonable basis);
- a copy of the documents that are to establish the body corporate (if a body corporate is to be established (other than on registration) for any elements of the scheme;
- a schedule of the hours when work may be carried out on the proposed development; and

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- a description of the amenities to be provided as part of the proposed development, and a statement of –
 - the purposes of which the amenities are to be provided;
 - the extent to which the amenities are to be available for use by owners and occupiers of lots and their invitees; and
 - the arrangements for providing and maintaining the amenities and defraying the cost of their provisions and maintenance.
- a provision for the resolution of disputes between members of the body corporate;
- provision for the appointment of a conciliator or mediator, if necessary or convenient, to assist in the resolution of disputes between members of the body corporate;
- a statement of the procedures to be adopted by a conciliator or mediator appointed;
- provision for the payment of the fees and expenses of a conciliator or mediator appointed and any other costs or expenses of the conciliation or mediation;
- provision for cases in which a person required to engage in a dispute resolution procedure provided for in the management statement does not enter into the procedure or continue with the procedure until the dispute is resolved; and
- for the community title scheme having only 2 or 3 lots that are not common property - provision for resolving disputes between members of the body corporate if the other dispute resolution procedures provided by the management statement cannot operate because –
 - (i) a quorum of the body corporate cannot be obtained; or
 - (ii) the members of the body corporate cannot agree.

(b) Lot entitlement schedule:

- in the form prescribed by Land Titles; and
- certification of the lot entitlement by a member of the Institute of Valuers.

(c) A statement of:

- the voting rights of the members of the body corporate at a general meeting if a poll is required.

3. Body Corporate Documents

- Constituent documents for the body corporate to be formed on the registration of the scheme;
- By-laws of the body corporate.

Developer's declaration

I understand that the requirements set out in this form are a minimum only and that additional information may be requested during processing; and

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

If signing on behalf of a company or organization:

I the undersigned, declare I have the appropriate delegation or authority to sign on behalf of the company or organization.

Developer's signature

Date

Contact Details:

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