

**COMMUNITY TITLE SCHEME LOT  
ENTITLEMENT SCHEDULE**

Form 062 - CTSE

*Land Titles Act 1925***IMPORTANT INFORMATION**

This form is to be used to lodge an application to register a court order under the *Land Titles Act 1925* (the Act). You can access the Act at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr).

**PRIVACY INFORMATION**

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other Directorates that have legal authority to request information under prescribed circumstances. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

**INSTRUCTIONS FOR COMPLETION**

- This document forms part of the master plan for the community title scheme.
- If completing this form by hand please use a black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- Ensure all required documents are attached.
- Execution by:
  - a) **A Natural Person** – Should be witnessed by an adult person who is not a party to the document.
  - b) **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 e.g. "AB by his/her attorney XY pursuant to Power of Attorney ACT Registration No..... of which he/she has no notice of revocation". (This execution requires a witness).
  - c) **Corporation** – Section 127 of the *Corporations Act* provides that a company may now validly execute a document with or without using a Common Seal if the document is signed by:
    - i. Two directors of the company;
    - ii. A director and a secretary of the company; or
    - iii. Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director. (This execution does not require a witness).

**LODGEMENT AND CONTACT INFORMATION****Website:**[www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au)**General Enquiries:**

132281

**In Person:**

Environment, Planning and Land Shopfront

Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson

Opening hours - Monday to Friday 8:30am to 4:30pm (*excluding public holidays*)

### ***Land Titles Act 1925***

Approved form AF2019-2 approved by Fred Arugay, Deputy Registrar-General on 03/01/2019 under section 140 of the *Land Titles Act 1925* (approved forms)  
This form revokes AF2012-65  
Authorised by the ACT Parliamentary Counsel—also accessible at [www.legislation.act.gov.au](http://www.legislation.act.gov.au)

TITLE AND LAND DETAILS NOT BEING PROPOSED AS COMMON PROPERTY						
Volume & Folio	District/Division	Section	Block	Unit	Lot	Lot Entitlement
Lot Entitlement Total						

DEVELOPER'S EXECUTION	
Name of developer	Full name of witness (if required)
Signature or common seal of developer	Signature of witness (if required)
Dated -	Dated -

PLANNING AND LAND AUTHORITY APPROVAL	REGISTRAR-GENERAL REGISTRATION
The attached lot entitlement schedule was approved for registration	The attached lot entitlement schedule for Community Title Scheme No ..... was registered
Dated                      this day of                      20	Dated                      this day of                      20
Full Name and Signature of the delegate of the ACT Planning and Land Authority.	Signature of Registrar-General