

APPLICATION TO AMEND/LODGE A PROGRESSIVE DEVELOPMENT FOR A COMMUNITY TITLE SCHEME

Form 098 - CTSA

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. You may also obtain further information and forms at www.act.gov.au/accesscbr.

PRIVACY NOTICE

The collection of personal information in this form is required by law under the *Land Titles Act 1925*, to ensure accurate and legal transfer of title or registration of other interests relating to land and for maintaining publicly searchable registers and indexes. Personal information collected on this form will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014. More detailed information about how Access Canberra handles this personal information is available at: <https://www.act.gov.au/acprivacy>

INSTRUCTIONS FOR COMPLETION

- The certificate of title for the common property and each affected parcel is required for lodgement.
- All information should be typed or clearly printed. If completing this form by hand please use a solid 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 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 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).
 - **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:
 - Two directors of the company;
 - A director and a secretary of the company; or
 - Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director must state sole director. (No witness is required for this execution).

LODGEMENT AND CONTACT INFORMATION

Website:

www.accesscanberra.act.gov.au

General Enquiries:

6207 0491

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*)



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LODGING PARTY DETAILS

Name	Email Address	Customer Reference Number	Contact Telephone Number

IS THIS A PROGRESSIVE DEVELOPMENT?

YES

NO

COMMUNITY TITLE SCHEME DETAILS

Scheme Number	Volume and Folio Details of Existing Common Property Titles

PROGRESSIVE DEVELOPMENT DETAILS

List the Stage Number being submitted with this application (ie. 1 of 3)	List the total number of stages in this Community Title Scheme (ie. 3)

ADDITIONAL TITLE AND LAND DETAILS PROPOSED AS COMMON PROPERTY

Volume & Folio	District/Division	Section	Block	Lot

TITLE AND LAND DETAILS NOT BEING COMMON PROPERTY TO BE REMOVED, IF ANY

Volume & Folio	District/Division	Section	Block	Lot

DOCUMENTS TO BE ATTACHED TO AMEND A SCHEME

1. The proposed scheme as amended, indicating the amendments;
2. Authorisation from the Planning and Land Authority;
3. Certificates of title to any land not formerly within, or being removed from, the scheme; and,
4. An updated Lot Entitlement Schedule.

DEVELOPER'S/ BODY CORPORATE'S EXECUTION

Name of developer/body corporate	Full name of witness (if required)
Signature or common seal of developer/body corporate	Signature of witness (if required)
Dated -	Dated -

OFFICE USE ONLY

Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by		Attachments / Annexures	
Registration date		Production number	