

## APPLICATION TO REGISTER A UNITS PLAN

Form 019 - UP

Land Titles Act 1925

### IMPORTANT INFORMATION

This form is to be used to lodge an application to register a units plan 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 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

- 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. If there is insufficient space in any panel, please use an Annexure Sheet.

#### **CERTIFICATIONS**

*Any inapplicable certification statement(s) must be deleted.*

*Certification statements must be made by the Certifier, being one of the following:*

- A legal practitioner**
- If the applicant is not represented by a legal practitioner – the applicant (i.e. self- represented party)**
- If a party to an instrument is not represented by a legal practitioner – that party (i.e. self-represented party)**

All certifications apply where the Certifier is a legal practitioner.

The first two listed certifications do not apply where the Certifier is a self-represented party. Self-represented parties are only required to make certifications relating to retaining evidence to support the registry instrument or document and ensuring the registry instrument or document is correct and compliant with relevant legislation and any prescribed requirement.

By certifying this form, the legal practitioner acknowledges they have taken reasonable steps to verify that their client or his, her or its administrator or attorney is a legal person and has the right to enter into the conveyancing transaction.

**Note: - An attorney or a body corporate cannot make certification statements.**

#### **LODGEMENT INFORMATION**

**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)

#### **CONTACT INFORMATION**

**Email:** [actlandtitles@act.gov.au](mailto:actlandtitles@act.gov.au)

**Phone:** (02) 6207 0491



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LODGING PARTY DETAILS			
Name	Email Address	Customer Reference Number	Contact Telephone Number

TITLE AND LAND DETAILS			
Volume & Folio	District/Division	Section	Block

DETAILS OF UNITS PLAN (Please provide all information listed below)	
XUP number	
Number of units	
Total aggregate of unit entitlements	
Total aggregate of unit subsidiaries	
Units plan expiry date	

CLASS OF UNITS
PRIOR INTERESTS (List document numbers only)
UNITS PLAN NUMBER (Land Titles to complete after registration)

NAME OF ARCHITECT/SURVEYOR AND FIRM WHO PREPARED PLAN	RELATED DEPOSITED PLAN NUMBER

FULL NAME OF REGISTERED PROPRIETOR/S – OWNER/S (Surname Last) (ACN required for all companies)	FULL POSTAL ADDRESS (including postcode)

NAME AND ADDRESS FOR SERVICE OF NOTICE OF THE BODY CORPORATE – (Found on SD form in Units Plan) (Surname Last) (ACN required for all companies)

CERTIFICATE OF RATES, LAND TAX AND OTHER CHARGES
<input type="checkbox"/> Please attach certificate issued by Commissioner for Revenue

<b>STAGED DEVELOPMENT</b> (Please complete if application relates to a Staged Development)			
<b>TOTAL NUMBER OF STAGES</b>	<b>STAGE NUMBER FOR THIS APPLICATION</b>	<b>UNIT NUMBERS COMPLETED IN FIRST STAGE</b>	<b>DEVELOPMENT STATEMENT</b> (forms part of Units Plan)
			<input type="checkbox"/> Please attach

<b>CERTIFICATION</b> <i>*Delete the inapplicable</i>
<b>Registered Proprietor</b>
<p>*The Certifier has taken reasonable steps to verify the identity of the Registered Proprietor or his, her or its Administrator or Attorney.</p> <p>*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.</p> <p>*The Certifier has retained the evidence to support this Registry Instrument or Document.</p> <p>*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.</p> <p>Signed By:</p> <p> </p> <p>&lt;Name of certifying party&gt; &lt;Capacity of certifying party&gt;</p> <p>for: &lt;Company name&gt;</p> <p>on behalf of the Registered Proprietor</p>

<b>OFFICE USE ONLY</b>			
Lodged by		Registered date / by	
Data entered by		Attachments/Annexures	