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|  | | LAND TITLESACCESS CANBERRA Chief Minister, Treasury and Economic Development Directorate  **APPLICATION TO ALTER A UNITS PLAN** | |
| |  | | --- | | **Form 055 - ALUP** | | | ***Land Titles Act 1925*** | |
| IMPORTANT INFORMATION  This form is to be used to lodge an application to alter 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   * The certificate of title or production of title consenting to the registration of this document is required for lodgement for any unit affected by the registration of this document. * 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. * Execution by:  1. **A Natural Person** – Should be witnessed by an adult person who is not a party to the document. 2. **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). 3. **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:    * 1. Two directors of the company;      2. A director and a secretary of the company; or      3. 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 | | | **Email:**  [actlandtitles@act.gov.au](mailto:actlandtitles@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 |
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| **TITLE AND LAND DETAILS** | | | | |
| Volume & Folio | District/Division | Section | Block | Unit |
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| **UNITS PLAN NUMBER** | **DATE** |
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| **FULL NAME OF APPLICANT** (Surname Last) | **FULL POSTAL ADDRESS** (including Post Code) |
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| **TYPE OF VARIATION** (Please tick relevant box and supply more detail – provide all unit numbers affected) |
| Staged Development (please complete box below)  Building Damage Order  Minor Boundary Change  Alteration to Schedule of Unit Entitlement  Other |

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| **STAGED DEVELOPMENT** (Please complete if application relates to a Staged Development) | | | |
| **TOTAL NUMBER OF STAGES** | **STAGE NUMBER FOR THIS APPLICATION** | **UNIT NUMBERS COMPLETED IN THIS STAGE** | **LIST PAGE NUMBERS IN PLAN THAT HAVE BEEN AMENDED/REPLACED** |
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| **SUPPORTING DOCUMENTATION** (Please tick relevant box – supply all evidence required) |
| ACT Civil and Administrative Tribunal (ACAT) Order Number -  Authority executed by the Authorised officer on behalf of the Minister / ACT Planning and Land Authority  Amended Development Statement  Gazettal Notice  Amended Units Plan pages  Amended Surveyors Declaration  Application made within three (3) months of the date the Authority (ACTPLA) has executed replacement sheets |

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| **COURT ORDER PERIOD** (complete if applicable) | **APPLICATION PERIOD** (complete if applicable) |
| Application must be made within three months of the date of the court order.  **Date of Court Order: -** | 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: -** |

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| **LESSOR’S / ACTPLA’S EXECUTION** | |
| Signed by the person duly authorised by ACT Planning and Land Authority (Please print full name of authorised signatory).    Signature of authorised person | Print full name and address of witness    Signature of witness |

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| **APPLICANT’S EXECUTION** | |
| Print full name of applicant    Signature or common seal of applicant | Print full name and address of witness    Signature of witness |

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| **OFFICE USE ONLY** | | | |
| Lodged by |  | Certificate of title lodged |  |
| Data entered by |  | Certificates attached to title |  |
| Registered by |  | Attachments / Annexures |  |
| Registration date |  | Production number |  |