

Clarence City Council

APPLICATION UNDER STRATA TITLES ACT 1998



The personal information on this form is required by Council for the development of land under the Strata Titles Act 1998. We will only use your personal information for this and other related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our **Privacy Policy**, which is available at www.ccc.tas.gov.au or at Council offices.

- Type of Application:
- Strata Title (including individual stages of a Development Scheme)
 - Staged Development Scheme
 - Community Development Scheme

Location:

Address.....
Suburb/Town..... Postcode.....

Owner/s:

Name/s (Mr/Mrs/Ms).....

Applicant:

Name (Mr/Mrs/Ms).....
Address.....
Suburb..... Postcode.....
Telephone (Daytime contact)..... Facsimile.....

If this application relates to an existing planning or building approval please quote the reference number

If you have had pre-application discussions with a Council Officer, please give their name.

Declaration:

- I have arranged permission for Council's representatives to enter the land to assess this application.
- I declare that the information in this information is true and correct.

Applicant's Signature:

Signature..... Date.....

PLEASE SEE CHECKLIST OVER PAGE /...

Clarence City Council

STRATA TITLE CHECKLIST



To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary information. If you are unclear on any aspect of your application, please contact our Development Appraisal Officers on 62458612 to discuss or arrange an appointment concerning your proposal.

Applications made under the Strata Titles Act 1998 require the following to be provided at the time of submitting the application. However, upon assessment, it may be necessary for additional information to be further requested.

- A completed Application under Strata Titles Act 1998 form. Please ensure that this form is completely filled out with the applicant's correct address and contact details, is signed and dated.
- A current copy of the Certificate of Title of all properties involved containing the:
 - Search Pages.
 - Plans, Sealed Plans or Diagrams.
 - Any Schedules of Easements, Covenants, Council Notifications, and Conditions of Transfer.
- Application fees. (please phone 62458612 to determine what fees apply)

- For a Strata Title Application the following document are required:

- Original set of Final Plans.
- Copy of Final Plans.

- For an application for a Staged Development Scheme or Community Development Scheme the following documents are required:

- A Master Plan:
 - Identifying the site; and
 - Showing, for each stage, the proposed lot boundaries (including the common property), all proposed buildings and any construction or access zones required. This should also identify what site works are proposed to be done for each stage, ie: the extent of the landscaping, driveways and carparking.
 - Sufficient plans to determine whether the proposal can be brought into effect. This may be done by referencing a DA or BA approval that has already been issued or by the submission of new plans if no planning approval is required. If a DA has been issued and conditions imposed the documentation needs to show compliance with these conditions.
- A Disclosure Statement (The LTO issue a standard form to assist in this)
 - Containing the warnings as required by the Recorder;
 - Identifying the developer;
 - Describing the stages of the development;
 - Identifying the start and completion times of the stages. The times can be based on dates or events. ie: upon Certificate of Occupancy for the previous stage or sale of the previous stage etc.
 - Schedule of working hours;
 - Identifying any common amenities and the arrangement of their use;
 - Schedule of materials and finishes of the building work. This could be referenced to the master plan or a previous approval.
 - Schedule for the proposed unit entitlements at each stage.