



Clarence... a brighter place

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	
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Applicant:

Name			
Address			
Suburb		Postcode	
Email			
Daytime telephone			

Invoice to:

Name			
Address			
Suburb		Postcode	
Email			
Daytime telephone			

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

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:

Date:

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 Planning Office on 03 62179550 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, to which you will be notified.

- 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. An invoice will be emailed upon lodgement.
- The Original set of Strata Plans, surveyed by a registered Land Surveyor in accordance with the Strata Titles Act 1998.
- Confirmation of the following information is required, with the provision of evidence as necessary:
 - Plumbing Completion has been issued.
 - Building Completion has been issued.
 - All Planning Permit conditions have been met.
 - Engineering Designs have been approved.
 - TasWater Certificate of Certifiable Works has been issued.
- For an application for a Staged Development Scheme or Community Development Scheme the following documents are also required:
 - A Master Plan:
 - Identifying the site.
 - 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 Development Application (DA) or Building Application 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 Land Tax Office 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. i.e. 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.