

STRATA DEVELOPMENT APPLICATION

Office Use Only	Lodgment Date:	Property ID No:
	Application No:	Zoning:

Type of Application:

Strata Title (including individual stages of a Development Scheme)

Amendment to Strata Plan

Staged Development Scheme

Variation to Staged Development Scheme

Location:

Development Address:	
Suburb/Town:	Postcode:

Current Owner/s:

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Applicant:

Name (Mr/Mrs/Ms)	
Postal Address:	
Suburb/Town:	Postcode:
Telephone (Daytime Contact):	Facsimile:

If this application relates to an existing Planning or Building approval please quote the reference number

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

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Privacy Statement

Completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of the Kingborough Council in order to advance the purposes of this form and to carry out Council business. The *Personal Information Protection Act 2004* and Council's Privacy Policy regulate the use of this information, which will not be disclosed to any other party, except with your permission or if required or authorised by law. You may make application to access or amend personal information held by Council by contacting the Customer Service Unit on 6211 8200. Should you not provide the information sought, Council will not be able to process this form.

DECLARATION:

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

Applicant's Signature:

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 Date:

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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 Planning Services on 6211 8200 to discuss or arrange an appointment concerning your proposal.

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

- A completed Application under *Strata Titles Act 1998* form. Please ensure that this form is filled out completely with the applicant's correct address and contact details, is signed and dated.
- A current copy (less than 3 months old) of the Certificate of Title of all properties involved containing the following documents is required:
 - Search Pages and any Plans, Sealed Plans or Diagrams
 - Any Schedules of Easements, Covenants, Council Notifications and Conditions of Transfer.
- Do the buildings on the site have the required:

Occupancy Permit	Y or N	Certificate of Completion (Plumbing)	Y or N
Certificate of Completion (Building)	Y or N	Certificate of Final Inspection	Y or N
- Application fees
- For a Strata Title Application the following documents 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, i.e. the extent of the landscaping, driveways and car parking.
 - 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 Land Titles 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.
 - 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