



New South Wales

Strata Schemes Development Regulation 2016

under the

Strata Schemes Development Act 2015

[The following enacting formula will be included if this Regulation is made:]

His Excellency the Governor, with the advice of the Executive Council, has made the following Regulation under the *Strata Schemes Development Act 2015*.

Minister for Finance, Services and Property

Explanatory note

The object of this Regulation is to make provision with respect to the following:

- (a) the form and content of location plans, floor plans, administration sheets and schedules of unit entitlements that relate to strata schemes,
- (b) the carrying out of development in stages of a parcel subject to a strata scheme,
- (c) the issuing of strata certificates and the giving of certificates by owners corporations,
- (d) the lodgment of plans and documents with the Registrar-General,
- (e) the collective sale or redevelopment of strata schemes under strata renewal plans,
- (f) interests (such as easements) that affect a parcel subject to a strata scheme,
- (g) the designation by a plan of the site of a proposed affecting interest,
- (h) the payment of fees.

This Regulation is made under the *Strata Schemes Development Act 2015*, including sections 4 (1) (definitions of **building alteration plan**, **location plan** and **lot**), (6) (1) (b), 10 (3) (f), 13 (6) (e), 14 (3) (e), 19 (4) (b), 57 (1) and (4), 61, 70, 76 (2) (c), 87 (4), 121 (5), 154 (definitions of **market value** and **returning officer**), 156 (2), 162 (2), 170 (1) (c) (v), 173 (2), 196 (2), 197 (1) (b) (ii), (3) (b) and (6) and 202 (the general regulation-making power) and clause 1 of Schedule 2 and clause 8 (c) of Schedule 3.

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Strata Schemes Development Regulation 2016

under the

Strata Schemes Development Act 2015

Part 1 Preliminary

1 Name of Regulation

This Regulation is the *Strata Schemes Development Regulation 2016*.

2 Commencement

This Regulation commences on **[date to be provided]**.

3 Definitions

(1) In this Regulation:

affecting interest means an easement, a profit à prendre, a restriction on the use of land or a positive covenant.

plan means a plan lodged in the office of the Registrar-General for registration as a strata plan, a strata plan of subdivision, a strata plan of consolidation or a building alteration plan.

the Act means the *Strata Schemes Development Act 2015*.

(2) Notes included in this Regulation do not form part of this Regulation.

4 Application of other instruments

(1) The provisions of this Regulation apply in addition to the provisions of:

(a) Division 4 of Part 3 of, and Schedules 5 and 8 to, the *Conveyancing (General) Regulation 2013* (to the extent that those provisions deal with instruments under section 88B of the *Conveyancing Act 1919*) or the equivalent provisions of any regulation that replaces that regulation, and

(b) the *Real Property Regulation 2014* or any regulation that replaces that regulation.

(2) The provisions of this Regulation prevail to the extent of any inconsistency between those provisions and the provisions referred to in subclause (1).

Note. This Regulation includes provisions concerning plans for land the subject of a strata scheme. All such land is under the provisions of the *Real Property Act 1900*. That Act, and the regulations under that Act, include provisions concerning the preparation and lodgment of dealings for such land (including provisions requiring the payment of fees).

Part 2 Plans, administration sheets and unit entitlements

5 Location plans and floor plans

- (1) A location plan must comply with Schedules 1 and 2.
- (2) A floor plan must comply with Schedules 1 and 3.

6 Administration sheet

- (1) An administration sheet that is lodged by hand must comply with Schedule 4.
- (2) An administration sheet that is lodged electronically must comply with Schedules 4 and 5.

7 Schedules of unit entitlement

- (1) A proposed schedule of unit entitlement in respect of a strata scheme must set out in a column each lot number in the scheme (or if the proposed schedule of unit entitlement relates to the subdivision of a development lot under section 14 of the Act—each lot number to be created by the subdivision) in numerical sequence with the unit entitlement for each lot set out opposite the lot number in a second column with the aggregate unit entitlement at the foot of that second column.
- (2) If successively numbered lots have the same unit entitlement they may be grouped together in an abbreviated form.
- (3) For the purposes of the definition of *market value basis* in Schedule 2 to the Act, the basis for determining the value of a lot or development lot is to estimate the amount for which the lot or development lot would be sold in an arms length transaction between a buyer and seller who both act, knowledgeably, prudently and without compulsion.
- (4) For the purposes of the definition of *valuation day* in Schedule 2 to the Act, means the day nominated in the schedule of unit entitlements as the valuation day being a day that is no more than 2 months before the day on which the relevant plan is lodged for registration.

8 Numbering of lots

- (1) Each lot in a strata plan must be numbered consecutively in whole numbers without gaps and starting from 1.
- (2) Each lot in a strata plan of subdivision or a strata plan of consolidation must be numbered consecutively in whole numbers without gaps and starting from the number that is 1 greater than the highest number of any existing lot in the strata scheme.
- (3) A building alteration plan must not renumber any lot.

9 Strata plans of consolidation

A strata plan of consolidation must include a floor plan.

10 Strata plans of subdivision

- (1) A strata plan of subdivision must be accompanied by one of the following if land comprised in the plan is owned by the original owner:
 - (a) a certificate by the owners corporation in the approved form certifying that the initial period has expired,
 - (b) the relevant order under section 27 of the *Strata Schemes Management Act 2015* that authorised the registration of the plan.

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Part 2 Plans, administration sheets and unit entitlements

- (2) Subclause (1) does not apply if the original owner owns all the lots in the strata scheme.

11 Building alteration plans

A building alteration plan must include a floor plan and, if the Registrar-General so requires, a location plan.

Part 3 Staged development

12 Strata development contracts

- (1) A strata development contract must deal separately with each of the following matters in relation to each stage of the development and must specify whether the matter is warranted development or an authorised proposal:
 - (a) the types of buildings proposed, the proposed uses of the lots in the buildings, the proposed building style and the proposed height and density of the buildings,
 - (b) proposed common property amenities (if any),
 - (c) the number of lots proposed or, if the number of lots is identified in the contract as “authorised proposals—proposed development not subject to a warranty”, the maximum number of lots,
 - (d) details of access and construction zones and accompanying rights over common property and development lots,
 - (e) landscaping,
 - (f) building materials and finishes,
 - (g) details of any vertical staging, and of the insurance cover that applies to any such staging,
 - (h) the manner in which the developer’s liability for expenses relating to the use or maintenance of common property in the strata scheme is to be determined,
Note. Section 78 of the Act permits these expenses to be apportioned differently from the way that liability would otherwise be apportioned by the schedule of unit entitlement for the scheme.
 - (i) details of any by-laws, management agreements, covenants, easements or dedications that will be created or entered into.
- (2) Authorised proposals and warranted development should be listed and dealt with separately in the strata development contract.
- (3) In this clause, *authorised proposals* and *warranted development* have the same meanings as in Part 5 of the Act.

13 Execution by developer on behalf of owners corporation

- (1) A dealing, plan or other instrument executed by a developer on behalf of an owners corporation under section 87 (3) of the Act must be executed in an approved form.
- (2) The developer must provide the Registrar-General with a statutory declaration signed by the developer (or other person authorised by the developer) that sets out the circumstances in which the dealing, plan or other instrument was approved by the owners corporation.

14 Notices relating to development concerns

Each of the following, to the extent that it deals with a motion relating to a development concern, must identify the motion as such and refer to sections 87 and 88 of the Act:

- (a) a notice served on the secretary of an owners corporation (or another officer of the owners corporation in the absence of the secretary) requiring inclusion of the motion in the agenda of the next general meeting of the owners corporation,

- (b) a notice served on the secretary of an owners corporation (or another officer of the owners corporation in the absence of the secretary) requiring the convening of a general meeting to consider the motion,
- (c) a requisition served on the secretary of an owners corporation (or another officer of the owners corporation in the absence of the secretary) requiring a meeting of the strata committee to be convened to consider the motion,
- (d) a notice of a meeting of the owners corporation or its strata committee at which the motion is to be considered.

15 Insurance for vertical staged development

- (1) For the purposes of clause 8 (c) of Schedule 3 to the Act, a policy of indemnity must indemnify the developer against at least the following:
 - (a) contract works claims up to a value at least equivalent to the cover provided by the damage policy maintained by the owners corporation under sections 160, 161 and 162 of the *Strata Schemes Management Act 2015*, subject only to such deductibles, exclusions and other terms and conditions as are reasonable and appropriate for contract works insurance,
 - (b) public liability claims up to a value of at least \$15,000,000, subject only to such deductibles, exclusions and other terms and conditions as are reasonable and appropriate for public liability insurance.
- (2) This clause does not affect any obligation of a developer to effect and maintain insurance required by or under any other law, such as the *Workers Compensation Act 1987* or the *Workplace Injury Management and Workers Compensation Act 1998*.
- (3) In this clause:
 - contract works claim** means a claim for accidental damage to buildings and works for the time being forming part of the parcel (including buildings erected and works carried out under the strata development contract), arising out of or resulting from the carrying out of the permitted development.
 - public liability claim** means a claim for damages because of death or personal injury for which the developer is liable as an occupier of the parcel.

Part 4 Certification

16 Notice of proposed strata plan of subdivision given by local council

A notice given by a local council under section 55 (1) of the Act must be in an approved form and be accompanied by a copy of the proposed strata plan of subdivision.

17 Inspection required prior to issuing a strata certificate

- (1) A local council or accredited certifier must not issue a strata certificate in respect of a proposed strata plan or a proposed strata plan of subdivision unless the council or certifier has inspected each building containing a proposed lot to which the plan relates and any common property outside of each of those buildings and is satisfied that:
 - (a) the floors, external walls and ceilings depicted in the plan correspond to those of the building as constructed, and
 - (b) the floors, external walls and ceilings of the building as constructed correspond to those depicted in the plans and specifications that accompanied the construction certificate for the building, and
 - (c) any facilities required by the relevant development consent (such as parking spaces, terraces and courtyards) have been provided in accordance with those requirements.
- (2) The inspection may take place after all construction works on the building are complete or substantially complete.

18 Accredited certifier strata certificates

- (1) An accredited certifier must within 7 days after issuing a strata certificate send a copy of the strata certificate and the associated documents (within the meaning of clause 19) to the planning authority that granted the relevant planning consent and to the local council (if the local council is not the planning authority).
- (2) Clause 8 (Record keeping by accredited certifiers) of the *Building Professionals Regulation 2007* applies (as a requirement of this Regulation) in respect of strata certificates and applications for strata certificates in the same way as it applies in respect of certificates and applications for certificates referred to in that clause.

19 Records to be kept by local councils in respect of strata certificates

- (1) In this clause:

associated documents, in respect of a strata certificate, means:

 - (a) the proposed strata plan, strata plan of subdivision or notice of conversion to which the strata certificate relates, and
 - (b) any other related documents submitted by the applicant for the strata certificate in connection with the application.

relevant strata certificate, in respect of a local council, means a strata certificate:

 - (a) issued by the council under section 54, 55 or 56 of the Act, or
 - (b) issued by an accredited certifier under section 58, 59 or 60 of the Act in relation to a building or proposed building within the area of the council.
- (2) A local council must keep (as part of the register kept by the council under clause 264 or 265 of the *Environmental Planning and Assessment Regulation 2000*) a record of the date of issue of each relevant strata certificate.

- (3) A local council must keep, for each relevant strata certificate, a copy of the strata certificate and the associated documents and must make these available for inspection at its principal office, free of charge, during its ordinary office hours. A copy of any such document may be made on payment of a reasonable copying charge set by the council.

20 Certificates given by owners corporation

- (1) A certificate given by an owners corporation under any of the following provisions must be in an approved form:
 - (a) section 26 (2) (c), 36 (2), 55 (3) or (5) (a) or 56 (1) (a) of the Act,
 - (b) clause 4 (c) of Schedule 2 to the Act.
- (2) For the purpose of identification, a plan in respect of which a certificate is given under section 55 (3) of the Act must be signed by each person who attested the affixing of the seal of the owners corporation on the certificate.

21 Category 1 fire safety provisions

For the purposes of section 57 of the Act, the following performance requirements of the *Building Code of Australia* are prescribed as **Category 1 fire safety provisions**:

- (a) EP1.3, EP1.4, EP1.6, EP2.1, EP2.2 and EP3.2 in Volume One of that Code,
- (b) P2.3.2 (Fire detection and early warning) in Volume Two of that Code.

Part 5 Lodgment

22 Lodgment of plans by hand

A plan may not be lodged by hand for registration unless the original plan is lodged along with the following:

- (a) a completed plan lodgment form in an approved form,
- (b) a copy of each drawing sheet of the plan which, if the plan required a strata certificate, is signed by the person who signed the strata certificate,
- (c) any relevant certificates of title,
- (d) a completed plan checklist in an approved form, if required by the Registrar-General.

23 Lodgment of plans electronically

(1) A plan and any accompanying documents may not be lodged electronically for registration unless:

- (a) they are lodged in accordance with the e-plan system established by section 195AA of the *Conveyancing Act 1919* or otherwise with the consent of the Registrar-General, and
- (b) the accompanying documents comply with the requirements of Schedule 5.

(2) All documents that are required to be lodged with a plan that is lodged electronically must also be lodged electronically, except:

- (a) any relevant certificates of title, which must be lodged by hand, or
- (b) any of the following documents, but only if the Registrar-General requires the document to be lodged by hand:
 - (i) a consent in writing signed by a caveator, lessee, judgment creditor or other person,
 - (ii) a court order, power of attorney, statutory declaration or other original document.

24 Lodgment of consolidated by-laws

(1) For the purposes of recording in the folio for common property in a strata scheme particulars of any change in the by-laws for the scheme, a change in the by-laws is to be lodged in the form of a consolidated version of the by-laws that incorporates the change.

(2) Model by-laws are not required to be included in a consolidated version.

(3) The Registrar-General may permit a change in the by-laws for a strata scheme to be lodged separately and not in a consolidated version if:

- (a) the Registrar-General is satisfied that it would be too onerous for a consolidated version to be lodged, and
- (b) there are no more than 5 such separate changes recorded on the folio.

25 Periods for retention of lodged documents

(1) For the purposes of paragraph (b) of the definition of *written demand* in section 196 (2) of the Act, the period prescribed is the period of 7 years commencing with the day on which the plan or other document was lodged.

(2) For the purposes of paragraph (c) of the definition of *written demand* in section 196 (2) of the Act, the period prescribed is the period of 7 years commencing with the day on which the plan or other document was registered or recorded.

Part 6 Strata renewal

26 Market value

For the purposes of the definition of *market value* in section 154 of the Act, the market value of a building and its site is to be determined by estimating the amount for which the building and site would be sold in an arms length transaction between a buyer and seller who both act, knowledgeably, prudently and without compulsion.

27 Returning officer

For the purposes of the definition of *returning officer* in section 154 of the Act, the returning officer for a strata renewal plan is to be appointed by a resolution of the owners corporation and is to be a person who is independent of the owners corporation and who is not any of the following:

- (a) a lot owner in the strata scheme or a relative of a lot owner,
- (b) a member of the strata committee,
- (c) a managing agent for the strata scheme or any employee of the managing agent,
- (d) a person who has a pecuniary interest in the collective sale or redevelopment proposed by the strata renewal plan or a relative of such a person.

28 Strata renewal proposal

For the purposes of section 156 (2) of the Act, a strata renewal proposal must include the following:

- (a) the name and address of the person giving the proposal,
- (b) details of the financial interests (if any) that the person has in any of the lots in the strata scheme,
- (c) a general description of the proposal and the purpose of the proposal,
- (d) the potential (if any) for owners to buy back into the development following the collective sale or redevelopment,
- (e) if the proposal is for a collective sale of the strata scheme:
 - (i) an indicative sale price and an explanation of how that price was determined, and
 - (ii) the proposed timetable for the collective sale, including a proposed completion date and the proposed date by which owners will be required to vacate premises forming part of the scheme,
- (f) if the proposal is for the redevelopment of the strata scheme:
 - (i) details of the proposed terms of settlement that are to be offered to each lot owner, and
 - (ii) details of any planning approvals and other authorisations that would be required before the redevelopment can start, and
 - (iii) the proposed timetable for the development, including an estimate of the period from the start of the redevelopment to its completion.

29 Notice of decision to establish strata renewal committee

A written notice of the decision to establish a strata renewal committee that is required by section 162 of the Act to be given to the owner of each lot in the strata scheme must contain the information and be in the form set out in Schedule 6.

30 Costs and expenses deducted from sale price

For the purposes of section 170 (1) (c) (v) of the Act, the exact amount of all costs and expenses to be deducted from the sale price must be included in a strata renewal plan for the collective sale of a strata scheme, or if the exact amount of a cost or expense is not known, an estimate of the amount and a detailed explanation as to how that estimate has been determined.

31 Copy of strata renewal plan given to owners

- (1) For the purposes of section 173 (2) of the Act, the following information and documents must accompany the copy of a strata renewal plan given to owners:
 - (a) a strata renewal information sheet in the approved form,
 - (b) the approved form of a support notice,
 - (c) details of the returning officer's address for service of a support notice.
- (2) In this clause, *support notice* has the same meaning as in section 174 of the Act.

Part 7 Miscellaneous

32 Proposed affecting interests

A plan may designate the site of a proposed affecting interest that is intended to be created (otherwise than under section 88B of the *Conveyancing Act 1919*) if:

- (a) the interest is shown as proposed by use of the word “proposed” or an abbreviation of that word, and
- (b) no statement of intention to create the affecting interest is included in the administration sheet lodged with the plan, and
- (c) if the affecting interest is to apply to only part of the land to which the plan relates, the proposed site of the affecting interest is shown and it is distinguished from any other affecting interest to be created under section 88B of the *Conveyancing Act 1919*, and
- (d) if the affecting interest is limited by height or depth, the height or depth of the interest is clearly shown.

Schedule 1 Requirements for lodging plans

(Clause 5)

1 Plan sheets for plans lodged by hand

Each plan sheet for a plan lodged by hand must:

- (a) consist of archival paper of a quality approved by the Registrar-General, and
- (b) be free from creases, and
- (c) have a plan drawn on one side of the sheet only.

2 File type for plans lodged electronically

- (1) An electronic plan file must be created in a format approved by the Registrar-General.
- (2) A plan comprising more than one sheet must be created as a multipage file.

3 Margins

No printing, writing or other notation (other than directions or notations authorised by the Registrar-General) must appear in, or extend into, the margin.

4 Lettering

- (1) All words must be in the English language, and all letters, figures and symbols appearing on a plan must be in a font style that is:
 - (a) dense and black in colour, and
 - (b) in upper case only (except as otherwise provided by this Schedule), and
 - (c) open in formation and construction, and
 - (d) in an upright style.
- (2) Symbols may not be used except for the purposes of punctuation.
- (3) The Registrar-General may approve departures from this clause.

5 Use of colouring and edging prohibited

Neither colouring nor edging are to be used on a plan sheet.

6 Clarity of detail

The plan must be drawn in a manner and to a scale that allows all details and notations to be clearly reproduced by the copying processes used by the Registrar-General.

7 Alterations made to plans before registration

- (1) A plan that was lodged by hand may be altered only by, or with the authority of, the surveyor who prepared it and each alteration must be authenticated by signing and dating the plan or administration sheet as appropriate.
- (2) An alteration to a plan that was lodged by hand is to be made by addition to, or striking through, the matter to be altered. However, the Registrar-General may require a plan sheet to be replaced if, in the opinion of the Registrar-General, any alteration on the sheet will render it unsuitable for copying.
- (3) An alteration to a plan that was lodged electronically is to be made by creating a new version of the electronic plan file and not by altering the version that was lodged.

- (4) If an alteration to a plan affects a lot boundary or the area of a lot, authentication of the plan is required following the alteration by a duly authorised officer of a local council or an accredited certifier signing and dating the strata certificate and, if the plan was lodged by hand, also signing and dating a copy of the altered plan (which is to be provided to the Registrar-General).
- (5) The Registrar-General may require that a qualified valuer certify that the schedule of unit entitlements accurately reflects a plan following an alteration by signing and dating the valuer's certificate.
- (6) The Registrar-General may require the registered proprietor or any other person to authenticate a plan following an alteration by signing and dating the administration sheet.

8 Information to be included on plan sheets

- (1) Each plan sheet in a series of plan sheets must be numbered consecutively in whole numbers starting from sheet 1 and show the total number of sheets in the series.
Example. Sheet 1 of 5 sheets.
- (2) Each sheet of a location plan or floor plan must contain a north point that is directed towards the top of the sheet.
- (3) No information (other than the plan and any separate diagrams and tabulations of dimensions relating to the plan) is to appear within the plan drawing area of a plan sheet unless otherwise authorised by this Schedule.

9 Linear dimensions

- (1) Linear measurements must be expressed in metres (correct to 3 decimal places) without any accompanying symbol.
- (2) If a length of less than 1 metre is shown, the decimal point must be preceded by the numeral "0".

10 Area dimensions

- (1) Area measurements must be expressed as follows:
 - (a) areas of less than 1 hectare must be expressed in square metres, accompanied by the symbol "m²",
 - (b) areas of 1 hectare or more must be expressed in hectares (using not more than 4 significant figures), accompanied by the symbol "ha".
- (2) A statement may be added to the plan stating that all areas are approximate.
- (3) The total area of a lot:
 - (a) must be shown within or relevant to the most significant part of the lot, and
 - (b) must be the exact mathematical total of the areas shown elsewhere in the plan within or relevant to the component parts of that lot.

11 Bearings and angles

- (1) Bearings must not be shown on any plan sheet unless they form part of permitted survey information.
- (2) Angular relationships must be established by linear dimensions and rectangular offsets only, and not by use of angular dimensions, except in the case of an angular dimension of 90°, which must be shown as such.

12 Signatures not to appear

The plan drawing sheets are not to show any signatures or seals unless otherwise authorised or required by this Regulation.

Note. Generally, signatures and seals must be shown on the administration sheet.

Schedule 2 Location plans

(Clause 5 (1))

- 1 A location plan must be in the approved form.
- 2 A location plan for the whole of a building must show the following:
 - (a) the parcel boundaries and the lengths of those boundaries,
 - (b) the external limits of the building,
 - (c) the external limits of any structural feature used in the plan to define lots,
 - (d) the external limits of any lots or parts of lots that are within the parcel but not within the building (*external lots*),
 - (e) if any encroachment exists, sufficient information to indicate the nature and extent of the encroachment.
- 3 A location plan for part of a building must show the following (using such elevations, sections, levels and planes as the Registrar-General considers to be necessary):
 - (a) the boundaries of the land occupied by the building and the lengths of those boundaries,
 - (b) the external limits of the building,
 - (c) the external limits of the part of the building to which the plan applies,
 - (d) the parcel boundaries to the extent necessary to show the location of the following:
 - (i) the part of the building to which the plan applies,
 - (ii) any structural feature used in the plan to define lots,
 - (iii) any external lots,
 - (e) if any encroachment exists, sufficient information to indicate the nature and extent of the encroachment.
- 4 A location plan must also show the following:
 - (a) the identity of any land that adjoins the parcel,
 - (b) the street number of the building,
 - (c) the number of floors or levels in the building,
 - (d) the material from which the external walls of the building are constructed,
 - (e) if the building is within 2 metres of a parcel boundary (but is not on the boundary), connections that accurately show the relationship of the boundary to the building,
 - (f) if an external lot is within 2 metres of a parcel boundary (but is not on the boundary), connections that accurately show the relationship of the boundary to the structural feature used to define the external lot. These connections should correspond to those used on the floor plan that defines the lots.
- 5 All connections shown on a location plan must be referred to a stated surface of a floor, wall, ceiling or structural feature.
- 6 There must be a statement on each sheet of a location plan of the reduction ratio at which the plan is drawn.

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Schedule 2 Location plans

- 7** If an affecting interest affects a parcel, the location plan must:
- (a) contain sufficient information to define the site and nature of the affecting interest, and
 - (b) contain the registration number of the instrument or plan, or the Gazette reference, by which the interest was granted, reserved, notified or otherwise created, and
 - (c) wherever possible, show the relationship of the affecting interest to the boundaries of the parcel.
- 8** If an existing or proposed easement is in respect of an existing tunnel, pipe, conduit, wire or other similar object, which is underground or is within or beneath an existing building, it is sufficient to indicate on the location plan the approximate position of the easement.
- 9** A location plan must contain sufficient information:
- (a) to define the site of any affecting interest that is intended to be created (whether as a consequence of the registration of the plan or otherwise) and that affects common property, other than common property within a building, and
 - (b) to indicate, where necessary, the relationship of the affecting interest to the boundaries of any affected parcel or lot.

Schedule 3 Floor plans

(Clause 5 (2))

- 1 A floor plan must be in the approved form.
- 2 A floor plan must be on a separate sheet to the location plan.
- 3 A floor plan must:
 - (a) show the boundaries of each lot and each part of a lot, and
 - (b) show the area of each lot and each part of a lot, and
 - (c) include a lot number for each lot and, if a lot has separate parts, clearly identify each of those parts, and
 - (d) show boundaries defined by walls or other structural features (**structural boundaries**) by the use of thick lines, and
 - (e) show other boundaries (**line boundaries**) by the use of thin lines and include sufficient connections from walls or other structural features to accurately show the location of those line boundaries, and
 - (f) if an upper or lower boundary of a lot or part of a lot is not limited by a structural feature—include statements sufficient to accurately indicate the location of that boundary, and
 - (g) include notations to clearly identify any encroachment that is designated for use with a lot, and
 - (h) show all structures on a lot (other than a dividing fence within the meaning of the *Dividing Fences Act 1991*) that are outside a building and within 1 metre of the boundary of the lot and include notations to clearly identify whether each such structure is common property or part of the lot.
- 4 A floor plan must be ordered so as to show the lowest level through to the highest level and those levels must be numbered consecutively without gaps.
- 5 A floor plan must not show the relationship of lot boundaries to parcel boundaries, except to the extent necessary to show any encroachments.
- 6 There must be a statement on each sheet of a floor plan of the reduction ratio at which the plan is drawn.
- 7 A floor plan may show sufficient information to define the site of an existing easement that is located within a building if the Registrar-General agrees that the enjoyment of the easement would be reliant on its position being shown in such a manner.
- 8 A floor plan must contain sufficient information to define the site of:
 - (a) any affecting interest intended to be created as a consequence of the registration of the plan that affects a lot in the plan or common property within a building, and
 - (b) any proposed easement over a lot in the plan or common property within a building.
- 9 If a proposed easement is in respect of an existing tunnel, pipe, conduit, wire or other similar object which, is underground or is within or beneath an existing building, it is sufficient to indicate on a floor plan the approximate position of the easement.

Schedule 4 Requirements for administration sheet

(Clause 6)

Note. An administration sheet must be in the approved form (see the definition of **administration sheet** in section 4 (1) of the Act). All signatures and seals must be shown on the administration sheet. No signatures or seals are to appear on the plan drawing sheets. The completed administration sheet forms part of the plan and must be lodged with and in the same manner as the plan.

1 Use of approved form

- (1) An administration sheet must be in an approved form.
- (2) Any signatures, seals or certificates that cannot satisfactorily be shown on one sheet may be shown on one or more additional sheets in an approved form. The total number of additional sheets must not be more than 5 unless the Registrar-General otherwise approves.

2 Paper

The paper used must be:

- (a) white and free from discolouration and blemishes, and
- (b) of archival quality, and
- (c) 297 millimetres in length by 210 millimetres in width (standard A4), or such other sized paper as may be approved by the Registrar-General.

3 Clarity

- (1) Text must be clearly printed or written:
 - (a) across the width of each panel on the sheet of paper used, and
 - (b) on one side only of each sheet.
- (2) Text or seals (other than directions or notations authorised by the Registrar-General) must not extend into a margin.

4 Alterations

- (1) Alterations must be made by adding to or striking through the matter intended to be altered.
- (2) Alterations must be authenticated by signing and dating as near as practicable to the alteration.

5 Information to be included on multiple sheets

If the administration sheet comprises more than one sheet, each sheet must be numbered consecutively in whole numbers starting from sheet 1 and show the total number of sheets.

Example. Sheet 1 of 5 sheets.

Schedule 5 Requirements for lodging administration sheet and other documents electronically

(Clauses 6 (2) and 23 (1) (b))

1 Application of Schedule

This Schedule applies to the following documents when required to be lodged electronically with a plan:

- (a) an administration sheet,
- (b) a strata development contract,
- (c) a strata management statement,
- (d) by-laws,
- (e) an instrument pursuant to section 88B of the *Conveyancing Act 1919*,
- (f) any other documents required by the Registrar-General.

2 Creation of electronic file

- (1) The completed paper document is to be scanned and an electronic file created in a format approved by the Registrar-General.
- (2) A document comprising more than 1 sheet must be created as a multipage file.

3 Lodging procedure

- (1) The scanned document must be lodged electronically together with the plan.
- (2) The standard of the electronic file received by the Registrar-General must be acceptable to the Registrar-General.

Note. The completed paper document must be retained by the lodging party for a period of at least 7 years following the date of registration of the plan (see clause 25).

Schedule 6 Form of notice

(Clause 29)

Notice to owners about decision to establish strata renewal committee

Strata Schemes Development Act 2015; section 162

Establishment of strata renewal committee

At a meeting of Owners—Strata Plan No [insert strata scheme number] held on [insert date of meeting] a strata renewal committee was established.

Function of strata renewal committee

The function of the strata renewal committee is to prepare a strata renewal plan for further consideration by the owners corporation and the owners.

The strata renewal plan will be based on a strata renewal proposal made by [insert name of person who gave the strata renewal proposal to the owners corporation].

Summary of strata renewal proposal

The strata renewal proposal was for the [insert either “collective sale” or “redevelopment” depending on the nature of the proposal] of strata scheme SP [insert strata scheme number].

The strata renewal proposal [insert a short summary of the proposal].

Membership of strata renewal committee

The strata renewal committee has [insert number of member, including the chairperson] members. The members are:

Chairperson [insert name of chairperson and then insert the names of all the other members of the strata renewal committee].

Budget of strata renewal committee

[Insert details of the budget for, or any limitation on the amount that can be spent, preparing the strata renewal plan]

Engaging specialists

The strata renewal committee has authority to engage specialists to provide advice on the preparation of the strata renewal plan.

OR

The strata renewal committee must seek the approval of the owners committee before it can engage any specialist to provide advice on the preparation of the strata renewal plan.

[Delete whichever is not applicable]

Period of operation of strata renewal committee

The strata renewal committee can exercise its functions for 1 year from the date on which it was established, unless the owners corporation resolves to dissolve the committee earlier. The owners corporation may extend the 1 year period of operation by passing a special resolution.

Minutes of meetings of strata renewal committee

The strata renewal committee must keep minutes of its meetings. A copy of the minutes can be obtained from the secretary of the owners corporation [insert “and will be placed on the owners corporation notice board” if there is an owners corporation notice board].

Schedule 7 Fees

1 Fees generally

- (1) The fees set out in this Schedule are payable with respect to the matters set out in this Schedule.
- (2) A fee is payable before the service to which the fee relates is provided or at such time, and in accordance with such conditions, as the Registrar-General may agree with the person paying the fee.

Table of fees

	\$
1 On lodgment of a plan for registration:	
(a) comprising no more than 2 lots	1,183.00
(b) comprising more than 2 lots	1,421.00
In addition, for each quarter-hour or part of a quarter-hour in excess of:	
(a) the first 4 hours occupied in the examination of the plan referred to in paragraph (a) above	55.00
(b) the first 6 hours occupied in the examination of the plan referred to in paragraph (b) above	55.00
In addition, for the preparation and supply of a certificate of title for common property in a strata scheme	141.00
In addition, for each lot shown on the plan	141.00
In addition, if the plan is accompanied by a copy of the proposed by-laws for the strata scheme	219.00
In addition, if the plan is accompanied by a section 88B instrument, for each affecting interest to be created, irrespective of the number of lots burdened or benefited	109.50
In addition, if the plan is accompanied by a section 88B instrument, for each easement to be released, irrespective of the number of lots burdened or benefited	109.50
In addition, if the plan is a strata plan of consolidation—for each folio of the Register to be consolidated	18.60
2 On lodgment of a substituted plan or any sheet of such a plan	109.50
3 On lodgment of an application to amend a plan	109.50
In addition, if the application involves the amendment of a certificate of title or folio of the Register:	
(a) for the first certificate or folio	109.50
(b) for each certificate or folio after the first	14.00
4 For examining a plan before lodgment:	
(a) comprising no more than 2 lots	1,301.30
(b) comprising more than 2 lots	1,563.10

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	\$
In addition, for each quarter-hour or part of a quarter-hour in excess of:	
(a) the first 4 hours occupied in the examination of the plan referred to in paragraph (a) above	60.50
(b) the first 6 hours occupied in the examination of the plan referred to in paragraph (b) above	60.50
5 On lodgment of a notification of change of by-laws	109.50
6 On lodgment of a notice of conversion	109.50
7 On lodgment of a notification of change of address for service of notices on an owners corporation	109.50
8 On lodgment of an order varying a strata scheme	109.50
9 On lodgment of an application for an order terminating a strata scheme	109.50
In addition, for each quarter-hour or part of a quarter-hour occupied in examining the application	55.00
10 On lodgment of an order terminating a strata scheme	109.50
11 On lodgment of a certificate given by an owners corporation pursuant to clause 10 (1) (a) of this Regulation	109.50
12 On lodgment of a strata management statement	361.00
13 On lodgment for registration of a strata development contract	236.00
14 On lodgment for registration of an amendment to a strata development contract	109.50
15 For supplying a copy of a document or part of a document (other than a certified copy) in the custody of the Registrar-General:	
(a) to any person attending an office of the Land and Property Information Division, Department of Finance, Services and Innovation	14.00
(b) by electronic means to any agent licensed by the Land and Property Information Division, Department of Finance, Services and Innovation	7.53
In addition, for copyright purposes in relation to supplying a copy of a registered plan or part of a registered plan:	
(a) for supply under paragraph (a) above	1.00
(b) for supply under paragraph (b) above	1.10
(c) for supply under clause 3 of this Schedule	0.85
16 On lodgment of any document not otherwise referred to in this Schedule	109.50

2 Lodgment of a section 88B instrument in substitution for other instrument

The fee on lodgment of a section 88B instrument in substitution for another such instrument or part of such instrument is the fee that would be appropriate to the instrument as an original lodgment fee.

3 Supplying a copy of a document other than in person or by electronic means

The fee for supplying a copy of a document or part of a document (other than a certified copy) in the custody of the Registrar-General to any person by a means other than that specified in the table to this Schedule is the reasonable fee determined by the Registrar-General taking into account the work involved in providing the service.