

# APPLICATION FOR APPROVAL OF A COMMUNITY TITLE SCHEME

Form 1

This form should be completed when applying for approval of a Community Title Scheme.

## Lots to be included in the Scheme *please print*

**Note:** If there are more than three lots in the community title scheme please ensure that additional lot details are attached to this application.

Block  Section  Suburb

Postal address

Block  Section  Suburb

Postal address

Block  Section  Suburb

Postal address

## Developers details *please print*

Surname  First name

Company name

Position held in company  Australian Company/Business Number (ACN/ABN)

Postal address

Suburb  State  Postcode

Phone number business hours  Mobile

Email address

**Lessee (owners) details** *please print*

**Note:** If the lessee is the developer, write "see developer's details"

**First lessee's details**

Surname	<input type="text"/>	First name	<input type="text"/>
Company name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company/Business Number (ACN/ABN)	<input type="text"/>
Postal address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone number business hours	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

**Second lessee's details**

Surname	<input type="text"/>	First name	<input type="text"/>
Company name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company/Business Number (ACN/ABN)	<input type="text"/>
Postal address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone number business hours	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

**All lessees must sign** authorising the lodgement of this application. In doing so the lessee gives authority to the applicant to negotiate any dealings in relation to the application through to its determination. If there are more than two lessees please ensure that the details and authorisation are attached to the application.

**Master Plan**

Is a master plan for the land specified in this application attached?

- NO
- YES

**Management Statement**

Is a management statement for the land specified in this application attached?

- NO
- YES

**Constituent Documents for the Body Corporate**

Are the constituent documents for the body corporate to be formed on registration for the land specified in this application attached?

- NO
- YES

**By-Laws of the Body Corporate**

Are the by-laws of the body corporate for the land specified in this application attached?

- NO
- YES

**Certification of Lot Entitlement**

Is a certification of the lot entitlement by a member of the Institute of Valuers for the land specified in this application attached?

- NO
- YES

**Form 2 – Requirements & Checklist**

Is Form 2 – Requirements and Checklist for the land specified in this application attached?

- NO
- YES

**Conflict of interest declaration**

Does the developer or lessee have any association with the Planning and Land Authority staff?

- NO
- YES

If YES - please provide details:

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**NOTE:** There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Planning Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

**Scheme details** *please print*

Please provide a brief description of the type of community title scheme you are applying for:

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**Type of Scheme**

(please tick one of these or a combination of these)

Commercial

Residential

Industrial

Unstaged

Staged



A bond may be required to provide security for a staged development.

(If more than 3 stages, please provide details separately)

Cost of total development           \$ \_\_\_\_\_

Cost of stage 1                         \$ \_\_\_\_\_

Cost of stage 2                         \$ \_\_\_\_\_

Cost of stage 3                         \$ \_\_\_\_\_

Does the proposed community title scheme include any of the following:

Unit Title

Partly development land

Development Application

Undeveloped land

Fully developed land

## Developer's & Lessee's declaration

I/we the undersigned, hereby apply for approval of the Community Title Scheme on the land specified in this application;

I/we understand that the requirements set out in this form are a minimum only and that additional information may be requested during processing; and

I/we declare that all information given on this form and its attachments is true and complete.

**If signing on behalf of a company or organization:**

I/we the undersigned, declare I/we have the appropriate delegation or authority to sign on behalf of the company or organization.

Developer's signature

Date

First lessee's signature

Date

Second lessee's signature

Date

### Contact Details:

Environment and Sustainable Development Directorate

Customer Service Centre

GPO Box 1908, Canberra City 2601

16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923

Fax: (02) 6207 1925

TTY: (02) 6207 2622

Email: [actpla.customer.services@act.gov.au](mailto:actpla.customer.services@act.gov.au)

Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)

### Privacy Notice

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by the *Community Title Act 2001*. The information that you provide may be disclosed to Government Agencies such as the ACT Revenue Office and the Registrar-General's Office.