



Australian  
Capital Territory  
Government

Planning and Land  
Management

# Community Title Act 2001 - Form 1

## Application for Approval of a Community Title Scheme

### When should you use this form?

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

Please supply the following with your application:

- a master plan;
- a management statement;
- constituent documents for the body corporate to be formed on registration;
- the by-laws of the body corporate;
- certification of the lot entitlement by a member of the Institute of Valuers;
- the application fee;
- if you are an agent, authority to act on behalf of the developer or lessee/s;
- completed checklist.

**Privacy Notice:** The personal information on this form is being collected to enable processing of your application.

### Part 1: Lots to be included in the Scheme

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

Block	_____	Block	_____	Block	_____
Section	_____	Section	_____	Section	_____
Suburb	_____	Suburb	_____	Suburb	_____
Address	_____	Address	_____	Address	_____
	_____		_____		_____

### Part 2: Developer's details

Surname or Company name \_\_\_\_\_

Title / First Name / Initials or  
Australian Company Number (ACN) \_\_\_\_\_

If a company Name of contact person \_\_\_\_\_

Postal address \_\_\_\_\_

Street address (if different) \_\_\_\_\_

Phone number (business hours) \_\_\_\_\_

Fax number \_\_\_\_\_

Email \_\_\_\_\_

OFFICE USE ONLY

Fees


Date received

/	/	/
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Receipt number

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Receiving officer

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### Part 3: Developer's declaration

*I/we the undersigned, being the developer(s) nominated in this application, hereby apply for approval of the community title scheme in this application on the land specified in this application.*

*I/we hereby authorise ACT Government Officers to access the subject property(s) for the purpose of evaluating the proposal.*

*I/we understand that payment of additional fees may be required.*

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

Signature(s) \_\_\_\_\_

If a company, capacity/authority \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note:**

If the developer is not the lessee of every lot to be included in the scheme, each lessee of the lot(s) must sign the application (see Part 4).

### Part 4: Lessee (Owner) details

**1st Lessee details** (If the lessee is the developer, write "see developer's details")

Surname or Company name \_\_\_\_\_

Title / First Name / Initials or Australian Company Number (ACN) \_\_\_\_\_

If a company Name of contact person \_\_\_\_\_

Postal address \_\_\_\_\_

Phone number (business hours) \_\_\_\_\_

Fax number \_\_\_\_\_

Email \_\_\_\_\_

**Note:**

If there are more than two lessees, please ensure that details and authorisation are attached to the application for each lessee.

#### Lessee's agreement to Community Title Application

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### 2nd Lessee details

Surname or Company name \_\_\_\_\_

Title / First Name / Initials or Australian Company Number (ACN) \_\_\_\_\_

If a company Name of contact person \_\_\_\_\_

Postal address \_\_\_\_\_

Phone number (business hours) \_\_\_\_\_

Fax number \_\_\_\_\_

Email \_\_\_\_\_

#### Lessee's agreement to Community Title Application

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Part 5: Scheme details

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)

Industrial

Commercial

Residential

Unstaged

Staged

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

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

Cost of stage one \$ \_\_\_\_\_

Cost of stage two \$ \_\_\_\_\_

Cost of stage three \$ \_\_\_\_\_

Note: If there are more than three stages, please attach additional information.

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

Unit Title

Partly developed land

Development Application

Undeveloped land

Fully developed land