



Unit Titles Act 2001 - Form 1

Application for Unit Title

When should you use this form?

This form should be filled in when you wish to apply for a unit title.

Please supply the following with your application:

- the original plus two (2) paper copies of Forms 1-3 which have been prepared by a registered surveyor;
- certification of the unit entitlement by a member of the Australian Property Institute;
- surveyor's checklist;
- for 2 unit residential: the required information relating to verge driveway clearance (see requirements in Part 5 of this form). For further information, please telephone ACT Roads, on 6207 2500;
- the Unit Title application fee;
- if you are an agent: authority to act on behalf of lessee/s.
- execution details for the Units Plan

Privacy Notice: The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Part 3 of the Unit Titles Act 2001.

Part 1: Lease/Site details

If more than one lease, attach the following details for each lease.

Block	<input type="text"/>		
Section	<input type="text"/>		
Suburb	<input type="text"/>		
District	<input type="text"/>		
Street Number	<input type="text"/>	Street Name	<input type="text"/>

Part 2: Applicant details

Surname	<input type="text"/>		
First Name	<input type="text"/>		
Company name	<input type="text"/>		
Australian Company Number (ACN)	<input type="text"/>		
If a company, position held within the company	<input type="text"/>		
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>		
State/Territory	<input type="text"/>	Postcode	<input type="text"/>
Phone Number (business hours)	<input type="text"/>		
Fax Number	<input type="text"/>		
Email	<input type="text"/>		

OFFICE USE ONLY

Fees

Date received

 / /

Receipt number

Receiving officer

Part 3: Lessee (Owner) details

1st Lessee's details

Office Use	Surname		
Init	First Name		
	Company name		
	Australian Company Number (ACN)		
	If a company, position held within the company		
	Postal Address		
	Suburb		
	State/Territory		Postcode
	Phone Number (business hours)		
	Fax Number		
	Email		

* Lessee must sign Part 7 of the application form.

Part 3: Lessee (Owner) details

2nd Lessee's details

Office Use	Surname		
Init	First Name		
	Company name		
	Australian Company Number (ACN)		
	If a company, position held within the company		
	Postal Address		
	Suburb		
	State/Territory		Postcode
	Phone Number (business hours)		
	Fax Number		
	Email		

* Lessee must sign Part 7 of the application form.

Part 4: Unit details

Type of units

Class A Number of units

Class B Number of units

(For a definition of Class A and Class B units see the back page)

The development is:

Commercial Residential

Unstaged ► Go to Part 5 for 2 Units / Part 6 for Multi Units.

Staged

Please provide a Development Statement (indicating the units in each stage and providing a set of approved plans for the complete development, i.e. development and building approval).

Stage 1 Unit No. to

Stage 2 Unit No. to

Stage 3 Unit No. to

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

Cost of total development \$

Cost of outstanding building works \$

Cost of outstanding site works \$

Part 5: For applications with two residential units only

Residential verge crossover driveway inspection/clearances

5a) The driveway of the original residence/unit has not been changed and will service both residences/units

 ►

You will need to provide a declaration stating that the driveway has not been changed since the Compliance Certificate for the original residence was issued.

5b) The driveway of the original residence has not been changed but an additional driveway has been constructed; or

Two separate driveway's have been constructed; or

The single driveway has been modified (eg re-surfaced); or

The single driveway has been relocated

You will need to provide a copy of the Verge/Driveway Inspection Certificate which is issued after an inspection of the form work for the driveway/verge/s by Asset Accepting Section. This Certificate is given to the builder/lessee on completion of the inspection.

Part 6: Applicant's & Lessee's declaration

I/we the undersigned, being the applicant(s) nominated, hereby apply for approval for unit title as described in this application on the land specified.

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.

CONFLICT OF INTEREST DECLARATION: Does the applicant or lessee have any association with ACT Planning and Land Authority staff?

No Yes

If yes, please provide details: _____

		Office Use			
Applicant's Signature(s)	<input type="text"/>	Date	<input type="text"/>	Init	<input type="checkbox"/>
1st Lessee's Signature(s)	<input type="text"/>	Date	<input type="text"/>	Init	<input type="checkbox"/>
2nd Lessee's Signature(s)	<input type="text"/>	Date	<input type="text"/>	Init	<input type="checkbox"/>

Definition of
Class A and Class B
units

Two types of units are described in the Unit Titles Act -Class A and Class B units.
The boundaries of Class A units are defined by the floors, walls and ceilings of the units. Ancillary land or buildings, such as a garage or courtyard may be subsidiaries of a unit. Examples of Class A units are the Kingston Tower and the Capital Tower.
Class B units are not limited by vertical dimensions. They are often in single storey clusters.

Contact Details:

ACT Planning and Land Authority
Customer Service Centre
GPO Box 1908, Canberra City 2601
16 Challis Street, Dickson ACT 2602
Business Hours: 8.30am to 4.30pm weekdays
Phone: (02) 6207 1923 Fax: (02) 6207 1925 TTY: (02) 6207 2622
Email: actpla.customer.services@act.gov.au
Website: www.actpla.act.gov.au