



## APPLICATION TO REGISTER A COMMUNITY TITLE SCHEME

Form 061 - ACTS

Land Titles Act 1925

### IMPORTANT INFORMATION

This form is to be used to lodge an application to register a community title scheme under the *Land Titles Act 1925* (the Act). You can access the Act at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.ors.act.gov.au](http://www.ors.act.gov.au).

### PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the information required by this form. The Registrar-General provides identifiable information to various agencies including, but not limited to, the ACT Environment and Sustainable Development Directorate, ACT Treasury Directorate, Canberra Connect and ACTEWAGL for conveyancing, municipal account administrative, statistical and valuation purposes. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

### CONTACT INFORMATION

Lodge in person at the **Office of Regulatory Services:** **255 Canberra Avenue, Fyshwick ACT 2609**  
Office Hours: **9:00am to 4:30pm Monday to Friday**  
General enquiries telephone number: **(02) 6207 0491**  
Website address: **[www.ors.act.gov.au](http://www.ors.act.gov.au)**

### INSTRUCTIONS FOR COMPLETION

- The title or production of title consenting to the registration of this document is required for all affected parcels.
- This office will not accept lodgement of this form if it is not completed in full. If completing this form by hand please use a black pen only.
- Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- Ensure all required documents are attached. If there is insufficient space in any panel, please use an Annexure Sheet.
- Execution by:
  - a) **A Natural Person** – Should be witnessed by an adult person who is not a party to the document.
  - b) **Attorney** – if this document is executed by an Attorney pursuant to a registered power of attorney, it must set out the full name of the attorney and the form of execution must indicate the source of his/her authority e.g. “AB by his/her attorney XY pursuant to Power of Attorney ACT Registration No..... of which he/she has no notice of revocation”. (This execution requires a witness).
  - c) **Corporation** – Section 127 of the *Corporations Act* provides that a company may now validly execute a document with or without using a Common Seal if the document is signed by:
    - i. Two directors of the company;
    - ii. A director and a secretary of the company; or
    - iii. Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director. (This execution does not require a witness).
- The following forms of execution are suggested –
  - a) **With A Common Seal**  
The common seal of ABC Pty Ltd/Ltd ACN.....  
was affixed in the presence of-  
.....(signature)  
.....(director/secretary)\*  
(\*repeat if necessary i.e. if two directors signing. If signing as sole director and sole secretary, state ‘director/secretary’ - (This execution does not require a witness).
  - b) **Without A Common Seal**  
Signed by ABC Pty Ltd/Ltd ACN.....  
.....(signature)  
.....(director/secretary)\*  
(\*repeat if necessary i.e. if two directors signing. If signing as sole director and sole secretary, state ‘director/secretary’ - (This execution does not require a witness).



**ACT**  
Government

Justice and Community Safety

LAND TITLES  
OFFICE OF REGULATORY SERVICES  
ACT Justice and Community Safety Directorate

## APPLICATION TO REGISTER A COMMUNITY TITLE SCHEME

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*Land Titles Act 19251*

### LODGING PARTY DETAILS

Name	Postal Address	Contact Telephone Number

### TITLE AND LAND DETAILS PROPOSED AS COMMON PROPERTY

Volume & Folio	District/Division	Section	Block	Unit

### TITLE AND LAND DETAILS NOT PROPOSED AS COMMON PROPERTY

Volume & Folio	District/Division	Section	Block	Unit

TITLE AND LAND DETAILS NOT PROPOSED AS COMMON PROPERTY				
Volume & Folio	District/Division	Section	Block	Unit

ADDRESS FOR SERVICE OF THE BODY CORPORATE			
PO Box/Street No	Street Name & Suburb	State/Territory	Postcode

SCHEME DOCUMENTS TO BE ATTACHED
<p>1. Master Plan containing -</p> <p>a) A site plan that:</p> <ul style="list-style-type: none"> <li>• delineates the site;</li> <li>• shows each lot included in the scheme;</li> <li>• identifies the lots that are common property; and,</li> <li>• shows the position of all buildings on the site.</li> </ul> <p>b) A sketch that complies with the regulations showing the expected appearance of the finished development.</p> <p>c) A description of the general theme (if any) of the development (for example, the architectural style or the nature of landscaping.</p> <p>d) Any other information prescribed by regulation.</p> <p>2. Management Statement</p> <p>3. Constituent Documents (if applicable)</p> <p>4. By Laws</p>

COMMUNITY TITLE PLAN NUMBER
(Land Titles to complete after registration)

DEVELOPER'S EXECUTION	
Name of developer	Full name of witness (if required)
Signature or common seal of developer	Signature of witness (if required)
Dated -	Dated -

OFFICE USE ONLY			
Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by		Attachments / Annexures	
Registration date		Production number	