



## REQUIREMENTS & CHECKLIST

### Community Title Application

### FORM 2

This form to accompany Form 1 – Application for Approval of Community Title Scheme

#### Attachments required with your application

**The following documents must be attached to your application.**

(Tick the boxes below if the required information has been provided)

**1. Master Plan**

The master plan forming part of a community title scheme **must contain a:**

**(a) Site Plan that:**

- delineates the site;
- shows each lot included in the scheme;
- identifies the lots that are common property;
- shows the lot number of each lot of scheme land shown on the plan;
- shows the position of all buildings on the site;
- shows the distances of each building on a lot of scheme land from the boundaries of the lot;
- shows the proposed distances of each building to be erected on a lot of scheme land under a community title scheme from the boundaries of the lot;
- shows each road, body of water, and area, mentioned in the Act, Section 5(3) within the boundaries of the scheme land; is drawn to scale; and
- shows the direction of north.

**(b) Sketch** showing the expected appearance of the finished development **including:**

- any colours or textures required by the community title scheme for the external surfaces of buildings on scheme land; and
- any landscaping required by the scheme.

**(c) Description of the general theme** (if any) of the development (e.g. the architectural style or the nature of landscaping).

**2. Management Statement**

**(a) A management statement for a community title scheme must include:**

- the name and address of the developer;
- a description of the stages and the sequence of the stages in which any development of scheme land is to be carried out;
- a plan showing construction zones and access zones and the nature of the use that may be made of them;
- a schedule of times for starting and finishing each stage of any proposed development of the scheme (may be fixed by reference to the calendar, by reference to the finishing of a previous element of the scheme by reference to progress in the scale of lots or on any other reasonable basis);
- a copy of the documents that are to establish the body corporate (if a body corporate is to be established (other than on registration) for any elements of the scheme;
- a schedule of the hours when work may be carried out on the proposed development; and

- a description of the amenities to be provided as part of the proposed development, and a statement of –
  - the purposes of which the amenities are to be provided;
  - the extent to which the amenities are to be available for use by owners and occupiers of lots and their invitees; and
  - the arrangements for providing and maintaining the amenities and defraying the cost of their provisions and maintenance.
- a provision for the resolution of disputes between members of the body corporate;
- provision for the appointment of a conciliator or mediator, if necessary or convenient, to assist in the resolution of disputes between members of the body corporate;
- a statement of the procedures to be adopted by a conciliator or mediator appointed;
- provision for the payment of the fees and expenses of a conciliator or mediator appointed and any other costs or expenses of the conciliation or mediation;
- provision for cases in which a person required to engage in a dispute resolution procedure provided for in the management statement does not enter into the procedure or continue with the procedure until the dispute is resolved; and
- for the community title scheme having only 2 or 3 lots that are not common property - provision for resolving disputes between members of the body corporate if the other dispute resolution procedures provided by the management statement cannot operate because –
  - (i) a quorum of the body corporate cannot be obtained; or
  - (ii) the members of the body corporate cannot agree.

**(b) Lot entitlement schedule:**

- in the form prescribed by Land Titles; and
- certification of the lot entitlement by a member of the Institute of Valuers.

**(c) A statement of:**

- the voting rights of the members of the body corporate at a general meeting if a poll is required.

**3. Body Corporate Documents**

- Constituent documents for the body corporate to be formed on the registration of the scheme;
- By-laws of the body corporate.

**Developer's Declaration**

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

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

Developer's signature

Date

**Contact Details:**

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