



ACT
Government

Environment, Planning and
Sustainable Development

Unit Titles Act 2001, s180

APPLICATION FOR UNIT TITLE Form 1

Lease details please print

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

Block/s Section Suburb

Street Address

Applicant Details *Please Print*

Title Mr/Mrs/Ms/Other _____

Surname

First Name

Company Name

Postal Address

Suburb

State

Postcode

Phone Number Business Hours

Mobile

Email Address

Lessee Details *Please Print*

1st Lessee's Details

Title Mr/Mrs/Ms/Other _____

Surname

First Name

Company Name

Position held in company

Australian Company Number (A.C.N.)

Postal Address

Phone Number Business Hours

Mobile

Email Address

2nd Lessee's Details

Title **Mr/Mrs/Ms/Other** _____

Surname First Name

Company Name

Position held in company Australian Company Number (A.C.N.)

Postal Address

Phone Number Business Hours Mobile

Email Address

*All lessees **must** sign authorising the lodgement of this application for unit title. 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.*

Surveyor Authorisation

Do you authorise Environment, Planning and Sustainable Development Directorate to deal directly with your surveyor?

YES

NO

Company Name

Phone Number

Email Address

Unit Details

Type of units

Class A Number of Units _____

OR

Class B Number of Units _____

Class A units are defined by reference to the floors, walls and ceilings of the building. Class B units are unlimited in height except to the extent of any encroachment at, above or below ground level by another part of the parcel.

The development is

Residential Commercial/Industrial

Unstaged Staged (minimum of 4 units can be staged)

If a staged development, please complete the following stage and costing details

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 \$ _____

Information required for the preparation of a Deed of Unconditional Undertaking:

Name of Financial Institution _____

Address of Financial Institution _____

Building Management Statement - BMS

The registrar-general may register a statement about how the building as a whole and the common facilities of the building will be managed between the lessees under each Crown lease (**building management statement**). **Please attach building management statement.**

Is the unit plan you are applying for contained within a multi-lease building? YES NO

NOTE: If yes, you are required to attach a Building management statement and application form for the land specific in this application

Crown Lease

Is the Crown Lease for the land specified in this application registered at the Land Titles Office? NO YES

Conflict of Interest Declaration

Does the applicant or lessee have any association with Environment, Planning and Sustainable Development Directorate staff? NO YES

If YES - please provide details:

NOTE: There are penalties for deliberately giving false and misleading information. The Environment, Planning and Sustainable Development Directorate or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Use of the Land

Is the Use of the land consistent with the current purpose clause contained in the existing Crown lease?

YES NO

Please specify which Zone in the Territory Plan applies to the block specified in this application:

Note: The Crown lease of all blocks falling under the Residential and Industrial Zones in the Territory Plan must specify the number of units. If this is not specified, a lease variation is required.

Do you have a development application or development application amendment being assessed?

YES NO

Note: An unapproved development application will hold up the processing of your Unit Title.

Are you limiting any uses within the units plan?

YES NO

If yes, please specify in section below.

Is there more than 50 years remaining on the Crown Lease?

YES NO

If no, you will need to apply for a further lease.

Please specify how many years remaining on the Crown Lease:

Is the block heritage listed?

YES NO

If yes, your application will be referred to ACT Heritage.

Unit Plan checklist

All below documentation is required to process this application.

Unit Title Assessment Report for the land specific in this application

Form 1 – Site Plan and Surveyors Declaration;
Form 2 – Schedule of Unit Entitlement;
Form 3 – Floor Plan;
Certification of Unit Entitlements;
Certificate of Occupancy and Use;
Fitness for Unit Title Certificate;
Certification that no encroachment exists (if required);
Certification of encroachment over parcel boundary (if required); and
Any other further information obtained by the Unit Title Works Assessor.

Surveyor's Checklist

Development Statement for the land specified in this application

NOTE: For staged developments only.

Certificate of Operational Acceptance from Transport Canberra & City Services for the land specified in this application (for commercial or 3 or more residential unit developments)

NOTE: A Certificate of Operational Acceptance is obtained from the Development Coordination Branch within the Department of Transport Canberra & City Services.

Certificate of Operational Acceptance from Icon Water for the land specified in this application

NOTE: A Certificate of Operational Acceptance is obtained from Icon water.

If applicable, Building Management Statement

Driveways (For works on verge only) – For 2 unit residential developments

1. *The driveway of the original residences / units 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 Certificate of Occupancy or use was issued.
(Declaration is required from the lessee)*

OR

2. *Construction of additional entrance*

Modification of existing entrance

Relocation of existing entrance

Construction of two separate entrances

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 Transport Canberra and City Services

OR

3. *Other (please specify)* _____

Other Application for Unit Title Requirements

LODGEMENT & PAYMENT

A valid application for unit title comprises a completed application for unit title form accompanied by all of the required information or documents for it to be considered for approval.

Once an application for unit title is received, the documentation will be checked to ensure it meets the standard for lodgment. If the documentation provided is acceptable, you will receive written confirmation and a request for the payment of the application fees. An application for unit title is not lodged until full payment of fees is made and received by Environment, Planning and Sustainable Development Directorate.

If the documentation is not acceptable for lodgment, you will receive written advice detailing the additional information required and/or any other issues with your application. Once these items are provided, Environment, Planning and Sustainable Development Directorate will recommence the documentation check and fee payment process outlined above.

DOCUMENTATION AND PLANS

All required documentation must be provided in hard copy.

ADVISORY NOTES

Multi-lease buildings: A building or buildings that are subdivided to include multiple crown leases. Multi-lease buildings may also share common facilities and infrastructure that service the whole building/s. A multi-lease building may also include one or more units plans. From 1 July 2021, it is compulsory for multi-lease developments which contain a units plan to register a Building Management Statement.

Applicant and Lessee Declaration

I/we the undersigned, hereby apply for approval for unit title as described on the land specified in this application.

I/we declare that this application is accompanied by all of the required information or documents for it to be considered for approval.

I/we understand that the information submitted with this application form will undergo a documentation check prior to the payment of fees and formal lodgement of the application. Further information may be required prior to the acceptance of the application for unit title by Environment, Planning and Sustainable Development Directorate.

I/we understand that this application will be considered lodged once the relevant application fees have been paid.

I/we understand that the documentation provided will be considered to be the relevant documentation associated with this application.

I/we understand that further information may be requested after the application for unit title is lodged with Environment, Planning and Sustainable Development Directorate.

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

I/we the undersigned (lessee) appoint the applicant whose signature appears below to act on my/our behalf in relation to this application for unit title. This authorises the applicant to pay all application fees, bonds and securities, liaise with Environment, Planning and Sustainable Development Directorate when required, alter, amend or provide further information as necessary and receive any communications relating to this application for unit title.

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

If signing on behalf of a company or organisation:

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

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

Privacy Notice

The personal information on this form is provided to the Environment, Planning and Sustainable Development Directorate (EPSDD) to enable the processing of your application. The collection of personal information is authorised by the Unit Titles Act 2001. If all or some of the personal information is not collected EPSDD cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office, the Registrar General's Office and other Government agencies with a direct interest in the Unit Title process. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. EPSDD's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPSDD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPSDD Information Privacy Policy can be found at www.planning.act.gov.au

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