Community Title Act 2001, s. 97

REQUIREMENTS & CHECKLIST
Community Title Application
Form 2

This form should accompany Form 1 – Application for approval of a 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

Approved form AF2011-129 approved by David Papps Planning and Land Authority on 1 August 2011 under section 97 of the Community Title Act 2001 and revokes AF2002-23
☐ 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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