

This checklist may accompany the original plan when lodged in LPI for registration

Checklists are designed to complement items in letters of requisition.

n/a = not applicable

Item	Strata certificate	yes	n/a
19.1	Strata certificate completed and inapplicable parts ruled through		
19.2	Utility lots identified (must be whole lots)		
19.3	Strata certificate amplified to accept encroachment(s) onto public land		
19.5	Paper copy of the plan supplied bearing an original signature of authorised person/accredited certifier on each sheet		

Item	Plan heading	yes	n/a
21.5	Certificate(s) of title lodged or produced (production slip to indicate produced for registration of plan)		
21.6	Certificate(s) of title not qualified and/or limited		
21.7	Strata plan is not over Crown land		
21.8	Strata plan is not over Old System land		
21.9	Strata plan is over one or more contiguous whole Torrens title lots		

Item	By laws	yes	n/a
23.3	Schedule of by-laws indicated on the plan is provided		
23.4	Schedule of by-laws signed or consented to by same parties that signed or consented to the plan		

Item	Signatures, consents, statements and documents	yes	n/a
25.1	Administration sheet is signed by all registered proprietors		
25.2	Administration sheet is signed by owners corporation (subdivision of strata scheme)		
25.3	Administration sheet is signed by all mortgagees		
25.4	Written consent to plan registration is provided for all lessees and caveators shown on title		
25.5	Statutory declaration indicating how lots are affected by any lease shown on title		
25.6	Action taken regarding expired lease still recorded on title		
25.7	Ministers consent provided for titles affected by Crown restrictions		
25.10	Quality of documents/images meet acceptable LPI standards and are suitable for reproduction		
25.11	Transfer(s) lodged to resolve dual ownership of lot(s) with owners corporation		
25.17	Letter furnished by surveyor indicating the direction required as to which lot the PPN will affect once this plan is registered		

Item	Section 88B instrument	yes	n/a
26.1	Easements referred to in s.88B instrument are shown on the plan		
26.2	Heading shown. Only required on sheet 1		
26.3	Terms provided in part 2 for all restrictions, positive covenants and non-statutory easements		
26.4	Part 1A for easements being released includes details of creating instrument, lots burdened and lots benefited. Note: Positive covenants or restrictions cannot be released in part 1A		
26.5	Final sheet is properly signed and witnessed. Each sheet is attested by a signatory to the final sheet		
26.6	Each sheet is consecutively numbered		

Item	Approved forms	yes	n/a
27.1	All required approved forms herewith		
27.2	Approved form 10 or order from Strata Schemes Board furnished for expiry of initial period		
27.3	Approved form 9 furnished for consent of owners corporation to register plan or dealing affecting common property		
27.4	Approved form 12 furnished for consent of owners corporation to register strata plan of subdivision		
27.5	Approved form 11 furnished for consent to new schedule of unit entitlement (where applicable)		
27.6	Approved forms 15 and 15A furnished for strata development contract (where applicable)		
27.7	Approved form 15A includes required concept plans		
27.8	Approved form 18 furnished for developers attestation where developer has signed on behalf of owners corporation		

Item	Development contract	yes	n/a
37.1	Strata development contract completed and appropriately signed (where applicable)		
37.2	All sheets comprising parts 1 and 2 are numbered sequentially in the same series		

Item	Management statement	yes	n/a
38.1	Strata management statement completed and appropriately signed (where applicable)		

PPN

I have used the checklist to assist with lodgment of this plan and all relevant items have been addressed.

Name:.....

Signed: Date: Surveyor's reference:.....

Change log

Date	Item	Details of changes made
28.5.2007	PPN	Box added for PPN
1.9.2007	Note 2	Note 2 added to heading re <i>Conveyancing (General) Amendment (Registration of Plans) Regulation 2007</i> .
1.9.2007	19.5	'in the strata certificate and each sheet' removed and replaced with 'of Authorised Person/ Accredited Certifier on each sheet'
1.9.2007	25.1, 25.2 & 25.3	Reference to 'Plan or Signature Form' replaced with 'Administration Sheet'
23.10.2007	26.2	Heading is now only required to be shown on sheet 1. Reference to all sheets removed.
7.2.2008	19.4	Now removed. No longer applicable
26.11.2013	25.17	Item 25.17 added
26.11.2013	27.3 & 27.4	New items inserted as 27.3 and 27.4. Old items 27.3 to 27.6 now numbered as 27.5 to 27.8
26.11.2013	Heading	Checklist no longer compulsory. 'Must accompany' changed to 'may accompany'
26.11.2013		Reformatting and LPI logos added
6.2.2014	22.1 & 22.2	Item removed and added to surveyors checklist

This change log is **not** part of the checklist and should **not** be lodged with the plan.

Disclaimer

This information is correct at the date of publication, changes after the time of publication may impact upon the accuracy of the material.

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Customer Services

T 1300 052 637
T +61 2 9228 6666
F +61 2 9233 4357
www.lpi.nsw.gov.au