

# Digital Administration Form Functions - SP FORM 3\_E

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## **PLEASE NOTE:**

To ensure compatibility the 'smart' Admin Form must be completed in Adobe Acrobat Reader. Please download and save the form to your PC and open with Adobe Acrobat Reader to complete.

## **Administrative Items:**

**Plan Form number:** A new Plan Form number has been issued to the Digital Administration Form. It is now in the format 'SP FORM 3\_E'. This same Plan Form number is carried forward to all sheets.

**Page numbering:** Sheet numbering is automated across all sheets. If you require an extra sheet, please use the in-built 'Add Sheet' button to ensure sheet numbering is correct.

**Deposited Plan number:** May be entered by the user if a Pre-allocated Plan Number (PPN) already exists. This information will populate across all corresponding sheets once entered.

**Surveyor's Reference:** Remains as a free-text option. This information will populate across all corresponding sheets once entered.

## **Plan Details:**

**Plan Purpose:** Plan Type is selected from a drop down menu of three options. The plan purpose will populate across all corresponding sheets once entered.

The administration sheet will automatically update following the input of a plan purpose, to align with the required selection made.

**Title Details:** Remains as a free-text option. If you require an additional plan type enter it in this section.

**Land Details (LGA/Loc/Par/Cou):** Select your LGA from the drop down list. If you have multiple LGAs, select the 'See Sheet 3' option and enter these on Sheet 3 by selecting the LGA from the drop down list then using the 'Enter' button until all LGAs have been entered. The Locality/Parish and County remains as a free-text option.

**Strata Scheme:** The scheme is selected from a drop down menu (Freehold/Leasehold). The list can be navigated easily using the correct first letter (e.g. Type 'F' for Freehold).

**Address for Service of Documents:** Remains as a free-text option.

**By-Laws:** Either the model by-laws OR the strata by-laws must be selected. Once selected the other option will now be hidden as opposed to being struck through. If the user wishes to view all options again they may select the 'Reset Choice' button at any time.

- Once the Model by-laws option is selected, a warning message will prompt the user to continue to select (A) OR (B) for the keeping of animals and smoke penetration options.

## **Surveyor's Certificate:**

**Surveyor Name/Company:** Remains as a free-text option.

### **Building Encroachment Options:**

- A single option of Yes OR No must be selected.
- If 'NO' encroachment is selected, options (a) & (b) will now be hidden as opposed to being struck through.
- If 'YES' is selected, option (a) OR (b) will be required to be ticked where applicable.
- If option (b) is selected, the box for the creating instrument to permit the encroachment will then be highlighted. This box will remain a free text box (^).

**Signature:** Non-interactive field. Print the completed form to execute required fields.

**Signature Date:** The entered signature date must be equal to or before the endorsement date in the Strata Certificate. An error message will prompt users if the date is later than shown in the Strata Certificate. The field will automatically alter entries to the format DD-MMM-YYYY.

**Surveyor ID No:** A numeric value must be entered. If other characters are entered an error message will prompt the user.

**Surveyor's Reference:** Remains as a free-text option. This information will populate across all corresponding sheets once entered.

### Strata Certificate:

The Strata certificate will populate based on the authority endorsing the certificate.

**Authority:** The authority of whom is endorsing the strata certificate is now selected from a drop down menu (Local Council/Accredited Certifier).

- If Local Council is selected, the '#' remains a free-text option
- If Accredited Certifier is selected, both the name and number remain a free-text option.

**Strata Schemes Development Act 2015 Section:** For a Strata Plan of Subdivision and depending on the Authority completing the certificate, the appropriate Section of the Strata Schemes Development Act must also be selected.

- If Accredited Certifier is selected, either 58 or 59 must be chosen from the drop down.
- If Local Council is selected, either 54 or 55 must be chosen from the drop down.

**Certificate options:** The options for (a), (b) and/or (c) are to be struck through if they are not applicable to the strata plan.

**Certificate Reference:** Remains as a free-text option.

**Planning approval number/Issued by:** Remains as a free-text option.

**Capacity of signee on behalf of local council:** If a member of the local council is endorsing the strata certificate, they will be required to select one of two options (Authorised person/General manager).

**Signature Date:** The entered signature date must be equal to or after the date of survey. An error message will prompt users if the date is before the date of survey. The field will automatically alter entries to the format DD-MMM-YYYY.

### Certificate of Owners Corporation (Strata Plan of Consolidation Only):

When the plan type of Strata Plan of Consolidation is selected, the Certificate of Owners Corporation panel will appear on Sheet 1 of the form. The Certificate of Owners Corporation section remains mostly unchanged. It now contains fields to enter each item digitally if appropriate.

**Certification Date:** ^ Date is a free-text option.

**The Owner's Seal - SP No.:** Free text option.

**The Owner's Seal Date:** Date entry field, automatically alters entries to the format DD-MMM-YYYY.

**Signature:** Non-interactive field. Print the completed form to execute required fields.

**Name & Authority:** Remains as a free-text option.

### Approved Form Sheet 2 – Valuer's Certificate & Unit Entitlements

**Valuer's Name & Company:** Remains as a free-text option.

**Signature:** Non-interactive field. Print the completed form to execute required fields.

**Date:** Remains as a free-text option.

**Schedule of Unit Entitlements:** The unit entitlements are entered in the standard table format. Each lot and its associated entitlement are added to the table and the Aggregate Calculator provides a sum of all entered entitlements.

**Please note:** there is a maximum number of 32 individual entries for this schedule. If multiple lots in the plan have an equal entitlement please enter these lots in the format '1 - 10', '11 - 15', '15 - 20' etc. The Aggregate Calculator will provide the correct sum of all the inclusive lots.

### **Approved Form Sheet 3:**

Information will be populated on Sheet 3 once entered on the first or second sheet of the form. If the user requires a further sheet, the 'Add Sheet' button at the top right corner can be used.

**Land Details (LGA):** Used when entering multiple LGAs, select the 'See Sheet 3' option on Sheet 1 and enter your LGAs from the drop down list using the 'Enter' button until all LGAs have been entered.

**Affecting Interests:** The user will select either 'Yes' or 'No' to indicate whether there are affecting interests to be created and/or released with the accompanying Section 88B instrument. If 'Yes' is selected the 'Pursuant to Section 88B' statement will appear, and all affecting interests can be listed in the text field.

**Street Address Schedule:** The user will select whether or not a street address schedule is available. Selecting 'No' will generate the 'not available' statement. If 'Yes' is selected the street addresses can be entered in the generated table on the following page. If more than the provided amount is required use the 'YES' button to generate a further Address Schedule sheet.

### **Additional Sheets:**

For additional sheets, previously entered information will be populated upon creation. If the user requires a further sheet, the 'Add Sheet' button at the top right corner can be used. If the user no longer requires the sheet, the 'Delete Sheet' button at the top right corner can be used to delete the current sheet.