Application for registration of an amendment of a community titles scheme - amendment of a scheme plan effecting subdivision

*Community Titles Act 2018* (CTA) Section 50

*Community Titles Regulations 2021*

**Scheme number[[1]](#footnote-2):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tier number[[2]](#footnote-3):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent land[[3]](#footnote-4)**

| Land description | Extent | Volume | Folio |
| --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |

**Applicant[[4]](#footnote-5)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Operative words**

The Applicant applies to the Registrar of Titles for registration of the amendment of scheme plan effecting subdivision indicated below for the above-mentioned scheme number (Scheme) and any associated schedule of unit entitlements.

1. Select the type of amendment of scheme plan[[5]](#footnote-6):

|  |
| --- |
|[ ]  1. Effects a change to the definition of a lot that belongs to the Scheme (i.e. re-subdivision of lot(s), excluding subdivision of a lot by a community titles scheme, and/or common property; consolidation of lots; conversion of lot(s) to common property)
 |
|  |  |
|[ ]  1. Effects a change to the boundary of a tier parcel that belongs to the Scheme (i.e. addition of land from outside the tier parcel to the common property of the tier parcel or removal of common property from the tier parcel where the tier parcel belongs to the Scheme)
 |
|  |  |
|[ ]  1. Effects a change to the boundary of the tier parcel of the Scheme (i.e. addition of land from outside the Scheme to the common property of the Scheme or removal of common property from the Scheme)
 |

1. Where the amendment effecting subdivision creates a new lot(s) resulting in the issue of a new title(s), how many lots are being created (excluding vesting lots)? \_\_\_\_\_\_\_\_\_\_
2. Has the Planning Commission approved an amendment of the community development statement (CDS) in connection with the above Scheme plan?

 [ ]  Yes [ ]  No

1. If yes to question 3, state the CDS amendment number and date approved by the Planning Commission.

CDS amendment number[[6]](#footnote-7): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date amendment approved by Planning Commission[[7]](#footnote-8): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accompanying documents**

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| --- |
|[ ]  **Schedule of unit entitlements** for the Scheme, if applicable. |
|[ ]  **Application to register a community development statement or amendment**,if applicable. |
|[ ]  **Transfer of land**, if applicable(for the addition of land from outside the tier parcel of the Scheme to common property in the Scheme, or conversion of lot(s) to common property in the tier parcel of the Scheme, or removal from the tier parcel of the Scheme of common property in the Scheme, or addition of common property to a tier parcel that belongs to the Scheme or removal of common property from a tier parcel that belongs to the Scheme). |
|[ ]  **Certificate of community corporation – Amendment of scheme plan effecting subdivision** (only required if affecting common property in the community titles scheme). |
|[ ]  **Consent statement – Type 1 and type 2 interest holders for amendment of scheme plan and schedule of unit entitlements**, if any. |
|[ ]  Written consents of affected lot owners (or consent endorsed on the **Notice to lot owners and others for amendment of scheme plan**), if any. |
|  |  |
|[ ]  **Statement to deal with land**, if applicable |

##  [ ]  [Click on triangle icon to expand and complete, if applicable]

The Applicant provides the following instructions to the Registrar of Titles on how the current limitations, interests, encumbrances, and notifications registered or recorded in the Register relevant to the Application are to be dealt with. Appropriate documents required to give effect to these instructions, accompany this Application.

| **Certificate of Title Vol/Fol** | **Limitations, interests, encumbrances and notifications****[List all by document type and number[[8]](#footnote-9)]** | **Action[[9]](#footnote-10)** |
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## **Execution**[[10]](#footnote-11)

Execution date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Lodged by:[[11]](#footnote-12)  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | Instruct if any documents are to issue to other than Lodging Party **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Address: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Phone Number: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Email:  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Reference Number: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Issuing Box Number: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |
| Prepared by: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| Address: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Phone Number: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Email: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Reference Number: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |
| Titles, Leases, Evidence, Declarations etc. lodged herewith 1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **OFFICE USE ONLY**Landgate OfficerNumber of Items Received: \_\_\_\_\_ Landgate Officer Initial: \_\_\_\_\_\_ |

1. Enter the number shown on the scheme plan for the community titles scheme, so that if the plan says scheme plan 12345 then the scheme number is 12345. [↑](#footnote-ref-2)
2. Enter the tier number for the Scheme (i.e. tier 1, tier 2 or tier 3). [↑](#footnote-ref-3)
3. Describe affected lots, tier parcels and common property. [↑](#footnote-ref-4)
4. Insert full name of the Applicant. This could be the community corporation for the Scheme or owner of a lot in the Scheme, in which case the name must be as shown on the certificate of title and state the address to which future notices can be sent, or the community corporation for a tier parcel that belongs to the Scheme. [↑](#footnote-ref-5)
5. Refer to CTA sections 3(1) and 40 for amendment of scheme plans. [↑](#footnote-ref-6)
6. This is the number allocated to the CDS by the Planning Commission and includes the number of the amendment approved by the Planning Commission. It should match the CDS amendment number shown on the **Application to register a community development statement or amendment,** if such Application has been registered at Landgate or accompanies this Application to register the Scheme amendment. [↑](#footnote-ref-7)
7. This is the date that the CDS amendment was approved by the Planning Commission. Refer CTA section 27(1) and (2) for circumstances when a CDS or amendment of CDS approved by the Planning Commission ceases to have effect. [↑](#footnote-ref-8)
8. e.g. Mortgage M12345. [↑](#footnote-ref-9)
9. Insert whether it is being discharged, withdrawn, otherwise removed, brought forward in full, modified or varied, e.g. Discharge off Lot 1. [↑](#footnote-ref-10)
10. To be executed by the community corporation for the Scheme or owner of a lot in the Scheme, or the community corporation for a tier parcel that belongs to the Scheme. See Land Titles Policy & Procedure Guide “SIG-01 Signing of Documents” (and associated guides) in relation to execution requirements. [↑](#footnote-ref-11)
11. Lodging Party Name may differ from Applicant Name. [↑](#footnote-ref-12)