

# NOTICE TO LODGING PARTIES LAND SERVICES GROUP

Department for Administrative and Information Services  
101 Grenfell Street Adelaide 5000



No. 125

## AMENDMENT OF STRATA PLAN

This Notice clarifies the correct usage of two of the panel forms that are used to amend a strata plan. Copies of the forms have been included as an annexure to the Notice. Reference to the copies will assist you in understanding the following notes.

The two forms that are discussed are:

- form AP6; and
- form 3.

Both forms were introduced on 4 January 2000.

### Form AP6

The Strata Titles Act 1988 provides that an application can be made to amend a deposited strata plan. Section 12(8) of the Act deals with an application to amend a strata plan by the:

- **inclusion** of a **portion of an allotment** within the strata site; or
- **removal of land** from the site.

Form AP6 must be used in both of these cases. The form has two prefixes on ARIES – “AP/RTC”.

The use of form AP6 removes the need to lodge two separate documents - an Application for the Amendment of a Strata Plan (form A7) and an Application for Deposit of a Plan of Division (form RTC).

An application for the amendment of a strata plan by including portion of an allotment within or removing land from the site must be accompanied by:

- a plan of division; and
- substituted sheet(s) for the Strata Plan; or
- a print of the existing strata plan with the amendment(s) delineated in red.<sup>1</sup>

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<sup>1</sup> Specific advice should be sought from the Plan Examination section to determine whether the amendment can be delineated in this way or must be indicated on a substituted sheet.

An application to amend a strata plan by including the **whole of an allotment** into a strata site **cannot** be made on form AP6. An amendment of that sort must be made on form A7.

### **Preparation of Form AP6**

The AP6 form consists of a bi-fold and two separate pages. The separate pages contain panels that are headed:

- "Details of Transaction(s)" and "Schedule of Easements created by Amendment of the Plan of Strata Division"; and
- "Statement of Effect on Estates or Interests of Consenting Parties" and "Certificate of Consent for the Amendment of a Deposited Strata Plan".

If these pages are not required for a particular application, do not attach them to the body of form AP6.

Guidance notes for the completion of form AP6 are available free of charge from Information SA at 77 Grenfell Street Adelaide SA 5000.

### **Form 3 - Additional Consents**

In some cases, there may be insufficient space on form AP6 for the execution by all of the parties who must consent to the amendment. The additional consents must be prepared on:

- form 3. This new form has been approved specifically for additional consents; or
- a spare "Statement of Effect on Estates or Interests of Consenting Parties/Certificate of Consent for the Amendment of a Deposited Strata Plan" page from another AP6 form.<sup>2</sup>

**ALAN J. SHARMAN**  
**REGISTRAR-GENERAL**  
**14 July 2000**

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<sup>2</sup> Alternatively, clients with forms on disk can simply print off an additional "Statement of Effect on Estates or Interests of Consenting Parties/Certificate of Consent for the Amendment of a Deposited Strata Plan" page from form AP6.