



REGISTRAR-GENERAL'S OFFICE

A DIVISION OF THE DEPARTMENT OF LANDS

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When replying please quote

NOTICE TO LODGING PARTIES

1. The Strata Titles Act, 1988 came into operation on 1st September, 1988.

The Act makes provision for various applications to be made or certifications to be produced to the Registrar-General and for which no Regulation has been promulgated.

The following schedule sets out the nature of the document, the prefix assigned by the L.T.O., the panel form upon which they should be prepared and the manner of Certification for the purposes of the Real Property Act, 1886.

<u>Name of Document</u>	<u>Prefix</u>	<u>Panel Form</u>	<u>Certified Correct</u>
Application for the Amendment of a Strata Plan	AP	B2 or B3	Yes
Notice of the Appointment of an Administrator	OC	B2	Yes
Notice of person ceasing to be the Administrator of a Corporation	OC	B2	Yes
Instrument of Cancellation of a Strata Plan	CS	B2 or B3	Yes
Instrument of Cancellation of a Strata Plan consequential on an Order of Court	CS	B2	Yes
Certificate of Licensed Valuer as regards Unit Entitlements	-	Reg.9(4) of Regs. under RPA No.250 of 1980 applies	-
Certificate to the Encroachment of a strata scheme on Private Land	-	Reg.9(4) of Regs. under RPA No.250 of 1980 applies	-

Copies of the forms are attached hereto as Appendix A

2. The form attached hereto as Appendix B is the Notification of the Deposit of a Strata Plan that will be issued to the lodging party by the Registrar-General upon deposit of the plan.
3. The forms attached hereto as Appendix C are included only as a service to Strata Corporations. The forms are recommended for use by the Registrar-General with the support of the Crown Solicitors Office

L.J. Hales

L.J. HALES

EXECUTIVE ASSISTANT

14.9.1988.

CERTIFICATE OF LICENSED VALUER AS REGARDS UNIT ENTITLEMENTS

(S.S. 7 (3) or 12 (3) Strata Titles Act, 1988)
Authority S.48

1. I certify that the unit entitlements given in respect of the application for the deposit of a Strata Plan in the L.T.R.O. over CST. _____ are correct for the purposes of Section 6 of the Strata Titles Act, 1988.

2. I certify that:-
 - (a) there is no variation in the value of units or common property as a result of the amendments to Strata Plan No. _____

 - or

 - (b) the amounts by which the value of units are varied by the amendment to S.P. No. _____ are reflected in the change in unit entitlements accompanying the application and are correct for the purposes of Section 6 of the Strata Titles Act , 1988.

Licensed Valuer within the
meaning of the Land Agents,
Brokers and Valuers Act, 1973

Notes: This Certificate must be attached to the appropriate application and must be prepared in accordance with Regulation 9 (4) of the Real Property Act (Form of Instruments and Certificates of Title) Regulations No.250 of 1980.

Delete any Paragraph or Sentence that is inapplicable.

STRATA TITLES ACT, 1988

CERTIFICATE OF CONSENT TO THE ENCROACHMENT OF A STRATA SCHEME ON
PRIVATE LAND

S.7 (5)(b)(ii)

I/We _____ of _____ being
the Reg. Prop(s). of the whole of the land comprised in (insert references to
affected land do hereby;

- (1) Consent to the encroachment over the above land of the building(s) as delineated on the Strata Plan proposed to be lodged for deposit in the Land Titles Registration Office in respect of the whole of the land comprised in C^sT _____;
- (2) Acknowledge that this consent is binding on present and subsequent owners and occupiers of the land.

Duplicate Certificates of Title are produced for notation of the above consent.

L.S.

Reg. Prop(s).

Note: This Certificate must be attached to the Strata Application and must be prepared in accordance with Regulation 9 (4) of the Real Property Act (Form of Instruments and Certificates of Title) Regulations, No.250 of 1980.

APPLICATION FOR THE AMENDMENT OF A STRATA PLAN

(Pursuant to Section 12, Strata Titles Act, 1988)

To the Registrar-General

Strata Corporation No. _____ Incorporated hereby applies to you to amend
Strata Plan No. _____;

1. (a) * In accordance with the amendments in red as shown on the print of
the said plan attached hereto;

or

(b) * By substituting the sheets numbered (e.g. 1/3, 2/3 etc) for those with
corresponding numbers and accompanying this application.

* delete inapplicable

2. Substitute a fresh schedule of Unit Entitlements to comply with the unit
entitlements as shown in the schedule below.

It is affirmed that this application is made in pursuance of a unanimous resolution duly
passed at a properly convened meeting of the Strata corporation.

SCHEDULE OF UNIT ENTITLEMENTS

UNIT NO.	UNIT ENTITLEMENTS

STRATA CORPORATION No. _____ INC.

_____ C.S

CONSENTS OF PERSONS HAVING A REGISTERED ESTATE AND INTEREST IN ALL
UNITS AND COMMON PROPERTY AFFECTED

Name Address and Desc. of Person	Interest	Signature	Witness

(Continued)

Note: Use either Panel Forms B2 or B3.

This document acts as a Conveyance and must be submitted for an opinion of the Commissioner of Stamps.

Signatures need not be proved.

Paragraph 2 and the schedule thereto may be deleted where the proposed amendment does not vary the unit entitlements nor affects the relative value of any of the units.

Where application is made pursuant to an Order of the Supreme Court of South Australia the affirmation clause should be deleted and the following clause (or similar) substituted:-

"This application is made in consequence of an Order of the Supreme Court of South Australia, a copy of which Order is attached hereto".

This application must be accompanied by (where appropriate)

1. Certificates of Approval of the Council and Commission where appropriate
 2. A Plan of Amendment
 3. Duplicate Certificates of Title affected by amendment
 4. Where required, Certificate of a Licensed Valuer
 5. Where application is made pursuant to an Order of the Court, a copy of that Order
- Consents of persons having a registered estate and interest are not required in this instance

STRATA TITLES ACT, 1988

NOTICE OF THE APPOINTMENT OF AN ADMINISTRATOR

Section 37

To the Registrar-General,

re Strata Corporation No..... Incorporated

I of
hereby give notice that on the day of 19.... the Supreme
Court of South Australia appointed me administrator of the abovementioned Corporation.

An office copy of the Order of Supreme Court dated the day of
..... 19..... effecting such appointment is attached hereto.

Dated the day of 19.....

.....
(Administrator)

Notes: Use Panel Form B2

This instrument must be certified correct by a Solicitor, Licensed Land
Broker or the Applicant. An entry of this notice will be made on the original
Certificate of Title of the Common Property only. The Duplicate C.T. need
not be produced.

STRATA TITLES ACT, 1988

NOTICE OF PERSON CEASING TO BE THE ADMINISTRATOR OF A CORPORATION

Section 37

To the Registrar-General

re Strata Corporation No..... Incorporated.

I of
hereby give notice that on the day of
19....., I ceased to be administrator of the abovementioned Corporation. An office copy
of the Order of the Supreme Court removing/replacing me from the said office is
attached hereto.

Dated the day of 19.....

.....
(Former Administrator)

Notes: Use Panel Form B2

This instrument must be certified correct by a Solicitor, Licensed Land
Broker or the Applicant. An entry of this notice will be made on the original
Certificate of Title of the Common Property only. The Duplicate C.T. need
not be produced.

INSTRUMENT OF CANCELLATION OF A STRATA PLAN

To the Registrar-General:

Strata Corporation No. _____ Incorporated of _____ pursuant to Section 17 (2) of the Strata Titles Act, 1988, hereby applies to you to cancel Deposited Plan No. _____.

Dated the _____ day of _____ 19 _____

EXECUTION OF STRATA CORPORATION

CS

.....
an Officer of the Corporation or
person authorized by Corporation

Consent of persons with registered estate an interests in respect of the Units or Common Property of the said Plan.

Name, Address and Desc. of Consenting persons	Nature of Estate or interest (Reg.Prop. Mtgee. etc.)	Signature of Consenting Persons	Witnesses

Notes: Application may be made pursuant to Section 17 (5) by an Administrator, if appointed pursuant to Section 37 of the Strata Titles Act, 1988.

Use Panel Form B2 or B3

This instrument must be certified correct by a Solicitor or Licensed Land Broker.

Strata Titles Act, 1988
S.17 (5)

INSTRUMENT OF CANCELLATION OF A STRATA PLAN CONSEQUENTIAL ON AN
ORDER OF COURT

To the Registrar-General:

(name, address and desc. of applicant) of _____ hereby request you
to cancel deposited Strata Plan No. _____.

Annexed hereto is a copy of an Order dated _____ day of _____ 19 ____ made by the
Supreme Court of South Australia.

It is hereby certified that all the terms of the order required to be complied with
prior to the cancellation of the scheme have been satisfied.

Dated this _____ day of _____ 19 ____

LS of Applicant (s)

Note: This application must be accompanied by:-

- (a) a copy of the Order of Court.
- (b)* duplicate CST for all the Units and Common Property.
- (c)* any duplicate instruments relating to registered interests in the
Units and Common Property.

Application may be made by the Corporation, a unit holder, or any
other person with a registered interest in a unit.

- * Except such duplicates as may be exempted from production by the
Court.

Use Panel Form B2.

This instrument must be certified correct by a Solicitor, Licensed
Land Broker or the Applicant.

NOTIFICATION OF THE DEPOSIT OF A STRATA PLAN

* To

You are hereby notified that I have this day deposited in the Lands Titles Registration Office the Strata Plan relating to the parcel comprised in Certificate(s) of Title Register Book(s) Volume(s)..... Folio(s)

and I have given the number to the said deposited Strata Plan.

The name of the corporation incorporated by virtue of section 8(2) of the Strata Titles Act, 1988 is Strata Corporation No..... Incorporated.

Dated the day of 19.....

pro Registrar-General

* To be addressed to the registered proprietor or proprietors of the parcel or his/her or their agent.

STRATA TITLES ACT, 1988

Strata Corporation No..... Incorporated

COPY OF MOTION, AND VOTING PAPER

Notice is hereby given that a notice of motion, a copy of which is set out hereunder, has been given to the Committee of the Corporation by being a person entitled to attend and vote at a general meeting of the Corporation to be held (insert time, date and place of meeting)

Notice of Motion

(Set out the notice in the form in which it was received by the Committee. If more than one resolution is proposed, each of them should be distinguished by a number).

Any person entitled to attend and vote on the proposed resolution(s) may, if he/she does not vote by proxy thereon, exercise an absentee vote by recording his/her vote on the voting paper set out hereunder and delivering it or causing it to be delivered, duly completed, to the Corporation before the commencement of the meeting.

Voting Paper

I being a person entitled to vote on the proposed resolution(s) contained in the copy of notice of motion set out above, do hereby vote -

- * In favour of the proposed resolution.
- * Against the proposed resolution.

(Strike out whichever is not required).

Dated the day of 19.....

.....
(Signature)

Signature of Witness

Address of Witness

* If more than one proposed resolution is contained in the notice of motion, this part of the voting paper should be altered to read-

In favour of proposed resolution(s) numbered

Against proposed resolution(s) number

)Insert the
)appropriate
)numbers of the
)resolutions as
)appearing in the
)notice of motion

FORM OF INSTRUMENT APPOINTING A PROXY

Strata Corporation No..... Incorporated

I/We of
being a person/persons entitled to attend and vote at general meetings of the
abovementioned Corporation hereby appoint
of, or failing him/her,
..... of
to be my *special/*general proxy to vote for me and on my behalf at the *annual
general meeting of the said Corporation to be held on the day of
..... 19..... and at any adjournment of that meeting.

** My proxy is hereby authorized and directed to vote -

- (a) In favour of the resolution(s) relating to
- (b) Against the resolution(s) relating to
- (c) As he/she sees fit, as regards all other resolutions.

Dated this day of 19.....

.....
(Appointor)

Signature of Witness.....

Address of Witness

* Strike out whichever is not applicable.

** Strike out this clause if the proxy is not appointed as a special proxy.