



HUON VALLEY COUNCIL

APPLICATION FOR STRATA SCHEME OR STAGED DEVELOPMENT SCHEME OR AMENDMENT UNDER THE STRATA TITLES ACT 1998

ALL APPLICATIONS MUST DEMONSTRATE COMPLIANCE WITH COUNCIL'S *STRATA & STAGED
DEVELOPMENT SCHEME POLICY, JULY 2011*

Proposal			
Location			
Owner			
Applicant	Name Address Suburb or Town Email	Postcode	Phone Mobile Fax
Associated Planning Permit Number		Associated Building/Plumbing Permit Number	

Declaration

- I have read the Certificate of Title and Schedule of Easements for the land and are satisfied that this application is not prevented by any restrictions, easements or covenants.
- I authorise the Council for the purposes of assessment or public consultation to copy documents relating to this application and to provide copies as required to referral agencies. I confirm that I am the copyright owner or have the authority to sign on behalf of any other person with copyright for documents relating to this application.
- I acknowledge that Council officer may have to enter the land to assess this application.
- I declare that, if I am not the owner, I have the consent of the owner to submit this application to Council.
- I acknowledge that if all or a part of the works required by the relevant planning permit, works permit or other Council permit are incomplete or inadequate and Council officer have to re-inspect those works I will be charged an additional fee and the application will not be approved until that fee is paid.
- I declare that the above information is true and correct.

Personal Information Protection Statement

The personal information requested on this form is being collected by the Council for the purpose of processing applications under the Land Use Planning and Approvals Act 1993 and will be used for that primary purpose or directly related purposes.

The intended recipients of the information are Council officers, data service providers engaged by Council from time to time, any other agent or contractor of Council and State Government Departments to which the application may be referred to for their comment and advice. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it.

Failure to provide this information will result in your application not being able to be processed.

Personal information will be managed in accordance with the Personal Information Protection Act 2004 and you may make application for access or amendment to your information in writing to the General Manager, PO Box 210, Huonville 7109. You may be charged a fee for this service.

I consent to information being given by means of an electronic communication to the nominated email address above in accordance with the Electronic Transactions Act 2000 and acknowledge that information will only be provided in electronic form unless I formally request otherwise.

Applicant's Signature		Date	
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PLEASE SEE CHECKLIST OVER PAGE

Application Checklist

To ensure that your **Strata Scheme application** can be processed as quickly as possible it is necessary to provide all relevant information. Council has also published information on its website at www.huonvalley.tas.gov.au

Therefore, prior to submitting a Strata Scheme Application please read the following check list carefully and ensure that you have provided all necessary information. If you require further advice please contact Council's Customer Service Officers on (03) 6264 0300.

This is because prior to lodging an application for sealing a Strata Plan for a unit (eg; multiple dwelling; commercial building), all relevant conditions of a Planning Permit, and of other approvals for works to be carried out to provide for services for each lot must have been completed depending on the nature of the permit and approvals for the development / property.

Therefore, all relevant permit or approval requirements need to be completed such as:

Planning			(√)
Yes	No	Construction of:	
Yes	No	• Storage area for waste and recycling bins;	
Yes	No	• Outdoor clothes drying facilities;	
Yes	No	• Mail receptacle(s);	
Yes	No	• Provision for other storage for each unit.	
Yes	No	• Payment of Community Infrastructure Contribution amount.	
Yes	No	• Any other planning permit requirements are completed.	
Plumbing/Building			
Yes	No	Prior to lodging an application for sealing a Strata Plan for a unit (multiple dwelling) the following certificates are required for each unit following the completion or permit based work:	
Yes	No	Certificate of completion (Permit Plumbing Work) and	
		Certificate of Completion (Permit Building Work)	
		(Do not lodge your application until these certificates are available)	
Infrastructure			
Yes	No	Crossover from a Council or DSG road is completed and has been inspected and approved.	
Yes	No	Car parking spaces, driveway and turning bays constructed for each lot as approved and inspected	
Yes	No	Completion of stormwater drainage requirements/connection	
Yes	No	TasWater connections completed (if applicable)	
Yes	No	Completed 'as constructed' plans for infrastructure works provided	
Yes	No	Engineering certifications provided where required by a permit/approval	
Yes	No	Other infrastructure works completed/inspected	
Environmental (NRM)			
Yes	No	NRM conditions completed	
Yes	No	Plans provided (eg Stormwater Management Plan)	

Documentation required for lodging a Strata Scheme application:

STRATA PLAN	(√)		(√)
<ol style="list-style-type: none"> 1. A completed Application Form 2. The Application fees paid (please see fee section of Council's website: www.huonvalley.tas.gov.au) 3. A current copy of the Certificate of Title to the land containing the Search Page, Plan, Sealed Plan or Diagram, any Schedule of Easements, and any Part 5 Agreements. 4. Strata Plan – prepared by a Land Surveyor that: <ul style="list-style-type: none"> • State the name of the strata scheme; • Delineates the external surface boundaries of the site and the location of the buildings in relation to those boundaries; → 		<ul style="list-style-type: none"> • States the title reference to the site and other particulars of its location; • Includes a drawing illustrating the lots and distinguishing them by numbers or other symbols; • Defines the boundaries of each lot; and • Shows the approximate area of each lot; • States the unit entitlement of each lot; • States the name of the body corporate to be formed on registration of the plan and its address for service; • Contains any other requirements. 	

Documentation required for lodging a Staged Strata Scheme application:

STAGED STRATA PLAN	(√)		(√)
<ol style="list-style-type: none"> 1. A completed Application Form 2. The Application fees paid (please see fee section of Council's website: www.huonvalley.tas.gov.au) 3. A current copy of the Certificate of Title to the land containing the Search Page, Plan, Sealed Plan or Diagram, any Schedule of Easements, and any Part 5 Agreements. 4. A Master Plan: <ul style="list-style-type: none"> • Identifying the site; and • Showing, for each stage, the proposed lot boundaries (including the common property), all proposed buildings and any construction or access zones required. 		<ul style="list-style-type: none"> • Sufficient plans to determine whether the proposal can be brought into effect. This may be done by referencing a DA or BA approval that has already been issued. If a DA has been issued and conditions imposed the documentation needs to show compliance with these conditions. <ol style="list-style-type: none"> 5. A completed Disclosure Statement (The Land Titles Office issue a standard form to assist in this) 	