



**LAND
REGISTRY
SERVICES**

Plan Preparation Guide

Strata Plans

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NSW Land Registry Services

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Strata Legislation

Strata legislation is available from www.legislation.nsw.gov.au

Strata Schemes Development Act 2015

Strata Schemes Development Regulation 2016

Strata Schemes Management Act 2015

Strata Schemes Management Regulation 2016

Strata Plan Preparation Resources

Strata Scheme guidelines can be viewed on the [Registrar General's Guidelines](#) for Strata Schemes.

NSW LRS has also compiled [Strata Plan preparation resources](#) to assist both surveyors and lodging parties.

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The Strata Plan

A strata plan contains two parts; the administration sheets and plan drawing sheets containing the location plan and floor plans.

The Administration Sheet

The administration sheet is for all administrative information which includes name and address for service of documents, by-laws, approvals for the plan (i.e. strata certificate and surveyor's certificate), schedule of unit entitlements, valuers certificate, schedule of street addresses and statements of intention to create or release affecting interests in accordance with sec.88B Conveyancing Act 1919 and signatures and seals.

The administration sheets are approved forms and they are numbered separately from the plan drawing sheets. There are varying administration sheets depending on the purpose of the strata plan:

SP FORM 3.01 Strata Plan with Strata Certificate of Accredited Certifier

SP FORM 3.02 Strata Plan with Strata Certificate of Local Council

SP FORM 3.03 Strata Plan of Subdivision with Strata Certificate of Accredited Certifier

SP FORM 3.04 Strata Plan of Subdivision with Strata Certificate of Local Council

SP FORM 3.05 Strata Plan of Consolidation

SP FORM 3.06 Building Alteration Plan

SP FORM 3.07 for Valuers Certificate and Schedule of Unit Entitlements

SP FORM 3.08 Annexure page for signatures and seals, schedule of addresses, statements of intention to create or release easements and any required Approved Forms or consents.

The current Strata Plan Approved forms are available on the NSW Land Registry Services [website](#).

1. The Approved form must be produced including all of the text. It is not permitted to omit any information. Inapplicable information should be struck through.
2. Surveyors should note that all relevant sections of the surveyor's certificate must be completed and inapplicable information struck through, furthermore the date

provided in the surveyor's certificate must agree with the date shown in the surveyor's panel on the plan drawing sheet.

3. It is the surveyor's responsibility to complete the by-law panel. It should not be left blank. Inapplicable information should be struck through.

By-laws

Section 10(b) of the Strata Schemes Development Act 2015 requires that a Strata Plan must specify the by-laws proposed to be adopted.

The by-laws adopted for the scheme are:

- * Model by-laws for residential strata schemes together with:
 - Keeping of animals: Option *A/*B
 - Smoke penetration: Option *A/*B(see Schedule 3 *Strata Schemes Management Regulation 2016*)
- * The strata by-laws lodged with the plan.

Example 1 - By-laws panel shown on the Administration sheet - SP FORM 3.01 and 3.02

If model by-laws for residential strata schemes are to be adopted (see Schedule 3 Strata Schemes Management Regulation 2016) a keeping of animals option and smoke penetration option must be specified and reference to 'strata by-laws lodged with the plan' ruled through, see Example 1.

If the developer wishes to create their own by-laws, all reference to model by-laws and the legislation must be struck through on the by-laws panel, strata by-laws must then be lodged with the plan in the format of Approved Form 7.

Approved Forms

When Approved Form 10, 11, 12 or 13 are required to enable registration of the Plan they must be included on SP FORM 3.08 (Annexure) of the administration sheet.

Street Address

A schedule of street addresses is required on SP FORM 3.08, the address schedule must be prepared as per 3.25 of the Surveyor Generals Direction No. 7 and include an address for the common property and each lot in the Strata Scheme.

Valuer's Certificate

A valuer's certificate must accompany the schedule of unit entitlements, Sec.10(3)(e) Strata Schemes Development Act 2015 (for the initial Strata Plan), Sec.13(6)(d) Strata Schemes Development Act 2015 (for a Strata Plan of Subdivision) and Sec.14(3)(d) Strata Schemes Development Act 2015 for a Strata Plan of Subdivision of a development lot).

The valuers certificate must be completed by a qualified valuer who

- (a) Has membership of the Australian Valuers Institute (other than associate or student membership) or
- (b) Has membership of the Australian Property Institute (other than student or provisional membership), acquired in connection with his or her occupation as a valuer, or
- (c) Has membership of the Royal Institute of Chartered Surveyors as a chartered valuer

The Valuer's Certificate must be dated no more than 2 months before the day on which an application was made for a Strata Certificate, see cl.7(4) Strata Schemes Development Regulation 2016.

Schedule of unit entitlements

The schedule of unit entitlements must be shown on the administration sheet SP FORM 3.07 in accordance with clause 7 of the Strata Schemes Development Regulation 2016.

- (1) The schedule must contain two vertical columns the first should show the lot numbers in numerical sequence and the second should show the unit entitlements for each lot.
- (2) The final row must show the aggregate of the unit entitlements.
- (3) All unit entitlements must be expressed in whole numbers.

It is the responsibility of the surveyor to show the schedule of unit entitlements, however the information should be provided to the surveyor by a qualified valuer in accordance with schedule 2 of the Strata Schemes Development Act 2015.

Strata plan

Schedule of Unit Entitlement

LOT	UNIT ENTITLEMENT
1	25
2	25
3	30
4	30
5	90
AGGREGATE	200

Example 2 - Schedule on a strata plan

Successively numbered lots with the same unit entitlement may be grouped in abbreviated form instead of being set out in vertical columns. The schedule of unit entitlement may be prepared as shown in examples 3 and 4 below.

THE UNIT ENTITLEMENTS FOR LOTS 1 TO 10 ARE 10 EACH. AGGREGATE IS 100.

Example 3 - Schedule on a strata plan

Schedule of Unit Entitlement

LOT	UNIT ENTITLEMENT
1	10
2	10
3	10
4	10
5	10
6	10
7	20
AGGREGATE	80

OR

LOT	UNIT ENTITLEMENT
1-6	10
7	20
AGGREGATE	80

Example 4 - Schedule on a strata plan

Strata plan of subdivision

The schedule on a strata plan of subdivision, (not including the subdivision of a development lot), must include reference to all lots in the strata scheme, whether existing or new lots, except for the lot or lots being subdivided. The existing Strata Plan number must be added to the strata lots which are not a result of the subdivision.

The aggregate unit entitlement for the newly created lots must equal the unit entitlement of the subdivided lots. The unit entitlement for the remaining lots and the total unit entitlement for the scheme should not change.

The aggregate unit entitlement and the existing unit entitlement of any lot in the strata scheme may be changed where common property is being created or subdivided by showing the change in the schedule. Approved form 11 and a completed valuer's certificate in accordance with schedule 2 of the Strata Schemes Development Act 2015 are also required – see Registrar General's Guidelines for Strata Schemes.

A complete valuer's certificate is required for a strata plan of subdivision in all instances where a lot and common property or common property only is involved sec.13 (6)(d) Strata Schemes Development Act 2015. A valuation certificate is not required to be endorsed on an administration sheet accompanying a strata plan of subdivision not involving common property.

Schedule of unit entitlement

LOT	UNIT ENTITLEMENT
1 SP1234	25
4	30
5	90
6	27
7	28
AGGREGATE	200

[Example 5 - Strata plan of subdivision of lots 2 and 3 SP1234](#)

Strata plan of subdivision of a development lot

The schedule of unit entitlements should only show the new lots in the strata plan of subdivision. The total aggregate must equal the unit entitlement of the development lot subdivided. A valuer's certificate is required in accordance with sec.14 (3)(d) and Schedule 2(5) of the Strata Schemes Development Act 2015.

Schedule of unit entitlement

LOT	UNIT ENTITLEMENT
8	30
9	30
10	30
AGGREGATE	90

Example 6 - Strata plan of subdivision of development lot 7

Location plan

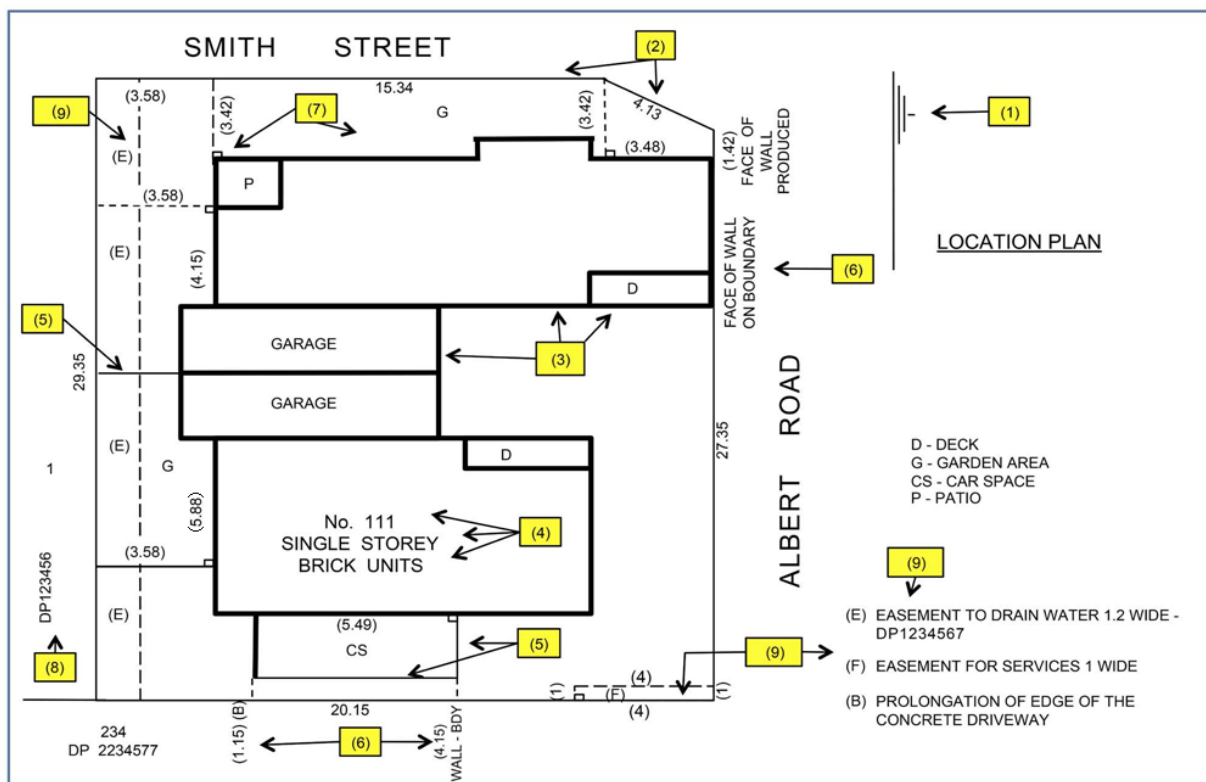
The basic purpose of a location plan is to show the building and any lots outside the building in relation to the parcel boundary.

The requirements for location plans are set out in Schedule 10 & 11 of the Lodgment Rules. A location plan is not required for a strata plan of subdivision that affects lots and/or common property that is wholly within the original building.

The location plan is prepared on PLAN FORM 1 (A3), on a separate sheet from the floor plan(s) and must show the following.

- (1) A north point (directed upwards). Plan orientation e.g. (ISG, MGA) must not be included.
- (2) External boundaries of the land being subdivided and their lengths. If a boundary is a curved line only the arc distance should be stated.
- (3) External limits of the building and any other structures used to define the lots on the floor plan.
- (4) Identity of the building by indicating the street number, the number of levels and the materials of its external construction.
- (5) Boundaries of any lots not within the building (these should not be dimensioned).
- (6) When a building containing lots is within 2 metres of the parcel boundary, connections must be provided from the building to the parcel boundary.
- (7) When a lot external to a building is within 2 metres of the parcel boundary, connections must be provided from the structural feature used to define the lot to the parcel boundary. These connections should correspond to those used on the floor plan to define the lots. The connections must be sufficient to establish that any lot boundaries do not extend beyond the parcel boundaries. Connections are not required on the location plan if the lot boundaries are coincident with the parcel boundary. In this instance a note should be added to the relevant boundary on the location plan e.g. 'lot boundary is coincident with the parcel boundary'. **All connections must be perpendicular from specific points on a structure or prolongations of the face of the structure.**
- (8) Identities of the adjoining lands.

- (9) The site and description of all existing easements which affect the parcel or new easements remote from the building which affect common property.
- (a) Easements being created on the strata plan which affect common property outside the building must be defined by a structural feature or perpendicular offsets and or prolongations from the building or other structure.
- (b) If the easement being created affecting common property is parallel to the parcel boundary it may be defined as per complied plan guidelines.
- (10) If an encroachment exists, sufficient information to indicate the extent and nature of the encroachment.
- (11) All connections including those along a structure must be shown in brackets



Example 7 - Location plan

To ensure clarity all lettering on PLAN FORM 1 (A3) should have a minimum height of 2.5mm

The following items must NOT be shown on the location plan.

- Survey information e.g. bearing, pegs (unless an exemption has been issued).
- Dimensions and lot numbering of the strata lots.
- The stratum statements.

Floor plan

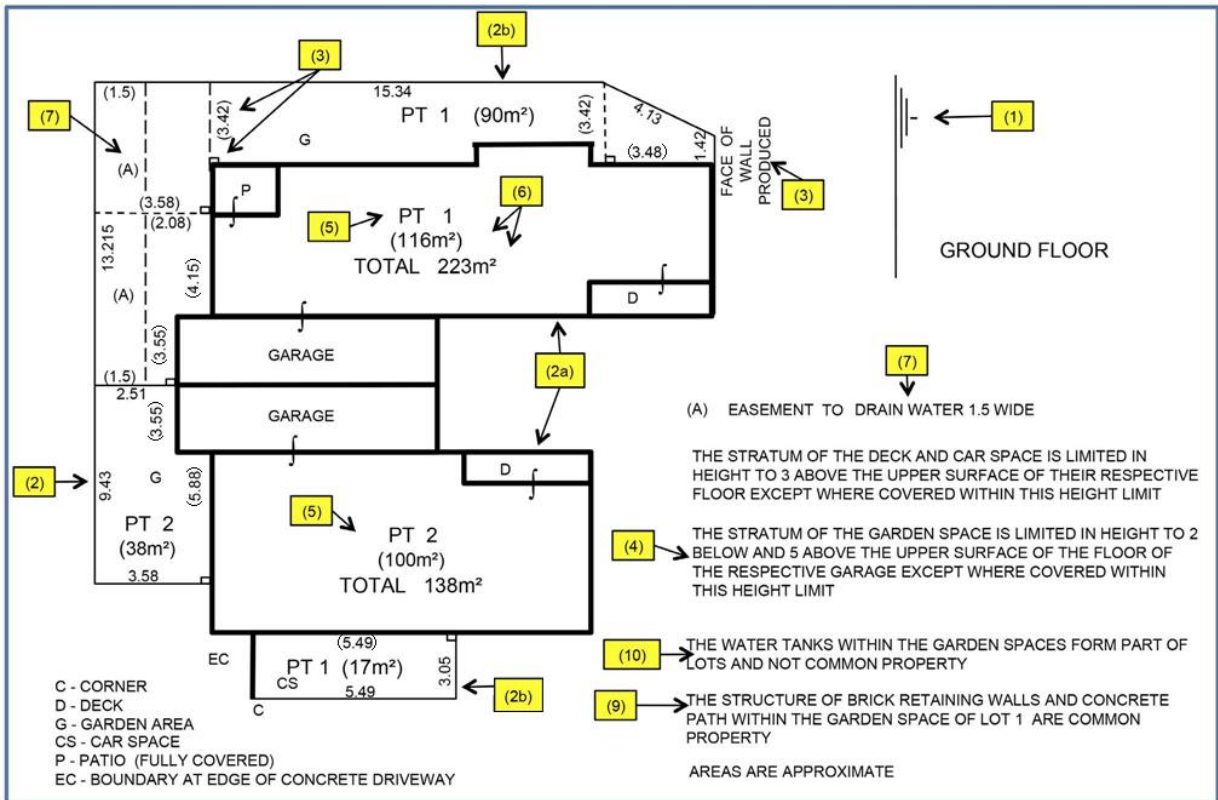
Purpose of the floor plan is to define new strata lots.

The requirements for floor plans are set out in Schedule 10 & 12 of the Lodgement Rules.

Floor plan(s) are prepared on Plan Form 1 (A3) on a separate sheet/sheet(s) from the location plan and must show the following.

- (1) A north point (directed upwards). Plan orientation e.g. (ISG, MGA) must not be included.
- (2) Boundaries of all lots and part lots defined by continuous (i.e. unbroken) lines.
 - (a) Boundaries which are defined by a structure must be shown by thick lines.
Only one consistent line thickness should be used regardless of thickness of the structure.
 - (b) Boundaries not defined by structures must be shown by thin lines
- (3) Boundaries which are not defined by a structure are referred to as line boundaries. Line boundaries must be dimensioned by distance only and be defined by right angled offsets and/or connections from specified points on a structural feature shown on the floor plan. All perpendicular line boundaries must show a right angle designation/symbol. A line boundary distance cannot pass through a structure.
All connections including those along a structure must be shown in brackets; only line boundary dimensions do not require brackets.
- (4) Stratum statements for those parts of the lots which do not have structural cover and or a structural base to define their horizontal boundaries (i.e. upper and lower limits).
- (5) The lot number for each lot or part lot. Lot numbering must be consecutive and commence with lot 1. Any part lot should be identified as part of the lot or connected by vinculum.
- (6) An area for each lot or part lot. Part lot areas should be shown in brackets and a total area must be shown within or relevant to the most significant part of the lot. The total area must be the mathematical aggregate of the separate parts.

- (7) The site and description of all easements which affect the lots that are to be created upon registration of the plan. If the easement sites are not defined by a structure, they must be defined by rectangular offsets from the building or other structural feature in the same manner as lot boundaries.
- (8) Easements affecting common property that are remote from the building may be defined on the location plan only.
- (9) All occupations within an external part of a lot and within 1 metre of any lot boundary must be shown or referred to. The floor plan should indicate the materials and nature of the occupation and indicate if it forms common property or part of the lot. This is not required for fencing within the meaning of the *Dividing Fences Act 1991*.
- (10) Any other notes which indicate items which are within the air space of a lot are to form common property and not part of the lot. Example 'The hot water service within the courtyard of lot 1 is common property and not part of the lot.'
- (11) Any equipment within common property proposed to be for the exclusive use of a lot must be referred to in a common property rights by-law. For example air-conditioning units, water tank, antenna etc. **Any equipment not within the lot cannot be made lot property by means of a note on the plan.**
- (12) Separate floors of the building must be shown from the lowest level to the highest level.



Example 8 - Floor plan

To ensure clarity all lettering on PLAN FORM 1 (A3) should have a minimum height of 2.5mm.

Areas of strata lots

The floor plan must show the base area of each cubic space of a strata lot. When there is more than one part to a strata lot (i.e. more than one cubic space), a total floor area must be shown in the main part of the strata lot.

Areas of less than 1 hectare must be expressed in square metres.

No objection will be made to the addition of a statement on the plan - **'AREAS ARE APPROXIMATE'**.

Rental property areas

The only areas that are to be shown in any strata scheme plan are those calculated from the base of the strata lot as depicted in the floor plan.

NSW LRS recognises that they may not represent the useable floor areas available for rental purposes. Where a strata scheme plan is being developed for lease purposes, NSW LRS will allow the following statement on the plan: **'Measurements of floor plan shown on the floor plan are approximate and calculated for the purpose of the Strata Schemes Development Act 2015 only. They may differ from measurements of floor area for other purposes'**.

Stratum statements

Stratum statements are required if a lot is not limited in height and or depth by a structure. Lots which are within a building are generally accepted to extend from the upper surface of the floor to the lower surface of the ceiling. A stratum statement will be required for all lots outside a building which are not fully covered by a structure or do not have a structural base for their entire area.

The following points must be considered when providing stratum statements in the floor plan.

- (1) All stratum statements must be related to a permanent structural surface within the parcel.
- (2) The maximum limitation for the height or depth of a lot defined by a stratum statement acceptable to NSW LRS is 50 metres. If there is a requirement to exceed this limit, an application should be put to Strata Plan Advisor for approval.
- (3) When referring to surface of the floor/ceiling, the statement must clearly state whether the reference is to the upper or lower surface.
- (4) Wherever possible the structural surface should be referred to e.g. upper tiled floor, upper concrete surface.
- (5) If a dwelling has more than one floor, any reference to the surface must clearly specify the relevant floor level.

(6) If the stratum statement is complex, it is recommended that separate statements for height and depth limits be provided.

The following are some commonly used terms to describe areas outside of the building:

Courtyard, garden area, yard space

Generally, these areas will not have a structural base or be fully covered. Stratum statements will usually be required.

Balcony, patio, porch, veranda, terrace, deck, car space

It would be expected that these areas have a structural base but are not necessarily fully covered.

Carport

It would be expected that this area would be fully covered by a structure but not necessarily have a structural base.

The above descriptions are examples and suggestions only and surveyors are required to provide appropriate stratum statements.

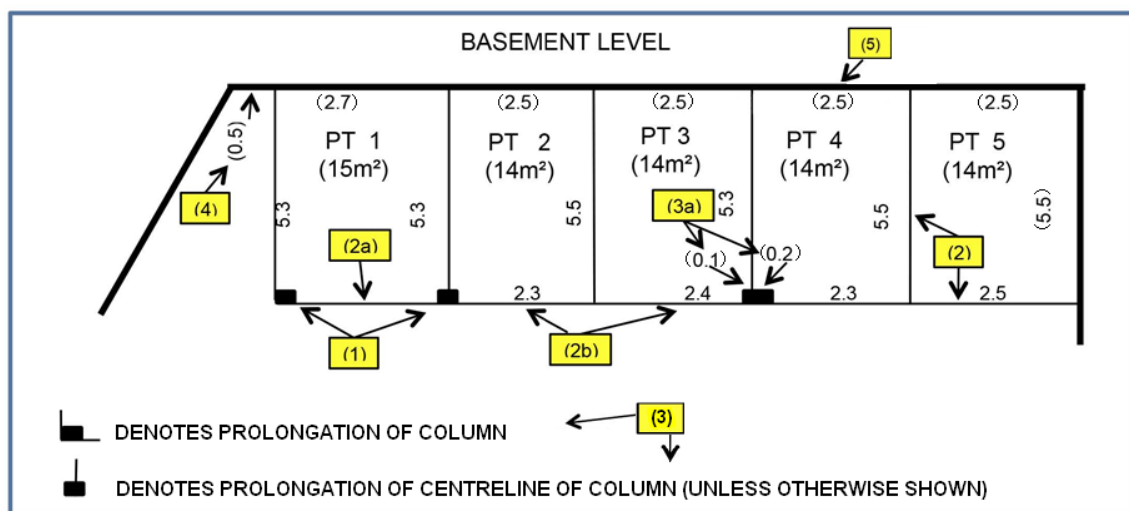
If one of the above is fully covered and/or has a structural base, the surveyor should state that on the floor plan to avoid requisition (see Example 8).

Defining car spaces

The principles of car spaces are the same for any other strata lot defined by line boundaries.

The following information should be shown on the floor plan(s) for car spaces:

- (1) All corners of each lot must be defined by reference to structural features or right-angled offsets from them. In this example the walls and columns are used.
- (2) All line boundaries are to be dimensioned by distance.
 - a. One allowance is a line between two structural features (see front boundary of lot 1), a dimension is not required but may be shown at the surveyor's discretion.
 - b. See front boundaries of lots 2 and 3; you must show a length for both. You can not only show one and leave the other to be the residue of the total length of line between the two columns.
- (3) Identify lines as line of face of column or centreline of column.
 - a. If the boundary is not from centre of column show connections along column.
- (4) Connection from corner of wall to car space boundary (0.5).
- (5) All connections along a structure used to define a line boundary are shown in brackets including those along the rear wall of each car space.
- (6) There is no need to define the stratum of internal car spaces.



Example 9 - Basement level car spaces

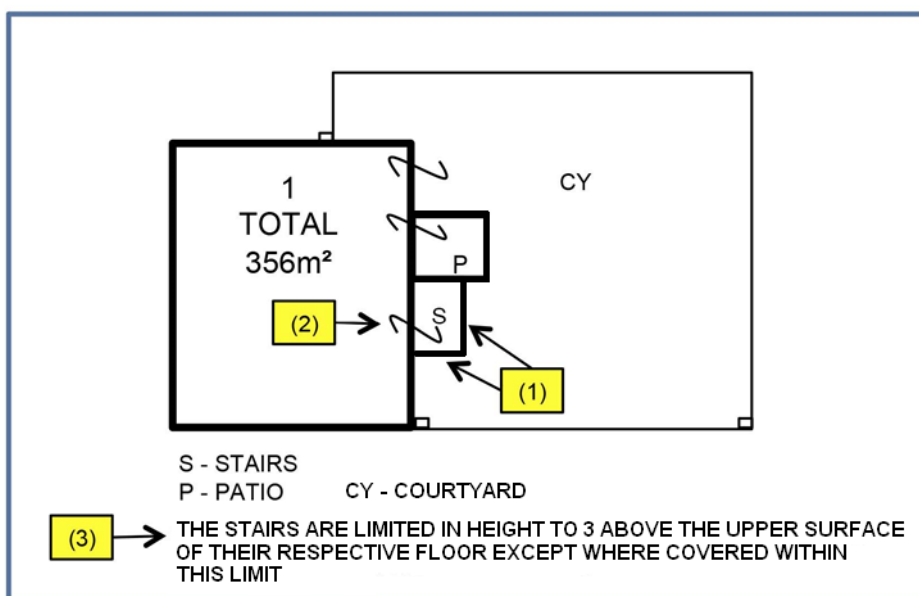
The following methods are UNACCEPTABLE for defining line boundaries.

- (1) At right angles to a curved structure such as a round column.
- (2) Prolongation of the centre line of a single circular column.
- (3) Use of intersecting method, where two boundaries of fixed lengths are each fixed at one end and the other end is fixed by their intersection. Although this is mathematically possible it is not acceptable for a strata plan.
- (4) Prolongations of structures which are not visible (e.g. the prolongation of an internal wall to define an external boundary).
- (5) The total line boundary distance cannot pass through or be inclusive of a structure (e.g. a line running through a column or alongside a wall).

Defining stairs

If the stairs are part of a lot and are external to the building (see Example 10) the following rules apply:

- (1) As the stairs are defined by the structure itself they should be represented by thick line work.
- (2) Stairs must be identified as part of the lot i.e. connected to the lot by vinculum or shown as 'Pt Lot'.
- (3) A separate statement should be added defining their stratum limits.

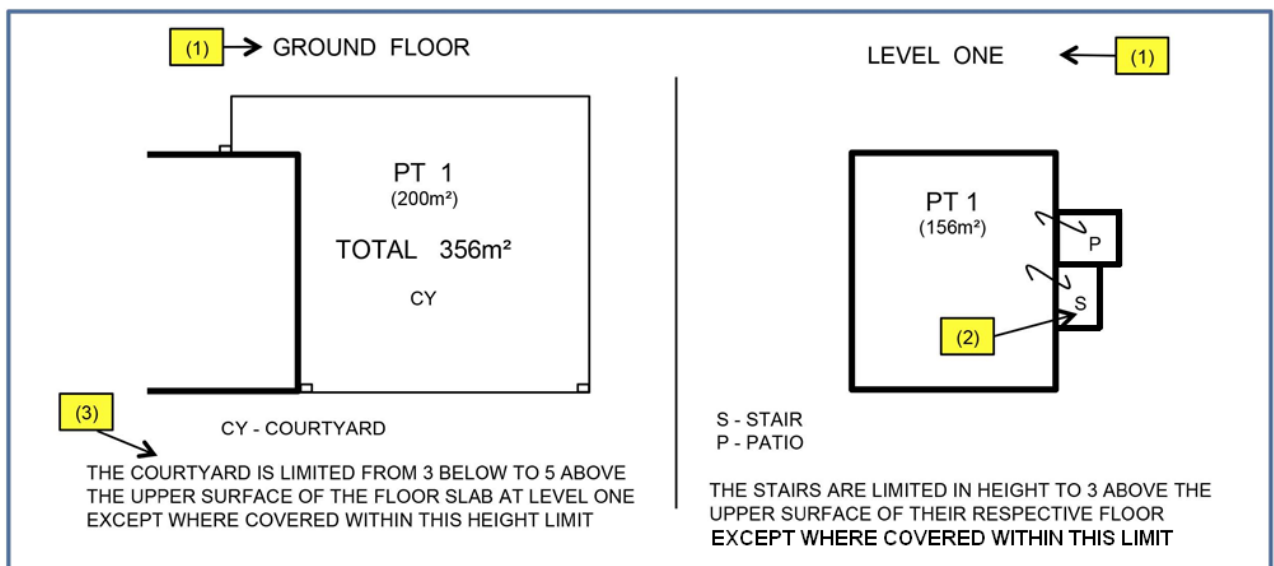


Example 10 - External stairs

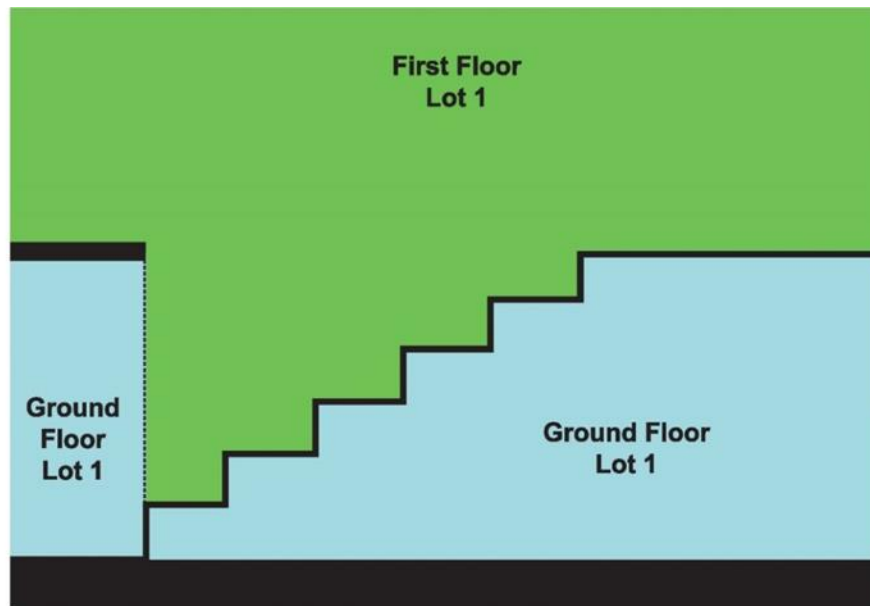
This example will result in the structure of the stairs becoming common property.

If you give a depth limitation which extends below the upper surface of the stairs it will make the structure of the stairs part of the lot, which may cause future problems. If there is useable area under the stairs and patio that you wish to include as part of the courtyard (see Example 11) you must:

- (1) Show separate floor plans one showing the structural parts of the lot as upper level and another for the courtyard part
- (2) Show stairs as part of the upper level
- (3) Amplify the stratum statement for the courtyard to refer to **'except where covered within this limit'**.



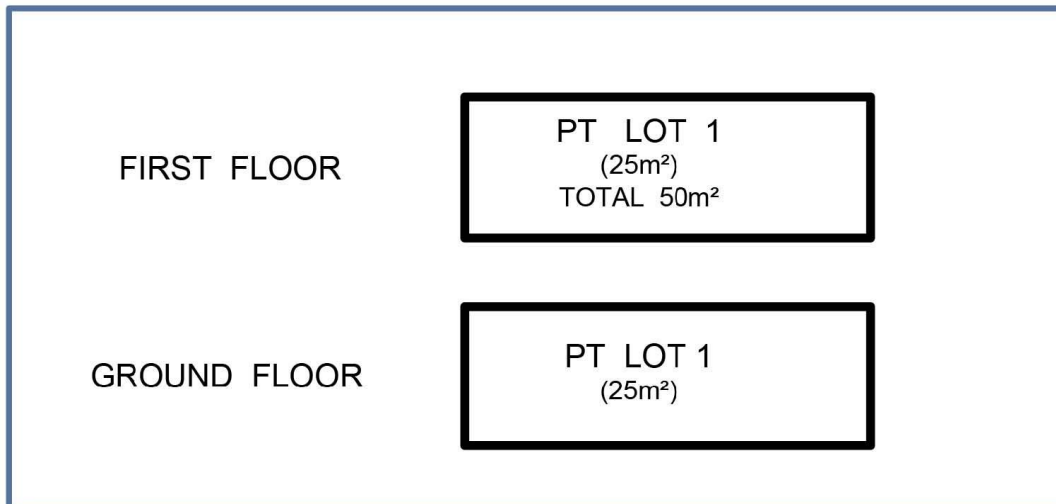
Example 11 – Useable area beneath stairs



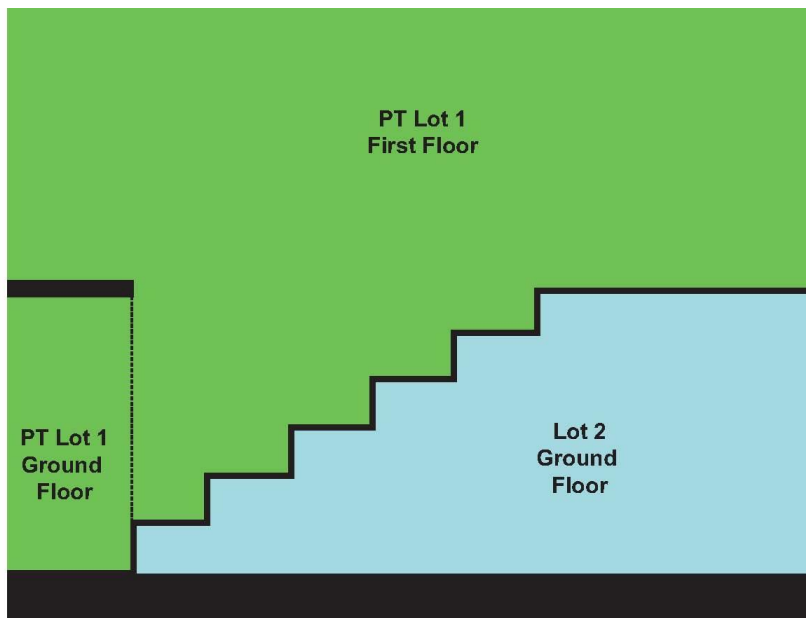
Example 12 - Internal stairs - same lot

Internal stairs between different levels of the same lot should not be shown on the plan (see Example 12).

- (1) The upper limit of the ground floor is defined by the underside of the ceiling above or the underside of the stairs.
- (2) The lower limit of the first floor is defined by the upper surface of the floor or the upper surface of the stairs.
- (3) The structure of the stairs is common property, the same as the structure of the floor between the two levels.
- (4) The floor plan for these situations must be prepared as shown in Example 13.



Example 13 - Internal stairs - same lot

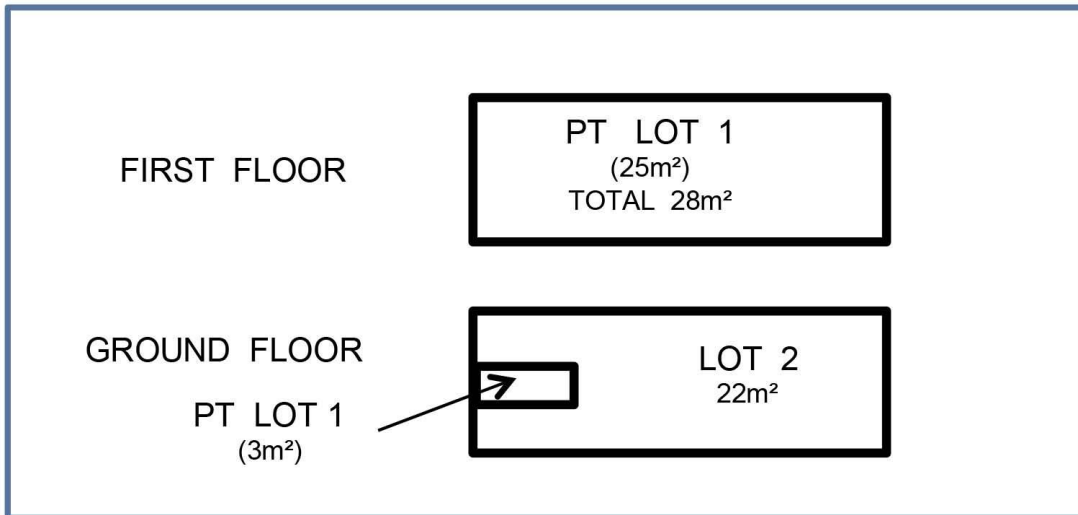


Example 14 - Internal stairs - different lots

Internal stairs where different lots are at each level are not required to be shown (see Example 14).

- (1) The base of the first floor part of lot 1 is the upper surface of the floor and the upper surface of the stairs.
- (2) The upper limit of the ground floor lot 2 is the underside of the ceiling and the underside of the stairs.
- (3) The structure of the stairs is common property, the same as the structure of the floor between the two levels.

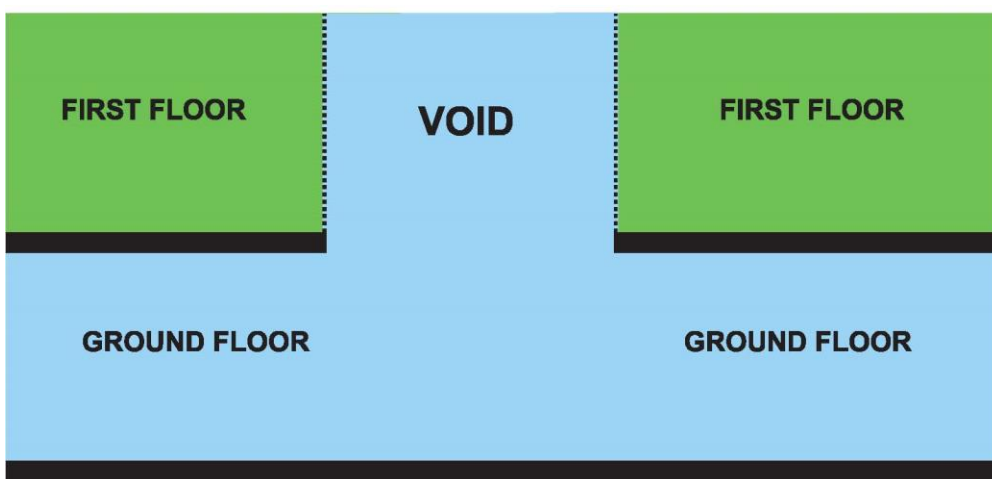
- (4) In this situation the floor plan must be prepared as shown in Example 15.
- (5) The part of lot 1 on the ground floor is only the entry foyer; the stairs should not be shown.



Example 15 - Internal stairs - different lots

Those examples have been provided as a general guide to assist surveyors with the preparation of the plan. Specific circumstances on site may require those examples to be varied to suit those circumstances.

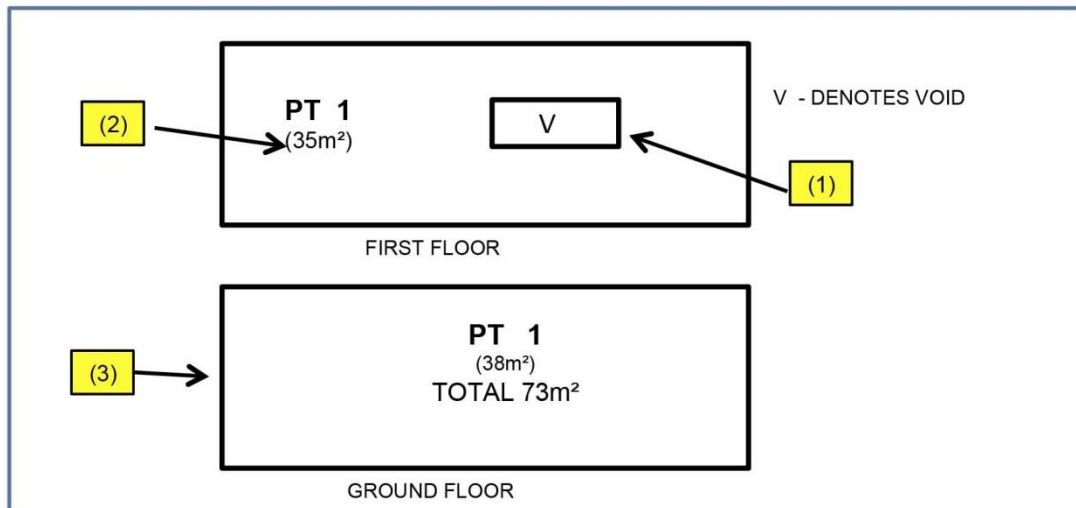
Voids



Example 16 - Void

The void must be shown on the first floor level of the floor plan and it must show the following:

- (1) The edge of the void is the boundary of the first floor level and should be shown by thick line work.
- (2) The area of the void is 3m² therefore the area of the first floor is 3m² less than the area of the ground floor.
- (3) The void is not referred to at all on the ground floor.



Example 17 - Void shown on the floor plan

Easements

Existing easements prior to the Strata Plan are shown on the location plan only.

Creating easements affecting common property

The site and description of easements created on the Strata Plan which affect common property must:

- (1)
 - a. An easement which affects common property outside the building must be defined on the **location plan** by a structural feature or perpendicular offsets and or prolongations from the building or other structure.
 - b. If the easement being created affecting common property is parallel to the parcel boundary it may be defined as per complied plan guidelines on the location plan (I.e. does not need connections from structure).

(2) An easement which affects common property within the building may be shown on the **floor plan** in which it affects defined by a structural feature or perpendicular offsets and or prolongations from the building or other structure.

Creating easements affecting a lot

The site and description of easements created on the Strata Plan which affect a lot must be shown on the **floor plan** in which it affects

(1) An easement which affects a lot must be defined by a structural feature or perpendicular offsets and or prolongations from the building or other structure.

Easements limited in stratum may be created on the Strata Plan.

The stratum limits must be related to a structure on the plan, a height/depth limitation where required should be provided in metres from the said structural surface.

Easements created after the Strata Plan

Easements can be created which affect an existing strata scheme.

The site of the easement may be defined on a deposited plan or a plan annexed to a Real Property Act dealing, in most cases the easement may be defined by a compiled plan.

If the site of the easement contains angles or steps it will be acceptable to use perpendicular offsets and or prolongations from structures shown in the Strata Plan to define the site of the easement. It is acceptable to refer to a physical feature to define the height or depth of the easement in a Strata Plan, i.e. **'the underside of the eaves'**.

Encroachments

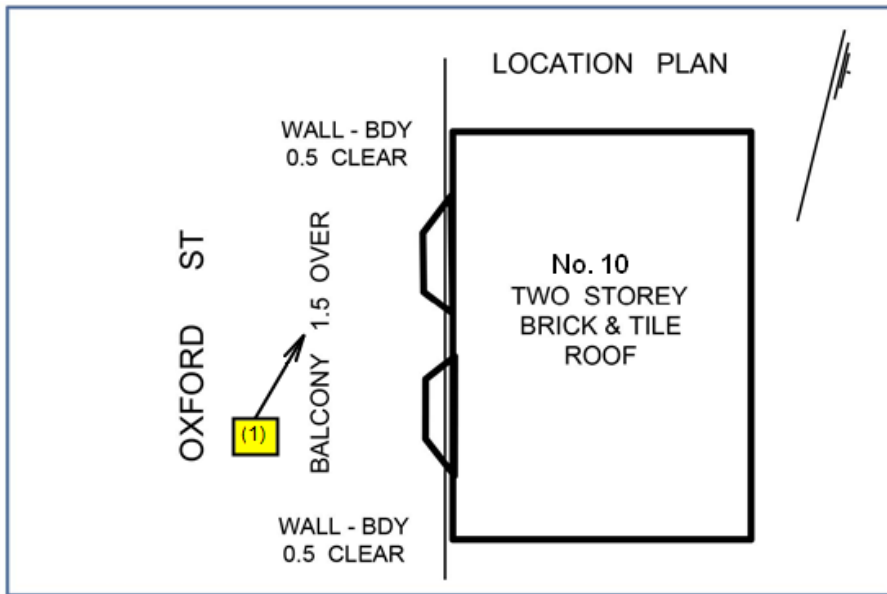
Circumstances may arise where buildings in a strata scheme encroach upon the surrounding land. The following principles apply.

- (1) Encroachments may be across public or private land.
- (2) In all cases, the site of the encroachment must be defined in a plan of survey.
- (3) For an encroachment across public land, such as roads or reserves, the plan must clearly indicate the existence of the encroachment, its nature and extent.

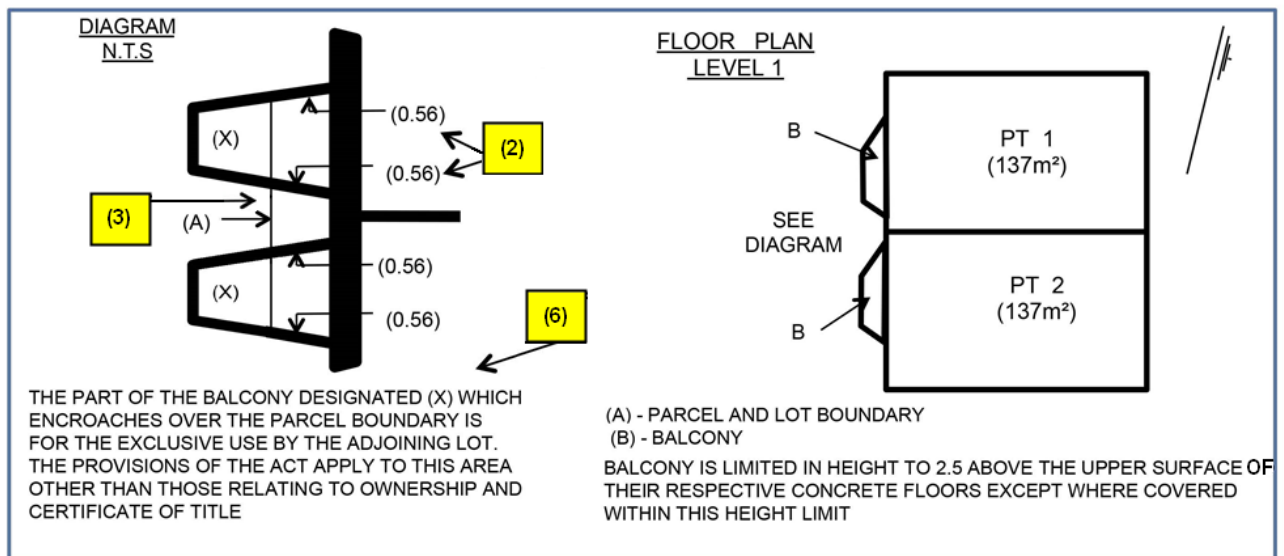
- a. The council must be satisfied that the encroachment does not endanger public safety or interfere with the amenity of the neighbourhood. The encroachment must be accepted in the Strata Certificate by the completion of the appropriate clause/s by either the council or accredited certifier.
 - b. The encroachment must be referred to in the surveyor's certificate.
- (4) An encroachment over private land is treated differently.
- a. The plan must show the encroachment and it must be referred to in the surveyor's certificate.
 - b. Furthermore, an appropriate easement to permit the encroachment to remain must exist.
 - c. The site of the easement **must** be defined by a plan of survey.
- (5) It is possible for the encroachment to extend inside the walls of the building.

As in Examples 18 and 19, the balcony of the lot encroaches beyond the parcel boundary.

- (1) The location plan should show the relationship of the outside face of the wall/encroachment to the parcel boundary.
- (2) The floor plan should show sufficient cuts to define the position of the parcel boundary within the building.
- (3) The only time a parcel boundary can be shown on a floor plan is when the inside wall of a building encroaches over it.
- (4) The encroachment can be either treated as common property under the control of the owner's corporation or as if it was part of the adjoining lot.
- (5) The area of the encroachment should not be included in the total area of the lot.
- (6) Where the inside face of a wall encroaches a note should be added to the floor plan stating the extent of the lot owners responsibility: **'The part of the first floor which encroaches over the parcel boundary is for the exclusive use of the adjoining lot. The provisions of the act apply to this area other than those relating to ownership and certificate of title'**.
- (7) These conditions apply whether the encroachment is over private or public land.



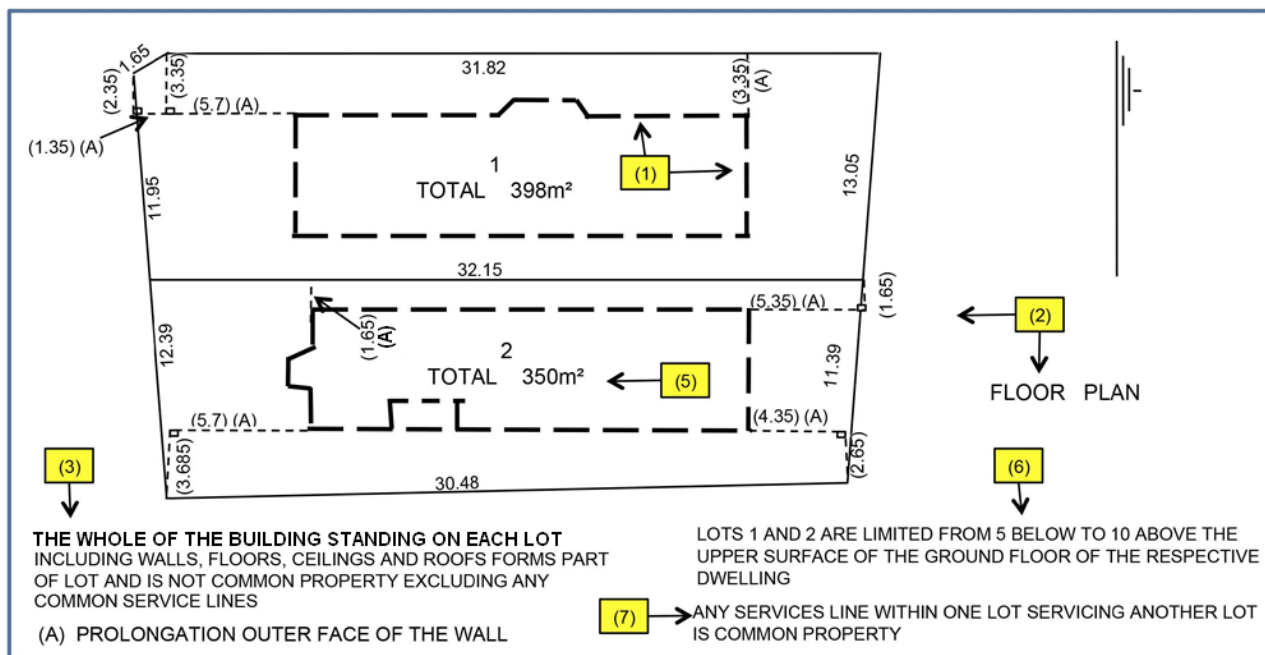
Example 18 - Part of the location plan showing balcony encroaching over the parcel boundary



Example 19 - Plan of first floor showing balcony and relevant boundaries of lots and common property

Buildings forming part of the lot

It is possible to prepare a strata plan where it is intended that the buildings form part of their respective lot and not become common property. In these instances the following conventions apply.



Example 20 - Buildings not common property

- The location plan is prepared as normal.
- The floor plan is prepared differently and it must show the following:
 - (1) The walls will be shown by thick broken lines unless they form a lot boundary.
 - a. A wall between the lot and common property can either be shown by thick continuous line work (see Example 21) or thick broken lines with a thin line running along the outside face of wall (see Example 23). The wall in both instances is lot property.
 - (2) There will be only one floor plan regardless of the number of levels in the building. **The floor plan will represent the perimeter walls of the building at ground level.**
 - (3) The plan must have a statement indicating that the building forms part of the lot and is not common property for example: **'The whole of the building standing**

on each lot, including walls, floors, ceilings and roofs, form part of the lot and is not common property.'

(4) If a common wall exists the plan must indicate its status i.e. The Common Wall is Common Property **OR** Boundary is Centreline of Common Wall (see Examples 21, 22 and 23).

(5)

a. A common wall between separate lots can be shown by a thick continuous line with a statement either indicating that the wall is common property or the boundary is the centreline of the common wall

OR

b. Indicating that the boundary is the centre line of the common wall by showing thick broken lines at the common boundary with a thin continuous line running through the centre of the wall (see Example 23).

(6) The area will be calculated at ground level only regardless of the number of levels.

(7) A stratum statement should be provided for the whole of the lots. The stratum statement should take into account the height of the building. Consideration should also be given to any possible vertical extensions of the building.

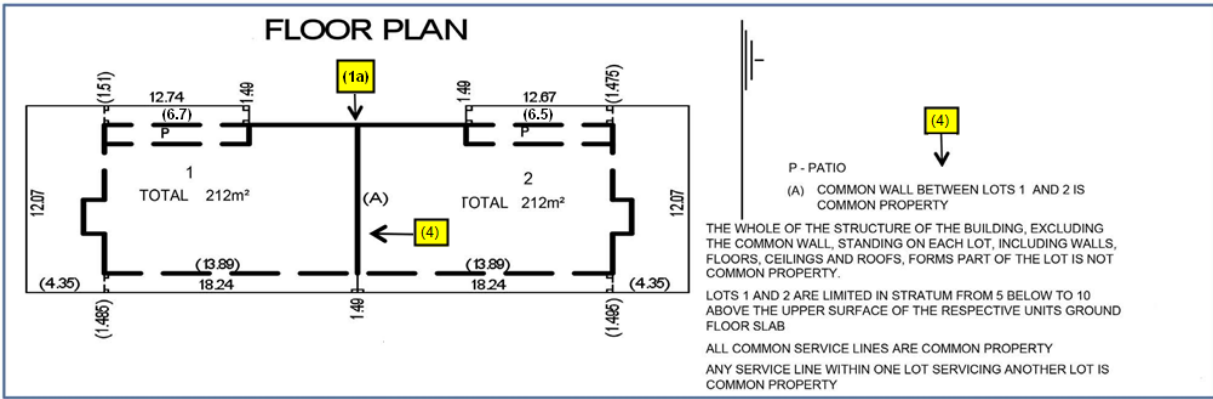
The following statements must also be added:

'Any service line within one lot servicing another lot is common property.'

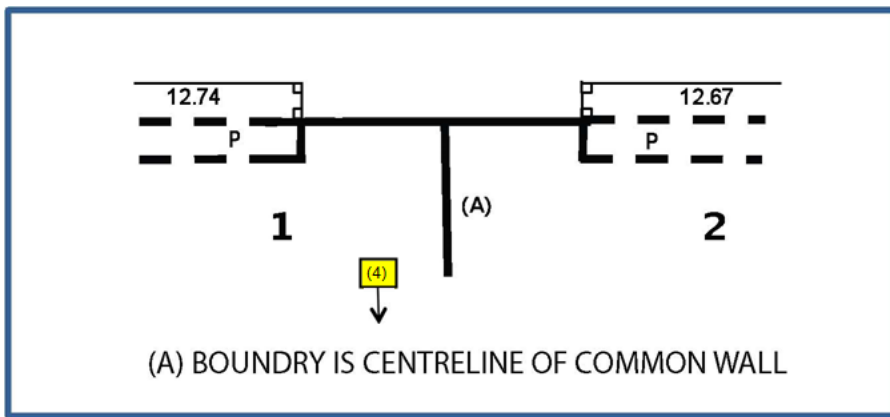
'All common service lines are common property'.

No vinculum or reference to part lots will be used as there are no separate parts of the lots.

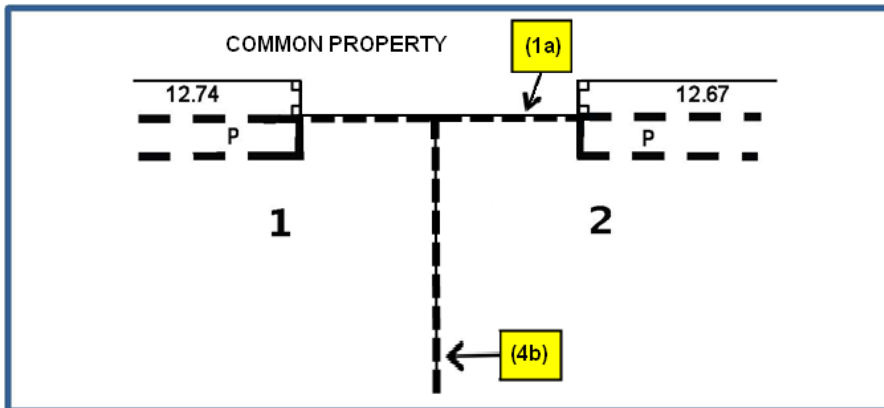
A 'buildings form part of the lot' strata plan is not appropriate where within one building a lot sits above another lot, in this instance the structure of the building must be common property.



Example 21 - Common wall is common property



Example 22 - Centre line of common wall is boundary



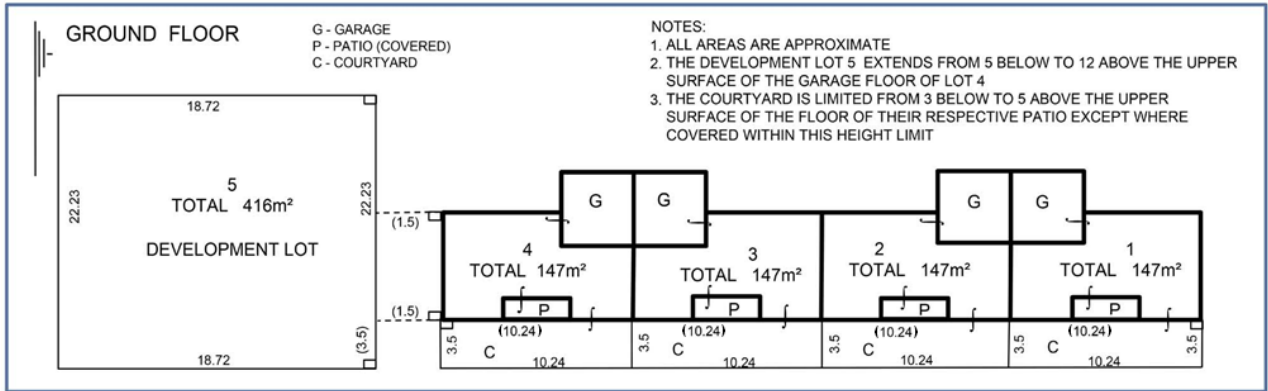
Example 23 - Centre line of common wall is boundary.

Structures are shown by thick dashed line with a thin line depicting the lot boundary.

Staged development

A staged development strata plan enables a developer to provide a disclosure document, 'Strata Development Contract' Approved Form 8 which indicates the proposed future developments within a scheme. The initial plan in a staged development strata scheme is prepared in the same manner as a conventional strata plan. However, the following information is required as regards the development lot(s).

- (1) The development lot(s) must be identified as such on the floor plan.
- (2) As with all strata lots, the development lots must be numbered and have areas. The lot numbering must agree with the development contract.
- (3) A development lot is required for each stage after the initial plan, further development lots can be created at each stage. The subsequent number of stages will be indicated in the development contract as either a Warranted Development or Authorised Proposal.
- (4) In most cases development lots are an open space not containing any buildings. Appropriate stratum statements defining the upper and lower boundaries must be provided. These statements must be related to an appropriate datum, this may be a structural surface within another lot in the scheme.
- (5) Careful consideration must be given to providing stratum limitations which are appropriate for the future development.
- (6) If the plan is stage one of a staged development it will include a development contract and a statement added to either SP FORM 3.07 or 3.08 of the administration sheet reading: **'This Plan Contains a Strata Development Contract'**



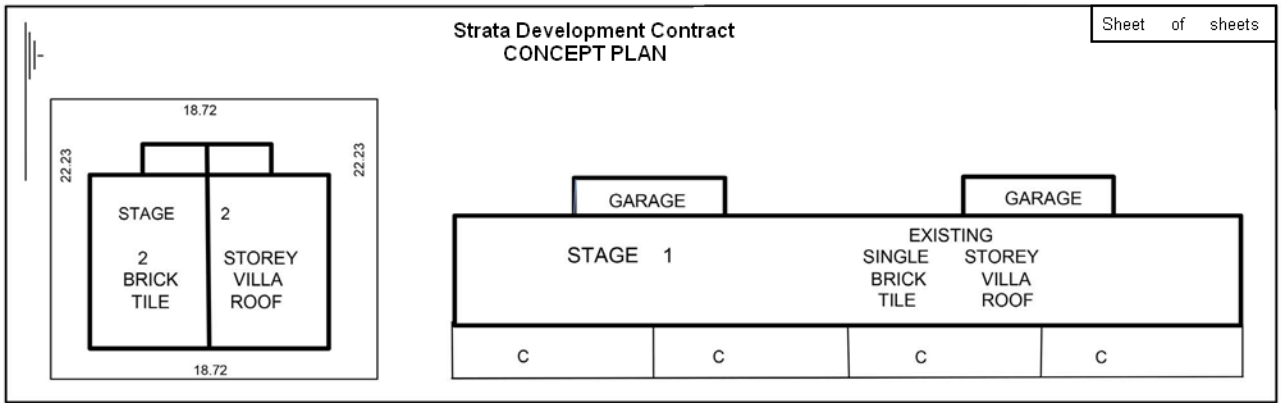
Example 24 - Floor plan of a staged development strata plan

Concept plan

The concept plan should illustrate the sites proposed for and the nature of buildings and works that would result from the carrying out of all permitted development under the strata development contract.

The concept plan(s) are prepared on a blank page of the Strata Development Contract Approved Form 8 and the following information should be shown on the concept plan(s).

- (1) The location of buildings proposed to be erected or retained on the parcel.
- (2) Elevations and sections of those buildings and their external finishes and heights.
- (3) Perspectives of those buildings.
- (4) The proposed finished levels of the land in relation to roads and those buildings in metres. The addition of RL's is acceptable if required by Council.
- (5) Any additional land that may be added to the scheme.
- (6) Any vertical staging.



Example 25 - Concept plan – the site of the proposed building

When preparing the concept plan, the following points require attention.

- (1) The concept plan showing the site of the proposed building should be suitable for clear reproduction. It should be free of all non-relevant information including contours lines, levels, landscaping, all notes columns, legends, etc.
- (2) The elevation concept plans must show the finished height level to the top of the building roofs **in metres**.
- (3) The standard of lettering on all concept plans should be sufficient to ensure clear reproduction.
- (4) The future proposed lot numbers **must not** be shown on the concept plan or development contract.

Subdivision of development lot

A plan of subdivision of a development lot may be prepared differently from a conventional strata plan of subdivision.

- (1) There will always be a location plan of the development lot only.
- (2) The location plan will show the boundaries with dimensions of the development lot.
- (3) The floor plan must contain enough information to show the new lots are completely within the boundaries of the development lots. This is particularly relevant for any stratum statements. It is not permitted to subdivide common property in a staged development plan.

- (4) The schedule of unit entitlements should only show the new lots in the strata plan of subdivision; the aggregate must equal the unit entitlement of the development lot. A completed valuers certificate is also required.

Schedule of unit entitlement

LOT	UNIT ENTITLEMENT
8	30
9	30
10	30
AGGREGATE	90

Example 26 - Strata plan of subdivision of development lot 7

Part Strata

A Part Strata subdivides a stratum lot within part of a building. The building must contain 2 or more stratum lots and one or more of the stratum lots are to be subdivided into strata lots and common property.

- (1) A location plan is required for each level as shown in the Deposited Plan. The first sheet of the location plan should show the entirety of the building/parcel at ground floor level.
- (2) A floor plan is required for each level of the location plan.
- (3) Existing easements must be shown on the location plan at each sheet in which they affect and agree with the base plan.
- (4) All part strata developments must have a strata management statement unless the requirement has been waived by the Registrar General.
- (5) If a strata management statement is lodged with the plan the following statement should be added to the administration sheet on either SP FORM 3.07 or 3.08 reading: **'This Plan contains a Strata Management Statement'**.

Survey base for strata plans

Strata plans prepared after 31 May 2002 must be based on a plan of survey that is connected to survey control section 10 (4) Strata Schemes Development Act 2015. No exemptions may be granted to circumvent this requirement. The requirement relates to the base plan of the strata, an adjoining plan which is compliant does not negate the base plans requirement.