

## Strata Plan Tips and Reminders

*To assist in the preparation of strata plans, we are providing some helpful tips and reminders on various strata plan scenarios and components in which NSW LRS are seeing an increase in inquiries and lodgments.*

### Subdivision of lots and common property affecting the entire scheme

When an **entire scheme** has been redeveloped (either the building being partially/fully knocked down and rebuilt or extensions added to the existing building with the intention of redeveloping the entire scheme), and the intention is to keep the existing scheme, a subdivision of all the lots and common property must be lodged.

**Note:** If the entire scheme has been redeveloped, the owners corporation may consider terminating the strata scheme. The Registrar Generals Guidelines outlines further information on the [Termination of Strata Scheme](#).

#### *Plan requirements*

The usual requirements for a subdivision of lots and common property strata plan must be adhered to. See [Subdivision of lots and common property](#)

A [location plan](#) and [floor plan](#) are prepared in the same manner as the initial Strata Plan. A location plan should be provided when:

- A subdivision includes common property where the new lots are outside of the building and within 2 metres of the parcel boundary,
- The original building has been extended, contains lots and is within 2 metres of the parcel boundary,
- There are any changes to the offsets from the building used to define a lot boundary
- The external shape of the building has change from the original building.

The lot numbering must be consecutive and commence with the next available number for the scheme.

#### *Redefinition or report*

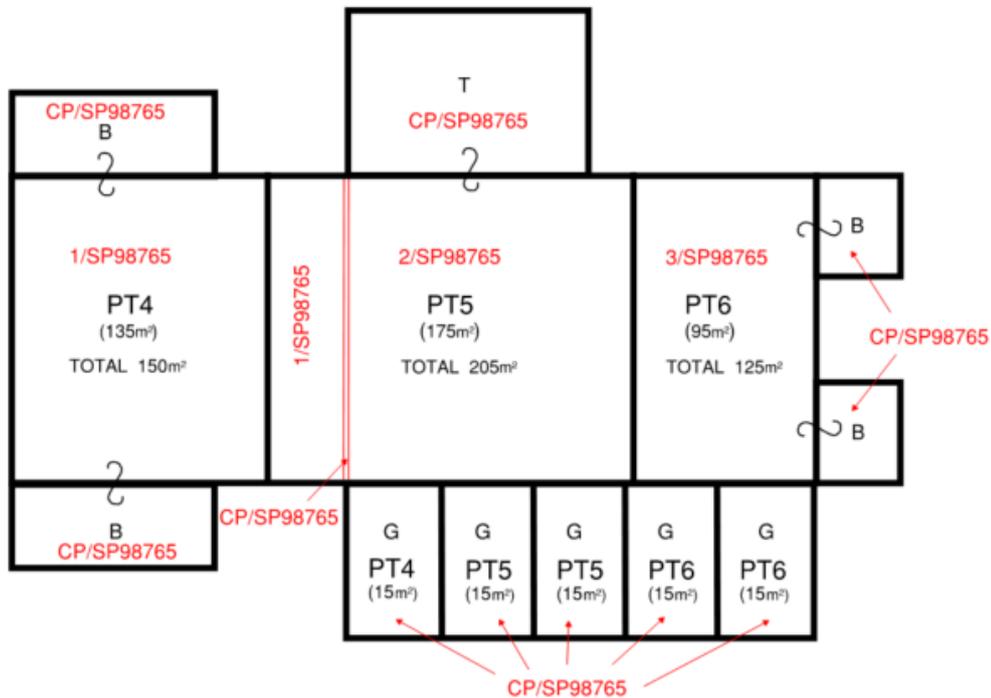
Where a new location plan is provided a deposited plan of redefinition should be lodged or; if the base plan has been found to be [reliable](#), a report from the surveyor should be furnished with the strata plan of subdivision .

#### *Overlay of the prior title boundaries*

As registration of the plan may result in multiple ownership, a copy of the floor plan is required showing the prior title boundaries of each subdivided lot in red to assist in carrying forward ownership and other interests to the correct lots at registration of the strata plan of subdivision, see example below. This can either be uploaded into your NSW LRS Connect Workspace or emailed to [planrequisitions@nswlrs.com.au](mailto:planrequisitions@nswlrs.com.au)

## Strata Plan showing prior title boundaries

### GROUND FLOOR PLAN



#### Administration Sheet

For administration sheet requirements please see the [Administration sheets \(Strata Plan of Subdivision\)](#) Registrar General's Guidelines page.

Where required, Approved Forms [10](#), [11](#) and [12](#) must be supplied on SP form 3.08 (unless using the [Digital Form Building](#) or [Strata Plan Interactive form](#)) and the inapplicable part(s) struck through.

#### Transfers

The plan may result in the titles being issued in the name of owners corporation as to the part formerly comprised in common property and the registered proprietor of the part formerly comprised in the lot being subdivided. To resolve this, Transfers should be lodged accompanied with [Approved Form 13](#)

#### Strata Plan Preparation Guide

Remember to review the [Strata Plan Preparation Guide](#) located on the NSW LRS website.