



# NSW LRS Strata Plan Lodgment Checklist

Lodging Parties and Surveyors are to complete the relevant Checklist and submit with plan lodgment. The checklist items shown below are the top 10 Lodging Party and Surveyor requisitions only, parties must still refer to relevant guides, guidelines and legislation. The [Plan Reference Guide](#) for Strata Plans provides information on item numbers in brackets “( )”. **Please leave items blank if they are not applicable.**

Lodging Party must check and certify	Surveyor must check and certify		
<p>The <b>correct Strata Plan forms</b> and <b>Approved Forms</b> have been <b>completed</b> (1.1)</p> <p>Any <b>strata by-laws</b> are <b>lodged, signed</b> and <b>consented</b> to by all relevant parties (1.7 &amp; 1.8)</p> <p>The <b>strata certificate</b> is <b>completed</b> on the administration sheet (1.13)</p> <p>The indicated <b>strata management statement/development contract</b> is <b>lodged, signed</b> and <b>consented</b> to by all relevant parties. The appropriate notation is stated on the administration sheet (1.14 &amp; 1.15)</p> <p>The indicated <b>strata management Statement</b> must <b>comply</b> with <b>Schedule 4, Strata Schemes Development Act 2015</b>. In particular, the strata management statement must set out a review process in respect of shared facility costs, as required by Schedule 4, clause 2 of the Strata Schemes Development Act 2015.</p> <p><b>Interests</b> being created/released in the section 88B instrument <b>agree</b> with the plan and administration sheet (1.22, 3.3 - 3.10, 4.12 &amp; 5.8)</p> <p><b>Registered proprietor(s)</b> has <b>signed</b> the administration sheet and associated documents (2.2 &amp; 3.11)</p> <p>The <b>mortgagee(s)</b> has <b>signed</b> the administration sheet and associated documents (2.3 &amp; 3.12)</p> <p>All necessary <b>consents</b> are <b>provided</b> (leases, caveats, etc.) (2.4 &amp; 2.5)</p> <p><b>Titles</b> are lodged, produced or e-consent <b>provided</b> (2.6)</p>	<p>The <b>by-laws panel</b> is <b>completed</b> and any inapplicable parts ruled through on the administration sheet (1.7)</p> <p><b>Parcel boundaries</b> must be dimensioned by <b>distance only</b> on the location plan and must <b>agree</b> with the base plan (4.3)</p> <p>The <b>building must be identified</b> on the location plan by indicating the street number, number of levels and materials of its external construction (4.5)</p> <p>External lot boundaries must be <b>shown</b> on the location plan, these must not be dimensioned (4.6) <b>Connections</b> must be <b>shown</b> from the building to the parcel boundary for a lot or building within 2m of the parcel boundary (4.7 &amp; 4.8)</p> <p>Current <b>adjoining information</b> at the date of lodgment is <b>shown</b> (4.9)</p> <p>All <b>existing affecting easements</b> are <b>shown</b> on location plan and agree with the creating instrument (4.11)</p> <p>The <b>lot boundaries</b> are <b>appropriately defined</b> on the floor plan(s). All <b>line boundaries</b> must be <b>dimensioned</b> (5.3 &amp; 5.4)</p> <p>The floor plan must <b>identify all unidentified areas as lots, part lots or common property</b>. An area must be provided for each lot/part lot and equal the sum of its parts (5.5 &amp; 5.6)</p> <p><b>Stratum statements</b> are <b>provided</b> and relate to each <b>uniquely identified area</b> on the floor plan. The datum must relate to a <b>permanent structural surface</b> (5.7)</p> <p>All <b>notations</b> used in the plan drawing area are <b>designated</b> and <b>described</b> (5.13)</p>		
LP Reference:		Surveyor Reference:	
LP Signature:		Surveyor Signature:	
Date:		Date:	