



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