



NSW LRS Strata Plan Lodgment Checklist

Lodging Parties and Surveyors are to complete the relevant Checklist and submit with plan lodgment.
Where a Checklist Item is "Not Applicable" for your plan lodgment, please check the N/A box.

YES	N/A	Lodging Party must check and certify	YES	N/A	Surveyor must check and certify
		<p>Registered proprietor(s) has signed the administration sheet and associated documents</p> <p>Mortgagee(s) has signed the administration sheet and associated documents</p> <p>The strata certificate is completed on the administration sheet</p> <p>Interests being created/released in the section 88B instrument agree with the plan and administration sheet</p> <p>The indicated strata by-laws is lodged, signed and consented by all relevant parties</p> <p>The indicated strata management statement is lodged, signed and consented by all relevant parties</p> <p>The indicated development contract including concept plans is lodged, signed and consented by all relevant parties</p> <p>Transfers are lodged for strata plans of subdivision involving lots and common property</p> <p>Titles are lodged, produced or e-consent provided</p> <p>All necessary consents are provided (leases, caveats, etc.)</p>			<p>Parcel distances on location plan agree with the base plan</p> <p>Current adjoining information at the date of lodgment is shown</p> <p>Lot boundaries are appropriately defined on the floor plan(s)</p> <p>All stratum statements are clear, concise and consistent with plan definition</p> <p>All notations used in the plan drawing area are designated and described</p> <p>LGA, locality, parish and county details are correct and completed on the administration sheet</p> <p>Address for service of documents is completed on the administration sheet with an Australian postal address</p> <p>By-laws panel is completed and any inapplicable parts ruled through on the administration sheet</p> <p>Surveyor's certificate is fully completed with inapplicable parts ruled through on the administration sheet including encroachment details. Surveyor's reference and date to be consistent between plan and administration sheet</p> <p>Street address schedule is completed for all lots and common property on the administration sheet</p>
LP Reference:			Surveyor Reference:		
LP Signature:			Surveyor Signature:		
Date:			Date:		

NSW LRS USE ONLY:

SP