



LAND REGISTRY SERVICES

PLANS REFERENCE GUIDE

Strata Plans

Version 5.0

February 2025

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1 PURPOSE

Purpose of the document is as a reference guide to assist:

- i. Surveyors and industry in the Lodgment of plans to NSW LRS with reduced errors resulting in lower rates of requisition.
- ii. NSW LRS plan examiners in their examination of strata plans lodged for registration.

Whilst all care has been taken to prepare this Guide, it is acknowledged there may be gaps relevant to the examination of plans. Where this becomes evident by either NSW LRS or surveyors, users of the manual are asked to raise this issue with NSW LRS, who will follow the document change process in section 3 of this Guide.

This *Plans Reference Guide* is a joint initiative between NSW LRS, the Office of the Registrar General (ORG), Surveyor General and Industry.

2 CONTEXT

Surveyors and Lodging Parties need to consider, and refer to, many primary references in the NSW legislative framework when creating a plan to lodge with NSW LRS. Similarly, NSW LRS Plan Examiners need to reference these same artefacts in the examination and registration of a plan.

This *Reference Guide* pulls together these primary references in a Plan Examination Framework that can be used by both Surveyors and Plan Examiners in the creation, examination and registration of Strata Plans.

Table 1 below outlines the primary artefacts that are considered in this Reference Guide.

Table 1: Legislative Framework for Strata Plans

Artefact	Abbreviation	Link
Strata Schemes Development Act 2015	SSDA 2015	https://legislation.nsw.gov.au/#/view/act/2015/51
Strata Schemes Development Regulation 2016	SSDR 2016	https://www.legislation.nsw.gov.au/#/view/regulation/2016/659
Strata Schemes Management Act 2015	SSMA 2015	https://legislation.nsw.gov.au/~view/act/2015/50
Strata Schemes Management Regulation 2016	SSMR 2016	https://legislation.nsw.gov.au/#/view/regulation/2016/501
Surveying and Spatial Information Act 2002	SSIA 2002	https://legislation.nsw.gov.au/#/view/act/2002/83
Surveying and Spatial Information Regulation 2024	SSIR 2024	https://legislation.nsw.gov.au/view/html/inforce/current/sl-2024-0605#statusinformation
Surveyor General's Direction No.7	SG#7	https://www.spatial.nsw.gov.au/data/assets/pdf_file/0017/221741/SG_Direction_7.pdf

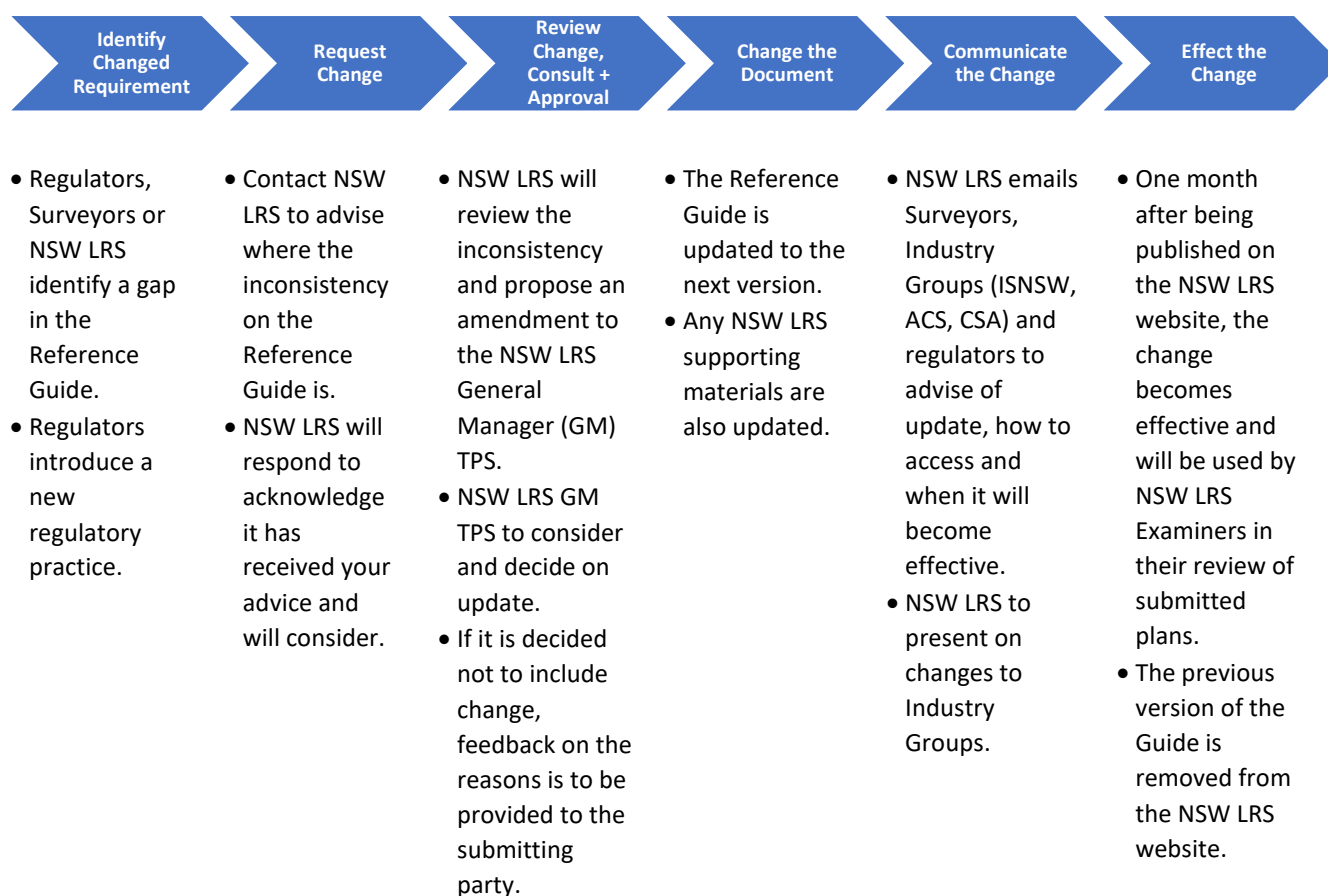
Artefact	Abbreviation	Link
Conveyancing Act 1919 No 6	CA 1919	https://www.legislation.nsw.gov.au/#/view/act/1919/6/full
Conveyancing (General) Regulation 2018	CR 2018	https://legislation.nsw.gov.au/#/view/regulation/2018/424
Real Property Act 1900 No 25	RPA 1900	https://www.legislation.nsw.gov.au/#/view/act/1900/25
Registrar General's Guidelines	RG	http://rg-guidelines.nswlrs.com.au/
Lodgment Rules	LR	https://www.registrargeneral.nsw.gov.au/publications/lodgment-rules
ORG Circulars / NSW LRS	NSW LRS	http://rg-guidelines.nswlrs.com.au/nswlrs_circulars_list

3 DOCUMENT CONTROL MANAGEMENT PROCESS

NSW LRS will maintain this *Reference Guide* in a controlled manner to ensure that Surveyors and NSW LRS Examiners are working from the same version of the Guide. The document control management process for this guide is outlined below.

All feedback on the Guide should be forwarded to Plan-requisitions@nswlrs.com.au

Figure 1: Reference Guide Document Control Process



a. Identify Changed Requirement

Regulators, Surveyors or NSW LRS may identify a gap or error in the *Reference Guide* or alternatively Regulators may introduce a new regulatory practice.

It is important to note that this Reference Guide should be useable and useful for all parties. If an improvement will make the Guide more usable, then all parties are encouraged to submit a change request.

b. Request a Change

If a party requests a change for the Reference Guide, that party owns the actual request and needs to explain the reason for the change and ensure all impacted areas have been identified and included in the review and approval of the change. When defining the change, it's necessary to have the request in hand with all supporting statements. This should at a minimum include the following:

- clearly and concisely outlining what needs to be changed, so NSW LRS can review and analyse.
- provide the reason for the Change Request. Detail the rationale and overall business or customer impact.

c. Review Proposed Change, Consult + Approval

Once NSW LRS receives the change request from any party (Requestor), they will:

- acknowledge receipt of the request and provide a timeframe of when the Requestor can expect to hear back from them with an outcome.
- review the request and where necessary, consult with Legal and the Regulators on issues of ambiguity.
- prepare a recommendation to the GM Titling and Plan Services on the request and the proposed change.
- General Manager of Titling and Plan Services to make decision on the change.

NSW LRS will respond to the Requestor with the outcome and reasons and if the Reference Guide is to be amended, when the next version is to be issued. It should be noted that NSW LRS may accrue a number of changes prior to releasing the next version.

d. Change the Document

Once approved, the change will be made to the *Reference Guide* and the Version control table will be updated. The Publication Date and the new Effective Date will be outlined on the front page.

Any NSW LRS supporting materials will also be updated.

e. Communicate the Change

NSW LRS will advise Regulators, Industry Groups (ISNSW, ACS, CSA) and individual Surveyors of the updated version and:

- What has changed and why.
- When this *Reference Guide* will become effective (i.e. when NSW LRS examiners will start using it). Please note this will be at least one month from the Publication Date (on the NSW LRS Website).
- Any information sessions that are being held.

NSW LRS will seek to present on the updates to any Industry Group that is interested in hosting a presentation.

f. Effect the Change

One month after being published on the NSW LRS website, the new Reference Guide will become effective and will be used by NSW LRS Examiners in their review of submitted plans.

The previous version of the Guide will be removed from the NSW LRS website.

Document Control

Revision History			
Version	Revision Date	Description of/ Reason for change	Author
0.1	October 2018	Initial draft of structure and content for gap identification	Joshua Barry
1.0	June 2019	First version for publication on NSW LRS website	Megan Tucker
2.0	October 2021	NOCT updates	Jane Gildea
3.0	February 2022	Practice updates to comply with the Registrar General's Guidelines	Jane Gildea Dino Pascoli Fiona Patterson
4.0	September 2024	Requisition item Number	Fiona Patterson
5.0	February 2025	Updates applied from implementation of Surveying and Spatial Information Regulation 2024	Chris Ives Dino Pascoli

Disclaimer

All plans must satisfy applicable requirements of the relevant Acts. Where there is any inconsistency between the Reference Guide and any relevant Act, Regulation or the Lodgment Rules made under the *Real Property Act 1900*, the relevant Act, Regulation or Lodgment Rules, prevail.

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ADMINISTRATION

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
1.1	Strata Plan (SP) Forms	Plan and administration forms - correct form, size etc.	<p>Confirm that the correct plan forms have been used:</p> <p>SP FORM 3.01: Strata Plan with Strata Certificate of Registered Certifier.</p> <p>SP FORM 3.02: Strata Plan with Strata Certificate of Local Council.</p> <p>SP FORM 3.03: Strata Plan of Subdivision with Strata Certificate of Registered Certifier.</p> <p>SP FORM 3.04: Strata Plan of Subdivision with Strata Certificate of Local Council.</p> <p>SP FORM 3.05: Strata Plan of Consolidation.</p> <p>SP FORM 3.06: Building Alteration Plan.</p> <p>SP FORM 3.07: Valuer's Certificate and Schedule of Unit Entitlements.</p> <p>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.</p> <p>Plan Form 1: Strata Plans can be lodged on Plan Form 1 (A3).</p> <p>Plan Form 2: Strata Plans can be lodged on Plan Form 2 (A2).</p>	20.1.1 to 20.1.6	Sch.10, 13 & 14 LR , RG & Strata Plans Preparation Guide
1.2	Sheet Numbering	All sheets correctly numbered	Each sheet of the plan and the administration sheet are to be numbered in separate sequences.	20.2.1	Sch.10, 13 & 14 LR
1.3	Plan Heading	Confirm plan heading	Confirm all details shown in the plan heading are correct on all documents (i.e. plan purpose and land affected).	20.3.1 20.3.2 24.24.1	RG
1.4	LGA, Locality, Parish and County	Correct and complete, multiple LGA, Locality, Parish, County shown on plan	Refer to CRE/CRV to confirm LGA, locality, parish and county boundaries and names where applicable. When there are multiple LGA's, parishes and/or counties, administrative boundaries must be shown on the location plan.	20.4.1 20.4.2 20.4.3	RG
		Locality matches CRE/CRE	Confirm locality name in CRE/CRV		

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
1.5	Freehold or Leasehold	Type of strata scheme	Complete the type of the strata scheme on the administration sheet: a. Strike through "Leasehold" or "Freehold" Strata Scheme, b. If "Freehold" is struck through Leases for the leasehold scheme will be required, see Sec.6 Leasehold Schemes.	20.5.1	RG RG
1.6	Address for Service of Documents	Address for service of documents for the Owners Corporation (O/C)	The panel must include a single postal address for service of documents. This address may differ from the location of the scheme.	20.6.1	Sec.10(3)(b) SSDA 2015 & RG
1.7	By-laws Panel	By-laws panel to be completed correctly	The by-laws panel must be completed in one of the following ways: 1. If adopting Model By-laws for a residential scheme: a. Keeping of Animals option, choose A or B. b. Smoke Penetration option, choose A or B. c. Strike through 'The strata by-laws lodged with the plan.' Or 2. If lodging strata by-laws for a residential scheme: a. Strike through all text in the panel except 'the strata by-laws lodged with the plan'. b. Lodge strata by-laws using Approved Form 7 , see 1.8.	20.7.1 to 20.7.8	Sec.10(1)(b)(i) SSDA 2015, Sch.3(5) SSMR 2016 & RG
1.8	Strata By-laws	Strata By-laws lodged with plan on Approved Form 7	The strata by-laws must be completed as follows: a. Approved Form 7 must be used. b. All by-laws intended to be adopted must be listed. c. All the by-laws should be numbered in sequential order. d. If it is intended to adopt the model by-laws for residential strata schemes (either in whole or in part) as set out in	20.8.1 to 20.8.11	Sec.10(1)(b)(ii) SSDA 2015, Sch.3 SSMR 2016, RG , RG , Strata Plan Matrix & Strata Plans Preparation Guide

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			<p>Sch.3 SSMR 2016 together with other by-laws, the full text of the by-laws to be adopted must be set out.</p> <p>e. If it is intended to adopt the NSW Fair Trading Common Property Memorandum (either in whole or in part) together with other by-laws, the full text of the memorandum to be adopted must be set out.</p> <p>f. Signatures and consents are required on the final page and are the same parties that executed the Administration Sheet.</p> <p>g. The strata by-laws do not require the consent of the council.</p>		
1.9	Surveyor	Check surveyor is correct and registered	Check NSW LRS database to confirm surveyors name and registration (registration number allocated by BoSSI), the surveyor must have been registered at the date of the survey. Surveyor's full name to be shown on the plan and surveyor's certificate.	20.9.1 to 20.9.6	Sec.21 SSIA 2002
1.10	Surveyor's Certificate	The surveyor's certificate is completed	<p>The Surveyor's certificate must be completed as follows:</p> <p>a. Add name and company,</p> <p>b. If no encroachment, all inapplicable clauses to be struck through, including Clauses (a) and (b),</p> <p>c. Sign, date, add surveyor ID and reference,</p> <p>d. The certificate must also refer to the Acts and Regulation applicable to the date signed.</p> <p>Surveyor's reference must be the same on all sheets and the reference should state details of any approvals or exemptions e.g. (M File number). A maximum of 25 characters is allowed.</p>	20.10.1 to 20.10.5	Sch.1 SSDA 2015, RG & Strata Plan Matrix
1.11	Surveyor's Reference	Surveyor's reference to be the same on all sheets	Surveyor's reference must be the same on all sheets and the reference should state details of any approvals or exemptions e.g. NSW LRS Approval (M file number).	20.11.1	RG

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
1.12	Surveyor's Report/NSW LRS Approval	Surveyor's report lodged (If required)	A surveyor report may be produced or filed with NSW LRS to assist in the examination process. Surveyor's reference must be updated to include reference to the report.	20.12.1 20.12.2 20.12.3	RG
		NSW LRS Approval (M file) (If required)	A surveyor should apply in writing to NSW LRS to use survey information on a strata plan to define lot or easement boundaries. If permission is granted, the surveyor will be provided a reference number (Mfile number) which should be added to the surveyor's reference on the Administration Sheet and Plan.		
1.13	Strata Certificate	Completing the correct strata certificate	<p>The strata certificate must be completed in one of the following ways:</p> <ol style="list-style-type: none"> 1. By Registered Certifier on SP Form 3.01: <ol style="list-style-type: none"> a. The name of the certifier and their registration number. b. All inapplicable clauses are to be struck through and completed appropriately. c. Insert Certificate Reference, Relevant Planning Approval number and the name of the council or certifier it was issued by. d. Must be signed by the Registered Certifier and dated. e. The execution of the Strata Certificate must be signed and dated after the Surveyor's certificate date. <p>Or</p> <ol style="list-style-type: none"> 2. By the Local Council on SP Form 3.02: <ol style="list-style-type: none"> a. Add Local Council name. b. All inapplicable clauses are to be struck through and completed appropriately. c. Insert Certificate Reference, Relevant Planning Approval number and the name of Local Council it was issued by. 	20.13.1 to 20.13.6	Pt. 4 SSSA 2015 , RG & Strata Plan Matrix

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			<ul style="list-style-type: none"> d. Insert name of Authorised Person or General Manager and strike through the inapplicable titles. e. Must be signed by the Authorised Person or General Manager and dated. f. The execution of the Strata Certificate must be signed and dated after the Surveyor’s certificate date. 		
1.14	Part Strata	Strata Management Statement Notation	If a Strata Management Statement (SMS) is lodged with the plan the following statement should be added to the administration sheet on SP Form 3.08 “THIS PLAN CONTAINS A STRATA MANAGEMENT STATEMENT”	20.14.1	
		Strata Management Statement	<p>All part strata developments must have a Strata Management Statement prepared in accordance with Approved Form 9.</p> <p>For all matters that must be included in a Strata Management Statement refer to the requirements in Clause 2, Schedule 4 Strata Schemes Development Act 2015</p> <p>The Registrar General may waive the requirement for a SMS in the following circumstances:</p> <ul style="list-style-type: none"> • When the building the subject of the subdivision is erected on a lot in a community scheme and the remainder of the building is within community property • When a SMS has been registered with a part strata plan and is still in force for the building and its site • When a Building Management Statement (BMS) has been registered and is still in force for the building and its site. Provided the BMS meets the requirement of a strata management statement, the BMS is taken to be the SMS for the building and its site (section 108 Strata Schemes Development Act 2015). NOTE: 	20.14.2 to 20.14.6	RGSec.99(2) SSSDA 2015 Sec.100 SSSDA 2015 Sec.104 SSSDA 2015 Sec.108 SSSDA 2015 Cl.2 Sch.4 SSSDA 2015

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			<p>Written consent is required by the registered proprietor and any mortgagee/chargee of any titles affected by the BMS.</p> <ul style="list-style-type: none"> On the direction of the Minister on grounds that are considered sufficient. 		
			<p>See section 99(2) <i>Strata Schemes Development Act 2015</i></p> <p>The SMS must be executed by the registered proprietor and any mortgagee of the subject land, and any outside titles affected by the Strata management statement. See Section 104 <i>Strata Schemes Development Act 2015</i>.</p> <p>If a BMS exists for lots which contain a building, it will cease to have effect upon registration of a SMS for the same building. See section 196J(1) <i>Conveyancing Act 1919</i>. In this instance reference to the BMS will be removed from the register upon registration of a Strata management statement.</p>		<p>Sec.73 SSSA 2015, RG, RG & Strata Plan Matrix</p>
1.15	Staged Strata Plan (Stage 1)	Strata Development Contract Statement	<p>The original plan creating the scheme must include a development contract. The following statements should be added to the Administration Sheet on SP Form 3.08: "THIS PLAN CONTAINS A STRATA DEVELOPMENT CONTRACT".</p>	20.15.1	<p>Sec.76 SSSA 2015 Pt.5 SSSA 2015, Cl.12 SSSDR 2016</p>
		Strata Development Contract	<p>The Strata Development Contract is a disclosure document that indicates the details of the future development of the strata scheme. The Strata Development contract must be prepared as in Approved Form 8 and must contain a concept plan.</p> <p>A strata development contract for a strata scheme is void to the extent that it is inconsistent with a Strata Management</p>	20.15.2 to 20.15.10	<p>Sec.77 SSSA 2015 Pt.5 SSSA 2015, Cl.12 SSSDR 2016</p>

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			<p>Statement for the scheme. See Section 105(7) Strata Schemes Development Act 2015</p> <ul style="list-style-type: none"> • The Development contract explains each stage of the development after the first stages (Stage 1) • Stage 1 of the development is the first plan and does not need to be explained in the contract. • Each stage described in the Strata Development Contract must be identified as warranted Development or Authorised Proposals: <ul style="list-style-type: none"> ○ The developer is permitted and may be compelled to complete Warranted Development ○ The developer is permitted to complete Authorised Proposals, but not compelled. • When describing Authorised Proposals, the contract may indicate several options which may be adopted. 		
	Concept Plan		<p>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</p> <p>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)</p> <ol style="list-style-type: none"> (1) The location of buildings proposed to be erected or retained on the parcel (2) Elevations of all sides and Sections of those buildings and their external finishes and heights (3) Perspectives of those buildings 		<p>Cl.12 SSSDR 2016, Sec.14 SSSDA 2015</p>

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			<p>(4) The proposed finished Levels of the land in relation to the roads and those buildings in metre(s). The Addition of RL's is acceptable if required by council.</p> <p>(5) Any additional land that may be added to the scheme</p> <p>(6) Any vertical staging</p>		
1.16	Staged Strata Plan of Subdivision (Stage 2 & subsequent stages)	Development Contract Compliance	The plan must be a subdivision of a development lot and comply with the Development Contract registered with stage 1 of the scheme, unless an amendment to the contract has been registered.	20.16.1 20.16.2	
1.17	Encroachment	Encroachment indicated (if applicable)	If there is an encroachment of a building (containing strata lots) over the adjoining land, details of the encroachment must be indicated in the surveyor's certificate and any inapplicable information struck through. If the encroachment is over a public place, which includes a road, public reserve or drainage reserve it must be accepted in the Strata Certificate by ensuring clause (b) is not struck through.	20.17.1	Sec.62 SSSDA 2015 & RG
1.18	Utility Lots	Utility lots identified (if applicable)	If any lots are identified as utility lots in clause (c) of the Strata Certificate, ensure that the lots are stand-alone lots that are not for human occupation. Utility lot means an entire lot designated to be used primarily for storage e.g. garage, storeroom (accommodation of boats, motor vehicles or goods and not for human occupation as a residence, office, shop or the like).	20.18.1 20.18.2 20.18.3 20.18.4	Sec.63 SSSDA 2015, RG & Strata Plan Matrix
1.19	Valuer's Certificate	Valuer's Certificate completed	The Valuer's Certificate is to certify the schedule of unit entitlement. This must be completed on SP Form 3.07 (2019) by a qualified valuer by inserting their name, signature and date in the appropriate space.	20.19.1 20.19.2 20.19.3	Sch.2 SSSDA 2015, Cl.7 SSSDR 2016, Strata Plan Matrix , & Strata Plans Preparation Guide

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			A Valuer's Certificate is not required for a strata plan of subdivision not involving common property.		
1.20	Unit Entitlements (U/E)	U/E shown on administration sheet	<p>The schedule of unit entitlements must be completed on SP Form 3.07 (2019) and contain two vertical columns (Not required for Strata Plans of consolidation or building alteration plans).</p> <ol style="list-style-type: none"> The first column should show the lot numbers in numerical sequence. The second column should show the unit entitlements for each lot. The final row must show the aggregate of the unit entitlements. All unit entitlements must be expressed in whole numbers. 	20.20.1 to 20.20.7	Sch.2 SSDA 2015, Cl.7 SDDR 2016, RG & Strata Plans Preparation Guide
		Strata plan	The schedule of unit entitlement must only show the new lots being created in the plan.		
		Strata Plan of Subdivision	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. When involving common property, it is permitted to alter the unit entitlements for all the lots in the scheme and change the aggregate. This will require the completion of Approved Form 11 indicating the owner's corporation has passed a special resolution agreeing to the changes.		
		Part Strata	The schedule of unit entitlement must only show the new lots being created in the plan.		

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
		Staged Development (Stage 1)	The schedule of unit entitlement must only show the new lots being created in the plan.		
		Staged Development Strata plan of subdivision	A staged strata plan of subdivision (stage 2 and subsequent stages) must only show the new lots in the subject plan. The total aggregate must equal the unit entitlement of the development lot(s) being subdivided.		
		Strata plan of Consolidation	A schedule of unit entitlement and valuer’s certificate are not required for a plan of consolidation. The unit entitlement for each new lot will be the sum of the unit entitlements for the lots which are consolidated.		
1.21	Schedule of Street Addresses	Schedule of street addresses completed	<p>A schedule of addresses must be shown as follows:</p> <ol style="list-style-type: none"> For all lots and common property. Must be shown on the administration sheet SP Form 3.08. Must be in the format described in SGD#7. NOTE: The address for the common property may differ from the address for service of documents. If an address or part of an address is not available, this should also be indicated in the schedule e.g. N/A. <p>As councils are the addressing authority, NSW LRS recommends surveyors confirm street addresses with the local council prior to Lodgment.</p>	20.21.1 20.21.2 20.21.3	3.25 Table 6 SGD#7 , Sec.61 SSIR 2024 , RG , & Strata Plans Preparation Guide
1.22	Section 88B Statements of Intention	Statements correct for section 88B instrument items	<ol style="list-style-type: none"> The administration sheet includes appropriate statements of the intention to create and/or release easements, e.g. ‘Pursuant to Section 88B Conveyancing Act 1919 it is intended to create/release...’ The contents of the statements must agree with the information shown in the section 88B instrument and the plan. 	20.22.1	7.8 LR

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
1.23	Legibility	Legibility of all plan data	Confirm that all plan data is clearly legible for reproduction purposes.	20.23.1 20.23.2	10, 13 & 14 LR
1.24	Invoice Paid	Have fees been paid [Notice Only]	<ol style="list-style-type: none"> 1. Check invoice enquiry to ensure lodgement fees have been paid. 2. Processing of a Final for a Pre-Examined plans delayed until lodgement fees are paid. 3. Registration will be delayed until plan requisition fees are paid. 	20.24.1 to 20.24.6	Sch.1 CR 2018
1.25	Approved Forms	Approved Forms supplied on SP Form 3.08 (Annexure)	Where Approved forms 10, 11, 12, 13, 14 and 23 are required, the Approved Forms must be provided on the Administration Sheet SP Form 3.08 (Annexure)	20.25.1 to 20.25.10	

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#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
2.1	Subject Land / Base Plan	Suitability of base plan for plan purpose	<p>A strata plan can only subdivide fee simple or leasehold land under the RPA 1900 (Torrens Title), one or more lots in a deposited (base) plan (if it is more than one lot, they must be contiguous). The base plan must be either a plan of survey which has connections to at least two existing permanent survey marks (PMs) or a compiled plan of consolidation based on a plan of survey that meets the requirements above.</p> <p>A strata plan may not subdivide a qualified or limited title, a lot in a neighbourhood plan, or a perpetual lease from the crown.</p> <p>The parcel to be subdivided must have a building within its boundaries. NOTE: It is the opinion of NSW LRS that a building must be a permanent structure, with walls, a structural base and a structural cover.</p> <p>Strata Plan A strata plan may subdivide a lot from a deposited plan of survey into lots and common property.</p> <p>Strata Plan of Subdivision A strata plan of subdivision may subdivide lots only, common property only or lots and common property to create new lots or new lots and common property.</p> <p>Part Strata A Part Strata subdivides a stratum lot within part of a building into lots or into lots and common property. The building must contain 2 or more stratum lots, the plan may subdivide 1 or more of the stratum lots but not the entire building. This subdivision requires that the building is erected on a site of land held in fee simple. The remaining part(s) of the building must exist within other parcel(s) of land.</p>	21.1.1 to 21.2.5	Sec.4 , Sec.5 , Sec.9 & Sec.10 (4) SSDA 2015 & RG

TITLE

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
		Staged Development (Stage 1)	A staged development (Stage 1) may subdivide a lot in a deposited plan of survey into lots and common property. Stage 1 is the original plan creating the scheme and must include a development contract (Approved Form 8) providing details of the future subdivision parcel. The development lot must be identified as such on the location plan. Development lots are an open space not containing any buildings. All Staged Developments will have at least 2 stages and one development lot. Each new stage must be a subdivision of a development lot.		
		Staged Strata Plan of Subdivision	A staged strata plan of subdivision (stage 2 and subsequent stages) must subdivide a development lot and comply with the Development Contract registered with stage 1 of the scheme. It is not permitted to subdivide common property in a staged development.		
		Strata Plan of Consolidation	A Strata plan of consolidation may consolidate lots only or lots and common property to create new lot(s). No new common property can be created.		
		Building Alteration Plan	A Building Alteration Plan should not alter the position of a boundary; it can only alter the nature of the boundary from a structure to a line boundary or from a line boundary to a structural boundary. Any alteration of the position of a boundary will require a Strata Plan of Subdivision.		
2.2	Registered Proprietor/ Owners Corporation Executions	Registered Proprietors Execution	<ol style="list-style-type: none"> All registered proprietors to sign the Administration Sheet (SP Form 3.08). Company name, ACN/ABN, authority and position of signatories to be shown for companies or delegates. 	21.2.1 to 21.2.10	Sec.21, 22 SSSA 2015, RG NSW LRS Samples

TITLE

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			<p>c. Power of attorney details, name, statement that the person/company signing is the attorney for the party, book and number, witness and address details.</p>		
		Owners Corporations execution	<p>Approved Form 23: Is required in all situations where the seal of the owner's corporation is affixed to a certificate or any other document. If the plan Subdivides common property, the owner's corporation must sign under seal.</p>		Cl.10 SSSDR 2016
		Consent of the Owners Corporation (required for Strata Plan of Subdivision, Staged Strata Plan of Subdivision)	<p>If the plan creates or subdivides CP, the Administration Sheets must also contain the following certificates from the Owners corporation:</p> <p>Approved Form 10: certifying that the initial period has expired (unless the certificate of title for the common property contains a notification this has been lodged previously) or certifying the original proprietor still owns all the lots.</p> <p>Approved Form 11: certifying that they agree with the new schedule of unit entitlement.</p> <p>Approved Form 12: certifying that they agree to the subdivision. It is a requirement of the certifying authority that this be signed prior to the strata certificate.</p> <p>NOTE: The attestation by the Owners Corporation (Approved Form 23) must be completed for each of the above approved forms or may be completed only once if all of the approved forms are on the same sheet</p>		

TITLE

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
2.3	Mortgagee Executions	Mortgagee Executions (if applicable)	All mortgagees to sign Administration Sheet. a. All mortgagees to sign, company names, ACN/ABN and position of signatories to be shown for companies or delegates. b. Power of attorney details, name, statement that the person/company signing is the attorney for the party, book and number, witness and address details.	21.3.1 to 21.3.6	Sec.22 SSDA 2015 & RG NSW LRS Samples
2.4	Caveators Consent	Caveators Consent (if applicable)	Where caveats prevent registration, the caveator must produce written consent or sign the administration sheet.	21.4.1	Sec.22 SSDA 2015 & RG NSW LRS Samples
2.5	Lessees Consent	Lessees Consent (if applicable)	If there is a current lease on title including an option to renew, the lessee must produce written consent or sign the administration sheet. Leases of premises must include a declaration stating which new lots are affected by each lease. A Statutory Declaration is required to remove leases for which an option of renewal has not been taken.	21.5.1 21.5.2 21.5.3	Sec.22 SSDA 2015 & RG NSW LRS Samples
2.6	Notations / Unregistered Dealings	Notations / unregistered dealings [Notice Only]	Determine actions and priorities for any notations or unregistered dealings shown on the register which will affect the plan.	21.6.1 21.6.2	NSW LRS
2.7	Pre-Allocated Plan Number (PPN)	PPN written advice [Notice Only]	Written advice on which lots are affected by the PPN should be provided. Alternatively, if the PPN is not required, the PPN must be withdrawn through NSW LRS Connect using the PPN Management function.	21.6.3 21.6.4	RG NSW LRS Samples
2.8	Planning Agreement	Planning agreement letter or Request Form 11R [Notice Only]	If a planning agreement is shown on title one of the following must be completed: a. If the planning agreement no longer applies, a Request Form 11R should be lodged to remove the planning agreement.	21.6.5 21.6.6	NSW LRS & RG

TITLE

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
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or

- b. A letter can be provided to NSW LRS from the planning authority requesting that the planning agreement be carried forward onto the common property title and any development lot.

SECTION 88B INSTRUMENT

SECTION 88B INSTRUMENT

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
3.1	Heading	Section 88B Instrument heading	To be completed as set out in Approved Form 10 . The heading must be shown on all other sheets. The name and address of all Registered Proprietors of the affected lots must be stated under the heading in the area provided.	22.1.1 22.1.2	7.8 LR & RG
3.2	Page Numbering	Each page should be sequentially numbered	Each page should be sequentially. There must be NO annexures.	22.2.1	cl.9 Sch.9 LR & RG
3.3	Part 1 Identity of Interests (easements)	Item number and easement identity to agree between all documents	The identity of all easements, profit à prendre, restrictions or positive covenants created to agree between all documents (plan, administration sheet and section 88B instrument). Easement descriptions should contain reference to a width or indicate it affects the whole of the lot e.g. Right of Carriage Way 1.5 wide or Easement to drain water (Whole of Lot).	22.2.2 to 22.2.4	Sec.88B CA 1919 & 7.8 LR
3.4	Part 1 Lots Burdened and Benefited	Lots agree on plan and section 88B instrument	The Schedule of lots burdened and benefited (where relevant) in the section 88B instrument must agree with the plan drawing. It is acceptable to use the term 'each lot' (burdened) and 'every other lot' (benefited) when appropriate.	22.2.5 22.2.6 22.2.7	Sec.88B CA 1919, 7.8, 7.8.5 LR & RG
3.5	Easement Definition	Easements appropriately defined on plan	Easements appropriately defined by connections and right-angled offsets from structural features shown on the plan. <ul style="list-style-type: none"> a. No bearings unless prior approval from strata plan and title adviser. b. Length of line boundaries and connections along walls to be shown. c. Easements which affect lots must be depicted on the floor plan. d. Easements which affect common property must be depicted on the location plan. However, if the easement affects land within a building it may be more practical to depict the site on a floor plan. e. Easements affecting common property only must be defined on the location plan as per compiled plan guidelines. f. Easements which affect land outside the strata scheme should be depicted on the location plan. 	22.3.1 23.12.1 23.12.2 23.12.3	7.8 LR RG RG

SECTION 88B INSTRUMENT

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			g. Easements requiring survey definition must not be created on a strata plan, see 3.19.		
3.6	Easement Designations	Easements to be designated within affecting and/or benefitted lots	Easements affecting or benefitting part to be designated within each lot. For easements affecting the whole of a lot a statement should be added to the plan.	22.4.1 to 22.4.5	LR & RG
3.7	Part 2 Terms	Are terms required	Terms are required for all easements that do not have statutory names via Sch.4A & 8 CA 1919. Positive covenants must be positive in nature and Restrictions on the use of land must be restrictive in nature.	22.5.1 22.5.2 22.5.3 22.5.4	Sch.4A & 8 CA 1919 7.8 LR & RG
3.8	Full Release	Part 1A completed plus statement of intention	The section 88B instrument must provide complete details of the easement description, creating instrument, lots burdened, and lots or authority benefitted for any easement being released in Part 1A.	22.6.1 22.6.2 22.6.3	7.8 LR & RG
3.9	Partial Release	Site defined and Part 1A completed plus statement of intention	The parts of the easement being released and remaining must be defined on the plan. The section 88B instrument must provide complete details of the easement description, creating instrument, lots burdened, and lots or authority benefitted for any easement being released in Part 1A.	22.7.1	RG
3.10	New Restrictions or Positive Covenants affecting part	Define site and show as part lot in section 88B instrument	Restrictions or positive covenants being created affecting part of a lot must be defined and notated on the plan and referred to as 'part' within the lots burdened column of the section 88B instrument.	22.8.1 to 22.8.5	RG
3.11	RP Executions	All proprietors to sign section 88B instrument	a. All registered proprietors to sign. b. Company name, ACN/ABN, authority and position of signatories to be shown for companies or delegates.	22.9.1 to 22.9.4	Sch.9 LR & RG NSW LRS Samples

SECTION 88B INSTRUMENT

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			c. Power of attorney details, name, statement that the person/company signing is the attorney for the party, book and number, witness and address details.		
3.12	Mortgagee Executions	All mortgagees to sign section 88B instrument	<p>a. All mortgagees to sign, company names, ACN/ABN and position of signatories to be shown for companies or delegates.</p> <p>b. Power of attorney details, name, statement that the person/company signing is the attorney for the party, book and number, witness and address details.</p>	<p>22.10.1</p> <p>22.10.2</p> <p>22.10.3</p> <p>22.10.4</p>	Sch.9 LR & RG NSW LRS Samples
3.13	Witness	Witness signature	Any signature of an individual must be witnessed. The full names and addresses of all witnesses to signatures must be stated.	<p>22.11.1</p> <p>22.11.2</p>	Sch.9 LR & RG
3.14	Sign each sheet of the S.88B	Witness must sign every other sheet	Each sheet, other than the final sheet(s), must be signed by an attesting witness to the final sheet(s).	22.12.1	Sch.9 Sec.9(b) LR
3.15	Alterations	Verification of alterations	Any alterations made by striking through the matter intended to be altered or by interlineation must be attested by a signatory to the instrument.	22.13.1	Sch.9 LR
3.16	Benefitting Authority	Benefitting Authority to sign section 88B instrument	Any prescribed authority which benefits from an easement, restriction or positive covenant must sign the section 88B instrument and a full name and address of a witness must be stated.	22.14.1	Sch.9 LR & RG NSW LRS Samples
3.17	Consent of Benefitting Lot	Consent of benefitting lot	If the terms of any easement, restriction or positive covenant imply an obligation on the dominant tenement they must sign the section 88B instrument.	22.15.1	Sch.9 LR & RG NSW LRS Samples
3.18	Statutory Easements	Terms not required for statutory easements	Terms are not required for easements that have statutory names via Sch.4A & 8 CA 1919. Easements that are combining statutory names require terms.	22.16.1	RG

SECTION 88B INSTRUMENT

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
3.19	Certain Easement types must be Plans of Survey	Certain easement types must be defined by a plan of survey	Easement for overhang, easement for light and air, easement for support, easement to permit encroaching structure to remain must be defined by a plan of survey. The sites of other non-statutory easements may be required to be surveyed where the easement is related to a physical structure.	22.17.1	RG

LOCATION PLAN

LOCATION PLAN

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
4.1	Drafting Standard	Drafting standard on plan forms	All lettering, dimensions and connections on Plan Form 1 (A3) or Plan Form 2 (A2) must have a minimum height of 2.5mm.	23.1.1 23.1.2 23.1.3 23.1.4	Sch.10, 11 LR & RG
4.2	North Point	North point shown on all sheets	Confirm that the north point is correct, directed upwards and shown on all sheets. Reference to plan orientation (ISG, MGA) must not be included.	23.2.1 23.2.2 23.2.3	Sch.10, 11 LR & RG
4.3	Parcel Boundaries	External boundaries shown and dimensioned		23.3.1 to 23.3.11	Cl.11(4) CR 2018, Pt.5 SSSA 2015, Cl.11 SSSR 2016, Sch.10, 11 LR , RG & Strata Plans Preparation Guide
	Strata Plan		The external boundaries and dimensions of the land being subdivided must be shown. The dimensions must agree with the base plan (DP).		
	Strata Plan of Subdivision		<p>A Location plan will not generally be required for</p> <ul style="list-style-type: none"> • A subdivision of lots only. • A subdivision of lots and common property which is totally within the original building or further than 2 metre(s) from the parcel boundary. <p>A Location plan will be required when</p> <ul style="list-style-type: none"> • A subdivision includes common property where the new lots are outside the building and within 2 metre(s) of the parcel boundary. • The original building has been extended, contains lots and is within 2 metre(s) of the parcel boundary. • There is any changes to the offsets from the building used to define a lot boundary <p>If a location plan is required, the following will apply</p>		

LOCATION PLAN

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			<ul style="list-style-type: none"> • If the base plan has been found to be reliable a report should be furnished by the surveyor to confirm this • If the base plan has been found to be unreliable a plan of redefinition must be lodged and registered prior to the registration of the strata plan <p>If a location plan is required, it is prepared in the same manner as an original Location Plan.</p>		
		Part Strata	<p>The external boundaries and dimensions of the land being subdivided must be shown. The dimensions must agree with the base stratum plan (DP).</p> <p>A location plan is required for each level as shown in the base plan. The first sheet (Site Plan) should show the entirety of the parcel upon which the building is situated and the external limits of the building. Each level should be shown on a separate sheet of the location plan.</p>		
		Staged Development (Stage 1)	<p>The external boundaries and dimensions of the land being subdivided must be shown. The dimensions must agree with the base plan (DP).</p>		
		Staged Strata Plan of Subdivision	<p>The external boundaries and dimensions of the development lot being subdivided and must be shown. The dimensions must agree with the base plan (SP).</p>		
		Strata Plan of Consolidation	<p>A location plan will not generally be required for a Strata Plan of Consolidation.</p> <p>If the lots to be consolidated are wholly within the original building a Location plan is not required.</p> <p>If a strata plan of consolidation proposes to create lots that are external to a building and are within 2 metre(s) of the parcel boundary the following will apply</p>		

LOCATION PLAN

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			<ul style="list-style-type: none"> • A Location plan will be required if connections used to define the external lot boundaries have changed. • If the base plan has been found to be reliable a report should be furnished by the surveyor to confirm this • If the base plan has been found to be unreliable a plan of redefinition must be lodged and registered prior to the registration of the strata plan 		
		Building Alteration Plan	A location plan is not required unless the new structure is within 2 metres of a parcel boundary.		
4.4	Buildings Shown	Buildings to be depicted	The external shape of the building and any other structures used to define the lots must be shown from an overhead view.	23.4.1 23.4.2 23.4.3	Sch.10, 11 LR , RG & Strata Plans Preparation Guide
4.5	Building Identity	Building description	The building must be identified by indicating the street number, the number of levels and the materials of its external construction.	23.5.1	Sch.10, 11 LR , RG & Strata Plans Preparation Guide
4.6	External Lot Boundaries	Lot boundaries external to building shown	The boundaries of any lots not within the building must be shown on the Location plan (these must not be dimensioned).	23.6.1	Sch.10, 11 LR , RG & Strata Plans Preparation Guide
4.7	Building within 2 metres of Parcel Boundary	Building within 2m of parcel boundary	If a building is within 2 metres of a parcel boundary, offsets/connections must be provided from the building to the parcel boundary. The offsets/connections must be perpendicular from defined points on the building or a prolongation of the face of the structure/wall.	23.7.1	Sch.10, 11 LR , RG & Strata Plans Preparation Guide
4.8	External Lot Boundary within 2	External lot boundary within 2m of parcel boundary	When the boundary of a lot external to a building is within 2 metres of a parcel boundary, the following must be shown:	23.3.2 23.8.1	Sch.10, 11 LR , RG & Strata Plans Preparation Guide

LOCATION PLAN

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
	metres of Parcel Boundary		<ul style="list-style-type: none"> a. Connections must be provided from the structural feature used to define the lot to the parcel boundary. b. These connections should correspond to those used on the floor plan to define the lots. c. The connections must be sufficient to establish that any lot boundaries are along or within the parcel boundaries. d. All connections must be perpendicular from defined points on the building or a prolongation of the face of the structure/wall. e. Connections are not required on the location plan if the lot boundaries are coincident with the parcel boundary. Where coincident a note should be added on the location plan and relevant lot boundaries designated e.g. "(C) - lot boundary is coincident with the parcel boundary." 		
4.9	Adjoining Information	Current Adjoining information shown	<p>Your plan must show the current adjoining information at the time of lodgement.</p> <p>All adjoining information should be shown by a minimum of 5mm.</p>	23.9.1 23.9.2 23.9.3	Cl.13 Sch.5 or Cl.13 Sch.7 LR & RG
4.10	Road name	Road names shown	<p>Show the adjoining road names where available.</p> <p>All road names should be shown by a minimum of 5mm.</p>	23.10.1 23.10.2	Sec.61 SSIR 2024 & RG
4.11	Existing affecting Interests	Existing affecting interests shown	<p>Contain sufficient information to show the site, description and creating instrument of any existing easement or other affecting interest affecting a parcel. Easement descriptions should include the width or indicate that the easement affects the whole of the lot. If partial affecting Restrictions on the use of land, Covenants or Positive covenants are not designated, NSW LRS will designate.</p>	23.11.1 to 23.11.10	Cl.15 Sch.5 or Cl.15, Sch.7 LR Sch.10, 11 LR & RG

LOCATION PLAN

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
4.12	New affecting interests affecting Common Property	New affecting interests shown	<p>The site of all new easements, restrictions and/or positive covenants affecting common property must be defined on the location plan. The site must be defined by perpendicular offsets and or prolongations from the building or other structural feature in the same manner as lot boundaries. If the easement being created is parallel to the parcel boundary it may be defined as per compiled plan guidelines.</p> <p>The easement description should include the width or indicate that the easement affects the whole of the lot. If the easement being created is parallel to the parcel boundary it may be defined as per compiled plan guidelines on the location plan (i.e. does not need connections from structure).</p>	23.12.1 23.12.2 23.12.3	Sch.10, 11 LR & RG
4.13	Encroachment	Encroachment shown on location plan	<p>If an encroachment exists, sufficient information to indicate the extent and nature of the encroachment must be shown.</p> <p>If the encroachment is over a public place, which includes a road, public reserve or drainage reserve it must be identified in the Surveyor's Certificate and accepted in the Strata Certificate.</p> <p>If the encroachment is over private land, an appropriate easement to permit the encroaching structure to remain must be created by a plan of survey prior to registration of the Strata Plan and the creating instrument indicated in the surveyor's certificate.</p>	23.13.1	Sec.39 SSDA 2015 & RG
4.14	Surveyor Panel	Surveyor panel shown on location plan	The Surveyor panel on the plan form must show; the surveyors name, date and the surveyor's reference.	23.14.1	RG
4.15	Plan Heading Panel	Plan Heading on location plan	Check that the plan heading matches the administration sheet and agrees on all plan sheets.	23.15.1 23.15.2	RG
4.16	Locality Panel	Locality panel on location plan	Check LGA and Locality matches with administration sheet and agrees on all plan sheets.	23.16.1 23.16.2	RG

LOCATION PLAN

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
4.17	Reduction Ratio	Reduction ratio shown	A reduction ratio must be shown in the appropriate panel of the plan.	23.17.1 23.17.2 23.17.3	Cl. 11(6)(d) CR 2018
4.18	Easements Appurtenant to Part	Easements appurtenant to part [Notice Only]	Designate any existing appurtenant easements that benefit part of the subject land. If not designated, NSW LRS will designate.	23.18.1	NSW LRS
4.19	Mineral Exceptions	Exceptions over part [Notice Only]	Designate any mineral exception that affects part of the subject land. If not designated, NSW LRS will designate.	23.19.1	NSW LRS
4.20	Crown Grant Conditions	Crown grant conditions over part [Notice Only]	Designate any crown grant condition that affects part of the subject land. If not designated, NSW LRS will designate.	23.20.1	NSW LRS
4.21	Multi-page Consistency	Multi-page consistency	All plan data must be consistent across all pages on the plan.	23.21.1	NSW LRS
4.22	Schedules of lines (short, curved)	Consistency throughout plan, shown on appropriate sheets	All data shown in schedules and designations must be consistent across all pages in the plan.	23.22.1	Cl.11 CR 2018 RG
4.23	Diagrams	Diagrams	The diagram should show the scale, its identity and all data therein should be consistent across the location plan.	23.23.1 to 23.23.5	Cl.9 Sch.5 or Cl.9 Sch.7 LR
4.24	Alterations	Alterations to plans prior to registration [Notice Only]	Any alterations made to the plan that are not related to requisitions should be brought to the attention of the examiner. <ul style="list-style-type: none"> a. An explanatory letter may be lodged and/or b. a copy of the plan with the amendments shown in red can be emailed to plan-requisition@nswlrs.com.au. 	23.24.1	NSW LRS

LOCATION PLAN

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
4.25	Amendments	Amendments to registered plans prior to registration of SP [Notice Only]	Registration of strata plan may be delayed due to pending amendment action on a previously registered plan.	23.25.1	NSW LRS RG
4.26	Notations, Designations	Checking all notations and designations for clarity	All notations must be clear and concise in meaning. A description must be provided for each designation. All designation must be shown using English letters in upper case	23.26.1 to 23.26.5	

FLOOR PLAN

FLOOR PLAN

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
5.1	Drafting Standard	Drafting standard	All lettering, dimensions and connections on Plan Form 1 (A3) or Plan Form 2 (A2) must have a minimum height of 2.5mm.	24.1.1 24.1.2 24.1.3	Sch.10, 12 LR & RG
5.2	North Point	North point shown on all sheets	Confirm that the north point is correct, directed upwards and shown on all sheets. Reference to plan orientation (ISG, MGA etc) must not be included.	24.2.1 24.2.2 24.2.3	Sch.10, 12 LR & RG
5.3	Lot Boundaries Structural	Lot definition (structural boundaries)	Boundaries which are defined by a structure must be shown by thick unbroken lines. Only one consistent line thickness should be used regardless of thickness of the structure. The thick line work should be a minimum of 0.7mm.	24.3.1 24.3.2	Sch.10, 12 LR & RG
5.4	Lot Boundaries Non-Structural	Lot definition (non-structural/line boundaries)	Boundaries which are not defined by a structure are referred to as line boundaries and must be shown by thin unbroken lines as follows: <ul style="list-style-type: none"> a. Must be dimensioned by distance only. b. Must be defined by perpendicular offsets and/or connections from specified points on a structural feature shown on the floor plan. c. Should be a minimum of 0.25mm. 	24.4.1 to 24.4.11	Sch.10, 12 LR & RG
5.5	Lot numbering	Lot numbering	Lot numbers for each lot or part lot must be shown on the floor plans. The floor plan must identify all unidentified areas as lots, part lots or common property. Lot number should be shown by a minimum of 5mm.	24.5.1 to 24.5.5	Cl.8 SSSDR 2016 Sch.10, 12 LR & RG
		Strata Plan	Lot numbers must be shown on the floor plan for each lot or part lot. Lot numbers must be consecutive, commencing with lot 1. Part lots to be identified as part (e.g. PT 6) or be connected by vinculum.		

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		Strata Plan of Subdivision	Lot numbers must be shown on the floor plan for each new lot or part lot. Lot numbers must be consecutive and commence with the next available number for the scheme. Any part lots should be identified as part (e.g. PT6) or be connected by vinculum.		
		Part Strata	Lot numbers must be shown on the floor plan for each lot or part lot. Lot numbers must be consecutive, commencing with lot 1. Part lots to be identified as part (e.g. PT 6) or be connected by vinculum.		
		Staged Development (Stage 1)	Lot numbers must be shown on the floor plan for each lot or part lot. Lot numbers must be consecutive, commencing with lot 1. Part lots to be identified as part (e.g. PT 6) or be connected by vinculum. The Development Lot must be identified as such on the floor plan.		
		Staged Development Strata Plan of Subdivision	Lot numbers must be shown on the floor plan for each new lot or part lot. Lot numbers must be consecutive and commence with the next available number for the scheme. Any part lots should be identified as part (e.g. PT6) or be connected by vinculum.		
		Strata Plan of Consolidation	Lot numbers must be shown on the floor plan for each new lot or part lot. Lot numbers must be consecutive and commence with the next available number for the scheme. Any part lots should be identified as part (e.g. PT6) or be connected by vinculum.		
		Building Alteration Plan	The lot numbering must remain the same as immediately prior to the plan.		
5.6	Areas	Areas to be shown on the floor plan	Areas to be shown on the floor plan as follows: a. Areas for each lot or part lot must be stated.	24.6.1 24.6.6	Sch.10, 12 LR , RG

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			<ul style="list-style-type: none"> b. 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. c. The total area must be the mathematical aggregate of the separate parts. d. The plan may include a statement indicating the areas are approximate. e. Areas are not required to be shown on building alteration plans. f. The part areas and total area must have a minimum height of 3.5mm. 		
5.7	Stratum Statements	Stratum Statements for areas outside the building that are not fully covered or do not have a structural base for their entire area	<p>A stratum statement is 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. These areas should be uniquely identified on the floor plan (e.g. Courtyard, Balcony etc.) and stratum statements provided for each unique area.</p> <p>The following points must be considered when providing stratum statements in the floor plan.</p> <ul style="list-style-type: none"> (1) All stratum statements must be related to a permanent structural surface within the parcel. It should be noted that pavers and similar items are not acceptable unless they are fixed to a structural base. (2) When referring to surface of the floor/ceiling, the statement must clearly state whether the reference is to the upper or lower surface. E.g. “The upper surface of the garage floor of the respective lot” or “The lower surface of the eaves which partly cover them”. 	24.7.1 to 24.7.8	Sch.10, 12 LR , RG & Strata Plans Preparation Guide

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			<p>(3) Wherever possible the structural surface/material should be referred to E.g. the upper surface of the Concrete floor, tiled floor. Tiles may be added to a balcony floor after registration of the strata plan which may cause doubt as to the position of a stratum limit.</p> <p>(4) If a dwelling has more than one floor, any reference to the surface must clearly specify the relevant floor level E.g. “Courtyards are limited from 5 below to 10 above the upper surface of the ground floor of the respective dwelling except where covered within this limit”.</p> <p>(5) In some circumstances there may be a structure which partly covers an area with a stratum statement. These structures must be considered when composing a stratum statement. E.g. “Balconies are limited in height to 3.5 metre(s) above the upper surface of their concrete floor except where covered within this limit”.</p> <p>(6) If a courtyard or balcony etc. has its own structural floor it is preferential that the datum be taken from this surface and not the floor of its adjoining dwelling. This is recommended to avoid any confusion as to whether any tiled surfaces etc are common property or part of the lot.</p> <p>(7) 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 must be made to NSW LRS for approval.</p>		
		Staged Development (Stage 1)	Stratum statements are required for all development lots on a Staged Strata plan. Careful consideration must be given to		

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			<p>providing stratum limitations which are appropriate for the future development. E.g. “The stratum of lot 7 (Development Lot) is limited from 8 metres below to 10 metres above the upper surface of the garage floor of lot 6”.</p> <p>Building forms part of the Lot</p> <p>A stratum statement must be provided for all lots in a building forms part of a lot plan and should be provided for the whole of the lots. E.g. “Lots 1 and 2 are limited from 5 below to 10 above the upper surface of the ground floor of the respective dwelling” 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.</p>		
5.8	New Easements	New easements affecting lots in the strata plan	The site of all easements being created affecting a lot must be dimensioned (in brackets) and defined on the floor plan by perpendicular offsets and or prolongations from the building or other structural feature in the same manner as lot boundaries. Easement descriptions should include the width or indicate that the easement affects the whole of the lot.	24.8.1 24.8.2	Sch.10, 12 LR & RG
5.9	Occupations	Occupations within 1 metre of lot boundary	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.	24.9.1	Sch.10, 12 LR & RG
5.10	Floor Plans (Floor Levels)	Separate floor levels labelled lowest to highest	Separate floors of the building must be labelled and shown from the lowest level to the highest level.	24.10.1 to 24.10.6	Sch.10, 12 LR , RG & Strata Plans Preparation Guide
		Strata Plan and Staged Strata plan	Separate floors of the building must be labelled and shown from the lowest level to the highest level		

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		Part Strata	Separate floors of the building must be labelled and shown from the lowest level to the highest level. A separate floor plan is required for each level of the location plan. The current adjoining information within the building must be shown.		
		Strata Plan of Subdivision	For a strata plan of subdivision, it is only required to show the new lots to be created and the adjoining information. The current adjoining strata lots and common property must be shown. In some circumstances it may be desirable to show the entire floor of a building, so it is clear where the lots are situated.		
		Staged Strata plan of Subdivision	For a staged Strata Plan of Subdivision separate floors of the building must be labelled and shown from the lowest level to the highest level. 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. The current adjoining strata lots and common property must be shown.		
		Strata plan of consolidation	<p>For strata plans of consolidation it is only required to show the new lots to be created and the adjoining information. In some circumstances it may be desirable to show the entire floor of a building, so it is clear where the lots are situated.</p> <p>A strata plan of consolidation may affect lots only or it may include the part of the common property being a wall, floor or ceiling which separates those lots. A strata plan of consolidation is given a new plan number. The lots are identified as lots in this plan but form part of the original scheme. No new common property can be created</p> <p>If it is intended that a common property wall, floor or ceiling which separates the lots to be consolidated is intended to become part</p>		

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			the new lot, the plan should not show the structure but include it as part of the lot.		
	Building Alteration Plan		For building Alteration plans it is only required to show the relevant parts of lots and the adjoining information. In some circumstances it may be desirable to show the entire floor of a building, so it is clear where the lots are situated. Boundaries previously defined by a face of a structure which has been demolished must now be defined by line boundaries. Boundaries which were previously defined by line only may now be defined by the face or another part of a structure.		Sec.19 SSDA 2015, Sch.10, 12 LR & RG
5.11	Level Description	Omission of Level(s)	If the intention of the surveyor is to omit a level number, then a clear statement identifying which level(s) are not included in the plan is required. Provided the plan includes a statement that clearly indicates that a level has been intentionally omitted, prior approval of NSW LRS is not required. Example: Floor Levels 4 and 14 are intentionally omitted in the floor numbering. The statement must appear on the sheet(s) which depict the level immediately preceding and following the omitted number.	24.11.1 24.11.2	RG
5.12	Encroachment	Encroaching part of building used by adjoining strata lot	Sufficient information is required to define the extent of any encroachment which is intended for the use of the adjoining strata lot. The lot/parcel boundary should be designated. The lot/parcel boundary should be defined from within the lot. The appropriate statement must be added on the floor plan: The part of the (encroachment e.g. balcony or 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.	24.12.1 24.12.2 24.12.3	Sch.10, 12 LR Sec.39 SSDA 2015, RG & Strata Plans Preparation Guide

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5.13	Notations, Designations	Check all notations and designations for clarity	All notations must be clear and concise in meaning. A description must be provided for each designation. All designation must be shown using English letters in upper case	24.13.1 to 24.13.10	Sch.10, 12 LR & RG
5.14	Building Forming Part of Lot	Building structure is not common property	The floor plan is prepared differently and must show the following: <ul style="list-style-type: none"> a. The walls must be shown by thick broken line work unless they form a lot boundary. b. There must be only one floor plan regardless of the number of levels in the building. The floor plan must represent the perimeter walls of the building at ground level. c. The plan must have a statement indicating that the building forms part of the lot and is not common property for example: "The structure of the building standing on each lot, including walls, floors, ceilings and roofs, form part of the lot and is not common property." d. If a common wall exists the plan must indicate its status by designation and state, "The Common Wall is Common Property" or "Boundary is Centreline of Common Wall". e. The area will be calculated at ground level only regardless of the number of levels. f. 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. g. The following statements must be added: <ul style="list-style-type: none"> i. "Any service line within one lot servicing another lot is common property". ii. "All common service lines are Common Property". h. No vinculum or reference to part lots will be used as there are no separate parts of the lots. i. In some case the building on a lot may overhang another lot in the scheme. There is no need to create an easement for this 	24.14.1 to 24.14.7	RG & Strata Plans Preparation Guide

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			<p>overhang if the statement indicates the building forms part of the lot upon which it stands. However, consideration should be given to creating an easement to allow access for maintenance purposes.</p> <p>j. The plan must contain connections from the building to define the lot boundaries as in normal strata plans.</p> <p>k. If the intention is that not all of the building’s structure is to form part of their lot, strata by-laws should be prepared and lodged with the Strata Plan that appropriately address the responsibility and maintenance of the common property within the scheme.</p>		
5.15	Surveyor Panel	Surveyor panel shown on floor plan	The Surveyor panel on the plan form must show; the surveyors name, date and the surveyor’s reference.	24.15.1	RG
5.16	Plan Heading Panel	Plan Heading on floor plan	Check that the plan heading matches the Administration Sheet and agrees on all plan sheets.	24.16.1 24.16.2	RG
5.17	Locality Panel	Locality panel on floor plan	Check LGA and Locality matches with Administration Sheet and agrees on all plan sheets.	24.17.1 24.17.2	Sec.61 SSIR 2024, Cl.11(6) CR 2018 & RG
5.18	Alterations	Alterations to the floor plan prior to registration [Notice Only]	Any alteration made to the floor plan that is not related to requisitions should be brought to the attention of the examiner. An explanatory letter may be lodged and/or a copy of the plan with amendments shown in red can be emailed to plan-requisitions@nswlrs.com.au.	24.18.1	NSW LRS
5.19	Prior Title Boundaries	NSW LRS request [Notice Only]	NSW LRS may request a copy of the floor plan depicting prior title boundaries on each level to assist with complex titling issues. This is requested to facilitate correct allocation of ownership and/or mortgages at registration of the plan.	24.19.1 24.19.2 24.19.3 24.19.4	NSW LRS

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5.20	Multi Page Consistency	Multi Page Consistency	All plan data must be consistent across all pages on the plan	24.20.1	NSW LRS
5.21	Schedule of lines (short, curved)	Consistency throughout plan, shown on appropriate sheets	All data shown in schedules and designations must be consistent across all pages in the plan.	24.21.1	Cl.11 RG CR 2018
5.22	Diagrams	Diagrams	The diagram should show the scale, its identity and all data therein should be consistent across the floor plan	24.22.1 to 24.22.5	NSW LRS
5.23	Amendments	Amendments to registered plans prior to registration of SP [Notice Only]	Registration of strata plan may be delayed due to pending amendment action on a previously registered plan.	24.23.1	NSW LRS RG

LEASEHOLD SCHEMES

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#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
6.1	New Leases for Leasehold Scheme	New leases required for the common property and each lot in the plan	<p>Leases must be prepared for each lot and the common property in the strata plan. The leases must meet the following criteria:</p> <ol style="list-style-type: none"> a. The terms of the leases must be expressed to commence upon registration of the plan and to all expire at the same time. If there is an option to renew it must be consistent for all leases. b. All leases must be lodged for registration. 	25.1.1 25.1.2	Sec.11 , Sec.16 SSSA 2015 & RG
6.2	Existing Leases to Remain	Existing leases to remain	<p>The leases for the lots may have commenced prior to registration of the plan and if the following criteria are met it may be possible for these leases to subsist for the lots after the scheme has commenced:</p> <ol style="list-style-type: none"> a. The terms of the leases must be expressed to expire on the same day. If there is an option to renew it must be consistent for all leases. b. The leases must be for premises which are identical to the lots in the plan. This must be supported by evidence. c. There must be a lease for the common property lodged for registration. The term of the lease must be expressed to commence upon registration of the plan and to expire at the same time as the leases for the lots. If there is an option to renew it must be consistent with the leases for the lots. 	25.2.1	Sec.11 SSSA 2015 & RG
6.3	Existing Leases to be replaced	Existing leases to be replaced	<p>If there are lease(s) for all or part of the land in the proposed scheme these maybe replaced by new leases for the new SP lots providing the following criteria is met:</p> <ol style="list-style-type: none"> a. The replacement leases are expressed to be in substitution for the existing leases. b. There must be a lease for the common property. c. The terms of the leases must be expressed to commence upon registration of the plan and to all expire at the same time. If there is an option to renew it must be consistent for all leases. 	25.3.1	Sec.11 SSSA 2015 & RG

LEASEHOLD SCHEMES

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
			d. All leases must be lodged for registration.		
6.4	New Leases required for Leasehold Strata Plan of Subdivision	New leases required for new lots	The plan must be accompanied by leases for the new lots being created. These leases must be identified to commence upon registration of the plan and expire at the same time as the existing leases. Any option of renewal must be identical to the existing leases. The replacement leases must contain provisions confirming that they are in substitution of the existing leases. The existing leases will be determined upon registration of the plan and substitute leases. There is no requirement to provide a new lease for the common property regardless of whether the boundaries change.	25.4.1	Sec.12 SSDA 2015 & RG
6.5	Execution of Leases	Execution of leases	All leases should be executed by the registered proprietor of the freehold title as lessor. The lease for the common property should be executed by the developer on behalf of the (proposed) owners' corporation as Lessee. The leases for the lots must be executed by the lessees. This will either be the developer or the intended registered proprietor of the leasehold estate for each lot.		RG