

**NOTICE OF CONVERSION OF STRATA  
LOT TO COMMON PROPERTY**

New South Wales  
Section 17 Strata Schemes  
Development Act 2015

**PRIVACY NOTE:** Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

**STAMP DUTY**

Revenue NSW use only

**(A) TORRENS TITLE**

For the common property	For the lot(s) to be converted
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**(B) LODGED BY**

Document Collection Box	Name, Address, Telephone, and Customer Account Number if any	CODE  <b>CD</b>
	Email:.....	
	Reference (optional):.....	

**(C) APPLICANT**

Registered proprietor of the lot(s) to be converted

**(D) LOT(S) TO BE CONVERTED**

Lot Number(s)

The applicant requests the Registrar General to convert the lot(s) referred to above to common property.

**DATE** ..... / ..... / .....  
dd mm yyyy

**(E)** I certify that I am an eligible witness and that the applicant signed this dealing in my presence. [See note\* below].

Certified correct for the purposes of the Real Property Act 1900 by the applicant.

Signature of witness:

Signature of applicant:

Name of witness:

Address of witness:

**(F) CERTIFICATE BY OWNERS CORPORATION**

The owners corporation certifies that on ..... it passed a special resolution pursuant to section 17 Strata Schemes Development Act 2015 authorising the proposed conversion of the lot(s) specified above to common property.

The seal of The Owners-Strata Plan No ..... was affixed on ..... in the presence of the following person(s) authorised by section 273 Strata Schemes Management Act 2015 to attest the affixing of the seal.

Signature .....  
Name .....  
Authority .....

Signature .....  
Name .....  
Authority .....

**(G)** The applicant / applicant's solicitor / applicant's agent certifies that the eNOS data relevant to this dealing has been submitted and stored under eNOS ID No.  Full name: ..... Signature: .....

\* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.

**(H) COUNCIL'S STRATA CERTIFICATE**

# ..... certifies that:  
1. The owners corporation has certified that it has passed a special resolution agreeing to the proposed conversion the subject of this Notice; and  
\*2. Council is satisfied that the conditions referred to in section 56(1)(b) have been met, or  
\*3. A relevant planning approval is in force in relation to this Notice of Conversion.

Date .....

Certificate Reference.....

Relevant planning approval No.....

Issued by.....

Signature of Authorised person/General manager.....

Name of Authorised person/General manager.....

# Insert name of Local Council  
\*Strike through inapplicable item

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**ACCREDITED CERTIFIER'S STRATA CERTIFICATE**

I..... being an Accredited Certifier  
Accreditation No. .... certify that:

1. The owners corporation has certified that it has passed a special resolution agreeing to the proposed conversion the subject of this Notice, and  
2. A relevant planning approval is in force and all conditions of the planning approval in relation to this Notice of Conversion have been complied with.

Date .....

Certificate Reference.....

Relevant Planning Approval No.....

Issued by .....

Signature of Accredited Certifier.....