

Guidance Notes – Unit Plan

These guidance notes are of a general nature and are not intended to, and cannot, replace the advice of a Legal Practitioner.

The purpose of this application is to register a unit's plan. Once this application is registered a computer title is created for the common property area and all individual units. The *Unit Titles Act 2001* creates a scheme of unit or strata title subdivision in the Australian Capital Territory. Any proposal must be approved by the Minister/Delegate of EPSDD. Any person contemplating a sub-division to create a unit's plan should first discuss all aspects of the proposal with the Environment Planning and Sustainable Development Directorate (EPSDD). For further information please see the Environment, Planning and Sustainable Development Directorate website [here](#).

While the Minister has the responsibility for approving the sub-division pursuant to Section 17 *Unit Titles Act 2001* the Registrar-General is responsible for the registration process and may refuse to register a plan if it fails to comply with the provisions of the *Land Titles (Unit Titles) Act 1970* and the *Land Titles Act 1925*.

Section 7 of the *Land Titles (Unit Titles) Act 1970* and Section 28 of the *Unit Titles Act 2001* combined require the Units Plan to be lodged and registered within 3 months of the endorsement of approval by the delegate of EPSDD. **Otherwise, the Plan must be re-signed and re-dated by the delegate before the plan will be accepted for lodgement with the Registrar-General.**

Section 10 *Land Titles (Unit Titles) Act 1970* does not allow caveats to carry forward to a Units Plan.

From 1 July 2021, a Building Management Statement (BMS) will be required for all new multi-lease buildings that have at least one units plan in the development. Applications to register a units plan received after this date cannot be assessed by the ACT Planning and Land Authority unless the application includes the BMS, or proposed BMS, for the building. To register the BMS, use form [007-MAE](#) Miscellaneous Application as an Encumbrance with the approved BMS attached. For more information about a BMS, visit the [Planning Website](#).

For more detailed information on registration of unit plans, refer to Chapter 63 of the ACT Land Titles Practice Manual.

This guidance note is to be read in conjunction with the Verification of Authority Rules and Verification of Identity Rules on the [Access Canberra website](#).

All panels must be completed in full.

If an annexure is required, use form 029-ANN-Annexure. If more than one page is required in the annexure these pages shall be numbered consecutively and bound to this document by staples along the left margin.

All handwriting must be clear, legible and in black ink.

Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear, and all parties must sign in the margin. Do not use correction fluid or tape.

The Registrar-General may refuse to accept any instrument that does not comply with the *Land Titles Act 1925* or these notes.

PRIVACY NOTICE

The collection of personal information in this form is required by law under the *Land Titles Act 1925*, to ensure accurate and legal transfer of title or registration of other interests relating to land and for maintaining publicly searchable registers and indexes. Personal information collected on this form will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the *Information Privacy Act 2014*. More detailed information about how Access Canberra handles this personal information is available at: <https://www.act.gov.au/acprivacy>

LODGMET INFORMATION

Access Canberra – By appointment only at Dickson Specialised Centre, 480 Northbourne Avenue, Dickson (Next to the Dickson Interchange for light rail and bus services)

Book an appointment [here](#) at Dickson Specialised Centre.

Lodgment fees apply.

CONVEYANCE DUTY

Please contact the [ACT Revenue Office](#) for the requirements of Conveyance Duty (commonly known as Stamp Duty)

A Buyer Verification Declaration or Seller Verification Declaration is not required for this form.

COMPLETION OF FORM

LODGING PARTY DETAILS

The lodging party needs to complete all fields. The Customer Reference Number is only required for approved subscribers who have a lodgment account to the ACT Land Information System. If the lodging party does not have a lodgment account, this field can be left blank. The lodging party will receive a Registration Confirmation Statement by email upon registration of the document to the provided email address.

LAND DESCRIPTION

Legal identifier of the land must be supplied. To assist with district/division (suburb), section, block, and unit (where applicable) visit actmapi.act.gov.au.

FULL NAME AND ADDRESS OF REGISTERED PROPRIETOR/S

Full name and current address must be stated for the proprietor. If the registered proprietor is a company, ACN/ABN/ARBN is required.

Note: This must match the current title and will be carried forward to all new unit titles being created.

NAME OF ARCHITECT/SURVEYOR

The architect/surveyor must complete the declaration on the site plan. All information completed on this application must match the declaration.

DEPOSITED PLAN NUMBER

The deposited plan number is found on the site plan and the relevant title search.

CERTIFICATE OF RATES, LAND TAX AND OTHER CHARGES

Under the *Land Titles (Unit Titles) Act 1970*, it is a requirement that the ACT Revenue Office certifies that no rates for the financial year, no land tax for the quarter, duty payable or any other amounts are outstanding. A person may apply for this certificate by visiting the ACT Revenue Office [website](#). This certificate must be current for the units plan to be registered.

STAGED DEVELOPMENT

This section is required to be completed when the unit plan is part of a stage development. If not required, leave blank.

CONSENTING PARTY

If there is a registered mortgage/charge on title, then mortgagees/chargees consent is required. Registry Instrument 042-C-Consent is available from the Access Canberra Website.

CERTIFICATION

Certifications are statements made by a Certifier that they have undertaken a specific action prior to lodging the Registry Instrument to the Land Titles Office. A Certifier must provide the required Certifications when signing Registry Instruments or other Documents and provide the Certifications required for the role they are undertaking.

All parties must execute the document under certification.

Certification statements (dot points) must be made by the certifier, being one of the following:

- a. **A legal practitioner**
- b. **If the applicant is not represented by a legal practitioner – the applicant (i.e. self-represented party)**
- c. **If a party to an instrument is not represented by a legal practitioner – that party (i.e. self-represented party)**

Any inapplicable certification statement(s) must be deleted.

All certification statements apply where the certifier is a legal practitioner.

By certifying this form, the legal practitioner acknowledges they have taken reasonable steps to verify that their client is a legal person and has the right to enter the conveyancing transaction. Where a legal practitioner is a certifier on a Land Titles Instrument, the certifier must state the firm of where they are practicing. If the legal practitioner does not work at a firm and is known as an “in house” solicitor or counsel, that legal practitioner must state the jurisdiction of where they hold a practicing certificate in.

The first two listed certification statements do not apply where the Certifier is a self-represented party. Self-represented parties are only required to make certifications relating to retaining evidence to support the registry instrument or document and ensuring the registry instrument or document is correct and compliant with relevant legislation and any prescribed requirement.

A self-represented party must have their identity verified and certified by an Identity Agent, Justice of the Peace, Legal Practitioner, or Notary Public and provide evidence to be able to transact on the land as outlined in the self-represented party pack found [here](#). Self-represented parties must sign in the certification panel and have that signature witnessed by the authorised person completing the verification of or by an adult over the age of 18 who is not a party to this document. A completed self-represented party pack is to accompany the application at time of lodgment.

Note: - An attorney, body corporate or a corporation cannot make certification statements. They are required to complete the form as a self-represented party.

SUPPORTING DOCUMENTS

One copy of the plan, schedule of unit entitlement sheet, forms 4 and 5 all supplied and signed by EPSDD.

If there is a registered mortgage/charge on title, then mortgagees/chargees consent is required. Registry Instrument 042-C-Consent is available from the Access Canberra Website.

Further evidence may be required in support of this application.

EVIDENCE TO BE LODGED FOR SELF-REPRESENTED

If you are a self-represented party, satisfactory evidence is to accompany this application. Evidence may include but not limited to:

- A completed Self-represented party pack including identity certification, documents used to verify identity, and documents linking the applicant to be able to deal on the property; and
- Annexures or attachments supporting the lodgment.

EVIDENCE TO BE RETAINED BY LEGAL PRACTITIONERS AND MORTGAGEE CORPORATIONS

Any evidence to support verification of identity carried out by a legal practitioner or mortgagee corporations, must be retained:

- (a) by the Legal Practitioner for at least 7 years from the date of lodgment of the Registry Instrument in the Land Titles Office;
- (b) by the mortgagee until they cease to be mortgagee in respect of the mortgage.

Evidence is required to be retained in order to demonstrate that the transaction was completed in accordance with legislative and other requirements and the certifications required were accurately made. Evidence may be required to be provided to the Registrar-General for the purpose of monitoring compliance with legislative and other requirements. The evidence must be legible, stored safely and securely, and accessible and may include:

- Client Authorisation
- Verification of identity
- Right to deal
- Other Prescribed Requirements; and
- Any evidence required by the Duty Authority.

Have a question or need assistance? Click the [Contact us form button](#) at the end of the [ACTLIS](#) home page or you can call this office on (02) 6207 0491