

NORTHERN TERRITORY OF AUSTRALIA

REAL PROPERTY (UNIT TITLES) REGULATIONS

TABLE OF CONTENTS

Regulation

1. Citation
2. Commencement
3. Interpretation
4. Forms of application
5. Form of units plan
6. Surveyor's certificate
7. Minister's endorsement
8. Form of units plan of subdivision
9. Form of unit plan of consolidation
10. Formal requirements for notices of conversion
of units into common property
11. Form of building alteration plan
12. Form of certificate of title
13. Form of certificate of title for common property
14. Requirements for units plan, units plan of
subdivision, units plan of consolidation and
building alteration plan
15. Numbering of units
16. Consents to registration of units plan
17. Consent to registration of building alteration
plan
18. Notice of objection to cancellation of units
plan by consent
19. Notice of change of address
20. Fees
21. Transitional

SCHEDULE 1

SCHEDULE 2

NORTHERN TERRITORY OF AUSTRALIA

Regulations 1987, No. 51*

Regulations under the *Real Property (Unit Titles) Act*

I, ERIC EUGENE JOHNSTON, the Administrator of the Northern Territory of Australia, acting with the advice of the Executive Council, hereby make the following Regulations under the *Real Property (Unit Titles) Act*.

Dated 23 December 1987.

E.E. JOHNSTON
Administrator

REAL PROPERTY (UNIT TITLES) REGULATIONS

1. CITATION

These Regulations may be cited as the *Real Property (Unit Titles) Regulations*.

2. COMMENCEMENT

These Regulations shall come into operation on the commencement of the *Real Property (Unit Titles) Amendment Act 1986*.

3. INTERPRETATION

In these Regulations a reference to a form by number is a reference to the form so numbered in Schedule 1.

* Notified in the *Northern Territory Government Gazette* on 23 December 1987.

Real Property (Unit Titles) Regulations

4. FORMS OF APPLICATION

The form for the purposes of an application for registration of -

- (a) a units plan referred to in section 7(a) of the Act is Form 1;
- (b) a units plan of subdivision or consolidation referred to in section 9B(a) of the Act is Form 2; and
- (c) a building alteration plan referred to in section 9D(a) of the Act is Form 3.

5. FORM OF UNITS PLAN

For the purposes of section 6A of the Act, a units plan shall consist of -

- (a) a duly completed plan in accordance with Form 4, being a plan endorsed, respectively, by the Minister and a licensed surveyor, in accordance with section 20(3) and (4) of the *Unit Titles Act*, and comprising a diagram showing the location plan and floor plan;
- (b) all necessary additional sheets, duly completed, in accordance with Form 5 and signed and dated by the Minister and a licensed surveyor; and
- (c) a duly completed schedule of unit entitlement in accordance with Form 6 -
 - (i) showing aggregate unit entitlements;
 - (ii) showing the unit entitlement for each unit; and
 - (iii) signed and delivered by the Minister.

6. SURVEYOR'S CERTIFICATE

For the purposes of sections 20(3) and 21B(2)(b) of the *Unit Titles Act*, the certificate of a licensed surveyor shall be in accordance with Form 7.

7. MINISTER'S ENDORSEMENT

For the purposes of section 20(4) of the *Unit Titles Act*, the appropriate form is Form 4.

8. FORM OF UNITS PLAN OF SUBDIVISION

(1) For the purposes of section 9A of the Act, a units plan of subdivision shall consist of duly completed documents in accordance with -

Real Property (Unit Titles) Regulations

- (a) Form 8, being a plan showing a floor plan and location plan containing a certificate of a licensed surveyor in accordance with Form 7 and certifying the matters required for the purposes of section 21B(2)(b) of the *Unit Titles Act*; and
- (b) Form 6, being a schedule of unit entitlement required by section 21D of the *Unit Titles Act* and showing the unit entitlement for each unit (as amended by the units plan of subdivision) and the aggregate unit entitlement for such units.

(2) The schedule of unit entitlement referred to in subregulation (1)(b) -

- (a) shall not be required to be executed by the Minister; and
- (b) shall be executed by the body corporate.

9. FORM OF UNIT PLAN OF CONSOLIDATION

(1) For the purposes of section 9A of the Act, a units plan of consolidation shall consist of duly completed documents in accordance with -

- (a) Form 9, being a plan showing a floor plan and location plan; and
- (b) Form 6, being a schedule of unit entitlement required by section 21D of the *Unit Titles Act* and showing the unit entitlement for each unit in the units plan (as amended by the unit plan of consolidation) and the aggregate unit entitlement for such units.

(2) The schedule of unit entitlement referred to in subregulation (1)(b) -

- (a) shall not be required to be executed by the Minister; and
- (b) shall be executed by the body corporate.

10. FORMAL REQUIREMENTS FOR NOTICES OF CONVERSION OF UNITS INTO COMMON PROPERTY

(1) For the purposes of section 9A, a notice of conversion shall be in accordance with Form 10 and include a schedule of unit entitlement, in accordance with Form 6 of each unit to be comprised in the parcel after the conversion and executed by the registered proprietor of the unit and the body corporate.

Real Property (Unit Titles) Regulations

(2) A person who wishes to register a notice of conversion shall -

- (a) give the written notice of intended conversion referred to in section 21E(2)(b) of the *Unit Titles Act* in accordance with Form 11; and
- (b) provide to the Registrar-General at the time of lodging the notice of conversion -
 - (i) all necessary discharges, surrenders, withdrawals or the like for the purpose of section 21D(2)(a) of the *Unit Titles Act*; and
 - (ii) a duly completed acknowledgement of receipt by any relevant council of the municipality in which the parcel is located (or if the parcel is located within the land subject to the *Darwin Rates Act*, the Minister responsible for that Act) of the notice of intended conversion referred to in paragraph (a).

11. FORM OF BUILDING ALTERATION PLAN

For the purposes of section 9A of the Act, a building alteration plan shall consist of duly executed documents in accordance with -

- (a) Form 12, being a plan showing the lines required by section 21F(c) of the *Unit Titles Act* and a floor plan and location plan in relation to the unit or units affected and containing a certificate of a licensed surveyor, in accordance with Form 13, certifying the matters referred to in section 21F(d)(i) and (ii) of the *Unit Titles Act*; and
- (b) Form 6, being a schedule of unit entitlement required referred to in section 21A(b)(ii) of the *Unit Titles Act* and showing unit entitlement as it will be after the building alteration is registered and executed by the registered proprietor of the unit and the body corporate.

12. FORM OF CERTIFICATE OF TITLE

For the purposes of sections 9(c) and 9F(b) of the Act, a certificate of title shall be in accordance with Form 14.

13. FORM OF CERTIFICATE OF TITLE FOR COMMON PROPERTY

For the purposes of section 9(a)(ii) of the Act, the certificate of title to common property shall be in accordance with Form 15.

Real Property (Unit Titles) Regulations

14. REQUIREMENTS FOR UNITS PLAN, UNITS PLAN OF SUBDIVISION, UNITS PLAN OF CONSOLIDATION AND BUILDING ALTERATION PLAN

(1) For the purposes of sections 6A and 9A of the Act, a units plan, units plan of subdivision, a units plan of consolidation and a building alteration plan -

(a) shall be drawn on -

(i) polyester film having at least one matt surface and a thickness of not less than 0.075 mm and not more than 0.125 mm; or

(ii) on other material approved by the Registrar-General;

(b) shall include a first sheet laid out in accordance with Forms 4, 8, 9 or 12, as the case requires, showing -

(i) the data referred to in the definition of "location plan" in section 4 of the *Unit Titles Act*; or

(ii) in the case of a building alteration plan, sufficient data to identify the subject unit and the addition or alteration effected thereon;

(c) shall include, where necessary, second and subsequent sheets numbered consecutively and laid out in accordance with Form 5 showing -

(i) a continuation of data depicted on Form 4, 8, 9 or 12, as the case requires; or

(ii) the data referred to in the definition of "floor plan" in section 4 of the *Unit Titles Act*;

(d) shall -

(i) if a Form 4, 5, 8, 9 or 12, measure 420 mm by 297 mm (International Size A3) and have a margin of not less than 40 mm on the left hand side of each sheet and a margin of not less than 15 mm on each of the other 3 sides of the sheet and no printing, writing or other notation (other than directions or notations by the Registrar-General) shall appear in, or extend into, any such margin;

(ii) be free from discolouration and blemishes and shall not be creased or folded;

Real Property (Unit Titles) Regulations

- (iii) be altered only by striking through the data intended to be altered and not by rubbing, scraping or cutting the surface of the sheet, and all alterations shall be initialled by the surveyor;
 - (iv) be replaced if, in the opinion of the Registrar-General, an alteration will render the data, or any part of the data, on the sheet illegible and unsuitable for copying by photographic or similar means;
 - (v) be numbered consecutively; and
 - (vi) be individually signed and, where applicable, sealed so that no signature or seal is a copy; and
- (e) shall include a schedule of unit entitlement referred to in subregulation (3) in accordance with Form 6.
- (2) A diagram contained on or plan referred to in subregulation (1) shall, whether it is a location plan or a floor plan -
- (a) be drawn to a scale sufficient to enable all details and notations to be clearly shown with all original notations, measurements and line-work drawn in black waterproof ink of sufficient strength and clarity to bear photographic reproduction;
 - (b) show the scale on the diagram as a bar scale;
 - (c) indicate by an arrow or other appropriate means the direction of north, which shall be directed upwards;
 - (d) show all linear measurements on the plan in metres and decimal fractions of metres to the nearest 0.01 m;
 - (e) show all areas on the plan expressed in square metres (to the nearest square metre below); and
 - (f) if necessary, be commenced on one sheet and continued on a subsequent sheet and, in such a case, the diagram shall be drawn so that the complementary parts or the lines on the several sheets show, when placed side by side, the complete diagram.
- (3) For the purposes of subregulation (1)(e) and regulation 11(b), a schedule of unit entitlement shall be in accordance with Form 6 and shall -

Real Property (Unit Titles) Regulations

- (a) measure 210 mm x 297 mm (International Size A4);
- (b) contain a reference, set out in vertical columns in numerical sequence, to the number of each unit in the scheme;
- (c) have set out opposite each unit number, in whole numbers, the proposed unit entitlement of that unit; and
- (d) show a proposed aggregate unit entitlement, which shall be the numerical total of the proposed unit entitlement of all units in the scheme.

(4) For the purposes of subregulation (3)(c) and (d), a proposed unit entitlement or proposed aggregate unit entitlement shall not exceed 999, in the case of a proposed unit entitlement, or 9,999, in the case of the aggregate unit entitlement.

15. NUMBERING OF UNITS

Units shall be numbered so that no number is used more than once in a unit scheme.

16. CONSENTS TO REGISTRATION OF UNITS PLAN

For the purposes of section 7(d) of the Act, a person shall provide consent to the registration of a units plan in accordance with Form 16.

17. CONSENT TO REGISTRATIONS OF BUILDING ALTERATION PLAN

A consent referred to in section 21A (b)(ii) of the *Unit Titles Act* in respect of an alteration referred to in Part IIIA of that Act shall be in accordance with Form 17.

18. NOTICE OF OBJECTION TO CANCELLATION OF UNITS PLAN BY CONSENT

For the purposes of section 15A(1) of the Act, an objection to a proposed cancellation of a units plan shall be in accordance with Form 18.

19. NOTICE OF CHANGE OF ADDRESS

For the purposes of section 16 of the Act, a notice of change of address shall be in accordance with Form 19.

20. FEES

(1) The fee for the lodgement of each document referred to in column 1 of Schedule 2 is that set out in column 2 of that Schedule opposite the reference to the document in column 1.

Real Property (Unit Titles) Regulations

(2) A document shall not be accepted for registration unless the appropriate fee has been paid.

21. TRANSITIONAL

Notwithstanding any other provision in these Regulations, a form that could be used for a particular purpose before the commencement of the *Real Property (Unit Titles) Amendment Act 1986* shall, with the necessary changes having regard to the requirements of these Regulations and the *Real Property (Unit Titles) Act* and the *Unit Titles Act*, be deemed to be the prescribed form for that or a corresponding purpose after that commencement.

SCHEDULE 1

FORM 1

Section 7(a)

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 4(a)

Units Plan No.

LODGED AT REGISTRAR-GENERAL'S OFFICE

On At
By Correction to
Fee Receipt
Duplicate to

APPLICATION FOR REGISTRATION OF A UNITS PLAN

TO: Registrar-General

The person or persons specified below being the registered proprietor(s)* of the land specified below apply/applies* for the registration of a units plan in respect of that land and for that purpose lodges/lodge* the documents listed in the schedule of notes on the back of this document.

Real Property (Unit Titles) Regulations

Description of the land the subject of the application.

Register Book	Volume	Folio	Location	Parcel	Plan	Unit

Details of applicant

Name:

Address of proposed body corporate:
(for service of documents)

See note 9

Dated 1987.

Execution

See note 10

* Delete where applicable.

SCHEDULE OF NOTES

1. This form is used for an application for registration of a units plan or a units plan of condominium development.
2. The time limit for the lodgement of this application is 3 months from the date of approval of the plan by the Minister primarily responsible for the administration of the *Unit Titles Act*.
3. Three copies of the documents comprising the units plan must be lodged.
4. Each copy of the plan must be signed by a licensed surveyor, the Minister primarily responsible for the administration of the *Unit Titles Act* (or his delegate), and the registered proprietor.

Real Property (Unit Titles) Regulations

5. Each of the copies of the schedule of unit entitlements (which is part of the plan) must be signed by the Minister primarily responsible for the administration of the *Unit Titles Act* (or his delegate) and the registered proprietor.
 6. The relevant duplicate certificate of title for the land must be lodged.
 7. Written consents in the form of Form 16 to the registration of the units plan of all persons (other than the Crown) having a registered estate or interest in the land must be lodged.
 8. The duplicate of every instrument evidencing or creating any registered estate or interest in the land must be lodged.
 9. Insert full name. Occupations are not required. Actual address at which it is intended that the body corporate receive notices and have its books should be stated. This is the address which will appear on the title for the common property. Any applicable postal address should be quoted.
 10. If an executing party is a natural person execution should read "Signed by" (with the name of the applicant being inserted in printed form as well as being signed). If an executing party is a body corporate execution should conform to any formalities prescribed under the *Companies (Northern Territory) Code* relating to the affixing of the common seal.
-

Real Property (Unit Titles) Regulations

FORM 2

Section 9B(a)

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 4(b)

No.

LODGED AT REGISTRAR-GENERAL'S OFFICE

On At

By Correction to

Fee Receipt

Duplicate to

APPLICATION FOR REGISTRATION OF A UNITS PLAN OF
SUBDIVISION OR A UNITS PLAN OF CONSOLIDATION

TO: Registrar-General

The person or persons specified below being the registered proprietor(s)* of the land or lands specified below applies/apply* for the registration of the plan specified below and for that purpose enclose/encloses* for lodgement the documents listed in the schedule of notes on the back of this document.

DETAILS OF THE TITLES OR TITLES
AFFECTED BY THE PLAN

Register Book	Volume	Folio	Location	Parcel	Plan	Unit
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* Delete where applicable.

Real Property (Unit Titles) Regulations

DETAILS OF THE APPLICANT

Name:

See note 13

Address: (for service of documents)

See note 13

NAME OF THE PLAN

UNITS PLAN OF SUBDIVISION/UNITS PLAN OF CONSOLIDATION

See note 1

Dated

1987.

See note 14

.....
Printed name of the proprietor

.....
Signature of the proprietor

SCHEDULE OF NOTES

1. This form is used for an application for registration of a units plan of subdivision or a units plan of consolidation. Delete whichever is inapplicable.
2. A subdivision or consolidation of units and or common property in a condominium development is not permitted until after completion of the final stage in that development.
3. Three copies of the plan (units plan of subdivision or units plan of consolidation, as the case may be) that is the subject of the application must be lodged.
4. The schedule of unit entitlements (which is part of the plan) is required in triplicate and must be sealed by the corporation.
5. The duplicate copy of the title or titles for the land affected by the plan must be lodged.

Real Property (Unit Titles) Regulations

6. If the plan is a unit plan of subdivision - the certificates issued under section 40 of the *Building Act* and referred to in section 21B(2)(c)(i) of the *Unit Titles Act* must be lodged.
 7. If the plan is a units plan of subdivision in relation to a proposed building - the certification in relation to the proposed use of the land being in accordance with any applicable planning instrument referred to in section 21A(2)(c)(ii) of the *Unit Titles Act* must be lodged.
 8. Certified copy of the unanimous resolution of approval by the body corporate of the approval of the application referred to in section 21A(b)(i) of the *Unit Titles Act* must be lodged.
 9. The written consents in accordance with Form 16 to the application by persons (other than the Crown) with interests in the land referred to in section 21A(b)(ii) of the *Units Titles Act* must be lodged.
 10. The duplicate copy of every instrument evidencing or creating an estate or interest in the land must be lodged.
 11. The certificate of the body corporate of the special resolution of the body corporate to agreement to the proposed unit entitlement and proposed aggregate unit entitlement referred to in section 21D(b) of the *Unit Titles Act* must be lodged.
 12. In the case of a units plan of subdivision, a certificate of a licensed surveyor referred to in section 21B(2)(b) of the *Unit Titles Act* and being in accordance with Form 7 must be lodged.
 13. Insert full name. Occupations are not required. Actual address should be specified. If applicable, a postal address should be quoted.
 14. If an executing party is a natural person execution should read "Signed by the applicant..." (with the name of the applicant being inserted in printed form as well as being signed). If an executing party is a body corporate execution should conform to any formalities prescribed under the *Companies (Northern Territory) Code* relating to the affixing of the common seal.
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Real Property (Unit Titles) Regulations

FORM 3

Section 9D(a)

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 4(c)

No.

LODGED AT REGISTRAR-GENERAL'S OFFICE

On At
By Correction to
Fee Receipt
Duplicate to

APPLICATION FOR REGISTRATION OF A BUILDING
ALTERATION PLAN

TO: Registrar General

The person or persons described below being the registered proprietor(s)* applies/apply* for the registration of a building alteration plan in respect of the land described below and for that purpose advise/advises* that the period referred to in section 21F of the *Unit Titles Act* expires on the date specified below and for the purposes of lodgement enclose/enclose* the documents listed in the schedule of notes on the back of this document.

DETAILS OF THE APPLICANT

Name:

Address: (for service of documents)

See note 12

Real Property (Unit Titles) Regulations

DESCRIPTION OF THE LAND

Register Book	Volume	Folio	Location	Parcel	Plan	Unit
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DATE OF EXPIRATION OF THE PERIOD OF 28 DAYS AFTER
ISSUE OF THE CERTIFICATE UNDER SECTION 40
OF THE *BUILDING ACT*

Execution

See note 13

* Delete where applicable.

SCHEDULE OF NOTES

1. This form is used for an application for registration of a building alteration plan.
2. The time limit for the lodgement of this application is 28 days from the date of issue of the certificate under section 40 of the *Building Act*.
3. Building alterations of units in a condominium development are not permitted until after completion of the final stage in that development.
4. Three copies of the building alteration plan must be lodged.
5. Each copy of the plan must be signed by the registered proprietor and by a licensed surveyor.
6. Each copy of the schedule of unit entitlement (which is part of the plan) must be sealed by the corporation.
7. The duplicate certificate of title for the land must be lodged.
8. The certificate of the licensed surveyor referred to in section 21F(d) of the *Unit Titles Act*, being in accordance with Form 13, must be lodged as part of the building alteration plan.

Real Property (Unit Titles) Regulations

9. The certified copy of the unanimous resolution of the body corporate referred to in section 21A(b)(i) of the *Unit Titles Act* must be lodged.
 10. A certificate under section 40 of the *Building Act* must be lodged.
 11. The consents in accordance with Form 17 of approval of persons (other than the Crown) having interests to the land as referred to in section 21A(b)(ii) of the *Units Titles Act* must be lodged.
 12. Insert full name. Occupations are not required. Actual address should be specified. If applicable, a postal address should be quoted.
 13. If an executing party is a natural person execution should read "Signed by the applicant...". If an executing party is a body corporate execution should conform to any formalities prescribed under the *Companies (Northern Territory) Code* relating to the affixing of the common seal.
-

FORM 4

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulations 5(a) and 7

SURVEYOR'S CERTIFICATE

UNITS PLAN No.
Sheet of

Plan of
.....
.....

Lot/Portion No.
Common prop. Vol. Folio
Town/Hundred of
This sheet replaces
Affected title(s)

Signature Date

Approved under the Unit Titles Act as the units plan for
the subdivision of the above-mentioned parcel.

This units plan was registered
on at

Dated this day of 19..

.....
Proprietor

.....
Minister for

.....
Registrar-General

Diagram showing location plan and floor plan

Note: 1. Additional sheets shall be signed and dated by the licensed surveyor and the Minister.
2. Any diagram showing a unit referred to in section 12(1)(d) of the Unit Titles Act shall contain the
statement referred to in that section.

Real Property (Unit Titles) Regulations

Real Property (Unit Titles) Regulations

FORM 5

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 5(b)

(Additional Sheets)

Units plan No.

Sheet of sheets

.....

This sheet replaces

.....
Proprietor

.....
Licensed surveyor

.....
Minister

Real Property (Unit Titles) Regulations

FORM 6

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulations 5(c),
8(1)(b), 9(1)(b),
11(b) and 14(1)(e)
and (3)

SCHEDULE OF UNIT ENTITLEMENT

UNITS PLAN No.
Sheet of

This sheet replaces

Unit	Certificate of title	Unit	Certificate of title
Number Entitlement	Volume Folio	Number Entitlement	Volume Folio

The aggregate unit entitlement is

The certificate of title for the common property is Volume
Folio

Dated this
day of 19

Dated this
day of 19

Dated this
day of 19

.....
Minister
(See note 2)

.....
Seal of the
Body Corporate
(See note 3)

.....
Registered proprietor
(See notes 2 and 3)

Dated this
day of 19

.....
Registrar-General

Real Property (Unit Titles) Regulations

SCHEDULE OF NOTES

1. A schedule of unit entitlement must be lodged for -
 - (a) a units plan;
 - (b) a units plan of subdivision;
 - (c) a units plan of consolidation;
 - (d) a building alteration plan; and
 - (e) a notice of conversion.
 2. A schedule of unit entitlement for a units plan shall be executed by the Minister primarily responsible for the administration of the *Unit Titles Act*, the registered proprietor of the land that is the subject of the application and, upon registration, the Registrar-General.
 3. A schedule of unit entitlement for a units plan of subdivision, units plan of consolidation, or a building alteration plan or a notice of conversion shall be executed by the body corporate, the registered proprietor of any units physically affected by the plan and, upon registration, the Registrar-General.
-

Real Property (Unit Titles) Regulations

FORM 7

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 6

SURVEYOR'S CERTIFICATE

I,,
a surveyor registered under the *Licensed Surveyors Act*
certify that -

- (1) every wall, the inner surface or any part of which corresponds substantially with a line showing the floor plan relating to the proposed subdivision of a boundary of a proposed unit, exists;
- (2) every floor and ceiling, the upper or under surface or any part which forms a boundary of a proposed unit, exists;
- (3) every wall, floor, ceiling or structural cubic space, by reference to which any boundary of a proposed unit is to be ascertained, exists;
- (4) every unit illustrated by that floor plan, or floor plan and location plan, is wholly within the perimeter of a parcel;
- (5) the survey information recorded in the accompanying location plan is accurate; and
- (6) for any unit limited in its vertical dimensions as referred to in section 12(1)(d) of the *Unit Titles Act* the unit is limited as described on the diagram.

Dated

1987.

.....
Signature

FORM 8

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 8(1)(a)

SURVEYOR'S CERTIFICATE

UNITS PLAN OF SUBDIVISION No.
Sheet of

Plan of
.....
.....

Lot/Portion No.
Common prop. Vol. Folio
Town/Hundred of
This sheet replaces
Affected title(s)

Signature Date.....

This units plan of subdivision was
registered on
at

.....
Proprietor

.....
Registrar-General

Diagram showing location plan and floor plan

Note: 1. Additional sheets shall be signed and dated by the licensed surveyor.
2. Any diagram showing a unit referred to in section 12(1)(d) of the Unit Titles Act shall contain the statement referred to in that section.

Real Property (Unit Titles) Regulations

FORM 9

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 9(1)(a)

SURVEYOR'S CERTIFICATE

UNITS PLAN OF CONSOLIDATION No.
Sheet of

Plan of
.....
.....

Lot/Portion No.
Common prop. Vol. Folio
Town/Hundred of
This sheet replaces
Affected title(s)

Signature Date

This units plan of consolidation was
registered on
at

.....
Proprietor

.....
Registrar-General

Diagram showing location plan and floor plan

Note: 1. Additional sheets shall be signed and dated by the licensed surveyor.
2. Any diagram showing a unit referred to in section 12(1)(d) of the Unit Titles Act shall contain the statement referred to in that section.

Real Property (Unit Titles) Regulations

Real Property (Unit Titles) Regulations

FORM 10

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 10(1)

NOTICE OF CONVERSION

No.

LODGED AT REGISTRAR-GENERAL'S OFFICE

On At
By Correction to
Fee Receipt
Duplicate to

The registered proprietor named below and the proprietor of the units plan specified below hereby give notice that the unit specified below has been converted into common property and that the unit entitlements are as set out in the attached documents listed in the schedule of notes on the back of this document.

CERTIFICATE OF TITLE AFFECTED

Register Book	Volume	Folio	Location	Parcel	Plan	Unit
------------------	--------	-------	----------	--------	------	------

REGISTERED PROPRIETOR
(Full name and address)

* see note 10.

Real Property (Unit Titles) Regulations

UNITS PLAN

Dated

1987.

See note 11

Execution by the
registered proprietor

The common seal of the
proprietors units plan
No. was affixed
in the presence of

Real Property (Unit Titles) Regulations

SCHEDULE OF NOTES

1. This form is used for application for registration of a notice of conversion.
 2. This notice of conversion cannot be lodged for registration until 3 months after the date of any notice required by section 21E(2)(b) of the *Unit Titles Act* to the municipal council for the area in which the parcel is located or, for land within the area subject to the *Darwin Rates Act*, the Minister administering the *Darwin Rates Act*.
 3. Conversions of units in a condominium development are not permitted until after completion of the final stage in that development.
 4. The consents in accordance with Form 17 of all registered interests (other than the Crown) to the notice of conversion and to the new schedule of entitlements must be attached.
 5. The duplicate instruments of interests registered on the unit subject to the conversion must be attached together with their discharge.
 6. The notice must be provided in triplicate and must be signed by the registered proprietor and by the corporation.
 7. The schedule of unit entitlements (which is part of the plan) must be provided in triplicate and must be sealed by the corporation.
 8. The copy of any notice of the type referred in note 2 being in accordance with regulation 10(2)(b)(ii) must be attached and be in accordance with Form 11.
 9. The duplicate certificates of title for the unit to be converted and for the common property must be lodged.
 10. Insert full name. Occupations are not required. Actual address should be specified. If applicable a postal address should be specified.
 11. If an executing party is a natural person execution should read "Signed by the applicant...". If an executing party is a body corporate execution should conform to any formalities prescribed by the *Companies (Northern Territory) Code* or, in the case of the body corporate, the *Unit Titles Act* relating to the affixing of the common seal.
-

Real Property (Unit Titles) Regulations

FORM 11

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 10(2)(a)

NOTICE OF PROPOSED CONVERSION OF UNITS UNDER
THE *UNIT TITLES ACT* INTO COMMON PROPERTY

To: (see note 1)

I advise that it is intended, pursuant to section 21E of the *Unit Titles Act*, to convert the unit described in Schedule 1 into common property within the meaning of the *Unit Titles Act* so that it will be on conversion in the ownership of the body corporate specified in Schedule 2.

Schedule 1

Register Book	Volume	Folio	Location	Parcel	Units Plan	Unit

Schedule 2

Registered proprietors Units Plan /

Signed by Received by
(see note 2) (see note 3)

Real Property (Unit Titles) Regulations

Note 1: This notice should be sent in duplicate to -

- (a) in the case of land within a municipality - the council of that municipality; and
- (b) in the case of land within the area to which the *Darwin Rates Act* applies - the Minister responsible for the administration of that Act.

Note 2: The notice can be signed by the registered proprietor of the unit or the agent or solicitor of that person.

Note 3: A duplicate of the notice should be receipted or acknowledged by the person receiving it so that the receipt or acknowledgement can be lodged as required by regulation 10(2)(b)(ii) for the purposes of section 21E(2)(b) of the *Unit Titles Act*.

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 11(a)

SURVEYOR'S CERTIFICATE

BUILDING ALTERATION PLAN No.
Sheet ofPlan of
.....
.....Lot/Portion No.
Common prop. Vol. Folio
Town/Hundred of
This sheet replaces
Affected title(s)

Signature Date

This building alteration plan was
registered on
at
Proprietor.....
Registrar-GeneralDiagram showing location plan and floor plan

Note: 1. Additional sheets shall be signed and dated by the licensed surveyor.
 2. Any diagram showing a unit referred to in section 12(1)(d) of the Unit Titles Act shall contain the statement referred to in that section.

Real Property (Unit Titles) Regulations

Real Property (Unit Titles) Regulations

FORM 13

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 11(a)

SURVEYOR'S CERTIFICATE IN RESPECT OF A
BUILDING ALTERATION PLAN

I,, a surveyor registered
under the *Licensed Surveyors Act* certify that -

- (a) the altered wall, floor, ceiling or structural
cubic space has been demolished or constructed
(as the case may be); and
- (b) every wall, floor or ceiling referred to in
paragraph (a) is wholly within the perimeter of
the parcel.

Dated

1987.

.....
Signature

Real Property (Unit Titles) Regulations

FORM 14

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 12

Register	Book
Volume	Folio

CERTIFICATE OF TITLE

I certify that the person described in Schedule 2 is the registered proprietor of an estate in fee simple in the land described in Schedule 1 subject to the rights, if any, created by the *Units Titles Act* and to any rights, mortgages, encumbrances, liens and interests notified in Schedule 3 or on the back of this document.

Dated 1987.

Registrar-General

SCHEDULE 1

Description of the Land

LOCATION	PARCEL	PLAN	UNIT
----------	--------	------	------

SCHEDULE 2

Name and Address of the Registered
Proprietor or Proprietors

Real Property (Unit Titles) Regulations

SCHEDULE 3

Rights, Mortgages, Encumbrances, Liens
and other interests in or in respect of, the Unit

Nature of instrument	Instrument number	Date of lodgement	Time of lodgement	Parties	Signature of Deputy Registrar- General
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Real Property (Unit Titles) Regulations

FORM 15

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 13

Register Book
Volume Folio

I certify that the body corporate under the *Unit Titles Act* specified in Schedule 1 is registered as the proprietor of an estate in fee simple in the common property comprised in the units plan specified in Schedule 2 subject to any rights created by the *Units Titles Act* and the easements specified in Schedule 3 or on the back of this document and any other right or interest notified in this certificate of title.

Dated 1987.

Registrar-General

SCHEDULE 1

Name and Address of the Body Corporate

The Proprietors Units Plan No. of

SCHEDULE 2

Units Plan

SCHEDULE 3

Easements

Real Property (Unit Titles) Regulations

FORM 16

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 16

CONSENT TO REGISTRATION OF UNITS PLAN

The person described in Schedule 2 having the interest as described in Schedule 3 in the land referred to in Schedule 1 consents to -

- (a) the registration of the units plan referred to or ascertained in accordance with Schedule 4;
- (b) the schedule of unit entitlement to be lodged with the application to the Registrar-General for the registration of the units plan; and
- (c) the issue of new certificates of title for the units referred to in paragraph (a).

SCHEDULE 1

Certificates of Title Affected

Register Book	Volume	Folio	Location	Parcel	Plan	Unit
------------------	--------	-------	----------	--------	------	------

SCHEDULE 2

Name of the person, being the proprietor of the registered interest, giving the consent

Real Property (Unit Titles) Regulations

SCHEDULE 3

Details of the instrument creating the registered interest
pursuant to which consent is being given

Type of instrument

Land Titles Office number

SCHEDULE 4

Units plan

Dated 1987.

.....
Print name of the person
giving consent

.....
Signature of the person
giving consent

Real Property (Unit Titles) Regulations

FORM 17

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 17

CONSENT TO BUILDING ALTERATION PLAN

The person described in Schedule 2 having the interest as described in Schedule 3 in the land referred to in Schedule 1 consents to -

- (a) the registration of the building alteration plan referred to or ascertained in accordance with Schedule 4; and
- (b) the schedule of unit entitlement to be lodged with the application to the Registrar-General for the registration of the building alteration plan.

SCHEDULE 1

Certificates of Title Affected

Register Book	Volume	Folio	Location	Parcel	Plan	Unit
------------------	--------	-------	----------	--------	------	------

SCHEDULE 2

Name of the person, being the proprietor of the registered interest, giving the consent

Real Property (Unit Titles) Regulations

FORM 18

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 18

OBJECTION TO THE PROPOSED CANCELLATION
OF UNITS PLANS

The person specified in Schedule 1 objects to the
cancellation of the units plan specified in Schedule 2
for the reasons set out in Schedule 3.

Schedule 1

Name and address of the objector

Schedule 2

Units plan of

Schedule 3

Reasons for objection

Dated

1987.

.....
Signature

Real Property (Unit Titles) Regulations

FORM 19

NORTHERN TERRITORY OF AUSTRALIA

Real Property (Unit Titles) Act

Regulation 19

NOTICE OF CHANGE OF ADDRESS FOR SERVICE OF DOCUMENTS

The corporation in respect of the units plan specified in Schedule 2, for the land described in Schedule 1, hereby gives notice that the address for service on it of documents has been changed to the address specified in Schedule 3.

SCHEDULE 1
Description of the Land

Register Book	Volume	Folio	Location	Parcel	Plan	Unit
------------------	--------	-------	----------	--------	------	------

Details of applicant

SCHEDULE 2
Number of the Units Plan

Units Plan /

SCHEDULE 3
New Address

Dated _____ 1987.

The COMMON SEAL OF THE PROPRIETORS
UNITS PLAN No. has been
affixed hereto in the presence of

Real Property (Unit Titles) Regulations

SCHEDULE 2

Regulation 20

FEES

Column 1 Type of document	Column 2 Fee
	\$
1. On lodgement of an application for registration of a plan as a units plan, a units plan relating to a staged development, a units plan of subdivision, a plan of consolidation or a building alteration plan	180.00
2. On lodgement of a notification of alteration of articles of a body corporate as referred to in section 78(2)(a) of the <i>Unit Titles Act</i>	40.00
3. On lodgement of a notice of conversion	40.00
4. On lodgement of a notification of change of address for service of notices on a body corporate	40.00
5. Registration of a disclosure statement as referred to in section 26E of the <i>Unit Titles Act</i>	40.00
6. Registration of an alteration of a disclosure statement as referred to in section 26J of the <i>Unit Titles Act</i>	40.00
7. On lodgement of registration of an order under section 95 of the <i>Unit Titles Act</i> varying or cancelling a units scheme	40.00
8. Where an instrument or application deals with more than one certificate of title for endorsement, a noting fee for each such certificate	25.00
9. For the issue of each certificate of title resulting from the registration of any plan or any application for, or order for, cancellation or variation	40.00
10. For each objection to a cancellation under section 15A of the Act	40.00
11. For any instrument or notice or application not otherwise provided for	40.00

