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THE undermentioned Regulations made under the provisions of the Strata Titles Act, 1966, and amended from time to time up to and including the 28th June, 1974, are reprinted as so amended pursuant to the Reprinting of Regulations Act, 1954, by authority of the Minister for Justice.

R. M. CHRISTIE,
Under Secretary for Law.

STRATA TITLES ACT, 1966.

STRATA TITLES ACT REGULATIONS, 1967.

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Reprinted pursuant to the Reprinting of Regulations Act, 1954 by authority of the Minister for Justice, dated 1974.

STRATA TITLES ACT, 1966.

STRATA TITLES ACT REGULATIONS, 1967.

- Citation. 1. These regulations may be cited as the Strata Titles Act Regulations, 1967.
- Commencement. 2. These regulations shall come into operation as from the date of the coming into operation of the Strata Titles Act, 1966.
- Interpretation. 3. In these regulations, unless the contrary intention appears, "the Act" means the Strata Titles Act, 1966.
- Strata plans. 4. The Registrar of Titles shall keep a register of strata plans and shall record therein particulars of each strata plan lodged in the Office of Titles, pursuant to the Act.
- Reg. 5. Form of strata plan. Amended by G.G. 11/6/69, p. 1741; G.G. 16/6/70, p. 1666; G.G. 28/6/73, p. 2448.
5. Every plan lodged in the Office of Titles for registration as a strata plan shall comply with the following requirements:—
- (a) (i) it shall be prepared on one side on plan paper supplied for the purpose by the Registrar of Titles and bearing the seal referred to in regulation 9 of these regulations;
- (ii) the paper shall not be creased and shall be free from discolouration or blemishes;
- (iii) all writing and drawings and other matter appearing on the plan shall be of sufficient strength to bear photographic reproduction and writing and drawings on the plan shall be in a recognised water-proof ink;
- (b) it shall comprise—
- (i) a first sheet (using annexures thereto where necessary) on which are set out the matters prescribed by paragraphs (a), (b), (g), (h) and (i) of subsection (1) of section 5 of the Act; and
- (ii) further sheets containing the particulars required by paragraphs (c), (d), (e), (f) and (j) (if any) of subsection (1) of section 5 of the Act;
- (c) (i) each further sheet of a strata plan shall be endorsed on the top right-hand corner as follows—
"Sheet.....of.....sheets" and shall be signed by the town clerk or shire clerk of the appropriate local authority and the Chairman of the Town Planning Board constituted under the Town Planning and Development Act, 1928;
- (ii) where the common boundary of a lot with another lot or with common property is not intended to be the centre of the floor, wall or ceiling that divides them, a provision to that effect shall be set out in writing on the relevant further sheet of the strata plan;
- (d) (i) the diagram prescribed by paragraph (a) of subsection (1) of section 5 of the Act shall be drawn with the North point directed upwards and shall be to a scale that will admit of all details and notations being clearly shown;
- (ii) the diagram shall show offsets in any case where part of the building is within two metres of a boundary of the parcel but no other dimensions are necessary;
- (iii) if the Registrar of Titles so requires, define the external surface boundaries of the parcel shown in any such diagram and the location of the building in relation thereto by a plan made from actual survey and certified by a licensed surveyor registered under the Licensed Surveyors Act, 1909;

- (e) any floor plan prepared for the purposes of paragraph (d) of subsection (1) of section 5 of the Act shall be drawn with the North point directed upwards and shall be of a size that will admit of details and notations being clearly shown;
- (f) (i) the lots shall be numbered consecutively, commencing with lot 1 and terminating with a lot numbered to correspond to the total number of lots comprised in the strata plan;
- (ii) different parts of a building that constitute a single lot shall bear the same lot number but in such case the abbreviation "Pt" shall appear before the number;
- (iii) where different parts of a building constitute a single lot reference shall be made on each sheet of the plan that depicts part of that lot to any other sheet of the plan that also refers to that part or another part of that lot;
- (g) in preparing the schedule of the unit entitlement of each lot pursuant to section 18 of the Act, a column of not less than forty millimetres in width shall be retained to the immediate right of that schedule to enable the insertion of references to the certificates of title to be issued in respect of the lots in the strata plan, and the vertical interval between items in the schedule shall be not less than eight millimetres;
- (h) (i) typewriting may be used provided a dense black noncopying record ink is used and the lines of typewriting do not overlap;
- (ii) a carbon copy, or a copy in which the typewritten characters blur or spread, or are liable to mark or damage an adjacent sheet, shall not be accepted;
- (i) all handwriting or any sheet shall be clear and legible;
- (j) the printing, writing or drawing on any sheet shall not extend in any margin thereof; and
- (k) any alteration made with respect to any matter on a sheet shall be made by striking through the matter intended to be rejected and not by rubbing, scraping or cutting the surface of the paper.
6. The Registrar of Titles may reject for registration a strata plan that does not comply with these regulations.
7. (1) The first sheet of every plan intended to be lodged as a strata plan shall be in or to the effect of Form 1 to these regulations.
- (2) For the purposes of paragraph (b) of subsection (1) of section 5 of the Act—
- (a) the parcel comprised in a strata plan shall be defined by reference to the relevant certificate of title or Crown grant;
- (b) such parcel shall further be defined by reference to a lot, allotment or portion illustrated in a plan on public record in the Office of Titles.
8. Every application for registration of a strata plan shall indicate the name and postal address of the registered proprietor and of the party by whom the plan is lodged, and the plan shall be produced by hand to the proper officer at the Office of Titles, accompanied by the amount of prescribed fee payable on lodgment for registration of a strata plan together with the certificate of title or Crown grant for the parcel to which the strata plan relates.
9. For the purposes of the Act registration of a strata plan shall be effected by notifying under the seal kept by the Registrar of Titles, pursuant to section 10 of the Transfer of Land Act, 1893, on the first sheet thereof the fact and date of such registration.

Power of Registrar of Titles to reject plan not complying with regulations.

Form of first sheet of strata plan.

Details in application for registration of strata plan.

Registration of strata plan.

- Indorsement on certificate of title for a lot.
10. The Registrar of Titles shall indorse on each certificate of title issued for a lot in a strata plan a notification that by virtue of the provisions of the Strata Titles Act, 1966, the proprietor holds his lot and his share in the common property subject to any interests affecting the same for the time being notified on the registered strata plan and subject to any amendments to lots or the common property shown in that plan.
- Power of Registrar of Titles to renumber lots and correct omissions in strata plan.
11. The Registrar of Titles may after giving notice to such persons concerned as he deems necessary—
- (a) number or renumber any lots in a strata plan; and
 - (b) supply omissions and correct patent errors in a strata plan.
- Reg. 12. Documents. Amended by G.G. 24/2/70, p. 515; G.G. 28/6/73, p. 2448.
12. (1) All documents presented for registration or lodgement—
- (a) shall be prepared on paper of good quality approved by the Registrar;
 - (b) shall be clearly and legibly written in ink, printed or typewritten.
- (2) All such documents shall be engrossed on paper 337 millimetres by 210 millimetres.
- (3) The signature of any party to a document and that of any witness to that signature shall be written in ink.
- (4) Where a document consists of more than one page the pages shall be bound together.
- Certificate of licensed surveyor.
13. A certificate of a licensed surveyor given pursuant to paragraph (a) of subsection (6) of section 5 of the Act, shall be in or to the effect of Form 2 to these regulations, and if endorsed on the strata plan shall be so indorsed thereon in the appropriate place shown in Form 1 to these regulations.
- Reg. 14. Certificate of local authority. Amended by G.G. 2/4/68, p. 861.
14. (1) A certificate of a local authority given pursuant to paragraph (c) of subsection (6) of section 5 of the Act, shall be on paper supplied by the Registrar of Titles in or to the effect of Form 3 of these regulations and shall be attached to the strata plan to which it relates.
- (2) A person applying for the issue of a certificate referred to in sub-regulation (1) of this regulation shall lodge, in duplicate, with the appropriate local authority an application in the form of Form 3A of these regulations and pay to that authority for the certificate the fee prescribed therefor in regulation 26 of these regulations.
- Notice of change of address.
15. Notice of a change in the address endorsed on a strata plan at which documents may be served on a company shall be in or to the effect of Form 4 to these regulations.
- Certificate by company.
16. A certificate by the company given pursuant to—
- (a) subsection (4) of section 10 of the Act shall be in or to the effect of Form 5 of these regulations; and
 - (b) paragraph (c) of subsection (3) of section 11 of the Act or paragraph (b) of subsection (2) of section 12 of the Act shall be in or to the effect of Form 6 to these regulations.
- Notification of destruction of building.
17. A notification of destruction of a building given by the company pursuant to subsection (1) of section 11 of the Act shall be in or to the effect of Form 7 to these regulations.
- Notification of amendment, repeal or addition to a by-law by company.
18. A notification given by the company pursuant to subsection (4) of section 15 of the Act shall be in or to the effect of Form 8 to these regulations.

19. Every copy of a registered strata plan or of any amendment of a registered strata plan, furnished pursuant to subsection (3) of section 21 of the Act shall be identified as an annexure to a certificate in or to the effect of Form 9 to these regulations.

Certificate by company certifying copies of strata plan.

20. (1) Any person or corporation appointed as administrator pursuant to section 23 of the Act may lodge with the Registrar of Titles an office copy of the Order of the Supreme Court making such appointment.

Administrator to lodge appointment with Registrar of Titles.

(2) The company may lodge with the Registrar of Titles an office copy of any Order made by the Supreme Court pursuant to subsection (3) of section 19 of the Act.

Lodgment of office copy of Court Order and notification thereof.

(3) On receipt of any office copy of an Order of the Supreme Court referred to in this regulation, the Registrar of Titles shall indorse on the registered strata plan to which the Order relates, a notification referring thereto and the notification shall—

- (a) contain such particulars as the Registrar of Titles directs; and
- (b) be signed by the Registrar of Titles.

21. On the lodgment of an instrument executed by the company pursuant to section 10, 11 or 12 of the Act there shall be indorsed on the registered strata plan to which the instrument relates, a memorial stating the nature of the instrument and such other particulars as the Registrar of Titles directs and the memorial shall be signed by the Registrar of Titles.

Memorial of instrument to be indorsed on strata plan.

22. On the lodgment at the Office of Titles of a plan of subdivision of the common property comprised in a registered strata plan, it is not necessary to produce to the Registrar of Titles the certificates of title for the lots comprised in the registered strata plan.

Production of certificates of title not necessary in certain cases.

23. (1) Upon receipt of a notice in or to the effect of Form 7 to these regulations the Registrar of Titles shall indorse on the registered strata plan to which the form relates a notification of the destruction of the building and of the vesting of the parcel in the proprietors.

Notification of destruction of building on strata plan.

(2) The notification shall contain such particulars as the Registrar of Titles directs, and shall be signed by him.

24. Where a parcel has been transferred by the company pursuant to section 11 of the Act, the Registrar of Titles—

Cancellation of registered strata plan.

- (a) shall enter on the registered strata plan to which the parcel relates, a notification of the cancellation of that strata plan; and
- (b) shall indicate by appropriate charting upon any relevant plan that the registered strata plan has been cancelled.

25. (1) Upon receipt of a notification in or to the effect of Form 8 to these regulations, the Registrar of Titles shall indorse on the registered strata plan to which the notification relates, a memorial of the notification.

Memorial of notification of change of by-laws.

(2) The memorial shall contain such particulars as the Registrar of Titles directs, and shall be signed by him.

26. (1) In respect of any matter for which a fee is prescribed by regulation 6 of the Transfer of Land Act Regulations, 1972 then subject to this regulation, that fee is payable in respect of that matter under the Act as if prescribed by these regulations.

Reg. 26. Amended by G.G. 2/4/68, p. 861; G.G. 6/10/72, p. 4061; G.G. 28/6/73, p. 2448; G.G. 28/6/74, p. 2243.

(2) No fee is payable in respect of easements created by virtue of sections 6, 7 and 8 of the Act.

6

(3) The registration fee on any dealing executed by the company pursuant to the powers conferred by section 10, 11 or 12 of the Act shall be assessed as if the dealing related to the land comprised in a single certificate of title.

(4) The following fees shall be paid to the Registrar of Titles in respect of the following matters—

	\$
(a) on lodgment for registration of a Strata Plan	20.00
and in addition for each lot shown therein	5.00
(b) on lodgment of a notification of destruction of the building	10.00
(c) on lodgment of an office copy of an Order of the Court made pursuant to subsection (3) of s.19 of the Act	10.00
(d) on lodgment of a notification of change of by-laws	10.00
(e) on lodgment of an office copy of an Order appointing an administrator pursuant to s.23 of the Act	10.00
(f) for each sheet of plant paper supplied by the Registrar of Titles under regulation 5 of these regulations	0.20
(g) for entering notice of change of address on Strata Plan	10.00

(5) The fee payable to a local authority on application for a certificate under subsection (6) of section 5 of the Act shall be 2.15 cents for each square metre of floor space of the building to which the certificate relates; where the fee calculated at the rate of 2.15 cents for each such square metre does not exceed \$10, the fee shall be \$10.

(6) The following fees shall be paid to the Town Planning Board in respect of the following matters—

(a) for approval of a Strata Plan containing any number of lots not exceeding 12	{\$10 plus \$1 for every lot } on the Strata Plan
(b) for approval of a Strata Plan containing any number of lots exceeding 12	{\$20 plus \$1 for every lot } on the Strata Plan.

Form 1.
Amended by
G.G. 11/6/69,
p. 1741;
G.G. 16/6/70,
p. 1667;
G.G. 28/6/73,
p. 2448.

Reg. 7.

Form 1.
STRATA PLAN.
Strata Titles Act, 1966.

Parcel of Land.....	STRATA PLAN.
Certificate of title: Vol..... Fol.....	Lodged:
Local Authority.....	Examined:
Locality..... Index Plan.....	Registered.
Name of Building.....
Address for serving of Notices on company	Registrar of Titles.

Scale:.....

Schedule of Unit Entitlement		OFFICE USE ONLY		Surveyors' Certificate
Lot No.	Unit Entitlement	Current C's of T.		
		Vol.	Fol.	
				I hereby certify that the building shown on the plan is within the external surface boundaries of the parcel and where eaves or guttering project beyond those boundaries, that a registered easement has been granted as an appurtenance of the parcel or, where the projection is over a road that the local authority has consented thereto. Date..... Licensed Surveyor. Approved by the Town Planning Board for the purposes of the Strata Titles Act, 1966. Date..... Chairman.
AGGREGATE				

Sheet No.....of.....Sheets
 STRATA PLAN No.....
FLOOR.

SCALE:	APPROVED For the purposes of the Strata Titles Act, 1966. Local Authority..... Shire/Town Clerk.
--------	--

Reg. 13.

Form 2.
LICENSED SURVEYOR'S CERTIFICATE.
 Strata Titles Act, 1966.

Description of parcel

I, of
 a licensed surveyor registered under the Licensed Surveyors Act, 1909,
 as amended, hereby certify that—

- (1) the building erected on the parcel described above is within the external boundaries of the parcel *subject to clause (2) or (3) of this certificate;
- * (2) eaves or guttering of the building project beyond such external boundaries and an appropriate easement has been granted as an appurtenance of the parcel by registered Transfer No.....
- * (3) eaves or guttering of the building project over a road and the appropriate local authority has consented thereto.

* Omit if inappropriate.

Dated
 Signature

8

Form 3.
 Reg. 14 STRATA PLAN No.....
CERTIFICATE OF LOCAL AUTHORITY.
 Strata Titles Act, 1966.

Form 3.
 Amended by
 G.G. 11/6/69,
 p. 1741.

....., the local authority hereby
 certifies that—

- (1) the building shown on the plan has been inspected and that it is consistent with the building plans and specifications in respect thereof that have been approved by the local authority;
- (2) the building, in the opinion of the local authority, is of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act, 1966.

Description of Building.

.....
 Shire/Town Clerk.

Form 3A.
 Reg. 14 Strata Plan No.....
APPLICATION FOR A CERTIFICATE OF A LOCAL AUTHORITY
UNDER SECTION 5 (6) (c).
 Strata Titles Act, 1966.

Form 3A.
 Added by
 G.G. 2/4/68,
 p. 862.

I,of
 (full name) (address and occupation)

being duly authorised by the proprietors of the building referred to in the attached Strata Plan, hereby apply for the issue of a certificate pursuant to paragraph (c) of subsection (6) of section 5 of the Strata Titles Act, 1966, in respect of that building and of the proposed subdivision shown on the plan.

Details of the location of the building and the address of service of notices are as set out in the Schedule hereunder.

Dated this day of 19 .

.....
 (Signature of Applicant)

Schedule.

Street and street number }
 (if any) where building }
 is located. }

 Description of land on }
 which building is loc- }
 ated. }

Certificate of Title: Vol: Folio:
 Name of Building:
 Address for service of notices

Reg. 15.

Form 4.

NOTICE OF CHANGE OF ADDRESS.

Strata Titles Act, 1966.

IN pursuance of section 5 (4) of the Strata Titles Act, 1966 notice is hereby given that the address endorsed on Strata Plan No. at which documents may be served on the Company has now been changed to—

.....
.....

The Common Seal of The Owners Strata Plan No. was hereunto affixed on in the presence of—

.....
.....
Members of the Council

Reg. 16(a).

Form 5.

CERTIFICATE OF COMPANY

Strata Titles Act, 1966.

IN pursuance of the provisions of the Strata Titles Act, 1966, the Owners—Strata Plan No. hereby certifies that the proprietors of the lots in that strata plan by unanimous resolution, duly passed, directed the company to execute the instrument hereunder recited and that all persons having registered interests in the parcel and all other persons having interests (other than statutory interests) which have been notified to the company have consented in writing to the release of those interests in respect of the land comprised in that instrument* and that the instrument conforms with the terms of the resolution.

Instrument: ‡ Transfer (or as the case may be) dated to of (Brief description of land disposed of).

The Common Seal of The Owners of Strata Plan No. was hereunto affixed on in the presence of—

.....
.....
Members of the Council.

* If, in the case of a lease, interested parties have approved in writing of the execution of the lease but have not consented in writing to the release of their interests in respect of the demised land, delete the words "have consented in writing to the release of those interests in respect of the land comprised in such instrument" and substitute the words "have approved in writing of such instrument".

‡ Insert a description of the nature and date of the instrument and the names of the parties thereto.

10

Reg. 16(b).

Form 6.

CERTIFICATE OF COMPANY

Strata Titles Act, 1966.

IN pursuance of the provisions of the Strata Titles Act, 1966, the Owners—Strata Plan No. hereby certifies that the proprietors of lots in that strata plan by unanimous resolution, duly passed, directed the company to execute the instrument hereunder recited and that all persons having registered interests in the parcel and all other persons having interests (other than statutory interests) which have been notified to the company have consented in writing to the release of those interests in respect of the land comprised in such instrument.

Instrument: *Transfer (or as the case may be) dated.....
..... to
of
(Brief description of land affected)

The Common Seal of The Owners
of Strata Plan No.....
was hereunto affixed on.....
..... in the pre-
sence of—

.....
.....
Members of the Council.

* Insert a description of the nature and date of the instrument and the names of the parties thereto.

Reg. 17.

Form 7.

NOTIFICATION OF DESTRUCTION OF BUILDING.

Strata Titles Act, 1966.

IN pursuance of section 11 (1) of the Strata Titles Act, 1966, The Owners—Strata Plan No. hereby certifies that the building illustrated on that strata plan has been destroyed.

*A certified copy of the unanimous resolution of the proprietors pursuant to section 19 (1) (a) of the Act:

*An office copy of the declaration made by the Court pursuant to section 19 (1) (b) of the Act, is produced herewith.

The Common Seal of The Owners
of Strata Plan No.....
was hereunto affixed on
..... in the pre-
sence of—

.....
.....
Members of the Council.

* Delete if inappropriate.

Reg. 18.

Form 8.

NOTIFICATION OF CHANGE OF BY-LAWS.

Strata Titles Act, 1966.

IN pursuance of section 15 (4) of the Strata Titles Act, 1966, The Owners—Strata Plan No. hereby certifies that by unanimous resolution, duly passed on the..... the by-laws in the First Schedule to the Act, as they applied to the building referred to in that strata plan, were added to, amended, or repealed as follows—

(Set out terms of resolution.)

The Common Seal of The Owners of Strata Plan No..... was hereunto affixed on..... in the presence of—

.....
.....
Members of the Council.

Reg. 19.

Form 9.

CERTIFICATE VERIFYING COPIES OF STRATA PLAN.

Strata Titles Act, 1966.

IN pursuance of section 21 (3) of the Strata Titles Act, 1966, The Owners—Strata Plan No. hereby certifies that the plans annexed hereto and marked..... and..... are true copies of a strata plan lodged in the office of the Registrar of Titles, or an amendment of a strata plan so lodged, which strata plan was registered on the....., as Strata Plan No.....

The Common Seal of The Owners of Strata Plan No..... was hereunto affixed on..... in the presence of—

.....
.....
Members of the Council.