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| **STRATA TITLE**  **APPLICATION** | **Section**  **31(1)** |
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Form **S1**

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| To: | **Hobart City Council** | *Council* |

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|  | **16 Elizabeth Street** | *Address* |

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|  | **Hobart** |  | **7000** | *Suburb/postcode* |

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| **Type of application:** |  |

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| Strata title (including individual stages of a development scheme) |  |
| Amendments of a strata title |  |
| Staged development scheme |  |
| Community development scheme |  |
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| **Consents:** |  |

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| Primary contact (the primary contact will be the Applicant as stated in the on-line lodgement, unless otherwise advised) |  |

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| Consent is provided for the Council to contact the owner and all agents about this application by email | 🗸 |

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| Consent is provided for the Council or its representatives to enter the property to assess this application | 🗸 |

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| **Details of property:** |  |

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| |  |  |  |  | | --- | --- | --- | --- | | Address: |  | Lot No: |  | |  | Certificate of title No: |  |

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| **Applicant Checklist** |  |

To ensure that the City of Hobart can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documents and information

Applications made under the *Strata Titles Act 1998* require the following to be provided at the time of submitting the application. However, upon assessment, it may be necessary for additional information to be further requested.

For a **Strata Title Application**, the following documents are required:

* Form S1 – this form
* Form S2 – Planning Assessment Report
* Form S3 – Building Assessment Report
* Original set of Strata Plans
* Payment of Council’s fee for a Certificate of Approval

The fee may be paid by Mastercard, Visa, masterpass or UnionPay during the on-line lodgement process or alternatively the fee can be paid:

* In person at Council’s Customer Service area at 16 Elizabeth Street
* By phoning 6238 2190 to make a payment by card (credit cards and visa/mastercard debit card)
* By posting a cheque to Surveying Services, Hobart City Council, GPO Box 503, Hobart, Tasmania 7001 stating which strata application the payment is for.

In the case of the payment by the three alternative methods the Receipt Number will need to be entered during the on-line lodgement process.

For an application for a **Staged Development Scheme** or **Comunity Development Scheme** the following documents are required:

* + A **Master Plan**:  
    - Identifying the site
    - Showing, for each stage, the proposed lot boundaries (including the common property), all proposed buildings and any construction or access zones required. This should also identify what site works are proposed to be carried out for each stage, ie: the extent of the landscaping, driveways and car parking.
    - Sufficient evidence to determine whether the proposal can be brought into effect. This may be achieved by providing a copy of a planning permit which has been substantially commenced and a building permit which has not expired, or by the submission of new plans if no planning approval is required. If a planning permit has been issued and conditions imposed the documentation needs to show compliance with these conditions.
    - A **Disclosure Statement** (Lands Title Office form)
  + Containing the warnings as required by the Recorder
  + Identifying the developer
  + Describing the stages of the development
  + Identifying the start and completion times of the stages. The times can be based on dates or events. ie: upon Certificate of Occupancy for the previous stage or sale of the previous stage
  + Schedule of working hours
  + Identifying any common amenities and the arrangement of their use
  + Schedule of materials and finishes of the building work. This could be referenced to the master plan or a previous approval
  + Schedule for the proposed unit entitlements at each stage

**Note that the application will not become valid until forms S1 to S3, other required documents have been lodged through the online Development portal, the original set of Strata Plans has been received by the City of Hobart and the associated fee for a Certificate of Approval is paid**

**If you are unclear on any aspect of your application, please contact the City’s Surveying Services Unit on 6238 2120 or 6238 2792 to discuss or arrange an appointment concerning your proposal.**

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| **Signature** |  |

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|  |  | *Signed* |  | *Date* |
| Applicant / Owner |  |  |  |  |