**Community titles scheme by-laws**

*Community Titles Act 2018* (CTA)

Part 4 Division 4

**Scheme number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant(s)[[1]](#footnote-2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of application:**

[select one]

[ ]  Registering by-laws for the scheme [complete operative part (a) below]

[ ]  Changing registered scheme by-laws [complete operative part (b) below]

**Operative part:**

[select one]

[ ]  (a) The Applicant of the land described as[[2]](#footnote-3) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** applies to the Registrar of Titles to have the scheme by-laws as set out at Part 2 below registered with an **Application to register a community titles scheme**, with the above Scheme number.

[ ]  (b) The Applicant, within the period allowed by the CTA[[3]](#footnote-4), applies to the Registrar of Titles to register an amendment of the community titles scheme with the above Scheme number by adding, amending or repealing the scheme by-laws and registering a consolidated set of scheme by-laws at Part 2. The Applicant certifies that by special resolution, the voting period for which opened on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and closed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the [ ]  **additions**/ [ ]  **amendments**/ [ ]  **repeal[[4]](#footnote-5)** to the scheme by-laws were made as detailed in Part 1 below.

**Part 1 – Details of changes made to the registered scheme by-laws**

[Insert by-law(s) additions, amendments or repeal and their by-law number here]

**Part 2 – Community titles scheme consolidated by-laws**

In this part provide the full text of the scheme by-laws with the relevant by-law number.

[Insert full text here]

**Part 3 – Scheme by-laws of significance**

[ ]  **I** / [ ]  **We** / [ ]  **Community corporation**[[5]](#footnote-6) acknowledge that the following scheme by-laws may need consent from a person other than the community corporation if they are to be made, amended or repealed.

|  |  |
| --- | --- |
|  | **By-law number(s)** |
| **By-law under planning (scheme by-laws) condition:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Exclusive use by-laws**: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Part 4 – Accompanying documents**

|  |
| --- |
|[ ]  Approval of Western Australian Planning Commission or local government |
|[ ]  Written consent of owner of each lot that is or is proposed to be a special lot (a lot that has exclusive use and enjoyment or special privilege over common property in the community titles scheme), if the community titles scheme with the above Scheme number is making or amending an exclusive use by-law  |
|[ ]  Written consent of community corporation for community titles scheme where all the lots in the scheme are special lots, if the community titles scheme with the above Scheme number is making or amending an exclusive use by-law |
|  |  |
|  |  |

**Part 5 – Execution**[[6]](#footnote-7)

Execution date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Lodged by:[[7]](#footnote-8)  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | Instruct if any documents are to issue to other than Lodging Party **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Address: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Phone Number: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Email Address:  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Reference Number: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Issuing Box Number: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |
| Prepared by: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| Address: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Phone Number: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Email Address: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Reference Number: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |
| Titles, Leases, Evidence, Declarations etc. lodged herewith 1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **OFFICE USE ONLY**Landgate OfficerNumber of Items Received: \_\_\_\_\_ Landgate Officer Initial: \_\_\_\_\_\_ |

1. Insert either the full name(s) of the owners of the parcel or the community corporation. [↑](#footnote-ref-2)
2. Insert the description of parcel, e.g. Lot 1 on Deposited Plan 12345 or Lot 1 on Scheme Plan 12345, as relevant. [↑](#footnote-ref-3)
3. Application must be made as soon as practicable and in any event within 3 months after the special resolution is passed to make, amend or repeal the by-law(s). [↑](#footnote-ref-4)
4. Select whichever is applicable. [↑](#footnote-ref-5)
5. Select one. [↑](#footnote-ref-6)
6. See Land Titles Policy & Procedure Guide “SIG-01 Signing of Documents” (and associated guides) in relation to execution requirements. [↑](#footnote-ref-7)
7. Lodging Party Name may differ from Applicant Name. [↑](#footnote-ref-8)