|  |  |  |
| --- | --- | --- |
| QUEENSLAND TITLES REGISTRY Land Title Act 1994, Land Act 1994  and Water Act 2000 | **GENERAL REQUEST** | **FORM 14** Version 4 Page 1 of Insert Total Number of Pages  Duty Imprint |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | *Dealing Number* | |  | | | |  | | | |
|  | OFFICE USE ONLY  **Privacy Statement**  Collection of information from this form is authorised by legislation and is  used to maintain publicly searchable records. For more information see  the Department’s website. | | |  | | | |  | | | |
| **1. Nature of request**  REQUEST TO RECORD NEW COMMUNITY MANAGEMENT STATEMENT FOR insert name and number of scheme | | | **Lodger** (Name, address, E-mail & phone number) | | | **Lodger Code** | | |
| |  |  | | --- | --- | | **2. Lot on Plan Description** | **Title Reference** | | | | | | | | |  | |
|  | |  | |  |  | | | |
| **3. Registered Proprietor/State Lessee** | | | | | | | | |
| **4. Interest**  NOT APPLICABLE | | | | | | | | |
| **5. Applicant** | | | | | | | | |
| **6. Request**  I hereby request that: | | | | | | | | |
| **7. Execution by applicant**    / /  **Execution Date Applicant's or Solicitor's Signature**  Note: A Solicitor is required to print full name if signing on behalf of the Applicant | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| QUEENSLAND TITLES REGISTRY  Body Corporate and Community  Management Act 1997 | **NEW COMMUNITY MANAGEMENT STATEMENT** | **NEW CMS** Version 1  Page 2 of Insert Total Number of Pages |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | |  | | | |  | |
|  | THIS CMS MUST BE DEPOSITED WITH:   * A FORM 14 GENERAL REQUEST; AND * A FORM 18C (IF NO EXEMPTION TO THE PLANNING BODY CMS NOTATION APPLIES).   A NEW CMS MUST BE LODGED WITHIN THREE (3) MONTHS OF THE DATE OF CONSENT BY THE BODY CORPORATE  *Office use only* CMS LABEL NUMBER | | | | **This statement incorporates and must  include the following:** Schedule A - Schedule of lot entitlements *Schedule B - Explanation of development of scheme land*  *Schedule C - By-laws*  *Schedule D - Any other details*  *Schedule E - Allocation of exclusive use areas* | | | | | |
| **1. Name (including number) of CTS** | | **2. Regulation module** | | | |
| **3. Name of body corporate** | | | | | | | | |
| |  |  | | --- | --- | | **4.** **Scheme Land**  **Lot on Plan Description** | **Title Reference** | | | | | | | | | |
| **5. Name and address of original owner**  NOT APPLICABLE | | | **6. Reference to plan lodged with this statement  (if applicable)** | | | |
|  | | | | |  | | | |
| **7. New CMS exemption to planning body community management statement notation (if applicable\*)**  Insert exemption clause (if no exemption – insert ‘N/A’ or ‘not applicable’)    \*If there is no exemption, a Form 18C must be deposited with the Request to record the CMS. | | | | | | | | |
| **8. Consent of body corporate**  **See Form 20 – BCCM Execution** | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| QUEENSLAND TITLES REGISTRY  Body Corporate and Community Management Act 1997, Land Title Act 1994, Land Act 1994, Acquisition of Land Act 1967 | **BCCM EXECUTION /**  **RELEVANT CERTIFICATE** | **FORM 20** Version 2  Page 3 of **[**Insert Total Number of Pages**]** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | |  | |
|  |  | |  | |
| **1. Community Titles Scheme (CTS) Name**  Insert Scheme Name | | | **CTS Number**   Insert CTS Number | |
| **2. Module Type of BCCM Scheme**  Select Module Type | | | **Instrument being executed (using this certificate)**  Select Instrument | |
| |  | | --- | | **3. Execution by the Body Corporate for the above Scheme\*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | | | | Signature |  | | Signer Name | Insert Signer Name | | Signer Authority | Select Signer Authority | | Entity (if applicable) | Click or tap here to enter text. | | Execution Date | Click or tap to enter a date. | | |  |  |  | | --- | --- | --- | |  | | | | Signature | |  | | Signer Name | | Insert Signer Name | | Signer Authority | | Select Signer Authority | | Entity (if applicable) | | Click or tap here to enter text. | | Execution Date | | Click or tap to enter a date. | | | | | | |
| \*By executing above the Body Corporate confirms it is in compliance with Section 96 of the B*ody Corporate and Community Management Act 1997*. | | | | |

**When this Form should be used:**

This form should be used for the execution by a Body Corporate of any Titles Instrument other than a Form 14.

**Guidance**

Please refer to Parts [45-2060] to [45-2081] of the Land Title Practice Manual for guidance on completion and execution of this form and refer to Part 45 generally for further guidance on titles instruments involving Community Titles Schemes. Some brief guidance on the completion of Item 3 has been included below for the quick reference of those who are already familiar with executions of titles instruments by a Body Corporate.

**Signer Authority Guidance:**

**Representative of a Registered Owner** means a natural person (individual) whose name is recorded on the body corporate’s roll as the representative of the registered owner of a lot that is included in the scheme – Refer to Part [45-2070-1] of the Land Title Practice Manual.

**Registered Owner – Individual** means a natural person (individual) who is the registered owner of a lot that is included in the scheme. If a lot is owned by 2 or more people, it is acceptable for only one of the registered owners to sign the relevant certificate – Refer to Part [45-2070-2] of the Land Title Practice Manual.

**Registered Owner - Corporation** means the officeholder of the position of ‘Director’ or ‘Secretary’ for the corporate entity that is the registered owner of the lot. It is acceptable for only one office holder (Director or Secretary) of a Corporate Entity to execute on behalf of the Corporation in this instance, as by doing so they confirm they are signing as Agent on behalf of the Corporation and hold the requisite authority to do so – Refer to Part [45-2070-4] of the Land Title Practice Manual. The name and A.C.N of the corporation must be included in the ‘Entity’ field.

**Body Corporate Manager under Chapter 3, Part 5** means a Body Corporate Manager appointed under Chapter 3, Part 5 of the respective Module Regulations to perform the functions of the body corporate committee. This is applicable only to Standard Module, Small Schemes Module and Accommodation Modules. This type of body corporate manager should not be confused with the more common type of body corporate manager that assists with the administration of the body corporate - Refer to Part [45-2070-5] of the Land Title Practice Manual.

**Person specified as Signatory in the Body Corporate resolution authorising the transaction** means the person identified (by name) and specifically authorised in the body corporate resolution, as the person who should execute the instrument. By signing in this way, the person signing confirms that they are one and the same person as is specified in the resolution to sign the instrument and that they have the authority to sign it. A copy of the resolution is not required to be deposited with this form to confirm this authority – Refer to Part [45-2060] of the Land Title Practice Manual.

**Constructing Authority - Authorised Officer** means the officer for the Constructing Authority that is authorised to execute on behalf of the Body Corporate pursuant to Section 12A of the *Acquisition of Land Act 1967* and Section 51 or 51A of the *Body Corporate and Community Management Act 1997*. The name of the Authorised Officer must be completed in the ‘Signer Name’ field, and the name of the Constructing Authority e.g. ‘Department of Transport and Main Roads’ must be entered into the ‘Entity’ section – Refer to Part [45-2068] of the Land Title Practice Manual.

|  |  |
| --- | --- |
| **Title Reference** Insert Title Reference | Page 4 of Insert Total Number of Pages |

|  |  |  |
| --- | --- | --- |
|  |  |  |

#### SCHEDULE A SCHEDULE OF LOT ENTITLEMENTS

| **Lot on Plan** | **Contribution** | **Interest** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **TOTALS** |  |  |

#### SCHEDULE B EXPLANATION OF THE DEVELOPMENT OF SCHEME LAND

#### SCHEDULE C BY-LAWS

#### SCHEDULE D OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED

#### SCHEDULE E DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF COMMON PROPERTY