



<b>Policy Type:</b>	Administrative
<b>Date Last Adopted:</b>	12 May 2009
<b>Date Adopted:</b>	26 June 2012

<b>Policy No:</b>	<b>SRS203</b>
<b>Date Last Reviewed:</b>	26 June 2012

<b>Legal (Parent):</b>
1. Strata Titles Act 1985 – Section 23.

<b>Legal (Subsidiary):</b>
1. Strata Titles General Regulations 1996 – Clause 45.

## ADOPTED POLICY

<b>Title:</b>	<b>BUILDING CONTROL – STRATA TITLES (CONVERSION OF EXISTING BUILDING)</b>
<b>Objective:</b>	<b>To ensure orderly and proper practices associated with the issue of certificates.</b>

- 1.0 Upon completion of processing and signing of the appropriate certificates relating to Strata Title plans and lots, the certified plans shall be released:
  - 1.1 Upon receipt of fees as prescribed in the Strata Titles General Regulations; and
  - 1.2 Only to the Surveyor who lodged the plans or a person bearing a letter of authority from him/her for amendment.
- 2.0 For the purpose of Clause 23(1)(b) of the Strata Title Act, an existing building may be required to be upgraded to the satisfaction of the Council.