

Document Type:	Not Chargeable
Exemption Provision:	Deposit of a Strata Plan (Same Parties)

Introduction

This Document Guide Note applies to a Deposit of a Strata Plan, where there is no change to the registered proprietors.

An Application for the Deposit of a Strata Plan must contain a Document ID prior to lodgement at the Lands Titles Office.

You will need to indicate whether the land is used as **residential** or **non-residential**. For further advice this on refer to the [Stamp Duty Guide Glossary](#).

What documents can I self-determine under this document type?

The document will be in the form of:

- LTO Form AP6 – Application for the Deposit of a Strata Plan.

What types of transactions can I self-determine under this document type?

An Application for the Deposit of a Strata Plan is deemed **suitable** for self-determination under this document type where:

- the document is for a NEW SCHEME;
- the applicants listed in the 'Schedule of Mode of Issue' must be the same for each unit as the registered proprietors listed on the front page of the Strata Application; or
- if the document is for an EXISTING SCHEME then the applicants listed in the 'Schedule of Mode of Issue' must be the same for each unit.

What evidence do I need to retain for audit purposes?

For audit purposes, you will need to retain the following documentation either in paper form or electronic form:

- a copy of the documents; and
- evidence that a stamp duty determination has been made (i.e. Certificate of Stamp Duty, Document ID or stamped document).

What Section(s) of the *Stamp Duties Act 1923* applies?

As there is no conveyance to another person the document is not liable to stamp duty under any other head of duty in the *Stamp Duties Act 1923*.

The Lands Titles Office requires the document to have a Document ID prior to lodgement with them.

What stamp duty is payable on this document?

As there is no conveyance the document is not liable under any head of stamp duty. Therefore, the document is self-determined **Not Chargeable**.

An Application for the Deposit of a Strata Plan must be self-determined prior to lodgement at the Lands Titles Office.

Examples

Deposit of a Strata Plan – Same Parties – New Scheme

Dave and Hugh are the registered proprietors of CT 5555/00 as joint tenants. They have built four units on the property and are now applying for the issue of a strata title for each unit in their joint names.

The document is self-determined under this document type as **Not Chargeable**.

Deposit of a Strata Plan – Same Parties – Existing Scheme

Helen and Jane are the registered proprietors of CT 5001/00 as joint tenants. There are three units on the property which were built in the early 1960's. They are now applying for the issue of strata title for each unit.

The document is self-determined under this document type as **Not Chargeable**.

Version History

Version No.	Release Date
1	May 2018
2	November 2018
3	July 2019