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| Example – section 32B plans |
| Plan under the *Subdivision Act 1988* |

This is a guide to preparing a plan under section 32B of the *Subdivision Act 1988*.

Section 32B plans enable the owner(s) of lots on existing plan(s) that are not lots already affected by an owners corporation (under the *Subdivision Act1988*, *Strata Titles Act 1967 or Cluster Titles Act 1974* plans only) to submit for certification and lodge for registration a plan that provides for the creation of an owners corporation.

## Key elements for preparing a plan under section 32B of the *Subdivision Act 1988*

Note: some of the points below are referenced on the pages that follow.

1. The purpose of the plan must be shown on the first sheet of the plan.
2. The plan may be a text-only plan if it is over an existing registered *Subdivision Act 1988* plan of subdivision (PS) and a new plan number is not being used. Lot numbers must not change in this case.
3. If the section 32B plan affects more than one registered plan, then a new plan number must be used.
4. If a new plan number is being used, a full plan diagram must be shown for all the land in the plan.
5. The section 32B plan must include a fully completed owners corporation schedule.
6. Each owners corporation being created must be accompanied by a completed and signed owners corporation additional information (OCAI) form – either OC1 (unlimited) or OC2 (limited).
7. A section 32B plan cannot:
   1. amend parcel structure or alter boundaries
   2. create common property
   3. create, vary and/or remove easements or restrictions
   4. create roads and/or reserves.
8. If the description of the land to be included in the plan is lot(s) on a lodged plan (LP) or title plan (TP), land in a plan of consolidation (CP or PC), or Crown allotments, then section 32B cannot be used.

A new plan pursuant to section 22 of the *Subdivision Act 1988* must be prepared and lodged, and full section 22 fees shall apply.

1. All relevant Certificates of Title and consents as outlined in section 22 of the *Subdivision Act 1988* must be supplied for section 32B plans  
     
   Note: The following example is a text only creation of an owners corporation for an existing *Subdivision Act 1988* plan. A new plan number is not required for this example.  
     
   If a new plan number is used, the section 32B plan must contain the full diagram of the lots and all relevant encumbrances.

Sheet 1 contains information on the location of land and the purpose of the4 plan to create a new owners corporation

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The second sheet of the plan is the owners corpoation schedule which contains the details of the land affected by the owners corporation and the values of entitlements and liability of the lots affected.

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