

User Guide 56 Adding Owners Corporation schedule details

Purpose of this User Guide

The purpose of this User Guide is to help Applicant Contacts about supplying Owners Corporation (OC) schedules in SPEAR.

Who should read this?

Primary audience: **Applicant Contacts**

Introduction

SPEAR provides Applicant Contacts with the ability to supply their OC data in XLSX spreadsheet format. Once uploaded, SPEAR will validate and generate the OC Schedule from the data and attach it to the plan PDF. A mandatory action 'Add Owners Corporation Details' is displayed once the plan has been supplied for certification-inclusive applications, and an optional action for permit only applications.

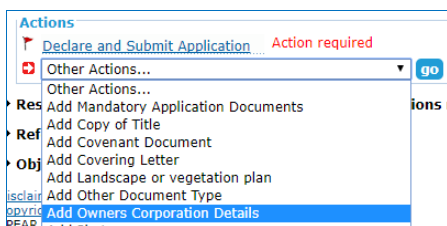
This is not required for ePlan applications as the OC data is already included in the ePlan file.

56.1 How do you add an OC schedule?

For certification-inclusive applications, a mandatory action 'Add Owners Corporation Details' will be displayed after a plan is attached to the application. This will only be displayed for dealing types that can create or modify OCs.



For permit-only applications, an optional action 'Add Owners Corporation Details' will be displayed after the plan for endorsement is attached to the application.



For certification-inclusive applications, you will be required to select whether an OC schedule is required, and for certain dealing types, whether it relates to a new OC or modifies an existing one. Alternatively, you can indicate whether an OC schedule has already been supplied as part of the plan PDF or is not required at all. If an OC schedule is required and is being provided within a spreadsheet, browse and attach the XLSX file.

Before submitting, you must also specify whether you want the OC schedule appended to the Plan for Endorsement. This option is selected by default, untick if you do not want it attached.

NOTE: The OC schedule spreadsheet template can be downloaded from this screen.

Add Owners Corporation Details

Please indicate below whether an Owners Corporation schedule is required for this plan [Download Owners Corporation Schedule template](#)

An Owners Corporation schedule is required
 Owners Corporation data has already been included as part of the attached Plan of Subdivision
 An Owners Corporation schedule is not required

Attach Owners Corporation Schedule data

Attach file (XLSX, Max file size 10240 KB)
 No file chosen

Do you wish to append the Owners Corporation Schedule to your Plan for Endorsement?

56.2 Completing the OC spreadsheet

For information about completing the OC schedule spreadsheet template, see Appendix 4 of Technical Note 4.

56.3 How to complete the OC details (certification-inclusive applications only)

The following additional details are required to be supplied by the Applicant Contact. These will be provided to the lodging party either in SPEAR (electronic lodgments) or when releasing for lodgment (paper lodgments).

Address for OC service of notices

Select 'Enter new address' from the drop-down list and enter the postal address of the OC to which notices are to be sent.

Property Name <input type="text"/>		
Unit Type <input type="text"/>	Unit No. <input type="text"/>	add range
Floor Type <input type="text"/>	Floor No. <input type="text"/>	
Road No. 2	add range	
Road Name * MURRAY	Road Type * ROAD	Road Suffix <input type="text"/>
Locality * PRESTON	State * VIC	Postcode * 3072

NOTE: A 'care of' or 'post office box number' is not an acceptable address.

If you are adding an additional OC, the previous address entered for the first OC can be selected from the drop-down list.

Owners Corporation postal address for service of notices

Select Address *

2 MURRAY ROAD PRESTON VIC 3072

[Enter new address](#)

2 MURRAY ROAD PRESTON VIC 3072

Australian Street Address

Overseas Address

Purposes of the OC

Insert a statement detailing the purposes of the OC. The purposes for which an OC exists will vary, but the following suggested wording may be suitable for an unlimited OC:

Owners Corporation Details

The purposes of the Owners Corporation are: *
Section 27B(2) Subdivision Act 1988

The purpose of Owners Corporation 1 PSXXXXXX is to manage the land affected by the Owners Corporation (except the use of any common property affected by a Limited Owners Corporation).

Basis for allocation for lot entitlement and lot liability

Select a statement detailing the basis used for the allocation of lot entitlement and liability from the drop-down box or enter your own in the box below.

The basis for the allocation of lot entitlement and lot liability is: *

Section 27F(2)(a) Subdivision Act 1988

Value ▾

In determining the lot entitlement, regard has been had to the value of each lot and the proportion that value bears to the total values of lots affected by the Owners Corporation. In determining the lot liability, regard has been had to the amount that is just and equitable for the owner of each lot to contribute towards the administrative and general expenses of the Owners Corporation.

Details of the limitations

For limited OCs, enter the details of the limitations in the box provided.

Details of the limitations where the Owners Corporation is limited other than as to common property: *

(Regulation 15 Subdivision (Registrar's Requirements) Regulations 2011)

The Owners Corporation is limited to the management and maintenance of the common services.

Additional functions or obligations

If applicable, enter the additional functions or obligations in the box provided.

Additional functions or obligations that are to be carried out or complied with by the unlimited Owners Corporation are: *

Section 27C(4) Subdivision Act 1988

- Not applicable
 Functions or obligations

Functions and obligations to be carried out or complied with on behalf of the Limited Owners Corporation(s) are maintenance of the owners corporation register, issuing owners corporation certificates, management and administration of common property.
Functions and obligations to be carried out or complied with on behalf of Owners Corporation 2 PS567890 are maintenance of the owners corporation register, issuing owners corporation certificates, management and administration of common property.

Once the additional information has been provided, SPEAR will generate the OC schedule and attach it to the plan PDF. The plan is then ready to be authenticated.

56.4 Adding an additional OC schedule

Once the first OC schedule has been added, select 'Add Owners Corporation Details' from the 'Other Actions' drop-down list and complete the steps above to add an additional OC schedule.

The screenshot displays the SPEAR system interface for an application titled 'Applicant Contact - Bell Surveyors has actions required (hide)'. The application details table shows the following items:

Document Name	Status	Date	Action	Buttons
Application for Planning Permit & Certification	Not Authenticated	06/10/2015	Authenticate - Password	go
Copy of Title (Vol/Fol: 11111,223)	Not Authenticated	08/10/2015	Authenticate - Click	go
Plan for Endorsement (Number of Pages: 3, Surveyor's Plan Version: 1)	Not Authenticated	08/10/2015	Authenticate - Password	go
Plan of Subdivision (Number of Pages: 4, Surveyor's Plan Version: 1)	Not Authenticated	08/10/2015	Authenticate - Password	go
Owners Corporation Details (09/10/2015 08:57 am, OC Number: 1, Unlimited)	Supplied	09/10/2015	Modify	go

Below the table, the 'Actions' section is visible, with 'Declare and Submit Application' marked as 'Action required'. The 'Other Actions...' dropdown menu is open, showing a list of actions. The action 'Add Owners Corporation Details' is highlighted in blue. Other actions include 'Add Mandatory Application Documents', 'Add Abstract of Field Records', 'Add Advice by Licensed Surveyor (Form 13)', 'Add Arborist report', 'Add Compiled Plan Sheets', 'Add Copy of Title', 'Add Covenant Document', 'Add Covering Letter', 'Add Digital Survey Geometry', 'Add Engineering Plan', 'Add Form 1 / Owners Consent', 'Add Landscape or vegetation plan', 'Add Neighbourhood and Site Description', 'Add Other Document Type', 'Add Photos', 'Add Pre-approved RA Consent', and 'Add Site context and design response (Subdivision)'. A 'go' button is located to the right of the dropdown menu.

Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website www.spear.land.vic.gov.au/SPEAR.
- Contacting the SPEAR Service Desk on 9194 0612 or email spear.info@delwp.vic.gov.au
- Selecting the [Help](#) link in the relevant area of the SPEAR system.