**FRs - Common Areas Referral Form**

Please use this form to obtain instructions on how to proceed with an FR application that includes common areas. Once a response is received from your referral officer, ensure the completed form is added to the archive for this application.

|  |  |
| --- | --- |
| Your name |  |
| Team name |  |
| Room number |  |
| Phone extension |  |

Please provide details of the FR application

|  |  |
| --- | --- |
| Cadastral unit number |  |
| Application number |  |
| Property address |  |

Please answer the following for each of the common areas included within the FR application

**Common Area 1:**

|  |  |
| --- | --- |
| Brief description from deeds(for example, 1/3 share in drying green shaded yellow in Deed 2) |  |
| 1a. Is there an existing registration that includes a share in the whole of the common area? Give cadastral unit number. |  |
| 1b. Is that cadastral unit a Shared Plot cadastral unit? |  |
| 2a. Is there an existing registration that includes a share in only part of the common area? Give cadastral unit number. |  |
| 2b. Is that cadastral unit a Shared Plot cadastral unit? |  |

**Common Area 2:**

|  |  |
| --- | --- |
| Brief description from deeds(for example, 1/3 share in drying green shaded yellow in Deed 2) |  |
| 1a. Is there an existing registration that includes a share in the whole of the common area? Give cadastral unit number. |  |
| 1b. Is that cadastral unit a Shared Plot cadastral unit? |  |
| 2a. Is there an existing registration that includes a share in only part of the common area? Give cadastral unit number. |  |
| 2b. Is that cadastral unit a Shared Plot cadastral unit? |  |

**Common Area 3:**

|  |  |
| --- | --- |
| Brief description from deeds(for example, 1/3 share in drying green shaded yellow in Deed 2) |  |
| 1a. Is there an existing registration that includes a share in the whole of the common area? Give cadastral unit number. |  |
| 1b. Is that cadastral unit a Shared Plot cadastral unit? |  |
| 2a. Is there an existing registration that includes a share in only part of the common area? Give cadastral unit number. |  |
| 2b. Is that cadastral unit a Shared Plot cadastral unit? |  |

**Common Area 4:**

|  |  |
| --- | --- |
| Brief description from deeds(for example, 1/3 share in drying green shaded yellow in Deed 2) |  |
| 1a. Is there an existing registration that includes a share in the whole of the common area? Give cadastral unit number. |  |
| 1b. Is that cadastral unit a Shared Plot cadastral unit? |  |
| 2a. Is there an existing registration that includes a share in only part of the common area? Give cadastral unit number. |  |
| 2b. Is that cadastral unit a Shared Plot cadastral unit? |  |

**Common Area 5:**

|  |  |
| --- | --- |
| Brief description from deeds(for example, 1/3 share in drying green shaded yellow in Deed 2) |  |
| 1a. Is there an existing registration that includes a share in the whole of the common area? Give cadastral unit number. |  |
| 1b. Is that cadastral unit a Shared Plot cadastral unit? |  |
| 2a. Is there an existing registration that includes a share in only part of the common area? Give cadastral unit number. |  |
| 2b. Is that cadastral unit a Shared Plot cadastral unit? |  |

**Referral Officer Response**

|  |  |
| --- | --- |
| **Main Decision** | **Tick box** |
| Map all common areas under the 2012 Act Transitional Arrangements |  |
| Create or Add to Shared Plot Title Sheets - see details below |  |
| Other - provide summary of instructions |  |

**Detailed Instructions for Shared Plots**

|  |  |
| --- | --- |
| **Common Area 1** |  |
| Create an FS application? |  |
| Combine any other common areas with Common Area 1? |  |
| Create an AS application? (specify cadastral unit number) |  |
| Any other instructions? |  |

|  |  |
| --- | --- |
| **Common Area 2** |  |
| Create an FS application? |  |
| Combine any other common areas with Common Area 2? |  |
| Create an AS application? (specify cadastral unit number) |  |
| Any other instructions? |  |

|  |  |
| --- | --- |
| **Common Area 3** |  |
| Create an FS application? |  |
| Combine any other common areas with Common Area 3? |  |
| Create an AS application? (specify cadastral unit number) |  |
| Any other instructions? |  |

|  |  |
| --- | --- |
| **Common Area 4** |  |
| Create an FS application? |  |
| Combine any other common areas with Common Area 4? |  |
| Create an AS application? (specify cadastral unit number) |  |
| Any other instructions? |  |

|  |  |
| --- | --- |
| **Common Area 5** |  |
| Create an FS application? |  |
| Combine any other common areas with Common Area 5? |  |
| Create an AS application? (specify cadastral unit number) |  |
| Any other instructions? |  |

|  |  |
| --- | --- |
| Name of referral officer |  |
| Date of response |  |

Version 1.1, 1 November 2016