

## Strata & Community Titles Project Check List

Candidates must ensure that they are familiar with all requirements for the examinations. These are contained in *BOSSI Determinations* and *Registration Examination: Guidelines for Land Surveying Assessment*. The below information is provided to assist candidates.

<b>Submission check</b>	
Project Certification Form	<input type="checkbox"/>
Project fulfils minimum requirements: <ul style="list-style-type: none"> <li>• Plan creates a minimum of 2 Strata Lots and Common Property</li> <li>• The Strata Lots must include external boundaries as part of the lot</li> </ul>	<input type="checkbox"/>
Two full, correct scale, copies of your final strata plan	<input type="checkbox"/>
Title search together with any associated instruments	<input type="checkbox"/>
Original field notes for the strata survey, signed and dated	<input type="checkbox"/>
Copy of the base plan defining the parcel boundaries	<input type="checkbox"/>
Copy of the base strata plan if you are subdividing lots and/or common property in the existing strata scheme	<input type="checkbox"/>
LPI Checklist	<input type="checkbox"/>
Copy of the council's letter of determination if available and/or applicable	<input type="checkbox"/>
Copy of architectural plans if available	<input type="checkbox"/>
Photographs of the site and the building if possible	<input type="checkbox"/>
One electronic copy of the submitted project as per requirements detailed below	<input type="checkbox"/>
Anything else that you believe would assist you to demonstrate competency in strata surveys.	<input type="checkbox"/>

### Please Note:

All projects submitted as part of any assessment shall be additionally submitted in electronic means as per the following requirements:

- All individual files are merged into one file and in similar layout as per the hard copy which was submitted for the assessment.
- This file is to be in PDF format.
- Submission is to be via USB memory stick. The USB submitted will be retained by BOSSI and should therefore only contain files relevant to your project.
- The file is to be named using the convention:

ID\_Name\_Assessment\_Month\_Year.pdf

Eg 243\_John Smith\_Strata\_October\_2017.pdf

Dress code for the viva voce examination, for both candidates and examiners is "professional". Candidates must dress to the same standard they would if they were attending a job interview or representing their work organisation to an influential client.