

Board of Surveying and Spatial Information Strata & Community Titles Project Check List

Submission check	
Project Certification Form	
Two full, correct scale, copy of your final strata plan	
Title search together with any associated instruments	
Original field notes for the strata survey, signed and dated	
Copy of the base plan defining the parcel boundaries	
Copy of the base strata plan if you are subdividing lots and/or common property in the existing strata scheme	
LPI Checklist	
Copy of the council's letter of determination if available and/or applicable	
Copy of architectural plans if available	
Photographs of the site and the building if possible	
Anything else that you believe would assist you to demonstrate competency in strata surveys. Photographs, for example, may assist in your explanations.	
One electronic copy of the submitted project as per requirements detailed below	

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 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 should dress to the same standard they would if they were attending a job interview or representing their work organisation to an influential client.