

Strata Project Check List

Candidates must ensure that they have a sound understanding of all requirements, competencies and deliverables for the examinations. These are contained in the *BOSSI Determination – Board Examinations*. The below information is provided to assist candidates.

Submission check - deliverables	
Project Certification Form	<input type="checkbox"/>
Project fulfils minimum requirements: <ul style="list-style-type: none"> • include the creation of a minimum of 2 strata lots and common property • the strata lots must include external courtyards as part of the lot 	<input type="checkbox"/>
Two full, correct scale copies of final strata or community title plan	<input type="checkbox"/>
Title search, together with any associated instruments	<input type="checkbox"/>
Original field notes signed and dated	<input type="checkbox"/>
Copy of base plan defining the parcel boundaries	<input type="checkbox"/>
Copy of the base strata plan if subdividing lots and/or common property in an existing strata	<input type="checkbox"/>
NSW LRS strata plan lodgement checklist	<input type="checkbox"/>
Copy of 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 the requirements outlined in Section 9	<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
 E.g. **CA009243_John Smith_Engineering_October_2021.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.

Candidates should note that the Registrar and Examiners have the power to refuse to examine a candidate who fails to provide all of the required deliverables or to meet the required dress code.