

Guide to Owners Corporation Additional Information

[July 2023]

This guide sets out the requirements for the accompanying Owners Corporation Additional Information (OCAI) document with a plan of subdivision creating Owners Corporation(s).

A separate OCAI document is required for each new owners corporation that will be created upon registration of the plan.

From 31st July 2023, LUV is phasing out the requirement for lodging parties to supply the required OC1 and OC2 forms (see Customer Information Bulletin 221)

The OCAI document will transition to be provided by the licensed surveyor for plans 'released for lodgment' after July 312023 when an Owners Corporation Spreadsheet has been uploaded in SPEAR.

The lodging party will still need to supply Owners Corporation Additional Information (OCAI) form(s) for:

- plans that are 'released for lodgment' by the Licensed Surveyor (Applicant Contact) when SPEAR Release 5.7 is implemented; and
- plans where an Owners Corporation spreadsheet was not uploaded in SPEAR.

Please refer to the unlimited and limited guides available at www.land.vic.gov.au on how to complete OC1 & OC2 paper forms.

Details required in the document include (the sections and regulations relate to the Subdivision Act 1988 and Subdivision (Registrar's Requirements) Regulations 2021):

- address for service of notice (mandatory) – section 27F(2) and regulation 15(1)(a)
- purpose of owners corporation (mandatory) – unlimited owners corporation section 27B and limited owners corporation section 27C(2)
- basis of allocation of entitlement and liability (mandatory) – section 27F(1)(b)
- where an owners corporation is 'limited' other than as to common property, the limitation(s) will need to be defined (mandatory) – section 27F(2) and regulation 15(1)(b)
- referred functions or obligations (optional) – section 27C(4).



Table of Owners Corporation Additional Information (OCAI) requirements:

Owners Corporation type	Standalone owners corporation			Multiple overlapping owners corporations		
	Unlimited	Limited to common property	Limited	Unlimited	Limited to common property	Limited
Address	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Purpose	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Basis of lot entitlement & lot liability	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Details of limitation	N/A	Not Required	Mandatory	N/A	Not Required	Mandatory
Functions or obligations	N/A	N/A	N/A	Optional	Optional	Optional

Owners corporation address for services of notice

Insert the postal address of the owners corporation. The address will be where notices are mailed in the future.

Please note that a 'care of' or 'post office box number' or 'lot on plan' is not an acceptable address.

Purposes of the owners corporation

Insert a statement detailing the purposes of the owners corporation. The purposes for which an owners corporation exists will vary. Refer to the definitions of unlimited owners corporation and limited owners corporation set out in Section 3(1) Subdivision Act 1988.

The following wording may be suitable. Careful consideration must be given as to whether the wording is appropriate to a particular plan.

Unlimited

The purpose of Owners Corporation 1 PS567890A is to manage the land affected by the owners corporation (except the use of any common property affected by a limited owners corporation).

Note: additional purposes for the unlimited owners corporation, which would follow the mandatory statement 'manage the land affected by the owners corporation', may be specified in the owners corporation schedule of the certified plan. However, they must be specified in the OCAI to be recorded. If purposes are provided in both the certified plan and OCAI, both must agree.

Limited

The purpose of Owners Corporation 1 PS567890A is to manage the common services within the land affected by the owners corporation.

Note: the purposes for the limited owners corporation may be specified in the owners corporation schedule of the certified plan. However, they must be specified in the OCAI to be recorded. If purposes are provided in both the certified plan and OCAI, both must agree.

If there is common property in a limited owners corporation, the purpose must address the management/ use of the common property.

Limited to common property

The purpose of Owners Corporation 1 PS567890A is to manage the use of the common property within the land affected by the owners corporation.

Basis for the allocation of lot entitlement and lot liability

Insert a statement detailing the basis used for the allocation of lot entitlement and lot liability. This may vary but must be in accordance with sections 27F(4) and (5) of the Subdivision Act 1988.

The following wording may be suitable.

Lot entitlement in the plan has been allocated on the basis of the market value of the lot and the proportion that value bears to the total market value of the lots. Lot liability has been allocated equally between the lots.

Details of limitations when the owners corporation is limited other than to common property

Please note this is not required when the owners corporation is limited to common property.

The limitations of a limited owners corporation should suit their purposes. Therefore, the specified limitation(s) should reflect the purposes of the owners corporation.

Insert a statement detailing the limitation(s) of the owners corporation. The limitation(s) of an owners corporation may vary depending on their purposes. For example, for a limited owners corporation with a purpose that is limited to manage the common services, the following wording may be suitable.

Owners Corporation 1 Plan No. PS567890A is limited to the management and administration of the common services.

Functions or obligations of a limited owners corporation that are to be carried out or complied with by the unlimited owners corporation also affected by the limited owners corporation

If the plan contains multiple overlapping owners corporations and some of the functions or obligations of limited owners corporation(s) are to be carried out or complied with by the unlimited owners corporation, insert a statement defining those functions or obligations.

The statement must be included on both the unlimited and limited OCAI documents and must agree across all documents.

If all limited owners corporations affected by the unlimited owners corporation have passed on the same functions or obligations, the following wording may be suitable.

Functions or obligations to be carried out or complied with by the unlimited owners corporation on behalf of the limited owners corporation(s) are...

If only some of the limited owners corporations affected by the unlimited owners corporation have referred functions or obligations, the following wording may be suitable.

Functions or obligations to be carried out or complied with by the unlimited owners corporation on behalf of Owners Corporation 2 PS567890A are...

Some of the functions or obligations that might be referred to include maintenance of the owners corporation register, issuing owners corporation certificates, management and administration of common property (these are examples, not an exhaustive list).

If no functions or obligations have been referred, select 'Not Applicable' from the check boxes.