

CTS-03 Scheme Notice

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1 Scheme notice (section 35 CTA)

A scheme notice for a community titles scheme must –

- specify the name of the community corporation; and
- specify the address for service of the community corporation;

A scheme notice or amendment of a scheme notice for a community titles scheme must be in the approved form. For details on the registration of a scheme notice, see [CTS-07 Registration of Community Titles Schemes](#).

1.1 Name and Address for Service of the Community Corporation (section 36 CTA)

Naming convention for community corporations (reg 19 Community Titles Regulations 2021 (CTA))

The name of a community corporation must include the scheme number of the community titles scheme for which the community corporation is established. The scheme number is the reference number allocated to the community titles scheme by the Registrar of Titles under CTA section 52(1)(a). This number is the number allocated to the scheme plan.

For example:

Beverly Hills 90210 (90210 being the scheme plan number)

or

21 Jump Street, Pleasantville 95000 (95000 being the scheme plan number).

A scheme notice or an amendment of a scheme notice to alter the name of the community corporation must not be registered if the Registrar of Titles deems that the name of the community corporation is undesirable or does not comply with a naming convention set out in CTR regulation 19. An amendment of a scheme notice to alter the name of the community corporation must be authorised by special resolution of that community corporation.

Altering the address for service of the community corporation must not be registered unless the amendment is authorised by ordinary resolution of the community corporation for that scheme.

For details on the registration of an amendment to a scheme notice, see [CTS-11 Registration of an amendment of a Community Titles Scheme – not effecting subdivision](#).