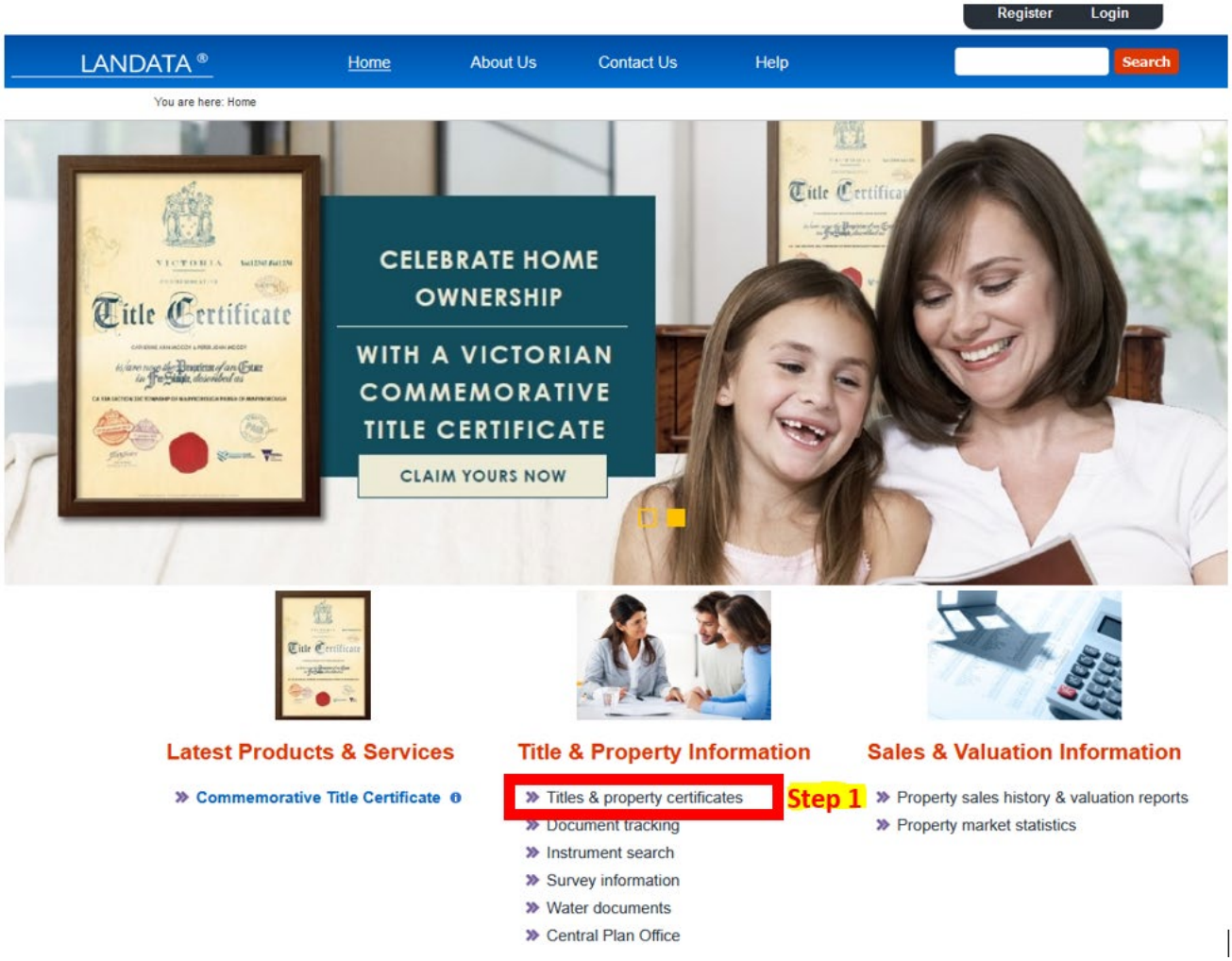
Obtain a Certificate of Title

Information Sheet #3

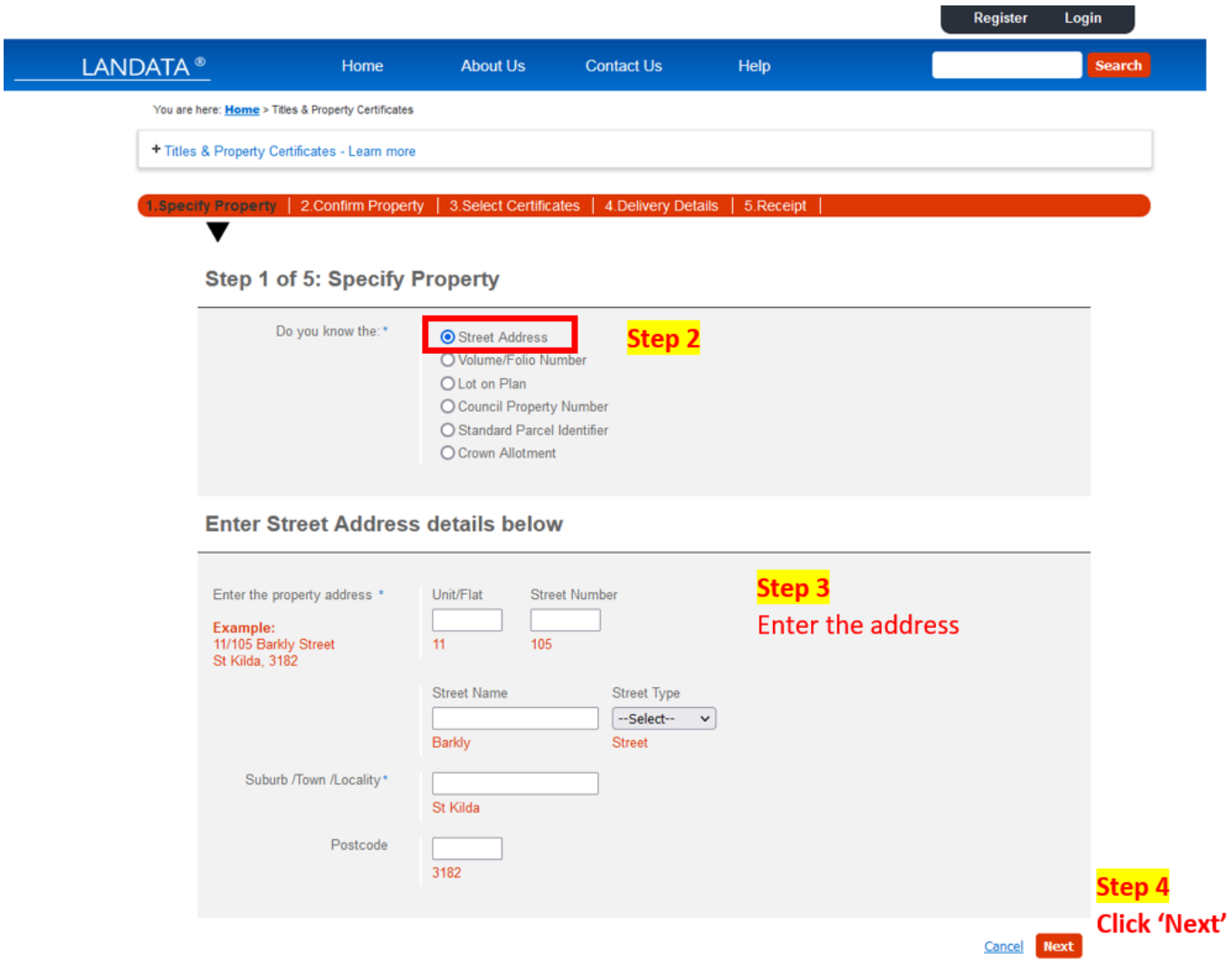
Obtain a full and current Certificate of Title/Plan of Subdivision/Covenants/s173 Agreement

These documents are required to confirm the owner of the land, and to check if there are restrictions (covenants) which may apply on the land. Council is prohibited from issuing a Planning Permit that breaches a covenant and does not keep current records of titles and covenants.

These must be obtained and dated **no more than three months old** prior to lodgement of your planning application and can be obtained from Landata.vic.gov.au. As this is not managed by Council please direct any queries on navigating the site or purchasing a copy to Landata directly by calling 9102 0402.



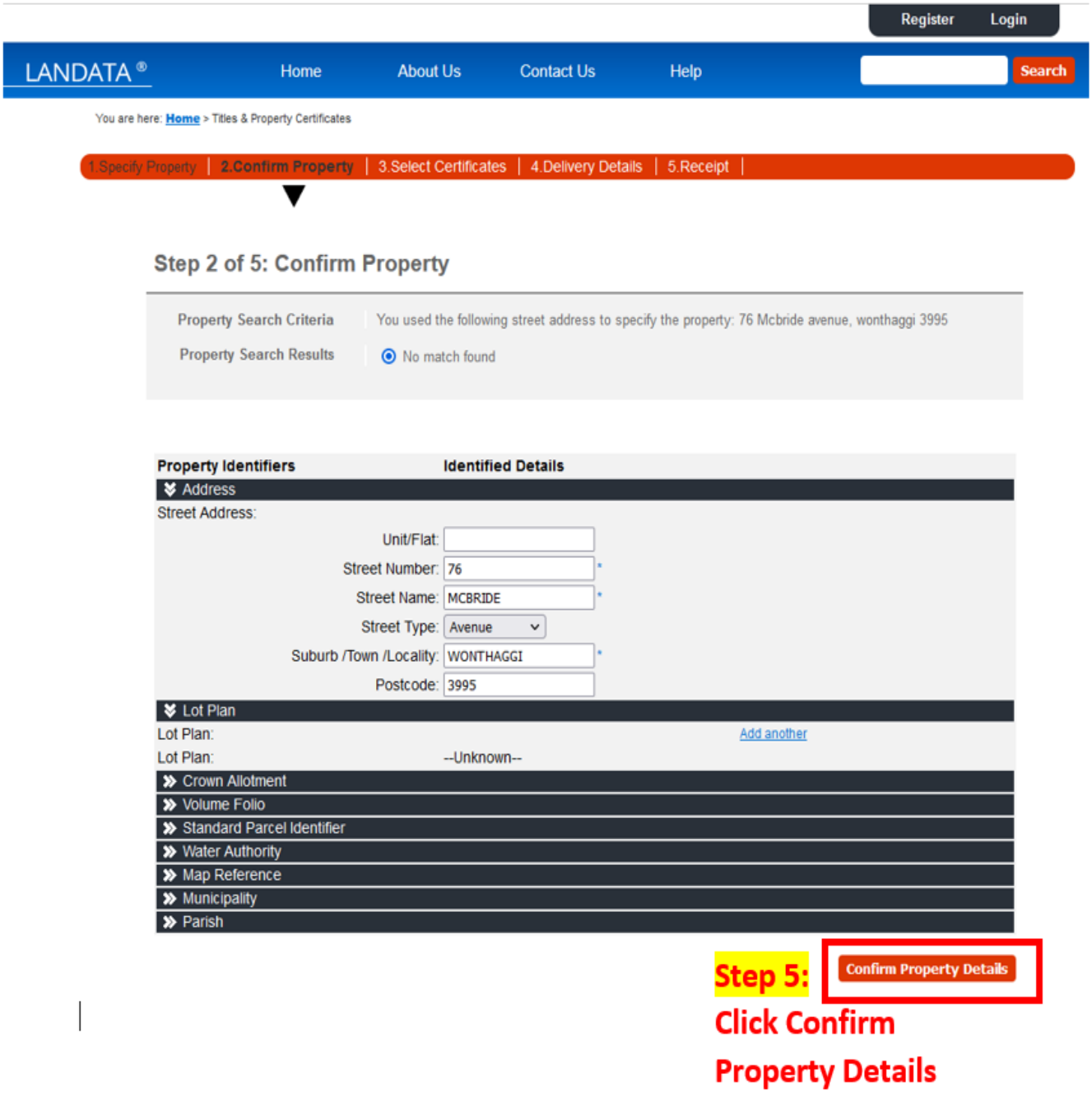
^Step 1: On the Landata website click 'Titles & property certificates'



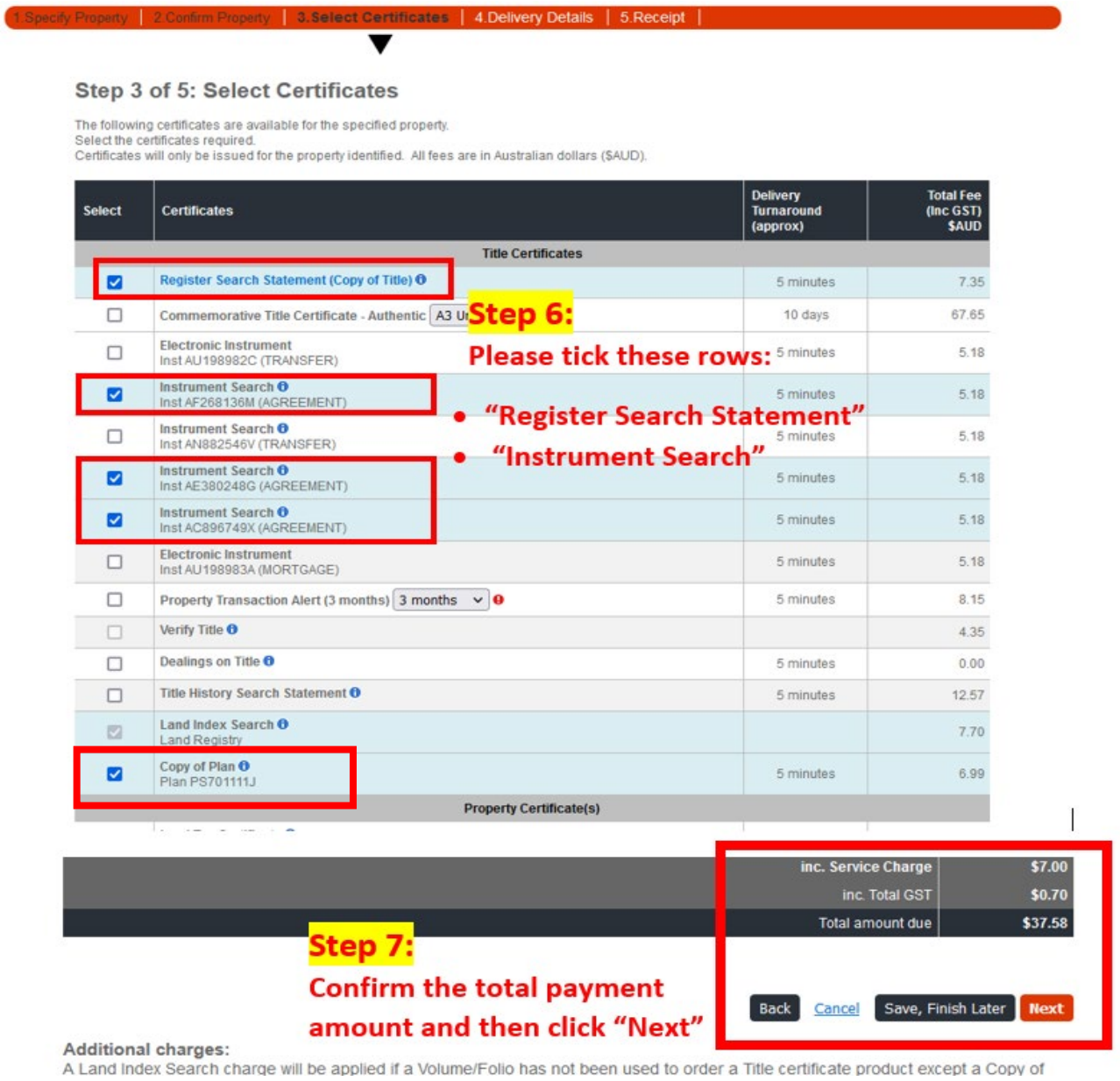
^Step 2: Selecting Street Address is recommended to quickly find the relevant property. Alternatively, if you know your Volume/Folio Number, Lot on Plan or any of the other details of your property you may select the other options.

^Step 3: Fill in the details. The image above may appear slightly different depending on what option you selected in Step 2.

^Step 4: Select 'Next' at the bottom of the screen.



^Step 5: Once the details of the property appear, check all the details to confirm you have selected the right property. Occasionally, more than one option may appear e.g. Unit 1 or Unit 2 and it is important the correct property is selected.

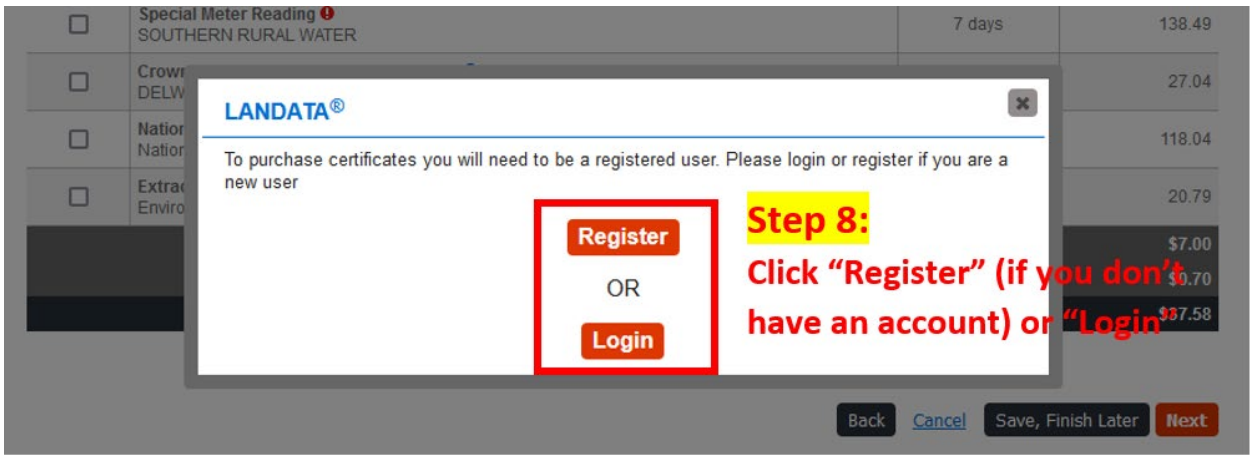


^Step 6: On the next screen a number of options will appear allowing you to order various items including title certificates, property certificates, dealing on title etc.
For a standard planning application what is required is:

- Register Search Statement, also known as Copy of Title and sometimes referred to as your Certificate of Title and will show the name of the owner.
- Any copies of covenants or Section 173 Agreements. These will be labelled as "Instrument Search".
- Copy of Plan which will show your title boundaries and any easements.

You will generally not be required to provide any other details such as mortgage or transfer details as these are not relevant to the processing of your application.

Step 7: Click 'Next' once you have selected the relevant options.



^Step 8: If you do not have an account with Landata please select 'Register'.

Once registered you will be able to pay for your documents online and they will be delivered to your nominated e-mail address within 5 minutes.

Refer to the following page for an example of a covenant and Register Search Statement (Title).

Example Register Search Statement (Title Search)

This section states when this document was produced and must be within the last 3 months from the date of lodgement of your application with Council.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958 Page 1 of 1

VOLUME 61204 FOLIO 620

Security no : 5240543396136
Produced 06/03/2015 11:55 am

LAND DESCRIPTION

Lot 15 on Plan of Subdivision 522946A.
PARENT TITLES :
Volume 08617 Folio 218 Volume 09089 Folio 203
Created by instrument PS522946A 23/04/2007

This section states your lot number and would be accompanied by the title of plan which would show your lot boundaries and any easements.

REGISTERED PROPRIETOR

Estate Fee Simple
Joint Proprietors
MITCHELL STEVEN CITIZEN
CARMEN LEE CITIZEN both of 39 FLINDERS DRIVE CASEYTOWN VIC 9420
AN735367M 06/03/2015

This section states who the owner of the property is.

ENCUMBRANCES, CAVEATS AND NOTICES

If your property has any covenants (restrictions/instrument) on title it would be listed here along with the date it was registered on title. You must provide Council with a copy of any Covenant (Instrument)

MORTGAGE AN735368K 06/03/2015
BIG BANK LTD

COVENANT AN383660X 25/09/2014

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987
AD753553H 18/07/2005

If your property has any legal agreements (instrument) on title, it would be listed here along with the date it was registered. You must provide Council with a copy of any agreements as outlined here.

DIAGRAM LOCATION

SEE PS522946A FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NUMBER		STATUS	DATE
AN735367M	TRANSFER	Registered	06/03/2015
AN735368K	MORTGAGE	Registered	06/03/2015

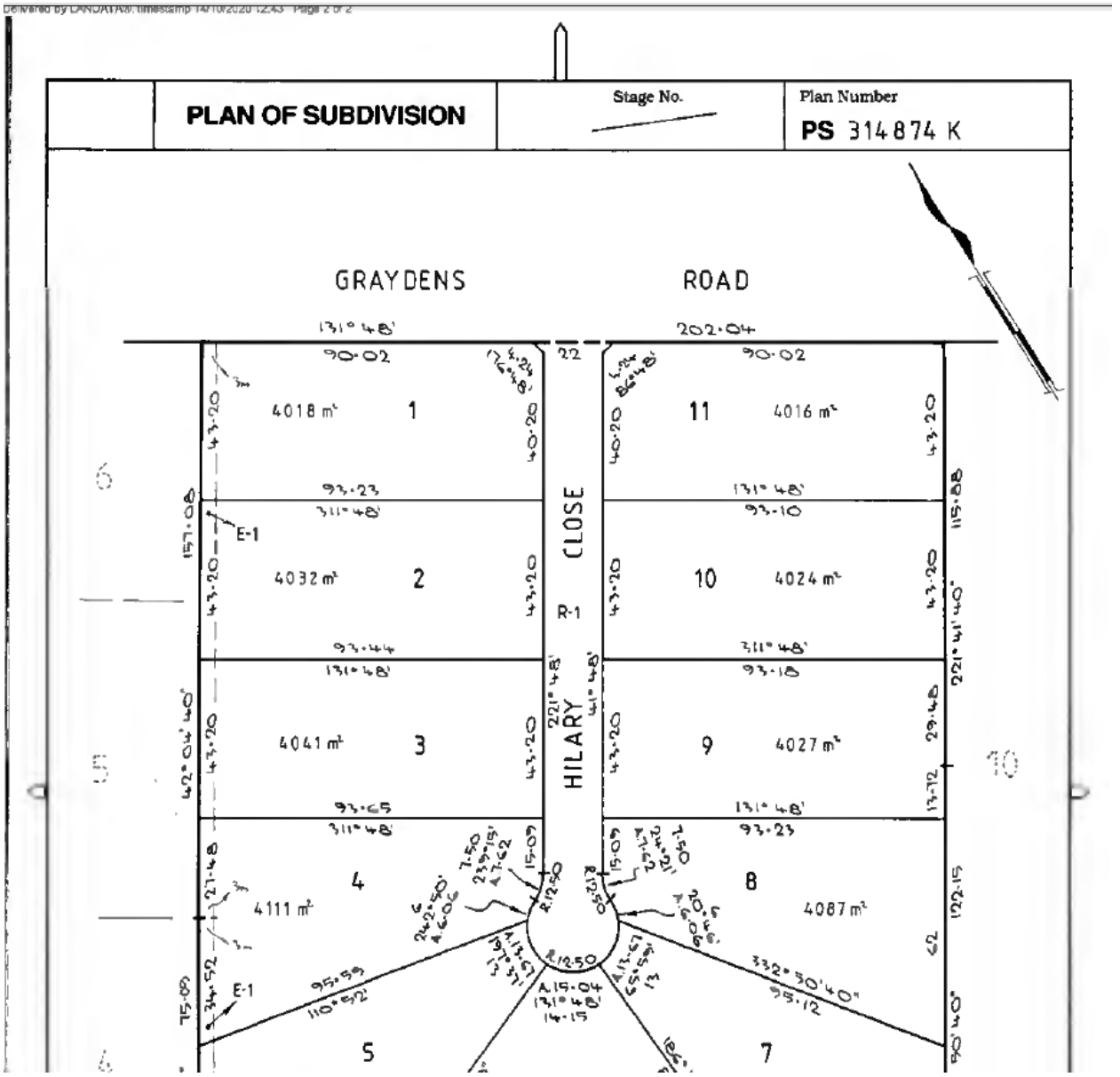
----------END OF REGISTER SEARCH STATEMENT----------

Additional information: (not part of the Register Search Statement)

Street Address: 2 MUNRO COURT BIRDWOOD VIC 9423

DOCUMENT END

Example Plan of Subdivision



Note: Sometimes the above may appear different and show the title plan of one lot only.