

Production of a Certificate of Title and other specified documents for an ePlan lodgment

Clause 20(5) of the *Conveyancing(General) Regulation, 2013* (and also similar clauses in other appropriate regulations) states that:

'The following original documents may not be lodged electronically but must be produced and lodged by hand at the office of the Registrar-General or in some other manner (not being electronically) specified by the Registrar-General:

- (a) such certificates of title, deeds, office copies of court orders, powers of attorney and statutory declarations as the Registrar-General may require,
- (b) a completed statement of title particulars in the approved form, if required by the Registrar-General,
- (c) a primary application and associated documents, if required by the Registrar-General,
- (d) such consents in writing to the registration of the plan signed by a lessee, caveator, judgment creditor or other person, as may be required by the Registrar-General,
- (e) any other original documents that may be required by the Registrar-General.'

These original documents are not required to be with the Registrar General when the plan is lodged but must be in his possession before the plan will be registered.

By hand at LPI Queens Square

Fee payable

LPI provides a facility by which a party (such as a mortgagee) in possession of a Crown Grant, Certificate of Title, Old System deed or other documents can give temporary custody of the document to the Registrar General.

The document will be produced for the purpose of registering a request, dealing or plan that has been or will subsequently be lodged.

When registration has been completed the document or Certificates of Title will usually be returned to the producing party.

A production fee is charged for this service.

Fees are on our website www.lpi.nsw.gov.au or Customer Service Centre on T: 1300 052 637.

No fee payable

After lodgment of a plan the Crown Grant, Certificate of Title, Old System deed or other documents can be presented at the Client Service Counter along with a covering letter (see attached sample) for connection to the plan.

No fee is charged for this service.

Documents can be presented for ePlan lodgment at:

Land and Property Information
Ground floor
1 Prince Albert Road
Queens Square
Sydney NSW 2000

By post – registered mail only

After lodgment of a plan and receiving the plan number, documents can be sent by registered mail only to:

Distributions Officer
Titling and Plan Services
Land and Property Information
GPO Box 15
Sydney 2001

Sample letter

Example of a covering letter that must accompany documents produced for an ePlan lodgment.

Distributions Officer
Titling and Plan Services
Land and Property Information
GPO Box 15
Sydney 2001

Date

Re: Production of Documents

The following original documents are attached for production with the Registrar General to enable the registration of an electronically lodged plan.

Plan Number:

Our Reference:

Original Document(s) Attached:

Produced By:

NOTE: If the Certificates of Title attached, new folios to be created or other documents attached are to be delivered after registration of the plan to a person other than the producing authority include appropriate delivery instructions.

Deliver to:

Document Name/Number: