

Lodging a plan for registration

This fact sheet provides information about lodgment of deposited plans and strata plans at New South Wales Land Registry Services (NSW LRS).

There are two ways to lodge a plan at NSW LRS:

1. in person at the Plan Lodgment Counter, NSW LRS Queens Square Sydney
2. electronically by a registered surveyor through ePlan, available on the NSW LRS Online portal <https://nswlrs.com.au>

Contact your surveyor or visit the NSW LRS website www.nswlrs.com.au for more information on ePlan, or see our fact sheet [Production of a Certificate of Title and other specified documents for an ePlan lodgment](#) available on the NSW LRS website.

The only plans accepted for lodgment by post are plans lodged for preliminary examination or 'Survey Information Only'.

What you need

To lodge a plan in person at NSW LRS or electronically through a registered surveyor or lodging party you need:

1. Deposited Plan Checklist

The Deposited Plan Lodgment Checklist is mandatory from 1 June 2019 and must accompany the deposited plan form and associated documents when lodged over the counter or as suffix code 'K' when lodging deposited plans through ePlan.

The intention of the Lodgment Checklists is to assist Surveyors and Lodging Parties with quality assurance, with the goal to reduce plan requisitions and the overall turnaround times to registration.

2. Original plan (over the counter lodgment)

The original plan including the administration sheet bearing all the required signatures and consents to the registration of the plan must be presented for lodgment.

For information about administration sheets and approved forms see the Registrar General's Directions website <http://rg-guidelines.nswlrs.com.au>

3. Copy of the plan

If the plan is lodged in person, a full size copy of each sheet of the plan must be provided.

If the original plan requires a completed subdivision certificate or strata certificate, the person who signed the certificate must provide an original signature in the plan drawing area of each sheet of the copy.

4. Original documents

Relevant associated original documents must be lodged with the plan. These should be appropriately signed and may include:

- Section 88B instrument creating and/or releasing an easement or profit à prendre, or creating (but not releasing) a restriction on the use of land or a positive covenant
- Management statement
- Development contract
- Developer's by-laws
- Primary application.

5. Certificates of Title

If the registration of the plan will result in new lots or easements being created, the Certificate(s) of Title must be produced for the land affected. This includes Torrens title and/or the latest Old System deeds.

If the land is Old System the latest deeds for the land and a completed [Statement of title particulars](#) form is required. This form is available on the NSW LRS website www.nswlrs.com.au

These documents **must** be produced:

- with the plan at lodgment
- prior to lodgment of the plan by another party at the Production Counter
- prior to lodgment of the plan with another plan or dealing.

If the plan is lodged in person, a completed [Deposited plan lodgment](#) form or [Strata plan lodgment](#) form must also be submitted. These forms are available on the NSW LRS website www.nswlrs.com.au or the Plan Lodgment Counter.

Where there is no paper certificate of title, consent from the party with the Control of the Right to Deal must be provided. Information concerning consent can be found on the Registrar-General's Guidelines.

If any of the title documents have been lost or destroyed:

1. for Torrens title you must lodge a completed [Application for a replacement Certificate of Title](#) (form 12PV) with the plan, together with supporting evidence. The current dealing lodgment fee will be payable. Current lodgment fees and the form are available on the NSW LRS website.
2. for Old System deeds, you will have to lodge a copy of the deed and supporting evidence as to its loss or destruction. See the Registrar General's Directions website for more information

If the plan affects any Old System title land, you must provide either:

1. a completed Statement of title particulars form and if required, a request for an Official Search. See our fact sheet [Old System conversion or removal of a caution by an official search](#).
2. a completed Primary Application (form 00PA) for a general claim under Sec 14 Real Property Act 1900 or a Resumption application affecting land not under the provisions of the Real Property Act 1900 (form 00RA) for a claim to resumed land under Sec 31A (2) of the Real Property Act 1900. See our fact sheet [Preparing and lodging a primary application \(PA\) or a caveat against a PA](#).

A successful Primary Application or Official Search will, on registration of the plan, lead to the issue of Torrens title documents for the land. The new titles may be either qualified or non-qualified depending on the evidence supplied.

6. Completed Plan lodgment form

The required forms are available in hardcopy from the Plan Lodgment Counter or from the NSW LRS website. The form must be completed prior to lodgment of the plan and include clear instructions for the delivery of the new certificates of title and other documents.

Documents may be collected at the NSW LRS Customer Services Counter. If you want them posted, you must:

- supply clear directions to have them delivered by post
- provide a complete mailing address.

7. Associated dealings

Ensure any associated dealings e.g. transfers, mortgages, discharges of mortgage, release of easements etc. have been lodged or are with you for lodgment with the plan.

Certificates, signatures and consents required

Deposited plans

1. The subdivision certificate must be completed by an appropriate person when the purpose of the plan is to subdivide land.
2. The survey certificate must be completed if the plan was prepared by a registered surveyor.
3. Signatures and consents to the registration of a plan must be provided on the administration sheets in accordance with Section 195D *Conveyancing Act 1919*. Generally, this will include:
 - the registered proprietor(s) of the land in the plan
 - every mortgagee, chargee or covenant chargee.

Strata plans

1. The Strata approval must be completed by an appropriate person when the plan is a Strata plan or Strata plan of subdivision.
2. The surveyor's certificate must be completed by the surveyor who prepared the plan.

3. Signatures and consents to the registration of a plan must be provided on the administration sheets in accordance with:
 - *Section 16 Strata Schemes (Freehold Development) Act 1973* or
 - *Section 19 Strata Schemes (Leasehold Development) Act 1986*

Generally, this will include:

- the registered proprietor(s) of the land in the plan
 - every mortgagee, chargee or covenant chargee.
4. If the plan is subsequent to the creation of the original scheme, any strata plan approved forms as required. For more information see Strata schemes in Registrar General's Directions website <http://rg-guidelines.nswlrs.com.au/>

Strata scheme and community scheme approved forms

There are various approved forms for strata schemes and community schemes. All forms are available from the Registrar General's Directions website. Some of the forms are provided as part of the administration sheets specifically for these plans.

If a plan is lodged subsequent to the scheme being created, other approved forms will need to be provided by the surveyor in the signatures panel of the administration sheets. Details of the forms required and directions for completion are available from the Registrar General's Guidelines website.

Land affected by a lease, writ or caveat

If the land in the plan is affected by a lease, writ or caveat, consent in writing **must** be provided by the lessee, judgement creditor or caveator respectively.

The consent may be a letter of consent clearly indicating the plan which the consent is provided for. Alternatively, the lessee, judgement creditor or caveator may sign the administration sheet.

If any lease, writ or caveat only affects part of the land, a statutory declaration should be provided indicating which lots in the new plan will be affected.

Pre-examined plans

If the plan was pre-examined, you must:

- produce a copy of the report issued by LPI to the party who had the plan pre-examined
- note the plan pre-examination number on the *Plan Lodgment form*
- ensure any requisitions raised on the pre-examination report have been satisfied.

Fees payable

Fees are charged when the plan is lodged in accordance with Schedule 1 *Conveyancing (General) Regulation 2013*.

There is a basic plan fee plus a fee for each lot and each associated document. A section 88B instrument will attract a fee for each item. All fees must be paid by the close of business on the day the plan is lodged.

Fees are set in accordance with Schedule 1 *Conveyancing (General) Regulation 2013*. Current fees are available in the schedule of fees available on the NSW LRS website www.nswlrs.com.au or from our Customer Services Counter.

Payments for over the counter lodgments may be made by cash, cheque, money order or credit card. American Express and Diners Club are not accepted.

Where to lodge plans in person

Plans must be lodged at:
NSW Land Registry Services
1 Prince Albert Road
Queens Square, Sydney

Take all the documents referred to under the heading 'What you need' on page 1 to the Plan Lodgment Counter. You will be directed to a plan lodgment officer who will examine the documentation to ensure that all requirements have been complied with.

Plan lodgment

After a plan has been presented, the plan lodgment officer will either:

1. Accept the plan and documents for lodgment

A new deposited plan number will then be allocated to the plan (unless the plan has a PP or PE number).

Fees will be assessed, and you will be given an invoice to be paid to the cashier. You are advised to retain the receipt as this is your authority to take delivery of the new titles and any other documentation made available after registration. The plan number should be quoted when making any subsequent inquiries relating to the plan.

2. Reject the plan and documents as unsuitable for lodgment

You will be advised of the reason for rejection and the requirements to complete a successful lodgment. The plan lodgment officer will provide any assistance you require.

After plan lodgment

After a plan is lodged, the plan and associated documents are examined to ensure their accuracy and completeness for registration and if applicable, title(s) issued.

Where plan and documentation are in order

- The plan and documents will be registered.
- The surveyor and the lodging party are advised of the registration by email.

- Where appropriate, new Certificates of Title will be printed overnight.
- New titles and all other returnable documents are usually available for collection by the authorised person on the next working day after registration from the address nominated on the lodgment form. To confirm availability please contact the Customer Service Centre
T: (02) 8776 3575 and quote your plan number.
- Certificates of Title and other returnable documents will be delivered by registered mail if appropriate instructions were supplied at lodgment.

Where plan and documentation are NOT in order

- Requisitions will be raised and sent to the lodging party and surveyor as required.
- The requisitions provide details of NSW LRS requirements to put the plan in order.
- The lodging party should await instructions from the surveyor to uplift the plan and return to the surveyor if required.
- The lodging party will be given two (2) months to ensure all requisitions are satisfied.

If requisitions are not satisfied

If the original requisitions are not replied to within the two-month period, a 28 day Notice of Rejection is sent.

- The lodging party will be advised of the non-compliance with the original requisitions and given 28 days to rectify the problem.
- Any request for an extension of time, due to extenuating circumstances, can be made to Plan Inquiries, Customer Services by:
 - o T: (02) 8776 3575
 - o E: planrequisitions@nswlrs.com.au
 - o In person.
- If matters are not satisfied within 28 days and no request for an extension is received and granted, the plan and documentation will be rejected, and the lodgment fees forfeited. A notice of final rejection will be sent to the lodging party.

More information

For further information on plans and associated dealings or documents please contact the Customer Service Centre.

T: (02) 8776 3575 or

E: planinquiry@nswlrs.com.au

Disclaimer

This information is correct at the date of publication; changes after the time of publication may impact upon the accuracy of the material. April, 2019 I (S) P16/10/050

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Customer Service Centre

☎ (02) 8776 3575

@ GeneralEnquiry@nswlrs.com.au

🌐 www.nswlrs.com.au