

Specified Documents required for ePlan lodgment



Info Sheet

www.nswlrs.com.au

March 2018

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

The *Conveyancing Act 1919* provides for the lodgment of plans through an electronic system (**ePlan**). It also sets out what else must be lodged electronically with that plan and what is required to be lodged in paper.

Section 6A of the *Conveyancing Act 1919* sets out that a certificate of title, an office copy of court orders and any other document excepted by the regulations under the *Conveyancing Act* or any other act is not required to be lodged electronically.

Clause 20 of the *Conveyancing (General) Regulation 2013* excludes the following documents from the requirement to be lodged electronically with a plan:

1. Such certificates of title, deed, office copies of court orders, powers of attorney and statutory declarations as the Registrar General may require,
2. A completed statement of title particulars in the approved form if required by the Registrar General,
3. A primary application and associated documents if required by the Registrar General,
4. 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,
5. Any other original documents that may be required by the Registrar General.

The documents may be presented in person at:

NSW Land Registry Services
Ground floor
1 Prince Albert Road Queens Square
Sydney NSW 2000

Or if your plan is already lodged, documents can be sent by registered mail to:

Distributions Officer Titling and Plan Services
NSW Land Registry Services
GPO Box 15
Sydney 2001

You may present any of the excepted documents either before or after you have lodged your plan.

Prior to ePlan Lodgment

Where a party is going to lodge a plan electronically with NSW LRS but they know they will be required to lodge certain documents in paper, they can lodge them prior to the lodgment of their plan.

NSW LRS provides a facility by which a party (for example 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 the plan that will subsequently be lodged.

A production fee is charged for this service.

For more information regarding our fees see our website www.nswlrs.com.au.

After Lodgment

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.

Document Returns

The document(s) presented before a plan is lodged will only be retained by NSW LRS for two months from the date they are presented, if the plan is not lodged by that time the documents will be returned and the fee forfeited.

Once your plan has been registered the document or Certificates of Title will usually be returned to the party who produced them.

Further information

Further information can be obtained by visiting our website: www.nswlrs.com.au.

Or contact the NSW LRS Customer Service Centre on **T: 1300 052 637** or email GeneralEnquiry@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. © March 2018 | NSW LRS

Sample letter

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

Distributions Officer
Titling and Plan Services
NSW Land Registry Services
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: