



# Circular

Division: Land and Property Information  
No: 2009/09  
Date: August 2009

## Changes to LPI lodgment terms and conditions

LPI will be introducing changes to terms and conditions governing Titling and Registry Services lodgment and registration services on 1 November 2009. All parties lodging dealings, deeds, plans and/or other documents will be bound by the [revised terms and conditions](#) set out in *LPI Lodgment terms and conditions from 01 November 2009*, accessible online at [www.lands.nsw.gov.au/about\\_us/publications/fact\\_sheets](http://www.lands.nsw.gov.au/about_us/publications/fact_sheets).

The changes are being implemented following a review of the [current terms and conditions](#). This review was initiated in response to an increasing incidence of clients accruing unacceptable levels of debt in the use of LPI's lodgment and registration services. *LPI Lodgment terms and conditions 01 July 2007 to 30 October 2009* are also available online at [www.lands.nsw.gov.au/about\\_us/publications/fact\\_sheets](http://www.lands.nsw.gov.au/about_us/publications/fact_sheets).

Key changes include:

### Enhanced debt recovery procedures

Payment of tax invoices is required on the due date shown on the invoice. Stricter rules will be applied to the follow up of late payments.

If payment is not received within 48 hours of the due date, a breach notice requiring immediate payment will be issued. Failure to pay an invoice within 15 days of the due date will lead to sanctions being applied to lodging party customer accounts. The lodging party will not be able to lodge further dealings, deeds or plans until action is taken to repay the debt. A lodging party who is in breach of the payment terms may be required to enter into direct debit or pre-payment arrangements before being allowed to conduct further business with LPI. LPI may, at its discretion, require the provision of a bank guarantee.

### Payment methods

Clients are encouraged to apply for direct debit account facilities or pay their tax invoices through the 'myInvoice' facility on the Spatial Information Exchange (SIX) Portal accessible at [www.six.nsw.gov.au](http://www.six.nsw.gov.au).

Clients are required to tender the correct amount for payment of tax invoices. The Land and Property Management (LPM) Authority reserves the right to charge an administration fee for requests for refund and for dishonoured cheques. The LPM Authority also reserves the right to retain overpayments which have been in any customer account for more than 90 days.

**Changes in terminology**

The term 'Listed Lodging Party' will no longer be used. The party lodging any document will simply be known as the lodging party. This party will be responsible for payment and carriage of all document(s) lodged by them, including attending to letters of requisition and any other matters required to facilitate registration.

Listed Lodging Party Numbers (LLPNs) will be renamed 'Customer Account Numbers'. However existing LLPNs will be retained and must be shown on documents presented for lodgment.

Dealing forms will be modified to reflect these changes in terminology. Client stamps showing LLPN will continue to be accepted.

**Inquiries**

For any inquiries in relation to the changes to the Lodgment Terms and Conditions, please contact the Team Leader, Customer Enquiries and Lodgments by telephone on 02 9228 6681.

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