

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

Clause 21A(5) of the *Conveyancing (General) Regulation, 1998* (and also similar clauses in other appropriate regulations) states that:

'The following original documents must be produced and lodged by hand at the office of the Registrar General, and may not be lodged electronically:

- (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.

How do I produce Certificates of Title or other documents such as statutory declarations for connection to an ePlan lodgment for registration?

1. By hand at the LPI Queens Square Office

At any time: 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 document 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 be subsequently lodged. When the registration action has been completed the document or issuing Certificates of Title will usually be returned to the producing party. A production fee is charged for this service.

Following lodgment of the plan: The Crown Grant, Certificate of Title, old system deed or other document can be presented at the client services counter, along with a covering letter in the attached form, for connection to the plan. No fee is charged for this service.

2. By post (registered mail)

Upon lodgment of the plan and receipt of the plan number, the documents can be posted to:

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

A covering letter in the following form should accompany the documents.

Distributions Officer
Titling and Plan Services
Land and Property Information NSW
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:

NSW Department of Lands

Head Office
1 Prince Albert Road
Queens Square
SYDNEY NSW 2000

T 13000 LANDS
61 2 9228 6666
F 61 2 9233 4357

www.lands.nsw.gov.au

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