



PROPERTY INFORMATION INQUIRY SERVICE

Guide to Authorities/Items in Multi Authority Property Inquiry Form

The Property Information Inquiry Service (PIIS) simplifies conveyancing by providing a central point for lodging property inquiry forms. Instead of sending individual inquiries to various authorities that may have interests in land, a single multi authority form and a single payment may be lodged with PIIS, who will process and, where applicable, distribute the inquiry to the relevant authorities on behalf of the applicant.

To make property inquiries through PIIS, the Multi Authority form must be used rather than the standard single NSW Single Authority property inquiry form, as the Multi Authority form incorporates an easy-to-use order form indicating each authority and their respective item fee(s). This form can be downloaded, typed and printed from the Land and Property Information (LPI) website, www.lpi.nsw.gov.au > Land Titles > Property Inquiry Forms.

This Guide, the Credit Card Payment Form and list of Local Council inquiries and fees are also available on the website.

As some authorities offer more than one type of inquiry, the particular inquiry type(s) required must be selected by clearly marking each required item. An explanation of each authority's inquiry items is shown on following pages of this guide.

Separate property inquiry forms should be lodged for each separately rated/assessed property.

To lodge an inquiry with PIIS, complete a single copy of the PIIS Multi Authority inquiry form indicating the required authorities and items sought. Total up the fees including the LPI Service Fee. Attach a cheque or money order to cover all fees and forward to PIIS to the address as below.

Alternatively payment may also be made by Credit Card (only Visa and MasterCard) and either mailed or faxed to 02 9221 1323. **However, if faxing do not also forward a copy in the mail to avoid duplication of inquiries and fees.**

Lodgment and payment of the application, including cash payment, may also be made over the counter at the address as below.

Duty Stamps are not acceptable as payment.

A Central Register of Restrictions certificate (CRR) and a paid Tax Invoice will be issued and mailed to the applicant the same day the application is processed. The invoice will indicate the authorities requested and all fees paid. The CRR certificate will indicate the selected authority clearances and non-clearances.

Copies of the application form (including duplicates where applicable) will then be dispatched by mail to all non-CRR authorities. Application details will be forwarded electronically to CRR authorities that may have a possible or actual interest indicated in the CRR certificate. Local Council items are generally dispatched the following working day.

The authorities will process these applications and issue responses directly back to the applicant.

It is recommended to lodge applications at a minimum of three weeks prior to settlement for property purchase inquiries.

Follow up action may be undertaken directly with the authority using the unique application/document number shown on the CRR receipt/Tax Invoice along with the address and land descriptions.

Please note: The Property Information Inquiry Service (PIIS) is offered as an alternative to making property inquiries direct to authorities. Direct applications to most authorities may be made using the standard NSW Single Authority Property Information Inquiry form. Exceptions for direct inquiries to authorities are noted within.

The single and multi authority forms are available from the LPI website under www.lpi.nsw.gov.au > Land Titles > Property Inquiry Forms.

Lodgment of property inquiries and general inquiries relating to the use of the standard single or multi authority forms may be directed to:

Property Information Inquiry Service (PIIS)
Land and Property Information
1 Prince Albert Road, Queens Square
Sydney NSW 2000

OR

DX 17 SYDNEY
T: 02 9228 6712 or 9228 6908
F: 02 9221 1323

19 December 2011

IMPORTANT: This list is not exhaustive as to all authorities or all authority information available. Other authorities may have information concerning the property.

CRR participating authority
* Authority requires lodgment to an online Broker/User of the CRR.

* JEMENA GAS NETWORKS (NSW) LTD (formerly known as ALINTA AGN LTD)

Item A: Information as to affectation of the land by the Company's high pressure natural gas pipelines or proposals under the Pipelines Act, 1967.

NOTE: Include a locality sketch or attach a complete copy of a plan of the property.

* DEPT OF EDUCATION AND COMMUNITIES (Formerly Dept of Education & Training)

Item A: Information of proposals by or on behalf of the Minister for Education and Training to acquire the whole or part of the land.

* TRANSGRID

Item A: Information of existing right or interest in the land or any Transgrid Board approved proposal which would affect title to land. Transgrid's assets include easements, transmission lines and substations.

OFFICE OF STATE REVENUE – LAND TAX DIVISION

Item A: Certificate as to Land Tax payable under s.47 of the Land Tax Management Act, 1956.

* ROADS AND MARITIME SERVICES

Item A: Information as to whether or not the land described is affected by any proposals requiring the whole or part of such land for a toll way or a classified road under the Roads Act, 1993.

NOTE: Include a locality sketch or plan of the property indicating nearest cross street.

RAIL CORPORATION NEW SOUTH WALES

Item A: Information as to whether or not the subject property is presently affected by any Rail Corporation New South Wales, State Rail Authority of NSW, Country Rail Infrastructure Authority, Transport Construction Authority, OR, Australian Rail Track Corporation rail proposal. This information does not apply to any affectation by existing right or facility discoverable by title search or physical inspection of the property.

AUSGRID (Formerly Energy Australia) See page 5 for area of coverage.

Item A: Information as to whether or not the land described is subject of an approved proposal to acquire any right or interest. Information does not apply to any affectation registered on the title or discoverable by physical inspection of the property.

Note: Include a locality sketch or plan of the property and where possible a UBD map number and reference.

ENDEAVOUR ENERGY (Formerly Integral Energy) See page 5 for area of coverage

Item A: Information as to any proposals to acquire any right or interest in the subject land. Information does not apply to any affectation registered on the title or discoverable by physical inspection of the property.

NOTE: Include a locality sketch or plan of the property and where possible a UBD map number and reference.

ESSENTIAL ENERGY (Formerly Country Energy) See page 5 for area of coverage

Item A: Is there any Essential Energy OH, UG equipment is on the property? Does Essential Energy intend to install any equipment on the land in question?

IMPORTANT FEE INFORMATION: The Essential Energy property inquiry Item A fee is charged for each separate Deposited Plan number referred to in the application e.g. one application for a property with ten lots in three Deposited Plans - the total inquiry fee is three times the current Essential Energy inquiry fee .

Item B: Field Search: Initially request Item A and Essential Energy will then contact you to advise if a Field Search property inspection is required.

NOTE: Include a locality sketch or plan of the property.

* DEPARTMENT OF DEFENCE

Item A: Information relating to any presence of any unexploded ordnance (UXO) affecting land previously used for military purposes.

NOTE: Include a locality sketch or plan of the property.

* DEPARTMENT OF PLANNING, HERITAGE BRANCH

Item A: Information on any land to which, under the Heritage Act, 1977, any order or listing on the State Heritage Register applies.

* NSW TRADE & INVESTMENT

Item A: Information of proposals to acquire any right or interest in the whole or any part of the land by reason of the Pipelines Act, 1967 or applications for information under s.50A of the Act (clause 54 of the Regulations).

EAST AUSTRALIAN PIPELINE LTD (formerly PIPELINE AUTHORITY)

Item A: Information as to proposed or existing high pressure natural pipeline easements of the Australia Pipeline Trust.

MINERAL RESOURCES, Department of Industry and Investment – Primary Industries and Energy

Item A: Information as to affectation by titles or applications for titles under the Mining Act, 1192 and Petroleum (Onshore) Act, 1991.

NOTE: Exploration licences and permits under the above Acts have only minimal effect, if any on land in urban areas.

FORESTS NSW

Item A: Information of the effect of the Forestry Act on the land and information regarding any proposal to acquire the whole or part of the land. Lots or portions held as freehold and having an area of 2 hectares or less should not be referred to Forests NSW.

NOTE: Include a copy of each Folio Identifier/Certificate of Title and plan(s) of the property.

IMPORTANT: This list is not exhaustive as to all authorities or all authority information available. Other authorities may have information concerning the property.

- # CRR participating authority
* Authority requires lodgment to an online Broker/User of the CRR.

NATIVE VEGETATION (STATE PROTECTED LANDS) (This inquiry is no longer available)

Department of Environment and Climate Change (DECC)

As of 1st September 2008, the Department of Environment and Climate Change suspended all responses to native vegetation and soil search requests. More information on State Protected Lands (SPL) is available on DECC's website, <http://www.environment.nsw.gov.au/vegetation/stateland.htm>. Contact your local Catchment Management Authority (CMA) before undertaking any clearing.

SOIL CONSERVATION (This inquiry is no longer available)

Administration of the Soil Conservation Act, 1938 was transferred along with the Property Information Enquiry Service reference to Soil Conservation. LPI, on reviewing the information available, has removed the Soil Conservation search option as the matters currently listed have no impediment on title and no need to be considered in property transfer.

WATER LICENCE ENQUIRIES – NSW OFFICE OF WATER

Item A: Information as to interests under the Water Act, 1912 and/or Water Management Act 2000.

NOTE: The best available information from the Office's internal records is provided on water licences under the *Water Act 1912* and approvals under the *Water Management Act 2000*, relating to the land which is the subject of the search request.

Water Access Licences under the Water Management Act 2000 are separate from land and if required, must be searched separately on the Water Access Licence Register (available on-line at the LPI or through an Approved Information Broker).

NOTE: Include a locality sketch or plan of the property, or if applicable, a full size deposited plan copy.

MINE SUBSIDENCE BOARD

Item A: Certificate under s.15B of the Mine Subsidence Compensation act, 1961 (improvements approved by the Board)

Item B: Certificate under s.15C of the Mine Subsidence Compensation Act, 1961 (property damage claim made).

LIVESTOCK HEALTH AND PEST AUTHORITY (formerly Rural Lands Protection Board)

As of 1/1/2009 the Rural Lands Protection Board became known as the Livestock Health and Pest Authority. The 47 Rural Lands Protection Boards' districts were reduced to 14 districts. The minimum rateable area is 10 hectares for 11 of the districts, 1 with 20 ha and 2 with 40hHa.

Item A: Certificate as to rates, other charges, orders, etc under s.236 of the Rural Lands Protection Board Act, 1998 and s.59F (5) of the Meat Industry Act, 1978.

Item B: Details of orders under the Stock Diseases Act and Stock (Chemical Residues) Act.

NOTE: Include a locality sketch or plan of the property. Show the area of the property.

NOXIOUS WEEDS AUTHORITIES

If ordering an inquiry, add the name of the relevant authority, item and fee to the Multi Authority form under Noxious Weeds Authority.

S.64 Noxious Weeds Act 1993: Outstanding Weed Control Notices, s.18 Noxious Weeds Act 1993 and charges relating to the control of noxious plants on private lands conducted under s.20 Noxious Weeds Act 1993.

Castlereagh-Macquarie County Council: Covers local councils of Coonamble, Gilgandra, Walgett, Warren and Warrumbungle.
S.64 Certificate

Central Murray County Council: Covers local councils of Berrigan, Conargo, Deniliquin and Murray.
S.64 Certificate

Far North Coast County Council: Covers local councils of Ballina, Byron, Lismore, Richmond Valley and Tweed.
S.64 Certificate

Hawkesbury River County Council: Covers local councils of Blacktown, Hawkesbury, Penrith and The Hills Shire.
S.64 Certificate

New England Weeds Authority: Covers local councils of Armidale Dumaresq, Guyra, Uralla and Walcha
S.64 Certificate

Southern Slopes County Council: Covers local councils of Boorowa, Harden, Yass Valley and Young.
S.64 Certificate Includes full property inspection and search.

Upper Hunter County Council: Covers local councils of Muswellbrook, Singleton and Upper Hunter.
S.64 Certificate

Upper Macquarie County Council: Covers local councils of Bathurst Regional, Blayney, Lithgow and Oberon.
S.64 Certificate

IMPORTANT: This list is not exhaustive as to all authorities or all authority information available. Other authorities may have information concerning the property.

LOCAL COUNCILS OF NSW

- Item A: Certificate under s.149 (2) of the Environment Planning and Assessment Act, 1979 (Zoning and other land use matters). Persons may specifically request the issue of s.149 (2) containing only information set out in Clause 3 (Complying Development) of Schedule 4 of the Environment Planning and Assessment Act 2000.
- Item B: Additional information under s.149 (5) of the Environment Planning and Assessment Act, 1979.
- Item C: Certificate pursuant to s.603 of the Local Government Act, 1993 (rates and charges).
- Item D: Miscellaneous items such as Outstanding Health and Building Notices and, where applicable, Drainage Diagrams, Meter Readings. Fees vary between Councils – contact council or see Local Council Fee list on LPI website under Land Titles > Property inquiry forms.

SYDNEY WATER

See page 5 for area of coverage

- Item A: Conveyancing Certificate – certificate as to amounts due under s.66 Water Board (Corporatisation) Act, 1994.
- Item B: Sewerage Service Diagram (SSD).
- Item C: Service Location Print (SLP)
- Item D: Building Over/Adjacent to sewer Letter (BOS/BAS).
- Item E: Section 88G Certificate
- Item F: Special Meter Reading (SMR)

HUNTER WATER

See page 5 for area of coverage

- Item A: Certificate of rates and charges under s.47 of the Hunter Water Act, 1991.
- Item B: Service Location Diagram or statement of unavailability of sewer connection.

CENTRAL TABLELANDS WATER

See page 5 for area of coverage

- Item A: S.603 Certificate as to rates and charges.
- Item B: Special Water Meter Reading.

GOLDENFIELDS WATER COUNTY COUNCIL

See page 5 for area of coverage

- Item A: S.603 Certificate as to rates and charges.
- Item B: Special Meter Reading

MIDCOAST WATER

See page 5 for area of coverage

- Item A: S.603 Rates Certificate – Water and Sewer (does not include special meter reading).
- Item B: Special Meter Reading (in addition to s.603).
- Item C: Drainage Diagram.

RIVERINA WATER COUNTY COUNCIL

See page 5 for area of coverage

- Item A: S.603 Certificate as to rates and charges – includes up to date water meter reading.

ESSENTIAL WATER

See page 5 for area of coverage

- Item A: Full Certificate with Meter Read
- Item B: Drainage Diagram (available for Broken Hill only)

ROUS WATER: Rous Water is a bulk water supplier to four NSW local councils. These four councils are responsible for the issue of water rates certificates and levying of water rates and services directly to a majority of property owners within their areas **not** Rous Water. Very few properties within these local councils are direct customers of Rous Water.

DO NOT ORDER INQUIRIES FROM ROUS WATER without first confirming with the local council if it is responsible, not Rous Water, for the issue of water rates certificates: Ballina (excluding Wardell) T: 6686 4444; Byron (excluding Mullumbimby) T: 6626 7000, Lismore (excluding Nimbin) T: 6625 0500 and Richmond Valley (excluding land west of Coraki) T: 6660 0300)

Item A: S.603 Water Rates certificate.

Please note that Rous Water is not shown on the Multi Authority application form. Adjust the form to show Rous Water once you have first confirmed that the local council is not the water authority

IMPORTANT: This list is not exhaustive as to authorities or all authority information available. Other authorities may have information concerning the property.

Water and Energy Authority coverage, by Local Government Area &/or towns

SYDNEY WATER

ASHFIELD	AUBURN	BANKSTOWN	BLACKTOWN	BLUE MOUNTAINS
BOTANY BAY	BURWOOD	CAMPBELLTOWN	CAMDEN	CANTERBURY
CANADA BAY	FAIRFIELD	HAWKESBURY	HOLROYD	HORNSBY
HUNTERS HILL	HURSTVILLE	KIAMA	KOGARAH	KU-RING-GAI
LANE COVE	LEICHHARDT	LIVERPOOL	MANLY	MARRICKVILLE
MOSMAN	NORTH SYDNEY	PARRAMATTA	PENRITH	PITWATER
RANDWICK	ROCKDALE	RYDE	SHELLHARBOUR	STRATHFIELD
SUTHERLAND	SYDNEY	THE HILLS SHIRE	WARRINGAH	WAVERLEY
WILLOUGHBY	WOLLONDILLY	WOLLONGONG	WOOLLAHRA	

HUNTER WATER

CESSNOCK	DUNGOG	LAKE MACQUARIE	MAITLAND	NEWCASTLE	PORT STEPHENS
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CENTRAL TABLELANDS WATER

T: 02 6368 2208

BLAYNEY – part only, being the Towns of Blayney, Carcoar, Lyndhurst, Mandurama & Millthorpe
CABONNE – part only, being the Towns of Canowindra, Cargo, Cudal, Eugowra, Manildra & Moorbel
WEDDIN – part only, being the Towns of Grenfell & Quandialla

GOLDENFIELDS WATER COUNTY COUNCIL

T: 02 6977 3200

BLAND	COOLAMON	COOTAMUNDRA (except Cootamundra Township)	JUNEE
NARRENDERA (part only being the Barellan, Binya and Grong Grong areas only)			TEMORA

MIDCOAST WATER

GREAT LAKES	GREATER TAREE
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RIVERINA WATER COUNTY COUNCIL

T: 02 6922 0608

GREATER HUME SHIRE (excluding the town of Culcairn)	LOCKHART	URANA	WAGGA WAGGA
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ESSENTIAL WATER

T: 132 356

Water supply:	Broken Hill	Menindee	Silverton	Sunset Strip	Menindee to Broken Hill Pipeline
Sewerage:	Broken Hill				

AUSGRID

T: 9269 2906

ASHFIELD	AUBURN	BANKSTOWN	BOTANY BAY	BURWOOD
CANTERBURY	CESSNOCK	CANADA BAY	GOSFORD	HORNSBY
HUNTERS HILL	HURSTVILLE	KOGARAH	KU-RING-GAI	LAKE MACQUARIE
LANE COVE	LEICHHARDT	MAITLAND	MANLY	MARRICKVILLE
MOSMAN	MUSWELLBROOK	NEWCASTLE	NORTH SYDNEY	# PARRAMATTA
PITWATER	PORT STEPHENS	RANDWICK	ROCKDALE	RYDE
SINGLETON	STRATHFIELD	SUTHERLAND	SYDNEY	# THE HILLS SHIRE
+ UPPER HUNTER	WARRINGAH	WAVERLEY	WILLOUGHBY	WOOLLAHRA
WYONG				

Parramatta and The Hills Shire areas: Only a very small area only covered by Ausgrid (Energy Australia) – the vast majority is covered by Endeavour Energy.

If unsure which authority covers subject property prior to ordering inquiry contact authority(s)

+ Upper Hunter: Part only covered by AUSGRID, the other part of Upper Hunter is covered by Essential Energy.

Must confirm which authority covers subject property prior to ordering inquiry.

ENDEAVOUR ENERGY

T: 9853 6656

BLACKTOWN	BLUE MOUNTAINS	CAMDEN	CAMPBELLTOWN	
FAIRFIELD	HAWKESBURY	HOLROYD	KIAMA	LITHGOW
LIVERPOOL	*MID-WESTERN REGIONAL	#PARRAMATTA	PENRITH	SHELLHARBOUR
SHOALHAVEN	# THE HILLS SHIRE	WINGECARRIBEE	WOLLONDILLY	WOLLONGONG

Parramatta and The Hills Shire: Majority is covered by Endeavour Energy. A small area is covered by AUSGRID. If unsure, confirm which authority prior to ordering the inquiry.

* For Mid-Western Regional, Endeavour (Integral) covers only part including the towns of Bylong, Kandos and Running Stream (old Rylstone LGA) – the other part is covered by Essential Energy. Confirm authority prior to ordering inquiry.

ESSENTIAL ENERGY T: 132 356

Covers the remainder of NSW LGAs not covered by AUSGRID and Essential Energy.

See under individual council in Local Council Fees on LPI website, www.lpi.nsw.gov.au > Land Titles > Property inquiry forms.

For Mid-Western Regional Council, Essential Energy covers the towns of Mudgee, Gulgong, Ulan and Wollar – the other part is covered by Endeavour (Integral) Energy. Confirm which authority prior to ordering the inquiry.

For Upper Hunter Council, Essential Energy covers part, Ausgrid covers the other part. Confirm which authority prior to ordering the inquiry.