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.

**Lodgment procedures**

**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 F: 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.

**General Inquiries**

Inquiries relating to the use of the form may be directed to:

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

GPO Box 15
Sydney NSW 2001

DX 17, Sydney
T: 02 9228 6712 or 02 9228 6908
www.lpi.nsw.gov.au
Authorities and their particulars

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.

# DEPARTMENT OF EDUCATION AND COMMUNITIES
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, Transport for NSW or Australian Rail Track Corporation rail proposal requiring the acquisition of the whole or any part of the land or an interest in the land. 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 6 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 6 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 6 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.

# OFFICE OF ENVIRONMENT AND HERITAGE
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.

FORESTRY CORPORATION OF 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)

Office of Environment and Heritage (OEH)

As of 1st September 2008, the Office of Environment and Heritage suspended all responses to native vegetation and soil search requests.


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).

LOCAL LAND SERVICES (formerly Livestock Health and Pest Authority) (ABN 57 876 455 969)

www.lls.nsw.gov.au

As of 1/1/2014, Livestock Health and Pest Authority became known as LOCAL LAND SERVICES. The 14 Authorities were reduced to 11 districts with one central office for mailing of property inquiry applications.

Direct all applications to: FARMS TEAM; Locked Bag 21, Orange NSW 2800.

T: 02 6391 3368 E: land.lls@trade.nsw.gov.au

Item A: Certificate as to rates, other charges, orders, etc. under Section 203 of the Local Land Services Act 2013 and Section 59F(5) of the Meat Industry Act 1978.

FEE: $60.00

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

FEE: $60.00

NOTE: The detail released is limited to consent provided by the vendor/s. If vendor authorisation is provided, further information can be released regarding livestock health issues where there are no current adverse affectations but which may affect the use of land.

Letter 1 (NO VENDOR AUTHORITY PROVIDED) ADVERSE AFFECTATIONS ONLY

Letter 2 (VENDOR AUTHORITY PROVIDED) ADVERSE AFFECTATIONS plus Notifiable Endemic Diseases - limited to Anthrax, Johne’s Diseases and DPI Chemical testing history
LLS strongly recommends a signed vendor's authority is provided in the first instance to avoid further charges.

Ensure the AREA of the property is also included on the application form and a valid lot/DP. Note – we are unable to use auto console references.

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.


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 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 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 6 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 6 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 6 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.

Sydney Water coverage, by Local Government Area and/or towns

ASHFIELD
BOTANY BAY
CANADA BAY
HUNTERS HILL
LANE COVE
MOSMAN
RANDWICK
SUTHERLAND
WILLOUGHBY

AUBURN
BURWOOD
FAIRFIELD
HURSTVILLE
LEICHHARDT
NORTH SYDNEY
ROCKDALE
SYDNEY
WOLLONDILLY

BANKSTOWN
CAMPBELLTOWN
HAKESBURY
KIAMA
LIVERPOOL
PARRAMATTA
THE HILLS SHIRE
WOLLONGONG

BLACKTOWN
CAMDEN
HOLROYD
KOGARAH
MANLY
PENRITH
WARRINGAH

BLUE MOUNTAINS
CANTERBURY
HORNSBY
KU-RING-GAI
MARRICKVILLE
PITTWATER
STRATHFIELD

CENTRAL TABLELANDS WATER T: 02 6368 2208

BLAYNEY - part only, being the towns of Blayney, Carcoar, Lyndhurst, Mandurama and millthorpe.
CABONNE - part only, being the towns of Canowindra, Cargo, Cudal, Eugowra, Manildra and Moorbel.
WEDDIN - part only, being the towns of Grenfell and 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

HUNTER WATER

CESSNOCK
LAKE MACQUARIE
NEWCASTLE

DUNGOG
MAITLAND
PORT STEPHENS

HUNTER WATER

WILLOUGHBY
MIDCOAST WATER
GREAT LAKES
GREATER TAREE

RIVERINA WATER COUNTY COUNCIL T: 02 6922 0608
GREATER HUME SHIRE (excluding the town of Culcairn)
LOCKHART
URANA
WAGGA WAGGA

ESSENTIAL WATER T: 132 356
Water supply
BROKEN HILL
MENINDEE
SILVERTON
SUNSET STRIP
MENINDEE TO BROKEN HILL PIPELINE

Sewerage
BROKEN HILL

ESSENTIAL ENERGY T: 132 356
Covers the remainder of NSW LGAs not covered by AUSGRID and Essential Energy.
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.

AUSGRID T: 9269 2906

ASHFIELD
CANTERBURY
HUNTERS HILL
LANE COVE
MOSMAN
PITTWATER
SINGLETON
+ UPPER HUNTER
WYONG

AUBURN
CESSNOCK
HURSTVILLE
LEICHARDT
MUSSELWILDBROOK
PORT STEPHENS
STRATHFIELD
WARRINGAH

BANKSTOWN
CANADA BAY
KOGARAH
MAITLAND
NEWCASTLE
RANDWICK
SUTHERLAND
WAVERLEY

BOTANY BAY
GOSFORD
KU-RING-GAI
MANLY
NORTH SYDNEY
ROCKDALE
SYDNEY
WILLOUGHBY

BURWOOD
HORNSBY
LAKE MACQUARIE
MARRICKVILLE
# PARRAMATTA
RYDE
# THE HILLS SHIRE
WOOLLAHRA

# 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
HAWKESBURY
* MID-WESTERN REGIONAL
# THE HILLS SHIRE

BLUE MOUNTAINS
HOLROYD
#PARRAMATTA
WINECARRIBE

CAMDEN
KIAMA
PENRITH
WOLLONDLILY

CAMPBELLTOWN
LITHGOW
SHELLHARBOUR
WOLLONGONG

FAIRFIELD
LIVERPOOL
SHOALHAVEN
# 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.