



## Department of Lands

Land Administration & Management  
Property & Spatial Information

[www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)

# Circular

Division: Land and Property Information  
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## Changes to Document Lodgment Procedures

The Department of Lands is officially registered in the Australian Business Register and also registered for GST. Its ABN is 21 804 973 362

### Personal lodgment

From Wednesday 2 January 2008, limits will be placed on the number of documents that can be lodged through LPI's Titling and Registry Services Personal Lodgments Service. A maximum of six documents per lodgment will apply and tickets will be issued by the concierge at the reception desk. These new arrangements will be introduced for a trial period until 30 June 2008, and will then be reviewed.

There will also be restrictions on the types of documents that can be lodged through the Personal Lodgments Service by regular customers who hold a Listed Lodging Party Number (LLPN). Only those documents that can be registered without further investigation will be accepted. A table of documents that Listed Lodging Parties (LLPs) must lodge through the Bulk Lodgments Service is attached.

### Bulk lodgment

In view of the new arrangements for personal lodgment, LPI is asking LLPs to lodge documents through the Bulk Lodgments Service wherever possible.

Regular customers who do not hold a document collection box and who pay lodgment fees of more than \$1,000.00 per month are encouraged to establish customer accounts with LPI so that they can utilise the Bulk Lodgments Service. Use of this service offers considerable time savings for customers and entitles them to direct debit facilities for payment and centralised invoicing at their place of business.

Customer account application forms are published on the Department of Lands' website at [www.lands.nsw.gov.au/land\\_titles/general\\_forms](http://www.lands.nsw.gov.au/land_titles/general_forms).

### Why are the changes necessary?

LPI is responsible for delivering land title registration services on behalf of the Registrar General in a manner that safeguards the process of property transactions and legal ownership of land in New South Wales.



Over the past few years LPI has introduced a number of measures aimed at improving the protection of registered interests on title from fraudulent activity. Some of these measures such as the introduction of a Certificate Authentication Code have resulted in additional tasks in document processing and increased complexity in examination procedures.

Such is the evolving nature of the examination and registration function that changes are required to lodgment service channels to ensure improved equity and risk management in registration outcomes across all lodgment channels.

**Further Inquiries**

Your cooperation during the trial is appreciated. Inquiries and comments may be directed to John Buchanan, Manager, Document Registration Services on (02) 9228 6654. Alternatively, your comments can be submitted via our email inquiry facility at [www.lands.nsw.gov.au/lpi\\_enquiry](http://www.lands.nsw.gov.au/lpi_enquiry).

Des Mooney  
Deputy Director General, Department of Lands, and  
General Manager, Land and Property Information

**Dealings that must be lodged via Bulk Lodgments Service by Listed Lodging Parties from 2 January 2008**

RP Form O1T	Transfer to the Queen
RP Form O1TE	Transfer including easement
RP Form O1TG	Transfer granting easement
RP Form O1TJ	Transfer unilaterally severing a joint tenancy
RP Form O1TR	Transfer releasing easement
RP Form O4FM	Foreclosure
RP Form O4RP	Record new registered proprietor (s.12 (4) Trustee Act 1925)
RP Form O4YA	Possessory application
RP Form 08LX	Preparation of lapsing notice
RP Form 11R	<ul style="list-style-type: none"> <li>• Cancellation of caution by official search</li> <li>• Dealings involving reserves</li> <li>• Dealings involving roads</li> <li>• Determination of lease by re-entry</li> <li>• Notice of proposed acquisition</li> <li>• Request for production of Certificate of Title – s.12 (1)(a)Real Property Act 1900</li> <li>• Request for separate Certificates of Title</li> <li>• Request to create cross – easements</li> <li>• Rescission of resumption</li> <li>• Resumption</li> <li>• Surrender of a lease by operation of law</li> </ul>
RP Form 12PV	Application for replacement Certificate of Title
RP Form 13PRE	Release or extinguishment of positive covenant
RP Form 13PVM	Variation or modification of positive covenant
RP Form 13RCE	Extinguishment of obsolete restrictive covenant
RP Form 13RRE	Release or extinguishment of restriction on the use of land
RP Form 13RVM	Variation or modification of restriction on the use of land
RP Form 14TB	Determination of title boundary
RP Form 15ST	Termination of Strata Scheme
RP Form 16LM	Memorandum which contains a plan & reference to a title
RP Form 17QS	Record a subsisting interest on a qualified title
RP Form 19MA or 19 MB	Action affecting Crown Land
RP Form 20EA	Cancellation of recording of abandoned easement
RP Form 20ECE	Cancellation or extinguishment of easement
RP Form 20EV	Variation of easement
RP Form 21CE	Instrument of conversion (Community Title)
RP Form 21CIS	Instrument of severance (Community Title)
RP Form 21CSD	Amendment of development contract (Community Title)
RP Form 21CSM	Amendment of management statement (Community Title)
In addition:	<ul style="list-style-type: none"> <li>• Any dealing affecting part</li> <li>• Any dealing with a plan annexed</li> <li>• Any dealing affecting a retirement village</li> <li>• Any dealing affecting a Commercial Lease Complex (Lease Folios)</li> <li>• Any Water Access Licence (WAL) dealing</li> <li>• Any dealing involving Aboriginal land</li> <li>• Any dealing affecting 10 or more titles</li> <li>• Any dealing being connected to a delayed plan or delayed dealing.</li> </ul>