

Circular

Division: Land and Property Information
No: 2004/09
Date: July 2004

Primary Applications – Quotation and Fee Review Procedures

From 1 July 2004 fees for Primary Applications will include an application lodgment fee, and additional fees for each quarter hour after the first three hours occupied in the examination of the application.

In order to support the introduction of the revised Primary Application fees, Land and Property Information has introduced a

- **Quotation of Primary Application Fees Service; and**
- **Review of Primary Application Fees procedure**

Quotation of Primary Application Fees

The option to request a quotation for Primary Application fees allows applicants to receive a formal Quotation on the total fees applicable to their Primary Application. The Quotation will include both the lodgment fee and an estimate of the total fee for examining the application. The Quotation will be offered in writing to applicants, and be confirmed upon the applicant's written acceptance of the Quotation.

The Quotation fee is \$ 220.00 (including GST). Where the applicant accepts the Quotation and chooses to proceed to lodgment of the Primary Application, the Quotation Fee of \$200.00 (excluding GST) will be credited against the Primary Application lodgment fee. Invoices for additional hours of examination will be issued in stages during the course of examination of the Primary Application.

A 'Request for Quotation for Primary Application' form and instructions for completion will be available from the LPI website at www.lpi.nsw.gov.au/forms.

Requests for Quotation should be lodged through LPI's Plan Support Counter.

Review of Primary Application Fees

This procedure provides applicants with a process for review of Primary Application Fees either quoted or invoiced by LPI. Applicants not satisfied with quoted or invoiced fees in respect of their Primary Application may request that a review of these fees be

undertaken. The Review will be conducted by LPI's Executive Manager for Titling and Registration Services.

A 'Review of Primary Application fees quoted or invoiced' form and instructions for completion will be available from the LPI website at www.lpi.nsw.gov.au/forms.

Requests for review of any Quotation or Primary Application fees levied should be made by written application to:

Doug Walsham
Executive Manager, Titling and Registration Services
Land and Property Information
GPO Box 15
Sydney NSW 2000

Where can I address further queries?

Inquiries relating to Primary Applications and quotations may be made at the Plan Support Counter, Department of Lands, Queens Square, Sydney T: 02 9228 6798 or F: 02 9221 4405.

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