



New requirements for Production of Certificates of Title and Water Access Licence (WAL) Certificates

LPI will be introducing a new form for production receipts (commonly known as production ‘tickets’) on Wednesday 1 May 2013. A sample image of the new form appears below.

Form: 10-1104 **PRODUCTION RECEIPT**

Land and Property Information, Queens Square, Sydney 2000
Telephone 1300 052 637

Certificate of Title	Date
Produced By	
Client's Reference	
Deliver to	
Purpose for which the document is produced	Office use only Code
Received and entered by (LPI use)	
Initials	Date

PRODUCED CERTIFICATES OF TITLE WILL BE RETAINED FOR THREE MONTHS

The main change is that customers will need to enter a valid dealing or plan type in the production purpose panel on the receipt when producing a Certificate of Title or WAL Certificate to enable registration of a dealing or plan. The most common production purposes will no longer be pre-printed as part of the form.

A list of valid dealing and plan types is attached. Customers must select the appropriate dealing or plan type from this list and print it clearly in the ‘Purpose’ section when completing the new production form.

Additional text such as the name of the lessee in the lease for which the title is being produced, the address of the premises being leased, the type of plan(s), etc can also be entered in the production purpose panel. For example, if a Certificate of Title is produced for a plan of redefinition to be followed by a strata plan, the production purpose will be ‘Deposited Plan – Plan of Redefinition/Strata Plan’.

These changes are being introduced in an effort to reduce the number of requisitions issued because the stated production purpose is unclear. For example, in some cases only a name or address is supplied with no indication of the plan or dealing type authorised by the production of the Certificate of Title.

The changes are also required to enable validation of production purposes by users when electronic conveyancing is implemented. Generation of results for these inquiries will be dependent on valid dealing and plan types and codes.

From Wednesday 1 May 2013 LPI will not accept Certificates of Title or WAL Certificates for production if the purpose of production cannot be linked to a dealing or plan type.

Customers can continue to use old production receipt forms until their supplies are exhausted, as long as they enter a valid dealing or plan type on the form.

The format of the Multiple Dealing Production Receipt will not be changing in the short term. However customers using this form for production in relation to dealings other than leases will need to enter a valid dealing type when completing the 'other dealings' panel on the form.

Further Information

Customers who are unsure which dealing or plan type to use for production in a particular case can seek advice in person by visiting the Document Registration Services Production Counter on the ground floor of LPI's Queens Square Sydney office.

General inquiries may be made by telephone to 1300 052 637 or by email to:
GeneralEnquiry@lpi.nsw.gov.au.

DEALING AND PLAN TYPES
AMENDMENT OF MANAGEMENT STATEMENT/DEVELOPMENT CONTRACT
AMENDMENT REQUEST
ANNULMENT OF BANKRUPTCY
APPLICATION FOR NOTIFICATION UNDER HOUSING ACT
APPLICATION FOR RECORDING OF ACTION AFFECTING CROWN HOLDING
APPLICATION FOR REMOVAL OF HOUSING ACT RESTRICTION
APPLICATION TO RECORD A NEW REGISTERED PROPRIETOR
APPLICATION TO RECORD A REGISTERED DEED ON A QUALIFIED FOLIO
APPLICATION TO RECORD SUBSISTING INTEREST ON QUALIFIED FOLIO
APPLICATION TO REMOVE CROWN RESTRICTION
BANKRUPTCY APPLICATION
CANCELLATION OF CAUTION
CANCELLATION OF RECORDING OF ABANDONED EASEMENT
CANCELLATION OR EXTINGUISHMENT OF AN EASEMENT
CERTIFICATE OF EXPIRY OF INITIAL PERIOD OF STRATA SCHEME
CHANGE OF ADDRESS FOR SERVICE OF NOTICES OR NAME OF CAVEATOR
CHANGE OF ADDRESS OF ASSOCIATION/OWNERS CORPORATION
CHANGE OF BY-LAWS
CHANGE OF NAME
CHARGE
CONSERVATION AGREEMENT
CONVERSION OF STRATA LOT TO COMMON PROPERTY
COVENANT CHARGE
DEPOSITED PLAN
DETERMINATION OF LEASE
DISCHARGE OF CHARGE
DISCHARGE OF MORTGAGE
EXTINGUISHMENT OF OBSOLETE RESTRICTIVE COVENANT
FORECLOSURE OF MORTGAGE
INSTRUMENT OF CONVERSION - COMMUNITY TITLE
INSTRUMENT OF SEVERANCE
LEASE
LEASE BY A RESERVE TRUST
LEASE BY THE STATE OF NEW SOUTH WALES
MODIFICATION OF EASEMENT
MORTGAGE
MORTGAGE MEMORANDUM
MORTGAGE OF CHARGE
MORTGAGE OF LEASE
NATIVE TITLE DETERMINATION
NOTICE OF DEATH
ORDER AFFECTING A STRATA SCHEME
ORDER OF COURT
PART RELEASE/EXTINGUISHMENT OF RESTRICTION ON USE OF LAND
POSITIVE COVENANT
POSITIVE COVENANT FOR LAND VESTED IN A PRESCRIBED AUTHORITY
POSTPONEMENT OF MORTGAGE
PROPERTY VEGETATION PLAN
RELEASE OF COVENANT
RELEASE OR EXTINGUISHMENT OF POSITIVE COVENANT
RELEASE OR EXTINGUISHMENT OF RESTRICTION ON THE USE OF LAND

DEALING AND PLAN TYPES
REQUEST
REQUEST PURSUANT TO S 46C RPA 1900 AND S 67 HOUSING ACT 2001
REQUEST TO AMEND PLAN ASSOCIATED INSTRUMENT
REQUEST TO NOTE RETIREMENT VILLAGE
RESCISSION OF RESUMPTION
RESTRICTION ON USE OF LAND
RESTRICTION ON USE OF LAND BY/VESTED IN PRESCRIBED AUTHORITY
RESUMPTION APPLICATION
STRATA PLAN
SUB-LEASE
SUB-MORTGAGE
TERMINATION OF A STRATA SCHEME
TRANSFER
TRANSFER ALTERING TENANCY
TRANSFER AND ROAD CLOSURE
TRANSFER BY CHARGE UNDER POWER OF SALE
TRANSFER BY MORTGAGEE UNDER POWER OF SALE
TRANSFER BY WAY OF DISCHARGE OF MORTGAGE
TRANSFER CREATING PROFIT A PRENDRE OR FORESTRY RIGHT
TRANSFER FOR PUBLIC RESERVE AND DRAINAGE RESERVE
TRANSFER GRANTING EASEMENT
TRANSFER GRANTING EASEMENT ETC OVER OWN LAND
TRANSFER INCLUDING COVENANT
TRANSFER INCLUDING EASEMENT
TRANSFER OF A PROFIT A PRENDRE OR FORESTRY RIGHT
TRANSFER OF AN ESTATE IN REMAINDER
TRANSFER OF CHARGE
TRANSFER OF EASEMENT IN GROSS
TRANSFER OF LEASE
TRANSFER OF MINERALS OR COAL
TRANSFER OF MORTGAGE
TRANSFER OF TIME SHARE
TRANSFER PURSUANT TO WRIT
TRANSFER RELEASING EASEMENT
TRANSFER SEVERING JOINT TENANCY
TRANSFER WITHOUT MONETARY CONSIDERATION
TRANSMISSION APPLICATION (DEVISEE,BENEFICIARY,NEXT OF KIN)
TRANSMISSION APPLICATION (EXECUTOR, ADMINISTRATOR, TRUSTEE)
VARIATION OF COVENANT
VARIATION OF EASEMENT
VARIATION OF LEASE
VARIATION OF MORTGAGE
VARIATION OR MODIFICATION OF RESTRICTION/POSITIVE COVENANT