

Leave clear for LPI use

# Request for Quotation for Primary Application

**Details of the party requesting the quotation (“the applicant”):**

Full Name	
Signature	Date

**Details of the person or firm lodging the request at LPMA (“the lodging party”):**

Name		Contact Name	
Address		Document Exchange Box	
		<b>LPMA Document Collection Box</b> (if any)	
		Postcode	Lodging Party's Reference (if any)
Daytime Telephone Number	Fax Number	E-mail address	

**Instructions**

1. This form should be completed if a quotation for processing a proposed Primary Application is required. The quotation will include both the lodgment fee and the processing fee. The processing fee is charged on an hourly basis.
2. The quotation will not include any fee for the investigation of any plan which has been lodged, or which may be lodged, in association with the proposed Primary Application.
3. A Primary Application may be made for the purpose of either converting land from Old System Title to Torrens Title or removing from an existing Torrens Title a Qualification under section 28 of the Real Property Act 1900. A quotation may be sought in either case.
4. It is essential that the person completing the form is familiar with LPMA Information Bulletin No.35, *Guide to Preparing and Lodging a Primary Application*.
5. When the quotation issues, it will not become valid until LPMA has received the applicant’s written acceptance of the quotation.
6. Any quotation issued will remain valid for a period of two months from the date of issue. The acceptance of the quotation and the lodgment of the Primary Application must occur during this period for the quotation to remain valid.

**The quotation fee**

If this request is lodged prior to the lodgment of the proposed Primary Application, the quotation fee will be deducted from the fee charged when the proposed Primary Application is lodged.

If this request is lodged together with the proposed Primary Application and the quotation is subsequently accepted, the quotation fee will be included with the examination fee.

**Disclaimers**

The issuing of a quotation for processing a proposed Primary Application does not imply that the Primary Application will be successful.

For a quotation to remain valid, the status of the title at the time of lodgment of the proposed Primary Application must be substantially the same as it was at time of the request for the quotation.

**Warning**

Failure to fully and accurately disclose information that could reasonably be expected to directly affect the processing of the proposed Primary Application could void this quotation.

**Severe penalties are provided for securing a certificate of title through fraud.**

**Answer all question by ticking or placing a cross in the appropriate box and supplying any additional information where requested. Complete Part C only if the applicant is claiming the land as occupier in adverse possession; otherwise leave it blank.**

**Part A: The proposed Primary Application (“the application”)**

1. Has the applicant completed the Primary Application form (00PA)?  
 Yes *(Please include a copy of the form with this request if it has not already been lodged at LPI.)*  
 No
2. Has the applicant lodged the Primary Application form at LPI?  
 Yes, the PA number .....
- No
3. Does the applicant have evidence of the documentary title for the land?  
 Yes  
 No
4. If “yes”, what is the type of evidence? *(Tick more than one box if necessary)*  
 Private Search *(Please include the search(es) with this request)*  
 Official Search, the number being O.S. ....  
 Deeds permanently lodged in LPI, the Retained Deeds Packet being No. ....
5. Does the applicant have a plan showing the boundaries of the land?  
 Yes  
 No
6. If the answer to Question 5 is “yes”, what is the nature of the plan? *(Tick one only)*  
 A survey plan not lodged at LPI *(Please supply a copy of the plan)*  
 An survey plan lodged at LPI as a deposited plan but not yet registered, the deposited plan number being DP .....
- A survey plan registered at LPI as a deposited plan, the deposited plan number being DP .....
- A recent identification survey of the land *(Please supply a copy of the plan)*

**Part B: The land included in the proposed Primary Application (“the land”)**

7. What proportion of the land does the applicant hold?  
 the whole of the land  
 part of the land
8. On what basis does the applicant hold the land? As—  
 owner  
 beneficiary or devisee under a will  
 executor of a deceased estate  
 administrator of a deceased estate  
 trustee for a bankrupt estate
9. What estate in the land does the applicant hold?  
 an estate in fee simple  
 a life estate  
 an estate in remainder
10. What is the documentary title to the land? *(Tick more than one box if necessary)*  
 Qualified Torrens Title  
 Old System  
 No documentary title

11. How does the applicant hold the land?
- by virtue of registered deed or Real Property Act dealing No. .... as regards the whole
  - as occupier in adverse possession as regards the whole\*
  - by virtue of registered deed Book ..... No. .... / Real Property Act dealing No. .... as regards part and as occupier in adverse possession as regards part (e.g. this would be the case where the applicant intends to apply not only in regard to land acquired by a registered conveyance but also in regard to part of an adjoining laneway which the applicant occupies)

**\*Explanation:** an “occupier in adverse possession” is someone who claims to own the land by virtue of possession over a period of time without the consent of the documentary owner rather than by a conveyance or other deed.

12. How many chains of title\* are there for the land
- one
  - more than one, the number of chains of title being .....

**\*Explanations:** A “chain of title” is the list of documents evidencing title to land. It includes mortgages and discharges of mortgage.

The chain of title should commence from a “good root of title”. A good root of title is a conveyance for value, a mortgage or a devise (i.e. a gift of land by will) at least 30 years old. It should relate to the whole of the land and the whole of the estate in the land, not, for example, a half share in the land. It must contain a clear and complete description of the parcel of land and must not contain any wording that would cast doubt on title. A good root of title may also be a resumption by a public authority regardless of its age.

13. Is the applicant aware of any easement, right or covenant (*including a party wall*) affecting the land and created by an Old System deed?
- Yes
  - No
14. Does the applicant claim that the land has the benefit of any easement or other right (*including a party wall*) created by an Old System deed?
- Yes, the total number of such easements or rights being .....
  - No
15. If the answer to either Question 13 or 14 was “Yes”, have searches been made, from the creation of the easement, right or covenant to date, against the dominant or servient tenements?
- Yes
  - No
16. If an Official Search has been completed (*see Question 4*), was title deemed suitable for conversion or creation of a Torrens Title?
- Yes
  - No

**Part C: Where the applicant is an occupier in adverse possession** (*see also Question 11*)

17. Has a search to a recent date been made against the documentary owner of the land?
- Yes
  - No
18. Has a search been made against the the applicant from the date possession commenced to the present?
- Yes
  - No
19. Which, if any, of the following documents is the applicant able to provide?
- statutory declarations from persons supporting the possession
  - local council rate notices
  - letters or other documents from the local council or other government authorities relating to the land (*e.g. water bills, electricity bills*)