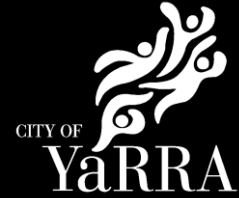


How to obtain title documentation



Title documents are required to confirm the owner of the land, and to check if there are restrictions (covenants) that apply on the land. Council is prohibited from issuing a Planning Permit that breaches a covenant and does not keep current records of titles and covenants.

These must be obtained and dated **no more than three months old** prior to lodgement of your planning application and can be obtained from [Landata.vic.gov.au](https://www.landata.vic.gov.au). As this is not managed by Council, please direct any queries on navigating the site or purchasing a copy to Landata directly by calling 9102 0402.

Step 1

Go to <https://www.landata.online/> and type your address in the search box in the centre of the page.

A screenshot of the Landata website interface. The page has a dark blue background. At the top left, it says 'LANDATA® operated by SERV VICTORIA'. At the top right, there are navigation links: 'About', 'Products', 'LANDATA® Bytes', 'FAQs', 'Contact Us', and a search bar with the text 'Search...'. The main heading is 'Victoria's online land title and property information service'. Below this, it says 'Enter your address to order a Copy of Title, a Copy of Plan or a Property Owner Alert'. A red box highlights a search input field with the placeholder text 'Address search...' and a right-pointing arrow. A red arrow points from the text 'Step 1: Type the address of the property' to the search box. Below the search box, there is a link that says 'Click here to use a Volume and Folio number to purchase a Copy of Title, a Copy of Plan or a Property Owner Alert.' At the bottom, it says 'Or purchase from the full LANDATA® product catalogue below'. The bottom of the page features a teal bar on the left and a photograph of a street scene on the right.

Step 2

Click 'view and order from all LANDATA products' and select any Section 173 Agreements and/or covenants that may apply to the land.

Select Products

1 Search Property 2 **Select Products** 3 Pay

Step 2: Click this link

Property Selected: 325-333 Bridge Road Richmond 3121 [Change Details](#)

Select available products from the list below

Click on Details to learn more about each product or if the product you are looking for is not in this list, please [view and order from all LANDATA products](#)

<input type="checkbox"/> Copy of Title (also known as 'Register Search Statement')	A\$ 8.10	Details	Select
<input type="checkbox"/> Copy of Plan If you require an Owners Corporation Report with this Copy of Plan, please order both via this link here .	A\$ 7.70	Details	Select
<input type="checkbox"/> Victorian Commemorative Title	A\$ 83.69	Details	Select
<input type="checkbox"/> Property Owner Alert	A\$ 90.04	Details	Select

Product(s) Cost: A\$ 0.00
Land Index Search fee: A\$ 0.00
[What is this fee?](#)

Total (inc GST)*: A\$ 0.00
* Credit card fees may apply

[Next](#)

[Order from All Products](#) [All Products](#)

Step 3

On this screen you will find options to order items such as title certificates, property certificates, dealing on title etc.

For a standard planning application, you will need:

- A Register Search Statement, also known as Copy of Title, and sometimes referred to as your Certificate of Title and will show the name of the owner.
- Any copies of covenants or Section 173 Agreements. These will be labelled as “Instrument Search”.
- Copy of Plan, which will show your title boundaries and any easements.

You will generally not be required to provide other details such as mortgage or transfer details.

Step 3: Tick each of these rows:

- Register Search Statement (Copy of Title)
- Instrument Search”

Select	Certificates	Delivery Turnaround (approx* business days)	Total Fee (Inc GST) \$AUD
Title Certificate(s)			
<input checked="" type="checkbox"/>	Register Search Statement (Copy of Title) ⓘ	5 minutes	8.10
<input type="checkbox"/>	Commemorative Title Certificate ⓘ	10 days	83.69
<input type="checkbox"/>	Instrument Search ⓘ Inst X061948U (Refer Instrument)	5 minutes	5.70
<input type="checkbox"/>	Instrument Search ⓘ Inst X061949R (MORTGAGE)	5 minutes	5.70
<input checked="" type="checkbox"/>	Instrument Search ⓘ Inst M902336G (COVENANT)	5 minutes	5.70
<input type="checkbox"/>	Property Transaction Alert (3 months) [3 months ▼] ⓘ	5 minutes	9.76
<input type="checkbox"/>	Verify Title ⓘ		5.21
<input type="checkbox"/>	Dealings on Title ⓘ	5 minutes	0.00
<input type="checkbox"/>	Title History Search Statement ⓘ	5 minutes	13.80
<input checked="" type="checkbox"/>	Land Index Search ⓘ Land Registry		9.23
<input checked="" type="checkbox"/>	Copy of Plan ⓘ Plan LP203504F	5 minutes	7.70
Property Certificate(s)			
<input type="checkbox"/>	Property Clearance Certificate (Land Tax) ⓘ State Revenue Office	5 days	30.00

Step 4

Click 'next' once you have confirmed the total payment amount and selected the relevant options.

	inc. Service Charge	\$8.39
	inc. Total GST	\$0.84
	Total amount due	\$30.73

*Delivery turnaround times will vary based on individual Council processes

[Back](#) [Cancel](#) [Save, Finish Later](#) [Next](#)

Step 4: Confirm the total payment amount and then click 'next'

Step 5

If you do not have an account with Landata please select 'Register'.

<input type="checkbox"/>	Sewers and Drains Plan SOUTH EAST WATER	15 days	50.41
<input type="checkbox"/>	Asset		39.55
<input type="checkbox"/>	Crown		30.29
<input type="checkbox"/>	Nation		261.72
<input type="checkbox"/>	Extrac		22.72
			inc. Service Charge \$8.39
			inc. Total GST \$0.84
			Total amount due \$30.73

LANDATA®

To purchase certificates you will need to be a registered user. Please login or register if you are a new user

[Register](#)

OR

[Login](#)

Once registered you will be able to pay for your documents online and they will be delivered to your nominated e-mail address within minutes.

Refer to the following page for an example of a covenant and Register Search Statement (Title).

Example Register Search Statement (Title Search)

This section states when this document was produced and must be within the last three months from the date of lodgement of your application with Council.

REGISTER SEARCH STATEMENT (Title Search) Transfer of
Land Act 1958
VOLUME 61204 FOLIO 620

Page 1 of 1

Security no : 524054339613G
Produced 06/03/2015 11:55 am

LAND DESCRIPTION

Lot 15 on Plan of Subdivision 522946A.
PARENT TITLES :
Volume 08617 Folio 218 Volume 09089 Folio 203
Created by instrument PS522946A 23/04/2007

This section states your lot number and would be accompanied by the title of plan which would show your lot boundaries and any easements.

REGISTERED PROPRIETOR

Estate Fee Simple
Joint Proprietors
MITCHELL STEVEN CITIZEN
CARMEN LEE CITIZEN both of 39 FLINDERS DRIVE CASEYTOWN VIC 9420
AN735367M 06/03/2015

This section states who the owner of the property is.

ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE AN735368K 06/03/2015
BIG BANK LTD

COVENANT AN383660X 25/09/2014

If your property has any covenants (restrictions/instrument) on title it would be listed here along with the date it was registered on title. You must provide Council with a copy of any Covenant (Instrument)

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987
AD753553H 18/07/2005

If your property has any legal agreements (instrument) on title, it would be listed here along with the date it was registered. You must provide Council with a copy of any agreements as outlined here.

DIAGRAM LOCATION

SEE PS522946A FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NUMBER	TRANSFER	STATUS	DATE
AN735367M	TRANSFER	Registered	06/03/2015
AN735368K	MORTGAGE	Registered	06/03/2015

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 2 MUNRO COURT BIRDWOOD VIC 9423

DOCUMENT END

Example Title Plan

TITLE PLAN		EDITION 1	TP966034F		
LOCATION OF LAND PARISH: JIKA JIKA TOWNSHIP: - SECTION: 35 (PT) CROWN ALLOTMENT: - CROWN PORTION: - LAST PLAN REFERENCE: - DERIVED FROM: - DEPTH LIMITATION: NIL		NOTATIONS WARNING AS TO DIMENSIONS: ANY DIMENSION AND CONNECTING DISTANCE SHOWN IS BASED ON THE DESCRIPTION OF THE LAND CONTAINED IN THE GENERAL LAW TITLE AND IS NOT BASED ON SURVEY INFORMATION WHICH HAS BEEN INVESTIGATED BY THE REGISTRAR OF TITLES.			
EASEMENT INFORMATION E - ENCUMBERING EASEMENT, R - ENCUMBERING EASEMENT (ROAD), A - APPURTENANT EASEMENT.				THIS PLAN HAS BEEN PREPARED BY LAND VICTORIA FOR TITLE DIAGRAM PURPOSES Checked by: AJC Date: 09/08/2018 Assistant Registrar of Titles	
Easement Reference	Purpose / Authority	Width (Metres)	Origin		Land benefited / In favour of
LENGTHS ARE IN METRES	SCALE —	DEALING / FILE No: AP141652P GOVERNMENT GAZETTE No:		DEALING CODE: 23 SHEET 1 OF 1	

Note: Sometimes the above may appear different and show the title plan of multiple lots.