

OBTAINING A CURRENT COPY OF TITLE & PLAN OF SUBDIVISION

Most Planning and Building Permit applications require a 'current copy of title' to be submitted. A 'current copy of title' must have been issued from the Titles Office within three (3) months of the application being lodged with the Planning and Building Departments. Consequently the original title and/or the title the bank may have may not be sufficient.

You can do title searches at Land Registry's <https://www.landata.vic.gov.au/tpc>, then Click on "Titles & Property Certificates".



The screenshot shows the LANDATA website interface. At the top, it says "LANDATA® Titles and Property Certificates". Below that, a green banner reads: "Now available. Property Sales History. Just \$2.64 (GST incl.) Go to 'Property Sales & Valuation Service' tab on the main menu." The main content area features a map with several callout boxes for services: "Titles & Property Certificates", "Document Tracking", "Instrument Search", "Crown Land Search", "Survey Information", "Central Plan Office Records", "Water Documents", and "Property Sales & Valuation Service". A yellow arrow points to the "Titles & Property Certificates" callout. To the right of the map is a text box titled "Titles & Property certificates" which explains that these certificates provide information about land and are used for conveyancing or research. It lists available certificates like Register Search Statements and Copies of Plan, and provides instructions on how to order them using property identifiers.

Source: LANDATA Victoria

Login to the website. (If you have never used this site before you will need to register yourself).

Then specify and confirm the required property. If you do not have the volume and folio number you can use the address, a land description reference or the owner's name to initiate a search.

Select the required certificates. A search of title at Land Registry for the current copy of title needs to provide Council with the following information:

- Registered Search Statement (Title); and
- Copy of Plan (Plan of subdivision); and
- Instruments. A copy of any relevant restriction if applicable (such as a covenant or Section 173 Agreement, or other).

NOTE: Registered Search Statement (Titles) provided do not include a copy of the plan of subdivision, or the relevant restrictions. You must order a copy of these documents.

Over the internet:

<https://www.landata.vic.gov.au/tpc/>

Email:
landata.enquiries@dse.vic.gov.au

In person:

LANDATA®

570 Bourke Street
 Melbourne VIC 3000
 Phone: (03) 8636 2456

8.30am – 4.00pm Monday to Friday