

The Land Victoria Lodging Book

Section 5 – Associated Acts

A guide to dealings – Version 4.1

From 26 May 2017, approved forms on the [DELWP WEBSITE](#) must be used instead of forms in the lodging book.

The lodging book should be used as a reference only.

Information in the lodging book is being progressively replaced and included on the DELWP website.

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For more information contact the DSE Customer Service Centre 136 186

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APPLICATION FOR RECORDING IN THE REGISTER

SECTION 9(1) ASSOCIATIONS INCORPORATION ACT 1981

FEE

Schedule 2 Item 3 Section 9(2) Associations Incorporation Regulations 1998

DUTY

Not payable

FORM

Form 12 – Associations Incorporation Regulations 1998

LODGING REQUIREMENTS

- Application
- Certificate of Title
- Certificate of Incorporation or copy thereof
- Statutory Declaration pursuant to Section 9(2)(b) *Associations Incorporation Act 1981*, i.e. by the public officer that the land is held in trust for or on behalf of the incorporated association or for any of its purposes.

Application for recording in the Register

Section 9(1) Associations Incorporation Act 1981

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The incorporated association applies for a recording of the vesting of the land in it under Section 8(1) of the *Associations Incorporation Act 1981*. The registered proprietor of the land has not executed an Instrument as direction by Section 59 of the *Transfer of Land Act 1958* giving effect to that vesting.

Land: *(volume and folio)*

Incorporated association: *(full name and address including postcode)*

Registered proprietor: *(full name)*

Date:

Signature or seal of applicant

The common seal of *(name of incorporated association)* was affixed, in accordance with the provision of its rules, in the presence of:

**APPLICATION BY REPORTING AUTHORITY FOR RECORDING
OF AN AGREEMENT**

SECTION 165(1)(b) BUILDING ACT 1993

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required
- Copy of agreement

Application by reporting authority for recording of an agreement

Section 165(1)(b) Building Act 1993

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The reporting authority or council having made an agreement requires a recording to be made in the Register for the land.

Land: *(volume and folio)*

Reporting authority or council: *(full name and address including postcode)*

A copy of the agreement is attached to this application.

Date:

Signed: *(official of reporting authority or council – specify office held)*

NOTIFICATION OF TERMINATION OF AN AGREEMENT

SECTION 165(1)(b) BUILDING ACT 1993

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required

Notification by reporting authority of the termination of an agreement

Section 165(1)(b) Building Act 1993

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The reporting authority or council notifies that the agreement has been terminated and requires cancellation of the recording in the Register for the land.

Land: *(volume and folio)*

Reporting authority or council: *(full name and address including postcode)*

Recorded agreement No.:

Date:

Signed: *(official of reporting authority or council – specify office held)*

NOTIFICATION OF VARIATION OF AN AGREEMENT

SECTION 165(1)(b) BUILDING ACT 1993

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required
- Copy of variation agreement

Notification by reporting authority of the variation of an agreement

Section 165(1)(b) Building Act 1993

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The reporting authority or council notifies that the agreement has been varied and requires the recording in the Register to be varied accordingly.

Land: *(volume and folio)*

Reporting authority or council: *(full name and address including postcode)*

Recorded agreement No.:

A copy of the variation agreement is attached to this application.

Date:

Signed: *(official of reporting authority or council – specify office held)*

**APPLICATION FOR CANCELLATION OF AN AGREEMENT
UNDER THE BUILDING ACT 1993 ON THE BASIS OF LAPSING**

SECTION 106(c) TRANSFER OF LAND ACT 1958

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required

Application by reporting authority to have the recording of an agreement cancelled on the basis of lapsing

Section 106(c) Transfer of Land Act 1958

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The applicant being a reporting authority under the *Building Act 1993* applies to have recorded in the Register that the encumbrance no longer affects the land.

Land: *(volume and folio)*

Applicant: *(full name and address including postcode)*

Encumbrance: *(registered No.)*

Grounds of application : The agreement has lapsed in respect of the land.

Date:

Signed: *(official of reporting authority or council – specify office held)*

CHARGE

SECTION 72 AND SCHEDULE 6 HOUSING ACT 1983

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Charge
- Certificate of Title **not** required

Charge

Section 72 and Schedule 6 Housing Act 1983

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The council hereby certifies in pursuance of Section 72 and Schedule 6 *Housing Act 1983* that the land is charged with the amount specified.

Land: *(volume and folio)*

Amount charged:

Municipality: *(full name and address including postcode)*

Date:

Signed: *(authorised officer)*

DISCHARGE OF CHARGE

SECTION 72 AND SCHEDULE 6 HOUSING ACT 1983

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Discharge
- Certificate of Title **not** required

Discharge of charge

Section 72 and Schedule 6 Housing Act 1983

<p>Privacy Collection Statement</p> <p>The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.</p>
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Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The council requests cancellation of the notice of charge on the land.

Land: *(volume and folio)*

Municipality: *(full name and address including postcode)*

Charge No.:

Date:

Signed: *(authorised officer)*

REMOVAL OF DECLARATION OF THE DIRECTOR OF HOUSING

SECTION 72 AND SCHEDULE 6 HOUSING ACT 1983

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Notice
- Certificate of Title **not** required

Removal of declaration of the Director of Housing

Section 72 and Schedule 6 Housing Act 1983

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The council advises that the declaration specified has ceased to affect the land.

Land: *(volume and folio)*

Municipality: *(full name and address including postcode)*

Declaration No.:

Date:

Signed: *(authorised officer)*

NOTICE OF INTENTION TO ACQUIRE LAND

*SECTION 10 (1) LAND ACQUISITION AND COMPENSATION ACT
1986*

**FOR DETAILED INFORMATION ON APA APPROVED
FORM REFER TO THE LODGING BOOK VERSION 4.1 –
SECTION 2 – APPROVED FORMS**

**CANCELLATION/PARTIAL CANCELLATION OR LAPSING OF
NOTICE OF INTENTION TO ACQUIRE LAND**

SECTION 10(4) LAND ACQUISITION AND COMPENSATION ACT 1986

FEE

Nil

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required

Cancellation, partial cancellation or lapsing of notice of intention to acquire

Section 10(4) Land Acquisition and Compensation Act 1986

Privacy Collection Statement

The information from this form is collected for the purpose of maintaining publicly s

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The applicant applies for *cancellation *partial cancellation *lapsing of the notice of intention to acquire over the land descri

Applicant:

(full name of authority)

Land:

(volume and folio)

Notice of intention:

Date:

Signed for and on behalf of the applicant acquiring authority:

(signature of responsible officer)

*Delete if not applicable

NOTIFICATION OF VICTORIA LEGAL AID CHARGE

SECTION 47B LEGAL AID ACT 1978

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Charge
- Certificate of Title **not** required

Notification of charge on land

Section 47B Legal Aid Act 1978

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

Victoria Legal Aid gives notice that it has pursuant to Section 47A a charge on the land specified.

Land: *(volume and folio)*

Particulars of change:

Full name of assisted person:

Amount to be paid including interest:

Rate of interest:

Address for service of notice:

Date:

Signed: *(under seal or authorised delegate)*

EXTINGUISHMENT OF A CHARGE BY VICTORIA LEGAL AID

SECTION 47D LEGAL AID ACT 1978

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Extinguishment of Charge
- Certificate of Title **not** required

Extinguishment of charge on land

Section 47D Legal Aid Act 1978

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

Victoria Legal Aid certifies that the amount charged has been *paid, recovered or waived* and requires cancellation of the notice of the charge on the land.

Land: *(volume and folio)*

Charge No.:

Date:

Signed: *(under seal or authorised delegate)*

TRANSFER OF LAND

SECTION 181 LOCAL GOVERNMENT ACT 1989

FEE

Schedule 2 Item 21 Section 45 Transfer of Land (Fees) Regulations 2004

DUTY

Payable

FORM

See next page

LODGING REQUIREMENTS

- Transfer
- Certificate of Title required if available

NOTE:

The council can be both the transferor and the transferee and a monetary consideration must be expressed.

Transfer of land

Section 181 Local Government Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The transferor transfers to the transferee for the consideration expressed an estate in fee simple in the land described subject to the encumbrances specified pursuant to the provisions of Section 181 of the *Local Government Act 1989*.

Land: *(volume and folio)*

Consideration:

Transferor: *(full name of council)*

Transferee: *(full name and address including postcode)*

Encumbrances: *(specify those encumbrances to which the land remains subject – see Section 181(12))*

Date:

Execution and attestation:

TRANSFER BY MUNICIPALITY

SECTION 207D LOCAL GOVERNMENT ACT 1989

FEE

Schedule 2 Item 21 Section 45 Transfer of Land (Fees) Regulations 2004

DUTY

Payable

FORM

See next page

LODGING REQUIREMENTS

- Transfer
- Certificate of Title should be lodged if available
- Extract of *Victoria Government Gazette*
- Diagram/Plan of Subject Land must accord with the Certificate of Title and *Victoria Government Gazette*

NOTE:

- (a) If the land is under the General Law a sufficient description of the land and the relevant Book and Page Number must be set out.
- (b) Transfer should be referred to Plan Acceptance before lodging.

Transfer of land

Section 207D Local Government Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The transferor transfers to the transferee for the consideration expressed an estate in fee simple in the land described subject to the encumbrances specified pursuant to the provisions of Section 207D of the *Local Government Act 1989*.

Land: *(volume and folio)*

Consideration:

Transferor: *(full name of council)*

Transferee: *(full name and address including postcode)*

Encumbrances: *(insert the encumbrances affecting saved under Section 207C Local Government Act 1989)*

The council has given notice under Section 223 *Local Government Act 1989* in relation to this action.

Date:

Execution and attestation:

APPLICATION TO AMEND THE REGISTER ON EXCHANGE OF LAND

SECTION 207E LOCAL GOVERNMENT ACT 1989

FEE

Schedule 3 Item 4 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificate of Title
- Extract of *Victoria Government Gazette* containing order
- Diagram/Plan of Subject Land must accord with the Certificate of Title and *Victoria Government Gazette*

NOTE:

- (a) The consent of any mortgagee, chargee, lessee or sub-lessee should be provided.
- (b) Road deviations which deal with parts of former government roads and depart from Certificate of Title dimensions must be supported by survey.

Application to amend the Register

Section 207E Local Government Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The applicant applies under Section 207E of the *Local Government Act 1989* to amend the folio of the Register to the land in accordance with a notice published in the Government Gazette with consent of the parties referred to and subject to the encumbrances specified.

Land: *(volume and folio)*

Applicant: *(full name and address including postcode)*

Government Gazette: *(refer to the issue date and page number and attach a copy of the page)*

Inclusion: *(insert sufficient description including reference to the plan attached)*

Exclusion: *(insert sufficient description including reference to the plan attached)*

Issuing order: The certificate of title to the excluded land is to issue to *(name and address of council)*

Consenting parties:

Name	Address	Registered interest <i>(registered No.)</i>
------	---------	---

Encumbrances: *(set out encumbrances affecting included land saved under Section 207C Local Government Act 1989)*

A statement from the council that it has given notice under Section 223 of the *Local Government Act 1989* is attached.

Date:

Signature of agent consenting parties

and

Signature of authority

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for authority

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for authority

or

Signature of agent

TRANSFER ON SALE BY MUNICIPALITY

SECTION 526(2) LOCAL GOVERNMENT ACT 1958

FEE

Schedule 2 Item 21 Section 45 Transfer of Land (Fees) Regulations 2004

DUTY

Payable

FORM

See next page

LODGING REQUIREMENTS

- Transfer
- Certificate of Title required if available
- Extract of *Victoria Government Gazette*
- Diagram/Plan of Subject Land must accord with the Certificate of Title and *Victoria Government Gazette*

NOTE:

This transfer is only appropriate where 'any act, matter or thing' commenced before 7 December 1993 (see Section 25(2) *Local Government (Miscellaneous Amendments) Act 1993*).

Transfer of land

Section 526(2) Local Government Act 1958

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The municipality in which the land has vested by virtue of the provisions of Section 526(2) of the *Local Government Act 1958* transfers to the transferee the vested land for the consideration expressed and subject to the encumbrances affecting the land.

Land: *(volume and folio)*

Consideration:

Municipality: *(full name and address of council including postcode)*

Transferee: *(full name and address including postcode)*

Encumbrances: *(specify those encumbrances affecting saved by Section 526 Local Government Act 1958 – e.g. ‘as to the whole of the land: The right, title, power, authority or interest of as saved by Section 526(3B) Local Government Act 1958’.)*

Date:

Execution and attestation:

APPLICATION TO AMEND THE REGISTER UPON AN EXCHANGE

SECTION 527 LOCAL GOVERNMENT ACT 1958

FEE

Schedule 3 Item 4 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not Payable

FORM

Schedule 29 *Local Government Act 1958*

LODGING REQUIREMENTS

- Application
- Certificate of Title
- *Victoria Government Gazette*
- Diagram/Plan of Subject Land must accord with the Certificate of Title and *Victoria Government Gazette*
- The consent of the Roads Corporation if appropriate or of the municipality and the approval of the Governor-in-Council must be endorsed on the application

NOTE:

- (a) This Application is only appropriate for use where 'any act, matter or thing' started before 7 December 1993 (see Section 25(2) *Local Government (Miscellaneous Amendments) Act 1993*).
- (b) Road deviations which deal with parts of former government roads and depart from Certificate of Title dimensions must be supported by survey.

Application to amend the Register

Section 527 Local Government Act 1958

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

To the Registrar

1. I (*name and address*) hereby apply under the provisions of the *Local Government Act 1958* to have the folio of the Register Volume Folio amended in the following particulars:
 - (a) So as to include in the description of the land comprised therein all that piece of land
(*describe portion of road or street to be added*)
 - (b) So as to exclude from the description of land comprised therein all that piece of land
(*describe portion to be excised*)
2. The names and addresses so far as known to me of all persons other than myself having any registered interest in the land described in the folio of the Register are as follows:

<i>(name)</i>	<i>(address)</i>
---------------	------------------

Date:

Signature of authority

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for authority

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for authority

or

Signature of agent

**APPLICATION FOR RECORDING OF STATEMENT OF
COMPENSATION PAID**

SECTION 110(3) PLANNING AND ENVIRONMENT ACT 1987

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

Form 16 – Planning and Environment Regulations 2005

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required

Statement of compensation paid

Section 110(2) Planning and Environment Act 1987

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The applicant having paid compensation to the owners or occupiers requests that a recording of this statement is made in the Register.

Land for which
compensation has been
paid: *(volume and folio)*

Applicant: *(full name and address including postcode)*

Owners or occupiers: *(full name and address including postcode)*

Details of compensation:

Amount paid:

Reason for
compensation:

Section and Act under
which compensation
paid:

Date:

Signature of applicant:

Name of officer: *(full name)*

**APPLICATION FOR CANCELLATION OF STATEMENT OF
COMPENSATION PAID**

SECTION 110(4) PLANNING AND ENVIRONMENT ACT 1987

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

Form 17 – Planning and Environment Regulations 2005

LODGING REQUIREMENTS:

- Application
- Certificate of Title **not** required

Cancellation of statement of compensation paid

Section 110(4) Planning and Environment Act 1987

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The applicant requests cancellation of the recording of the statement of compensation paid made in the Register.

Land: *(volume and folio)*

Applicant: *(full name and address including postcode)*

Application No.:

Date:

Signature of applicant:

Name of officer: *(full name)*

APPLICATION FOR RECORDING OF AN AGREEMENT

SECTION 181(1) PLANNING AND ENVIRONMENT ACT 1987

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

Form 18 – Planning and Environment Regulations 2005

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required
- Copy of agreement attached to application

NOTE:

If agreement is made under Section 21(1)(b)(ii) or Section 17(2)(c) *Subdivision Act 1988* this form of application may be used.

Application by a responsible authority for the making of a recording of an agreement

Section 181 Planning and Environment Act 1987

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The responsible authority having made an agreement referred to in Section 181(1) of the *Planning and Environment Act 1987* requires a recording to be made in the Register.

Land: *(volume and folio)*

Responsible authority: *(full name and address including postcode)*

Section and Act under which agreement made:

A copy of the agreement is attached to this application:

Date:

Signature for responsible authority:

Name of officer: *(full name)*

NOTIFICATION OF THE ENDING OF AN AGREEMENT

SECTION 183(1) PLANNING AND ENVIRONMENT ACT 1987

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

Form 19 – Planning and Environment Regulations 2005

LODGING REQUIREMENTS:

- Application
- Certificate of Title **not** required

Notification by a responsible authority of the ending of an agreement

Section 183 Planning and Environment Act 1987

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The responsible authority notifies that the agreement has ended and requires cancellation of the recording in the Register.

Land: *(volume and folio)*

Responsible authority: *(full name and address including postcode)*

Agreement No.:

Date:

Signature for responsible authority:

Name of officer: *(full name)*

NOTIFICATION OF AMENDMENT OF AN AGREEMENT

SECTION 183(1) PLANNING AND ENVIRONMENT ACT 1987

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

Form 20 – Planning and Environment Regulations 2005

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required
- Copy of amending agreement

Notification by a responsible authority of amendment of an agreement

Section 183 Planning and Environment Act 1987

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The responsible authority notifies that the agreement has been amended and requires that the recording in the Register be altered accordingly.

Land: *(volume and folio)*

Responsible authority: *(full name and address including postcode)*

Agreement No.:

The agreement has been amended in accordance with the terms of the Deed of Agreement to an agreement (or a provision in a Statement of Compliance relative to Plan of Subdivision or pursuant to an Order of the Victorian Civil and Administrative Tribunal), a copy of which is attached.

Date:

Signature for responsible authority:

Name of officer: *(full name)*

NOTIFICATION OF AN AMENDMENT TO REMOVE LAND FROM AN AGREEMENT

SECTION 183(1) PLANNING AND ENVIRONMENT ACT 1987

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

Form 21 – Planning and Environment Regulations 2005

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required
- Copy of amending agreement

Application by a responsible authority for an amendment to remove land from an agreement

Section 183 Planning and Environment Act 1987

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The responsible authority notifies that the agreement has been amended so as to remove the land from its effect and requires cancellation of the recording in the Register.

Land: *(volume and folio)*

Responsible authority: *(full name and address including postcode)*

Agreement No.:

The agreement has been amended in accordance with the terms of the Deed of Agreement to an agreement (or a provision in a Statement of Compliance relative to a Plan of Subdivision or pursuant to an Order of the Victorian Civil and Administrative Tribunal), a copy of which is attached.

Date:

Signature for responsible authority:

Name of officer: *(full name)*

RETIREMENT VILLAGE NOTICE

SECTION 9(1) RETIREMENT VILLAGES ACT 1986

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required

NOTE:

Only one notification should be lodged in respect of any retirement village.

Retirement village notice

Section 9(1) Retirement Villages Act 1986

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The *Retirement Villages Act 1986* applies to:

Land: *(volume and folio)*

Registered proprietor: *(full name and address including postcode)*

Date:

Signature of registered proprietor:

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for Registered Proprietor

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for Registered Proprietor

CANCELLATION OF RETIREMENT VILLAGE NOTICE

SECTION 39(7) RETIREMENT VILLAGES ACT 1986

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required
- A copy of the *Victoria Government Gazette* containing the declaration of the Director of Consumer Affairs Victoria (relating to the whole or part of the land affected by the notice); or
- An agreement to the effect that a retirement village notice is cancelled as to all the land affected signed by all the residents of the village, with a Statutory Declaration by the applicant, their Australian Legal Practitioner under the *Legal Profession Act 2004*, their Licensed Conveyancer under the *Conveyancers Act 2006* or their Agent stating that the agreement has been signed by all residents.

Cancellation of retirement village notice

Section 39(7) Retirement Villages Act 1986

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The applicant being the registered proprietor of the land applies to have recorded in the Register that the encumbrance no longer affects the land.

Land: *(volume and folio)*

Applicant: *(full name and address including postcode)*

Retirement Village Notice No.:

Grounds for application: *(give details of circumstances determining encumbrance)*

Date:

Signature of applicant

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for applicant

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for applicant

or

Signature of agent

**NOTIFICATION OF CHARGE UNDER RETIREMENT VILLAGES
ACT 1986**

SECTION 29(11) RETIREMENT VILLAGES ACT 1986

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS:

- Application
- Certificate of Title **not** required

NOTE:

Only one notification of charge should be lodged in respect of any retirement village

Notification of charge

Section 29(11) Retirement Villages Act 1986

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The applicant being the registered proprietor of the land applies for notification of charge under Section 29(11) of the *Retirement Villages Act 1986* to be recorded in the Register.

Land: *(volume and folio)*

Applicant: *(full name and address including postcode)*

Date:

Signature of applicant

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for applicant

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for applicant

NOTIFICATION OF EXTINGUISHMENT OF CHARGE UNDER RETIREMENT VILLAGES ACT 1986

SECTION 32(7) RETIREMENT VILLAGES ACT 1986

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificate of Title **not** required
- A copy of the *Victoria Government Gazette* containing the declaration of the Director of Consumer Affairs Victoria (relating to the whole or part of the land affected by the notice); or

An agreement to the effect that a retirement village notice is cancelled as to all the land affected signed by all the residents of the village, with a Statutory Declaration by the applicant, their Australian Legal Practitioner under the *Legal Profession Act 2004*, their Licensed Conveyancer under the *Conveyancers Act 2006* or their Agent stating that the agreement has been signed by all residents; or

A copy of the order of the Supreme Court under Section 31 *Retirement Villages Act 1986*.

Application for notification of extinguishment of charge

Section 32(7) Retirement Villages Act 1986

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The applicant being the registered proprietor of the land applies for cancellation of the recording of the charge for the land.

Land: *(volume and folio)*

Applicant: *(full name and address including postcode)*

Charge No.:

Grounds for application: *(set out one of the alternatives referred to in Section 32(7) Retirement Villages Act 1986)*

Date:

Signature of applicant

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for applicant

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for applicant

**APPLICATION TO REGISTER AN AGREEMENT MADE UNDER
SECTION 234 WATER ACT 1989**

SECTION 236 WATER ACT 1989

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificates of Title for all land in the agreement unless dispensation applied for (see Section 236(7) *Water Act 1989*)
- Agreement

NOTE:

See completed example provided.

Application to register an agreement under Section 234 Water Act 1989

Section 236 Water Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The owner of the land in favour of which/over which a right of access has been created applies for registration of the agreement by recording the agreement in the Register as to the land affected.

Land over which right is created:

(volume and folio – if only part affected specify)

Land in favour of which right is created:

(volume and folio)

Applicant owner: *(full name and address including postcode)*

Date of agreement:

The agreement is attached to this application.

Dispensation is requested from production of the Certificate(s) of Title.

Date:

Signature of applicant

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for applicant

or

Signature of Australian Licensed Conveyancer
under the *Conveyancers Act 2006* for applicant

Example –

Vol. 9999 Fol. 223	Vol. 9999 Fol. 224	Vol. 9999 Fol. 225	Vol. 9999 Fol. 226
	<input type="checkbox"/> Access <input type="checkbox"/>	<input type="checkbox"/> Access <input type="checkbox"/>	<input type="checkbox"/> Access <input type="checkbox"/>
Owner A	Owner B	Owner C	Owner D

The above diagram is a representation for the purposes of this example. All plans **must** have adequate measurements and bearings to enable adequate definition of the access land.

Application to register an agreement under Section 234 Water Act 1989

Section 236 Water Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The owner of the land in favour of which/over which a right of access has been created applies for registration of the agreement by recording the agreement in the Register as to the land affected.

Land over which right is created:

Land in favour of which right is created:

That part of Certificate of Title Volume **9999** Folio **226** marked 'Access' on the attached plan

Volume **9999** Folio **223**
Volume **9999** Folio **224**
Volume **9999** Folio **225**

That part of Certificate of Title Volume **9999** Folio **225** marked 'Access' on the attached plan

Volume **9999** Folio **223**
Volume **9999** Folio **224**

That part of Certificate of Title Volume **9999** Folio **224** marked 'Access' on the attached plan

Volume **9999** Folio **223**

Applicant owner: *Bill Bloggs*

Date of agreement: *20 July 2008*

The agreement is attached to this application.

Dispensation is requested from production of the Certificate(s) of Title.

Date: *1 August 2008*

Signature of (*applicant, their Australian Legal Practitioner under the Legal Profession Act 2004 or their Licensed Conveyancer under Conveyancers Act 2006*)

**APPLICATION TO REGISTER A DECISION MADE UNDER
SECTION 235 WATER ACT 1989**

SECTION 236 WATER ACT 1989

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificates of Title for all land in the decision unless dispensation applied for (see Section 236(7) *Water Act 1989*)
- Decision

NOTE:

See completed example provided.

Application to register a decision under Section 235 Water Act 1989

Section 236 Water Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The owner of the land in favour of which/over which a right of access has been created applies for registration of the decision by recording the decision in the Register as to the land affected.

Land over which right is created:

Land in favour of which right is created:

(volume and folio – if only part affected specify) (volume and folio)

Applicant owner: *(full name and address including postcode)*

Date of decision:

The decision is attached to this application.

Dispensation is requested from production of the Certificate(s) of Title.

Date:

Signature of applicant

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for applicant

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for applicant

Example –

Vol. 9999 Fol. 223 Owner A	Vol. 9999 Fol. 224	Vol. 9999 Fol. 225	Vol. 9999 Fol. 226
	<input type="checkbox"/> Access <input type="checkbox"/>	<input type="checkbox"/> Access <input type="checkbox"/>	<input type="checkbox"/> Access <input type="checkbox"/>
	Owner B	Owner C	Owner D

The above diagram is a representation for the purposes of this example. All plans **must** have adequate measurements and bearings to enable adequate definition of the access land.

Application to register an agreement under Section 235 Water Act 1989

Section 236 Water Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The owner of the land in favour of which/over which a right of access has been created applies for registration of the decision by recording the decision in the Register as to the land affected.

Land over which right is created:

Land in favour of which right is created:

That part of Certificate of Title Volume **9999** Folio **226** marked 'Access' on the attached plan

Volume **9999** Folio **223**
Volume **9999** Folio **224**
Volume **9999** Folio **225**

That part of Certificate of Title Volume **9999** Folio **225** marked 'Access' on the attached plan

Volume **9999** Folio **223**
Volume **9999** Folio **224**

That part of Certificate of Title Volume **9999** Folio **224** marked 'Access' on the attached plan

Volume **9999** Folio **223**

Applicant owner: *Bill Bloggs*

Date of decision: *20 July 2008*

The decision is attached to this application.

Dispensation is requested from production of the Certificate(s) of Title.

Date: *1 August 2008*

Signature of (*applicant, their Australian Legal Practitioner under the Legal Profession Act 2004 or their Licensed Conveyancer under Conveyancers Act 2006*)

**APPLICATION TO REGISTER AN AGREEMENT/DECISION TO
REVOKE AN ACCESS AGREEMENT/DECISION UNDER WATER
ACT 1989**

SECTION 237 WATER ACT 1989

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificates of Title for all land in the agreement unless dispensation was applied for (see Section 236(7) *Water Act 1989*) when original access agreement/decision was registered.
- Revocation agreement/decision

Application to register an agreement/decision to revoke an access agreement/decision under Water Act 1989

Section 237 Water Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The owner of the land in favour of which/over which a right of access has been created applies for registration of the agreement/decision to revoke the access agreement/decision and cancellation of the recording in the Register as to the land described.

Land over which right is created:

(volume and folio(s) of all land affected by the agreement/decision)

Land in favour of which right is created:

(volume and folio(s) of all land affected by the agreement/decision)

Applicant owner: *(full name and address including postcode)*

Registered access agreement/decision No.:

Date of revocation agreement/decision:

Full name of decision maker: *(only complete if decision)*

The revocation agreement/decision is attached to this application.

Dispensation is requested from production of the Certificate(s) of Title.

Date:

Signature of applicant

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for applicant

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for applicant

**APPLICATION TO REGISTER AN AGREEMENT/DECISION TO
VARY AN ACCESS AGREEMENT/DECISION UNDER WATER
ACT 1989**

SECTION 237 WATER ACT 1989

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable on application (may be payable on agreement/decision)

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificates of Title for all land in the agreement unless dispensation was applied for (see Section 236(7) *Water Act 1989*) when original access agreement/decision was registered.
- Variation agreement/decision

Application to register an agreement/decision to vary an access agreement/decision under Water Act 1989

Section 237 Water Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The owner of the land in favour of which/over which a right of access has been created applies for registration of the agreement/decision to vary the access agreement/decision and recording of the variation in the Register as to the land described.

Land over which right is created:

(volume and folio(s) of all land affected by the agreement/decision)

Land in favour of which right is created:

(volume and folio(s) of all land affected by the agreement/decision)

Applicant owner: *(full name and address including postcode)*

Registered access agreement/decision No.:

Date of variation agreement/decision:

Full name of decision maker: *(only complete if decision)*

The variation agreement/decision is attached to this application.

Dispensation is requested from production of the Certificate(s) of Title.

Date:

Signature of applicant

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for applicant

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for applicant

**APPLICATION TO REGISTER A COMMUNITY AGREEMENT
UNDER WATER ACT 1989**

SECTION 244 WATER ACT 1989

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Agreement

Application to register a community agreement made under Water Act 1989

Section 244 Water Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar for the purpose of maintaining publicly searchable records.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The owners of the land affected by a community agreement apply for registration of the agreement to the Register for the land.

Land:

(volume and folio)

Applicant owners:

(full name and address including postcodes)

Date of agreement:

Dispensation is requested from production of the Certificate(s) of Title.

Date:

Signature of applicant

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for applicant

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for applicant

**APPLICATION TO REGISTER AN AGREEMENT TO REVOKE A
COMMUNITY AGREEMENT MADE UNDER WATER ACT 1989**

SECTION 245 WATER ACT 1989

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificates of Title for all land in the agreement unless dispensation was applied for (see Section 244(4A) *Water Act 1989*) when original community agreement was registered
- Revocation agreement

Application to register an agreement to revoke a community agreement made under Water Act 1989

Section 245 Water Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The owners of the land affected by a community agreement apply for registration of an agreement to revoke the community agreement and for cancellation of the recording in the Register for the land.

Land: *(volume and folio)*

Applicant owners: *(full name and address including postcode of all owners)*

Registered community agreement No.:

Date of revocation agreement:

The revocation agreement is attached to this application.

Dispensation is requested from production of the Certificate(s) of Title.

Date:

Signature of applicant

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for applicant

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for applicant

**APPLICATION TO REGISTER AN AGREEMENT TO VARY A
COMMUNITY AGREEMENT MADE UNDER WATER ACT 1989**

SECTION 245 WATER ACT 1989

FEE

Schedule 3 Item 2 Section 120(2) Transfer of Land (Fees) Regulations 2004

DUTY

Not payable

FORM

See next page

LODGING REQUIREMENTS

- Application
- Certificate of Titles for all land in the agreement unless dispensation was applied for (see Section 244(4A) *Water Act 1989*) when original community agreement was registered.
- Variation agreement

Application to register an agreement to vary a community agreement made under Water Act 1989

Section 245 Water Act 1989

Privacy Collection Statement

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

Lodged by

Name:

Phone:

Address:

Reference:

Customer Code:

The owners of the land affected by a community agreement apply for registration of an agreement to vary the community agreement and the recording of the variation in the Register for the land.

Land: *(volume and folio)*

Applicant owners: *(full name and address including postcode of all owners)*

Registered community agreement No.:

Date of variation agreement:

The variation agreement is attached to this application.

Dispensation is requested from production of the Certificate(s) of Title.

Date:

Signature of applicant

or

Signature of Australian Legal Practitioner
under the *Legal Profession Act 2004* for applicant

or

Signature of Licensed Conveyancer
under the *Conveyancers Act 2006* for applicant