



Industry Education Webinar:

Form RTU Application





About our Land Services SA Team

Sandy Beaglehole is a Property Examiner within Land Services SA. She has over 40 years of experience in numerous positions within Land Services SA and has spent the last 12 years as a Property Examiner.



John Ikonomopoulos is a Property Examiner within Land Services SA. He has over 28 years of experience in numerous areas of Land Information Services and has worked on various projects. Current areas of focus are examining division applications and studying to become a Registered Conveyancer.



Brad Cortvriend is a Property Examiner within Land Services SA. He has 3 years of plan examination experience in the Division team and has spent the last 3 years as a Property Examiner focusing on examination of division documents.



CONTENTS

- RTU or RTC
- Where to Start
- Ensuring Plan is Lodged
- Easements
- The Panel Form
- Consent/Registered Interests





RTU or RTC



Industry Education Webinar

RTU or RTC

Which form to use?

landservices.com.au





Key Points

No Transaction	Transaction
No change in ownership	Vesting/Transferring between registered proprietors
No change to registered interests (except Land Management Agreements and Native Vegetation Agreements)	Change in mode of holding between registered proprietors
Creation of <u>Service</u> Easements	Vesting of an Allotment to a third party such as a Minister or Commissioner of Highways
Vesting of Allotments as Road and Reserves	Discharge or extending (adjusting) registered interests e.g. Mortgages, Encumbrances
Extinguishment of Easement of land vesting as Public Road (223LF)	Creation of a <u>SHORT or LONG</u> from Easement/Right of Way
Extinguishment of Easement or Right of Way over land vesting as a Reserve	Variation of Service Easement/Short or Long form Easement/Right of Way
	Extinguishment of Service Easement/Short or Long form Easement/Right of Way



Where to Start



Product

Register Search (CT)

Date/Time

29/01/2026 02:23PM

The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.

Certificate of Title - Volume

Folio

Parent Title(s)

CT 5195/919

Creating Dealing(s)

Title Issued

08/12/2025

Edition 2

Edition Issued

15/01/2026 [Previous Edition]

Diagram Reference

Estate Type

FEE SIMPLE

Registered Proprietor

Description of Land

ALLOTMENT 10 DEPOSITED PLAN 139248
IN THE AREA NAMED NORTH BRIGHTON
HUNDRED OF NOARLUNGA

Easements

NIL

Schedule of Dealings

NIL

Notations

Dealings Affecting Title

NIL

Priority Notices

NIL

Notations on Plan

NIL

Registrar-General's Notes

NIL

Administrative Interests

NIL

Land Services SA

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APPROVED - NOT YET DEPOSITED

PURPOSE:	DIVISION	AREA NAME:	NORTH BRIGHTON	APPROVED:	09/11/2025
COUNCIL:	CITY OF HOLMFAST BAY	DEVELOPMENT NO.:	11504332001904	DEPOSITED:	
LAST PLAN:					SHEET 1 OF 2
AGENT DETAILS:	SAYER LAND SURVEYS S ARLINE CL WYN VALLE, SA 5177 PH: 0838 548 899	SURVEYORS CERTIFICATION:	I, Alan Alfred Michael Sayer, a licensed surveyor under the Survey Act 1982 (sally 1) That this plan has been made from surveys carried out by a person other than a licensed surveyor under my personal supervision and correctly prepared in accordance with the Survey Act 1982. 2) That the field work was completed on the 28th day of August 2025. 3rd day of October 2025 Alan Alfred Michael Sayer (Licensed Surveyor)		
AGENT CODE:	NAVS	REFERENCE:	221321 NAMS		
SUBJECT TITLE DETAILS:					
PREFIX	VOLUME	FOLIO	OTHER	PARCEL	ALLOTMENT(S)
CT				NUMBER	PLAN
				107	0
				NUMBER HUNDRED / I/A / DIVISION	TOWN
				4842	NOARLUNGA
OTHER TITLES AFFECTED:					
EASEMENT DETAILS:					
STATUS	LAND BURDENED	FORM	CATEGORY	IDENTIFIER	PURPOSE
					IN FAVOUR OF
					CREATION
ANNOTATIONS:					
					NO OCCUPATION ON THE SUBJECT LAND BOUNDARIES UNLESS SHOWN OTHERWISE

APPROVED - NOT YET DEPOSITED

SHEET 2 OF 2

PLAN: N4_Version_4

BEARING DATE: 08/12/2025

COORDINATION: MGA 2020 ZONE 54

ORIGINATOR: PSAM 86278884 - 86278882

DRAWING SCALE FACTOR: 1.0

ORIGIN POINT: PSAM 86278881

TOTAL AREA: 7500m²

REFERENCE MARK

POINT	BEARING	FROM	TO	PSM NO
1	212°02'	PSM FD	1.17	86278884
2	101°02'	PSM FD	3.3	86278881
3	246°02'02"	PSM FD	48.16	86278882
4	354°03'	PSM FD	16.33	86278883

SCALE

0 10 20 30 40 50 METRES

Sayer Land Surveys

Alan Sayer SA 5177

Phone: 0838 548 899

Email: alan.sayer@landservices.com.au

Web: www.landservices.com.au

Reference: 221321-1-vol-2



Ensuring Plan is Lodged

Schedule of Dealings

Dealing Number	Description
*****	MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA (ACN: 123 123 124)

Notations

Dealings Affecting Title

Lodgement Date	Dealing Number	Description	Status
22/12/2025	*****	CERTIFIED APPLICATION FOR DEPOSIT OF PLAN	UNREGISTERED

Priority Notices NIL

Notations on Plan NIL

Registrar-General's Notes

APPROVED D139249

Administrative Interests NIL

DRAFT

PURPOSE:	DIVISION	AREA NAME:	ANGLE VALE	APPROVED:	D140188
COUNCIL:	CITY OF PLAYFORD	DEVELOPMENT NO:	292/D024/17/012	DEPOSITED/FILED:	
LAST PLAN:	D140180				SHEET 1 OF 3
AGENT DETAILS:		SURVEYORS CERTIFICATION:		1 Samuel Thomas Seskis, a licensed surveyor under the Survey Act 1992 certify 1) That this plan has been made from surveys carried out by a person other than a licensed surveyor under my personal supervision and correctly prepared in accordance with the Survey Act 1992. 2) That the field work was completed on the 12th day of November 2025 5th day of January 2026 Samuel Thomas Seskis Licensed Surveyor	
AGENT CODE:		REFERENCE:			
20A2832LTO6B(A)					
SUBJECT TITLE DETAILS:					
PREFIX	VOLUME	FOLIO	OTHER	PARCEL	NUMBER
PT CT	6292	789		ALLOTMENT(S) COMPRISING PIECES	5200* 5201*
PLAN D 140180					
NUMBER HUNDRED / IA / DIVISION TOWN					
MUNNO PARA					
OTHER TITLES AFFECTED:					
EASEMENT DETAILS:					
STATUS	LAND BURDENED	FORM	CATEGORY	IDENTIFIER	PURPOSE
				IN FAVOUR OF	CREATION
ANNOTATIONS:					





New Title Instructions

[FORM RTU (Version 4)]
GUIDANCE NOTES AVAILABLE

LANDS TITLES REGISTRATION OFFICE
SOUTH AUSTRALIA
APPLICATION FOR THE DEPOSIT
OF A PLAN OF DIVISION

FORM APPROVED BY THE REGISTRAR-GENERAL

PRIORITY NOTICE ID:

STAMP DUTY DOCUMENT ID:

SERIES NO	PREFIX
	RTU

AGENT CODE

LODGED BY:

CORRECTION TO:

SUPPORTING DOCUMENTATION LODGED WITH APPLICATION
(COPIES ONLY)

1.

2.

3.

4.

5.

PLEASE ISSUE NEW CERTIFICATE(S) OF TITLE AS FOLLOWS

1.

2.

3.

4.

5.

PICK UP NO	
PLAN DEPOSITED	
CORRECTION	PASSED
REGISTERED	
REGISTRAR-GENERAL	

PLEASE ISSUE NEW CERTIFICATE(S) OF TITLE AS FOLLOWS

1. Allotment 100 in D987654

2. Allotment 101 in D987654

3. Section 25 Hundred of Mangalo

4.

5.

New Title Instructions

Use to describe new allotments in accompanying plan and balance land if dealing with portion of a title



Note: It is not mandatory for an RTU to be assessed for Stamp Duty purposes, unlike an RTC



Portion of a Title

AGENT DETAILS: HENNIG & CO PTY LTD 275 MARION ROAD NORTH PLYMPTON SA 5037 PH: (08) 82970883 FAX: (08) 82971170				SURVEYORS CERTIFICATION: I Shayne Bryan Hennig, a licensed surveyor do hereby certify - 1) That this plan has been made from surveys carried out by me and correctly prepared in accordance with the Survey Act 1992. 2) That the field work was completed on the 22nd day of April 2022 5th day of April 2023 Shayne Bryan Hennig Licensed Surveyor						
AGENT CODE: HENN										
REFERENCE: 18612										
SUBJECT TITLE DETAILS:										
PREFIX	VOLUME	FOLIO	OTHER	PARCEL	NUMBER	PLAN	NUMBER	HUNDRED / IA / DIVISION	TOWN	REFERENCE NUMBER
PT CT	5557	858		ALLOTMENT(S)	50	D	49162	MANGALO		SECTION 24
OTHER TITLES AFFECTED:										
EASEMENT DETAILS:										
STATUS	LAND BURDENED	FORM	CATEGORY	IDENTIFIER	PURPOSE	IN FAVOUR OF	CREATION			

PT CT = Portion of Certificate of Title

Description of Land

SECTION 25
HUNDRED OF MANGALO
IN THE AREA NAMED CAMPOONA

ALLOTMENT 50 DEPOSITED PLAN 49162
IN THE AREA NAMED MANGALO
HUNDRED OF MANGALO

Balance Land

Subject Land





Land Description

APPLICATION FOR DEPOSIT OF A PLAN OF DIVISION

(Pursuant to Part 19AB of the Real Property Act 1886)

PRIVACY COLLECTION STATEMENT: The information in this form is collected under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes. It may also be used for other authorised purposes in accordance with Government legislation and policy requirements.

D.

Development No *

LAND DESCRIPTION

Whole of Title

Whole of the land in Certificate of Title Volume 1 Folio 1

Portion of Title

Portion of the land in Certificate of Title Volume 2 Folio 2 being Allotment 50 in Deposited Plan 49162

Description of Land

SECTION 25
HUNDRED OF MANGALO
IN THE AREA NAMED CAMPOONA

ALLOTMENT 50 DEPOSITED PLAN 49162
IN THE AREA NAMED MANGALO
HUNDRED OF MANGALO

Balance Land

Subject Land

PLEASE ISSUE NEW CERTIFICATE(S) OF TITLE AS FOLLOWS

- 1 Allotment 100 in D987654
- 2 Allotment 101 in D987654
- 3 Section 25 Hundred of Mangalo
- 4
- 5





Consents/Registered Interests

Consent FORM RTU (Version 2)

CERTIFICATE OF CONSENT FOR THE DEPOSIT OF A PLAN OF DIVISION

CONSENTING PARTY (Full Name and Address)
COMMONWEALTH BANK OF AUSTRALIA (ACN: 123 123 124) of L1, 11 Harbour St Sydney, NSW 2000

NATURE OF ESTATE OR INTEREST HELD
As Mortgagee

STATEMENT OF EFFECT ON ESTATES OR INTERESTS OF CONSENTING PARTIES

ESTATE / INTEREST AFFECTED	EFFECT ON ESTATE OR INTEREST HELD OR CLAIMED	CONSIDERATION / VALUE
M*****	NIL	

I/We the consenting party
(1) certify my/our consent to the deposit of the accompanying plan of division in the Lands Titles Registration Office.
(2) acknowledge that the deposit of the plan will affect my/our estate or interest to the extent set out in the above Statement of Effect panel.

EXECUTION BY CONSENTING PARTY

DATED

Page ____ of ____

Adjustment statement cannot be shown in an RTU on mortgagee or encumbrancee consents

Hint 1 - A mortgage or encumbrance is automatically discharged over land vesting as road or reserve

Hint 2 - Land Management Agreements can be adjusted with the necessary certification

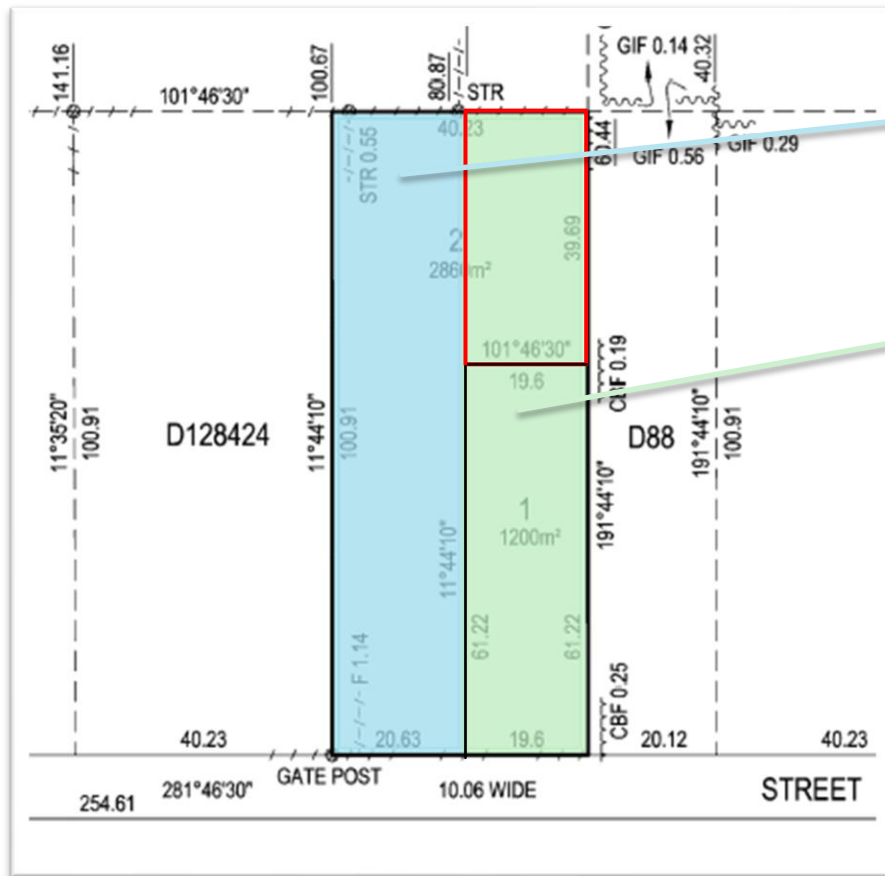
*Adjustment statement on mortgagee or encumbrance consents will result in querying or requisitions.

*Notice to Lodging Parties #158 - Statutes Amendment Real Property Act - 4.3





Example 1



CT 1/1

- Mortgage 12340000
- John Smith

CT 2/2

- Mortgage 56780000
- Maggie May

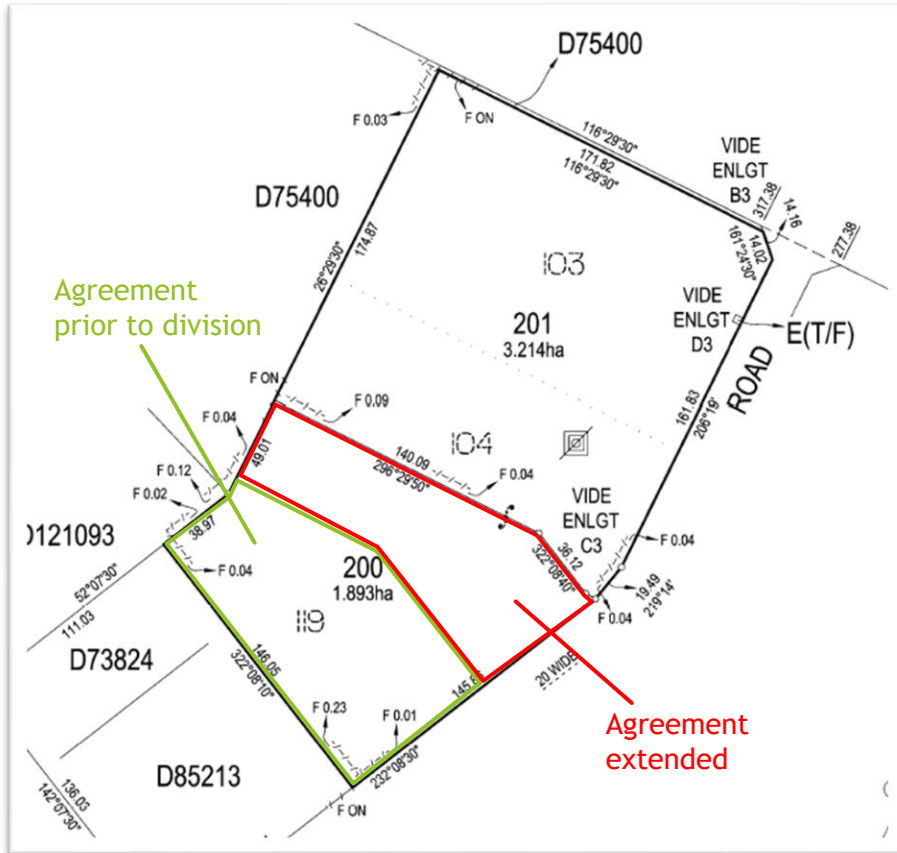
Hint 3 - When dealing with multiple subject titles, ownership must be the same and cannot change

A form RTU cannot be used in this scenario





Statutory Encumbrance



CERTIFICATE OF CONSENT FOR THE DEPOSIT OF A PLAN OF DIVISION

CONSENTING PARTY (Full Name and Address)

CITY OF SALISBURY of 34 Church Street, Salisbury SA 5108

NATURE OF ESTATE OR INTEREST HELD

A party to Land Management Agreement *****

STATEMENT OF EFFECT ON ESTATES OR INTERESTS OF CONSENTING PARTIES

ESTATE / INTEREST AFFECTED	EFFECT ON ESTATE OR INTEREST HELD OR CLAIMED	CONSIDERATION / VALUE
AG *****	Extended to cover the whole of Allotment 200	Nil

I, ... of 34 Church Street, Salisbury SA 5108 certify that the requirements of section 192(15) of the *Planning, Development and Infrastructure Act 2016* to vary Agreement 10730007 have been complied with.

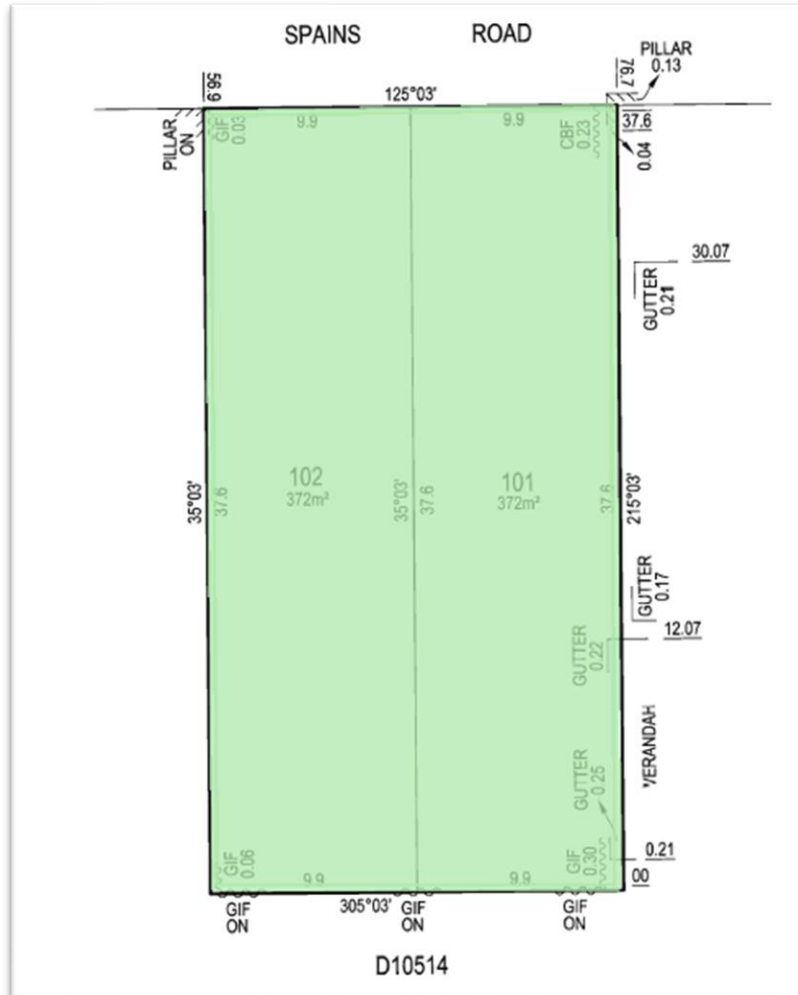
Signed: authorised delegate

*Land Management Agreements not automatically rescinded over new roads or reserves

*Notice to Lodging Parties #158 - Statutes Amendment Real Property Act - 4.3



Example 2



LAND SERVICES SA

Product Date/Time Register Search (CT 29/01/2026 02:23PM)

The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.

Certificate of Title - Volume 1 Folio 1

Parent Title(s) CT 5195/919

Creating Dealing(s)

Title Issued 08/12/2025 Edition 2 Edition Issued 15/01/2026 [Previous Edition]

Diagram Reference

Estate Type
FEE SIMPLE

Registered Proprietor
JOHN SMITH
MAGGIE MAY
OF 855 FROME STREET ADELAIDE 5000
AS JOINT TENANTS

Description of Land
ALLOTMENT 10 DEPOSITED PLAN 139248
IN THE AREA NAMED NORTH BRIGHTON
HUNDRED OF NOARLUNGA

Easements
NIL

Schedule of Dealings
M1000000 MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA

Notations

Dealings Affecting Title	NIL
Priority Notices	NIL
Notations on Plan	NIL
Registrar-General's Notes	NIL
Administrative Interests	NIL

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New Allotments will be in the same ownership and mode of holding

Mortgage will carry forward without adjustment over both new allotments





Easements

PURPOSE:	DIVISION	AREA NAME:	GAWLER EAST	APPROVED:	25/05/2023	 D***** SHEET 1 OF 3 115561_text_01_v03_Version_3				
MAP REF:	6628/13/C	COUNCIL:	TOWN OF GAWLER	DEPOSITED:	05/06/2023					
LAST PLAN:	D130795	DEVELOPMENT NO: 490/D003/20/001/65142								
AGENT DETAILS:		BLEEZE NEALE & ASSOCIATES PTY LTD 27, 19TH ST GAWLER SOUTH SA 5118 PH: 75067966 FAX: AGENT CODE: BLNE REFERENCE: G10941-STG2					SURVEYORS CERTIFICATION:	I DENIS ROBERT BLEEZE, a licensed surveyor do hereby certify - 1) That this plan has been made from surveys carried out by me and correctly prepared in accordance with the Survey Act 1992. 2) That the field work was completed on the 30th day of September 2022 24th day of May 2023 Denis Robert Bleeze Licensed Surveyor		
SUBJECT TITLE DETAILS:										
PREFIX	VOLUME	FOLIO	OTHER	PARCEL	NUMBER	PLAN	NUMBER	HUNDRED / IA / DIVISION	TOWN	REFERENCE NUMBER
CT	6277	582		ALLOTMENT(S)	1000	D	130795	NURIOTPA		
OTHER TITLES AFFECTED:										
EASEMENT DETAILS:										
STATUS	LAND BURDENED	FORM	CATEGORY	IDENTIFIER	PURPOSE	IN FAVOUR OF			CREATION	
EXTINGUISH	2000(KOCH COURT)	SHORT	EASEMENT(S)	B IN D130795	FOR DRAINAGE PURPOSES				RTC *****	
NEW	24.25.26.27.28.29.3000	SERVICE	EASEMENT(S)	A	FOR DRAINAGE PURPOSES	THE COUNCIL FOR THE AREA			223LG RPA	
NEW	24.25.26.27.28.29.3000	SERVICE	EASEMENT(S)	A	FOR ELECTRICITY SUPPLY PURPOSES	DISTRIBUTION LESSOR CORPORATION (SUBJECT TO LEASE 8890000)			223LG RPA	
ANNOTATIONS:										
Extinguishment occurring over land vesting as road				Easements being created are Service easements			Section 31 consent required from SA Power Networks			

Creation of a Service Easement

Extinguishment of Easement over land vesting as a Public Road (223LF(2b))

Extinguishment of Easement or Right of Way over land vesting as a Reserve

Rights of Way extinguished over land vesting as Public Road are extinguished pursuant to Section 90E of the Real Property Act.



Summary of Key Points

Registered Interests

Interests such as a mortgage or encumbrance cannot be adjusted in a form RTU

Statutory Encumbrances

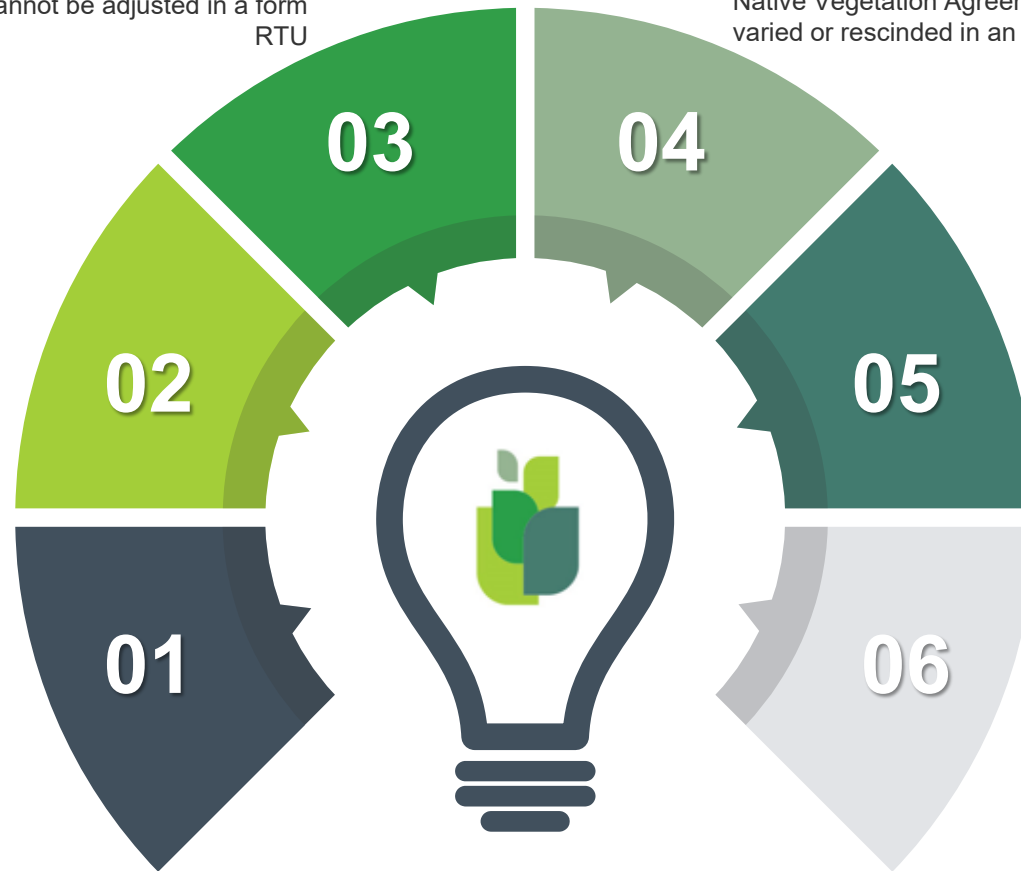
Land Management Agreements and Native Vegetation Agreements can be varied or rescinded in an RTU

Easements

Be mindful of scenarios that are allowable or not relating to easements when using an RTU

Use Available Resources

Utilise the materials on the Land Services SA website to aid preparation of documents



New Title Instructions

Always populate and use to provide intention with balance land

Current Plan and Titles

Ensuring all copies of plans and register searches are approved and current

Industry Education Hub





LAND SERVICES SA

Q Enter a keyword to search...

SAILIS

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For Professionals ▲

Land Registration ▾

Land Division ▾

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For Professionals Overview

View All

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Forms & Guidance Notes

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Fast Track

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Notice to Lodging Parties

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eConveyancing

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Featured Resources

 [Full list of Webinar Topics for 2025](#) (227 KB)

For Professionals



Live Q&A Session





Q&A Session

Will Stamp Duty ever be applicable to an RTU?

- *Yes, in the case of land vesting as public road to Council for a dollar amount.*

Can I lodge an RTC when there are no transactions occurring?

- *You can, however, be mindful of differing lodgement fees. Can also prevent withdrawal of a document due to a plan change.*

Does the applicant need to sign the form RTU?

- *New certification requirements allow for Client Authorisation certifications, removing this need.*

A land division involving 2 titles into 3, same proprietors, same mortgagee but two different mortgage numbers. Can an RTU be used?

- *Each mortgage number is to be treated separately despite there being only one mortgagee. Any requirement to adjust/shift the position of an individual mortgage is considered a transaction.*