

Application for new Certificate(s) of Title

These Guidance Notes are of a general nature and are not intended to, and cannot, replace the advice of a Legal Practitioner or Registered Conveyancer.

This form is used for the registered proprietor(s) of Certificate(s) of Title to apply to the Registrar-General for the issue of new certificates of title not involving a plan of division.

The application is to be accompanied by the prescribed new title fee for each title being issued.

All panels must be completed. If insufficient space, use approved annexure sheets. If more than one page is used, each must be numbered consecutively, e.g. 1-10, 2-10; 1/10, 2/10 or 1 of 10, 2 of 10.

All handwriting must be clear and legible in permanent, dense, rapid drying black or blue ink.

The Registrar-General *may refuse* to accept for registration any instrument, annexure sheet or additional or inserted sheet that does not comply with the provisions of LTO panel form standards.

LAND DESCRIPTION

Certificate of Title reference(s) must be stated.

e.g. "Whole of the land in CT Volume _____ Folio _____"

APPLICANT(S)

Insert the full name and address of the registered proprietor(s) of the land affected by the application.

STATE NUMBER OF NEW CERTIFICATES TO ISSUE

Insert the number of new Certificates of Title to be issued.

INSTRUCTIONS

Provide instructions for the manner in which the new Certificate(s) of Title are to issue.

SIGNATURE OF APPLICANT(S)

To be dated and signed by all of the applicants. If the applicant is a body corporate its execution must conform to any prescribed formalities.

Applicants may instruct a practitioner to execute on their behalf under client authorisation. If they do so, the applicant execution panel is to be struck through.

CERTIFICATION

Any inapplicable certification statement(s) must be deleted.

Certification statements must be made by the Certifier, being one of the following:

- a. A legal practitioner
- b. A registered conveyancer

- c. If the applicant is not represented by a legal practitioner or registered conveyancer – the applicant (i.e. self-represented party)
- d. If a party to an instrument is not represented by a legal practitioner or registered conveyancer – that party (i.e. self-represented party)

All certifications apply where the Certifier is a registered conveyancer or legal practitioner.

Certifications do not apply where the application is executed by the applicant.

Note: - An attorney or a body corporate cannot make certification statements.

The Registrar-General's [Verification of Identity](#) and [Verification of Authority](#) requirements must always be complied with.

Penalties of up to \$10,000 or 2 years imprisonment apply, where a prescribed person provides a false certification under section 273(1) of the *Real Property Act 1886*.

ANNEXURE

It will be necessary to use an annexure sheet (Form B1) if there is insufficient space in a panel for the text or to complete remaining certifications.

An annexure sheet to an instrument must:

- a. be in the format of Form B1 and identified therein as an annexure to the parent instrument;
- b. be referred to in the appropriate panel in the body of the instrument;
- c. be affixed securely and permanently to the top left-hand corner of the instrument. The annexure and instrument must not be bound;
- d. comply with the requirements in Form B1 Guidance Notes.

FORM RT (Version 3)