

## No.5 – Obtaining a current Certificate of Title



A certificate of title is a formal legal record for a specific piece of land. It contains information about the description of the land such as the lot number, volume and folio numbers, the owner's details, any restrictions which may apply and plan dimensions of the site.

All planning permit applications require a current copy of the property title to be submitted. A 'current' copy of title is deemed to have been issued from Land Registration Services (the 'Titles Office') within three (3) months of the application being lodged with Council. Consequently, the original title or the title the bank may have held is not sufficient.

### How to search for a copy of title:

**On line:** [www.landata.vic.gov.au](http://www.landata.vic.gov.au)

In the most popular searches, select 'Order a copy of title or plan' and follow on-screen directions, selecting the information required as below. You will need to register and once the information has been requested and the appropriate fee paid, the information will be emailed to you.

**In person:** Land Information Centre  
570 Bourke Street, Melbourne VIC 3000  
  
Telephone: 8636 2456  
Hours: 8.30am-4.00pm Monday to Friday

### Information required:

- Register Search Statement (Title);
- Copy of Title Plan or Diagram;
- Copies of any Instruments. (These are listed under encumbrances on the Register Search Statement such as Caveats, Covenants and Section 173 Agreements).

### Please note:

The Register Search Statement does not include copies of any encumbrances, S173 agreements, title plans or diagrams. These must be separately obtained via an "Instrument" search.

**This advice sheet is to be used as a general guide only. Council has made all reasonable effort to ensure the information provided in this series is true and accurate. However, it is recommended that readers seek professional advice before acting or making decisions on the basis of this information. For any questions or clarification, please contact Council's Planning Unit on 5722 0888.**

