

# PLANNING FACT SHEET

## 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 and any restrictions which may apply.

All planning permit applications need to include copies of the following documents, issued by the Land Registry Services (previously the Titles Office) within the last three months. Original titles or documents older than three months cannot be accepted.

### How to obtain a copy of these documents

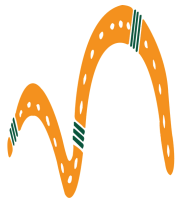
#### Online

[landata.vic.gov.au](http://landata.vic.gov.au)

Click on ‘Titles & Property Certificates’ under the ‘Title & Property information’ heading and follow on-screen directions, selecting the below at Step 3

- Register Search Statement (Title)
- Land Index Search (automatically selected with above)
- Copy of Plan or Diagram (automatically selected with above)
- Copies of any Instruments, which will be listed as encumbrances such as Caveats, Covenants and Section 173 Agreements on the ‘Select Certificates’ screen

You will need to pay online for these and the documents will be emailed to you.



Murrindindi  
Shire Council

#### In Person

Land Registry Services  
2 Lonsdale Street  
Melbourne VIC 3000

Phone: (03) 9194 0601  
8.30 am - 4.00 pm Monday to Friday

Select	Certificates	Info	Delivery Turnaround (approx)
<input checked="" type="checkbox"/>	Register Search Statement (Title)		5 minutes
<input type="checkbox"/>	Instrument Search Inst AK199064Q (TRANSFER)		5 minutes
<input type="checkbox"/>	Instrument Search Inst AK207055N (MORTGAGE)		5 minutes
<input type="checkbox"/>	3 months Property Transaction Alert (3 months)		5 minutes
<input type="checkbox"/>	Verify Title		5 minutes
<input type="checkbox"/>	Dealings on Title		5 minutes
<input type="checkbox"/>	History Search		5 minutes
<input checked="" type="checkbox"/>	Land Index Search Land Registry		5 minutes
<input checked="" type="checkbox"/>	Copy of Plan Plan TP377058Y		5 minutes
<input type="checkbox"/>	Land Tax Certificate State Revenue Office		10 days
<input type="checkbox"/>	Growth Areas Infrastructure Contribution (GAIC) Certificate State Revenue Office		10 days
<input type="checkbox"/>	Vicroads Certificate		10 days

Selecting Register Search Statement (Title) will automatically select Land Index Search and Copy of Plan as well.

However if there are any Instruments applicable to the title you will need to select those yourself to obtain copies.

This information sheet is to be used as a general guide only. Council has made all reasonable effort to ensure the information provided in this sheet is true and accurate. However, we recommend that you 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.

