

ACT land searches

User guide

CITEC Confirm

May 2022

[1800 773 773](tel:1800773773)

confirm@citec.com.au



Innovative Information Solutions

Table of Contents

1	Introduction.....	3
1.1	Search tips.....	3
1.2	Start searching	4
2	Delivery profiles.....	5
2.1	Profiles	5
2.2	Creating a new delivery profile.....	5
2.3	Update an existing delivery profile	6
2.4	Deleting a profile.....	7
3	Ordering ACT land searches	7
3.1	Begin a search.....	7
3.2	Search by property description	7
3.2.1	What information will I get from the searches?.....	8
3.2.2	How do I search?.....	11
3.3	Search by owner name	12
3.3.1	What information will I get from the searches?.....	12
3.3.2	How do I search?.....	13
3.4	Address search.....	14
3.5	Order confirmation	15
4	Appendix A – search details.....	16
4.1	What are division, section and block numbers?	16
4.2	What are the volume and folio numbers?.....	16

1 Introduction

You can complete ACT land searches through our document ordering system. Simply submit your order online and we'll process your request. Our Customer Service Centre will email your result within one business day.

This guide covers the following ACT land searches:

- ▶ certificate of title
- ▶ historical (commonly referred to as title history/historical title)
- ▶ crown lease
- ▶ check
- ▶ instrument (imaged document)
- ▶ plans (including sub lease, deposited and unit)
- ▶ current and historical owner name
- ▶ address.

1.1 Search tips

Our ACT land search screens share common elements to simplify searches.

Add a reference for your search

On the search input screen, you need to add your reference to easily identify your search later.

Charge points are marked

Charge points for searches are indicated by \$ signs on the Search buttons. A search fee applies for each transaction when you click on the **\$ Order \$** button to proceed with your order.

Check your order information

You can see your order information from the Confirm inbox.

Inbox Results

Click the result link to view the search results or details link for transaction history.

Please note: Results listed below as **ERROR** may have since been progressed to **COMPLETED** if you corrected and resubmitted them. Resubmission generates new transactions visible via this inbox. To avoid duplication of charges please check carefully before resubmitting any transactions marked **ERROR**. If in any doubt, please check your usage reports.

Your Search

Application: AATS - ACT Land Searches
 Display Results For: Account
 Date: For the last 30 days
 Sort By: Date

Your Results

Date/Time	User	Search Name	Your Reference	Confirm Reference	Provider Reference	Your Result (click to View)	Transaction Details
21/12/2021 14:08:29	John Smith	ACT Lands Document Ordering	test	101717355		ORDERED	Info

1.2 Start searching

From the Confirm Main Menu, select **ACT Land Searches**.

View Menu By Product

[View Menu by State](#)

Land Searches

- [ACT Land Searches](#)
- [NSW Land Searches](#)
- [NSW Land Tax and Valuation Certificates](#)
- [NT Land Searches](#)
- [QLD Contaminated Land Search](#)
- [QLD Land Searches](#)
- [QLD Land Tax Certificates](#)
- [SA Land Searches](#)
- [TAS Land Searches](#)
- [Telco Cable Search](#)
- [VIC Land Searches](#)
- [WA Land Searches](#)

Property Conveyancing and Settlements

- [National Settlement Services](#)
- [NSW Conveyancing](#)
- [QLD Conveyancing](#)
- [QLD Transport & Main Roads Property Search](#)
- [VIC Conveyancing](#)
- [VIC Property Sales History Report](#)

Manual Services

- [National Manual Services](#)

Corporate and Individual Searches

- [ASIC and Business Name Searches](#)
- [Commercial Enquiries](#)
- [Bankruptcy Register](#)
- [PPSR - Personal Property Securities Register](#)

Vehicle Searches and Lodgements

- [QLD Motor Vehicle Register](#)

Court eFiling

- [QCAT - QLD Civil and Administrative Tribunal eFiling](#)
- [QLD Magistrates Court eFiling](#)
- [VIC County Court eFiling](#)
- [VIC Magistrates Court eFiling](#)
- [Court Filing - Manual Services](#)
- [QCAT - Neighbourhood Disputes Registry Search \(Tree and Fence\)](#)

Police Searches

- [QLD Property Crime Reports](#)
- [QLD Traffic Incident Reports](#)
- [VIC Crime Reports](#)

Information on ordering all search types is in the following sections of this guide. You can also access Help online, from the header menu on each search screen.

[Home](#) | [Menu](#) | [Account Info](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Log Off](#)
 Account Bal: \$10.00 at 12:40:03 PM on Mar 4, 2022

2 Delivery profiles

Manual searches require profiles to deliver results. The delivery address you store in your profile is also used to email online search results.

Below are instructions on how to create, update and delete delivery profiles.

2.1 Profiles

Each time you start a document ordering search, you'll be asked for a profile. Your CITEC Confirm profile stores delivery information for manual ACT land searches.

Simply pick a delivery profile and select **Next**.

ACT Lands Document Ordering Profile Selection

Select your delivery preferences then click Next.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Search Request	ACT Lands Document Ordering
Delivery Method	E-mail *
Delivery Profile	Select ... * New
	<input type="checkbox"/> Set to be default profile
Delivery of this order	<i>After the delivery details for this request only, or enter details not in the profile. (To permanently change your delivery details please use the New, Modify, or Copy buttons above)</i>
Given Name(s)	<input type="text"/>
Surname	<input type="text"/>
Organisation	<input type="text"/>
Email	<input type="text"/>
Fax	<input type="text"/> - <input type="text"/>
Phone	<input type="text"/> - <input type="text"/>
Mobile	<input type="text"/>

Note: Fill in the fields under **Delivery of this order** to provide specific delivery details for an order.

2.2 Creating a new delivery profile

To create a new profile, select **New** and complete the details.

2.3 Update an existing delivery profile

1. To change an existing profile, select the relevant delivery profile from the drop-down list.
2. Select **Modify**. Add or update details and select **Save**.
3. Your new or updated profile will be in the dropdown list, and you can proceed.

Profile Maintenance

Modify the details below as required then click on Save to save any changes
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Recipient Details	<i>Update or Enter Recipient Details</i>	
Title	Mr <input type="text"/>	
Given Name(s)	<input type="text"/> *	
Surname	<input type="text"/> *	
Profile Reference	<input type="text"/> Profile Reference can be used to help identify multiple recipient profiles	
	<input type="checkbox"/> Set to be default profile	
Job Title	<input type="text"/>	
Organisation	<input type="text"/>	
Email	<input type="text"/> *	
Mobile	<input type="text"/> *	
Phone	<input type="text"/> - <input type="text"/> *	
Fax	<input type="text"/> - <input type="text"/>	
Postal Address	<i>Enter a Street Address OR a Post Box Address</i>	
Floor/Level/Unit	<input type="text"/> eg. Level 1	
Property/Building	<input type="text"/> eg. AMP Building	
Street	Number <input type="text"/> * Name <input type="text"/> * Type <input type="text" value="Street"/> *	
Post Office Box	<input type="text"/> * eg. PO Box 78	
Suburb/Town	<input type="text"/> * Select Suburb	
	<i>Enter at least the first three (3) letters of the suburb then click Select Suburb</i>	
	State <input type="text"/> * Postcode <input type="text"/> *	
DX Details	<i>Enter DX details, if required</i>	
Number	<input type="text"/>	
Location	<input type="text"/>	

Cancel
Save

Note: Any profile changes made here affect your profile for your account across CITEC Confirm.

If you're uncertain that your profile details are current, or correct, please take this opportunity to update them.

2.4 Deleting a profile

To delete a profile, select it from the dropdown list and select **Delete**.

3 Ordering ACT land searches

3.1 Begin a search

To begin any search, enter your reference, select your **Search By** option: property description, owner name or address search.

Include the required details and click **\$ Order \$**.

The screenshot shows a web form titled "ACT Lands Document Ordering Search". Below the title is a instruction: "Select the Searches required and enter as much detail as possible to ensure prompt processing." A legend indicates that a red asterisk (*) denotes mandatory fields and a green asterisk (*) denotes conditional fields. The form contains three main sections: "Your Reference" with a text input field and a red asterisk; "Search By" with a dropdown menu showing "Select ..." and a red asterisk; and "Comments" with a large text area. A dropdown menu is open from the "Search By" field, listing "Property Description", "Owner Name", and "Address Search". The "Property Description" option has a green asterisk and the text "information here" next to it. At the bottom left is a "Clear All" button, and at the bottom right is a "\$ Order \$" button.

3.2 Search by property description

The following searches are available through the search by property description:

- ▶ certificate of title
- ▶ historical (commonly referred to as title history/historical title)
- ▶ crown lease
- ▶ check
- ▶ instrument (imaged document)
- ▶ plans (including sublease, deposited and unit).

3.2.1 What information will I get from the searches?

Certificate of title

A title search produces a certified and time-stamped record from the registry showing information for the subject property under the following headings:

Registered proprietors and tenancy

- ▶ Type of tenancy (for example, joint tenants)

Land

- ▶ District/division/section/block/unit description, area, commencement (registration) date, grant date, and term of grant

Restrictions

- ▶ Relevant documents attached if applicable

Reference to other titles

- ▶ Original, previous, and related

Registered encumbrances and interests

- ▶ Document number, description, and registration date

Unregistered dealings

- ▶ Document number, document type, and lodged date

View a [sample title search result](#).

Historical search (commonly referred to as title history/historical title)

An historical search produces a certified and time-stamped record from the registry showing any activity on a given title since it was automated, grouped by:

Period searched

- ▶ Date title was automated to current date

Land

- ▶ District/division/section/block/unit description

Title

- ▶ Lease or certificate of title identifiers

Search details

- ▶ Document, document type, description, status, status date and title affected

View a [sample historical search result](#).

Crown lease

A crown lease is the written document that sets out the rights and obligations of lessees and states the purpose for which the land can be used. A crown lease search will return an imaged copy of the original lease, including any documents attached to that original such as plans.

Crown leases are being cancelled and replaced by computer certificates of title that update electronically. Cancelled leases have a stamp on each page.

View a [sample crown lease](#).

Instrument search

An instrument search returns an imaged copy of the instrument (registered dealing).

View a [sample instrument](#).

Check search

A check search identifies any activity on a title over the last four months. This can include lodgements of unregistered dealings.

View a [sample check search result](#).

Sublease plan

A sublease is a lease by the registered proprietor of a crown lease to another party. A sublease plan (SL) defines the area of land within the crown lease that the sublease covers.

The sublease plan is not required where the whole of land or the whole of a building on the land is being leased.

Sublease plans must be registered. To identify the land area to be sublet within the lease document is insufficient.

Sublease plans are frequently used to sub-divide buildings into lettable areas. Large multi-tenanted commercial buildings such as shopping centres may also have a sublease master plan (SMP) that provides a whole development overview.

Sublease plans are prefixed by the letters SL Plan. View a [sample sublease plan result](#).

Deposited Plan

A deposited plan (DP) defines the measurements and boundaries of land areas.

No limit applies to the number of parcels (blocks) available on a single deposited plan. Deposited plans are prefixed by the letters DP.

Selecting **Whole Deposited Plan** broadly shows the specific block and section you've requested and its surrounding blocks. Whole plans average between 20 and 30 pages.

Selecting **Part Deposited Plan** will give you a more focused view of the specific block and section you've requested and its surrounding blocks.

View a [sample deposited plan](#).

Unit Plan

Unit plans subdivide land in a crown lease into two or more units (where a unit is a part of a parcel identified in a plan). The unit plan removes previous crown leases/certificates of title over the land and replaces them with separate crown leases or certificates of title for each unit within the plan and for the common property (in the name of the Owners Corporation).

When ordering a unit plan, you must include either the specific plan number or the unit number in the division/block/section/unit fields.

Unit plans may contain either Class A or Class B units, but not both.

- ▶ Class A unit – bounded by reference to floors, walls and ceilings (for example strata). These are generally ‘high rise’ apartments.
- ▶ Class B unit – unlimited in vertical dimension with boundaries defined at ground level. These are generally ‘town house’ style units.

View a [sample unit plan](#).

3.2.2 How do I search?

To complete your search, select the documents you require, enter the property description details and click **\$ Order \$**.

Note: For a property description search, the criteria you provide must be specific enough to identify a single property. You can search by either:

- ▶ division, section and block (unit number is optional)
- ▶ volume and folio.

Refer to [Appendix A](#) for more information on the search methods.

ACT Lands Document Ordering Search

Select the Searches required and enter as much detail as possible to ensure prompt processing.
 * denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Search By	Property Description
Searches	<p><i>Each Search selected incurs a separate charge.</i></p> <p><input type="checkbox"/> Certificate of Title</p> <p><input type="checkbox"/> Historical Search</p> <p><input type="checkbox"/> Crown Lease</p> <p><input type="checkbox"/> Check Search</p> <p><input type="checkbox"/> Instrument Search <input type="text"/> * eg. 1234567</p> <p><input type="checkbox"/> Sub Lease Plan <input type="text"/> * eg. 12345</p> <p><input type="checkbox"/> Deposited Plan <input type="text"/> * eg. 12345</p> <p><input type="checkbox"/> Unit Plan <input type="text"/> * eg. 12345</p>
Property Description	<i>Enter either Division/Section/Block or Title Reference Details</i>
Division/Section/Block	Division <input type="text"/> * Select Division Section <input type="text"/> * Block <input type="text"/> * Unit Number <input type="text"/> *
Title Reference	Volume <input type="text"/> * / Folio <input type="text"/> * eg. 1234 / 0012
Comments	<i>Enter any additional information here</i>
<input type="text"/>	
<input type="button" value="Clear All"/>	<input type="button" value="\$ Order \$"/>

3.3 Search by owner name

The following searches are available through the search by owner name:

- ▶ current owner name
- ▶ historical owner name.

3.3.1 What information will I get from the searches?

Current owner name search

A current owner name search provides a listing of property owned by the individual/company entered as search criteria. The result will contain owner name, division, section, block, volume and folio details as well as a current title Y/N indicator.

To gain further information on individual properties listed, you'll need to do a property search on each.

View a [sample current owner name search result](#).

Historical owner name search

An historical owner name search provides a listing of property previously owned by the individual/company you've entered. The result will contain owner name, division, section, block, volume and folio details as well as a current title Y/N indicator.

Note: Your owner name search results may contain listings of properties owned by individual/companies with similar names to those you entered.

3.3.2 How do I search?

To search by owner name, select the search type you require, enter the owner name details and click **\$ Order \$**.

ACT Lands Document Ordering Search

Select the Searches required and enter as much detail as possible to ensure prompt processing.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/> *
Search By	<input type="text" value="Owner Name"/> *
Searches	<i>Each Search selected incurs a separate charge. *</i> <input type="checkbox"/> Current Owner Name <input type="checkbox"/> Historical Owner Name
Owner Details	<i>Please enter as many Owner Details as possible. A Surname or Company Name is required. *</i>
Surname or Company Name	<input type="text"/> *
Given Name	<input type="text"/>
Second Given Name	<input type="text"/>
Third Given Name	<input type="text"/>
Comments	<i>Enter any additional information here</i> <input type="text"/>

3.4 Address search

An address search will return a browse extract with property identifiers for the address including:

- ▶ division, block and section
- ▶ volume and folio
- ▶ parcel details.

You'll receive a screen shot with the above details.

View a [sample report](#).

To complete a search, enter the address details and click **\$ Order \$**.

ACT Lands Document Ordering Search

Select the Searches required and enter as much detail as possible to ensure prompt processing.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>	*
Search By	Address Search	*
Address Details <i>Please enter as many Address Details as possible. A Street Number and Street Name are required. *</i>		
Number	<input type="text"/>	* eg. 12, 15A
Street	<input type="text"/>	* eg. Chaffey Crescent
Suburb	<input type="text"/>	
Comments	<i>Enter any additional information here</i> <input type="text"/>	

Note: The address search won't return a certificate of title. Instead, it returns property details, which you can then use to [order a certificate of title through the 'Property Description' option](#).

3.5 Order confirmation

Once you've placed your order, a confirmation screen displays, listing the order details including the Confirm reference for the search.

We recommend that you retain this confirmation as a search record.

Note: The confirmation also contains your Confirm reference number, which has nine digits. You can quote the reference if you wish to follow up on an order which hasn't been processed within one business day.

ACT Lands Document Ordering Confirmation

Your request has been submitted for manual processing. Please click Print for a PDF version of this confirmation page to retain for your records.
All search results are delivered by your requested delivery method in one business day.

[Print](#)

Order Details

Confirm Reference	101734868
Account Code	TEST-USER
Order Date/Time	10-Jan-2022 02:11 PM
Delivery Method	E-mail
Search Request	ACT Lands Document Ordering

Recipient Details

Recipient	Mr John Smith
Job Title	
Organisation	CITEC Confirm
Phone	07 31234567
Mobile	
Email	john.smith@email.com.au

Your Search

Your Reference	test1
Searches	Address
Number	15A
Street	Chaffey Crescent
Suburb	
Comments	

4 Appendix A – search details

4.1 What are division, section and block numbers?

The ACT divides into geographic areas known as districts. Districts are further divided by deposited plans into divisions (suburbs), sections and blocks. A unit number indicates the further subdivision of a block.

These identifiers together provide a unique reference for a parcel of land.

The legal name for a parcel under the *Districts Act 2002* (ACT) is block/section/division/district, but the order of reference in common use is district/division/section/block/unit.

Although units of land are commonly referred to as ‘parcels’ for leasing purposes, they’re more correctly known as blocks. The district is usually only referred to when the parcel is rural and has no section number.

The title reference contains the first four letters of the division (suburb) name as well as section, block and unit numbers.

4.2 What are the volume and folio numbers?

Volume and folio numbers are allocated to crown leases when they’re registered. They provide a unique reference for a title.