

ACT Land Searches Client Reference Guide

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Confirm.

Innovative Information Solutions

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1 Main Menu

ACT Land Searches can be performed via the CITEC Confirm Document Ordering System. The types of services available include land titles, plans and instrument searches. Your order will be submitted online and will be processed by CITEC Confirm. The result will be returned to you via email or fax within 24 hours (except weekends and public holidays).

The types of ACT Land Documents which can be ordered include:

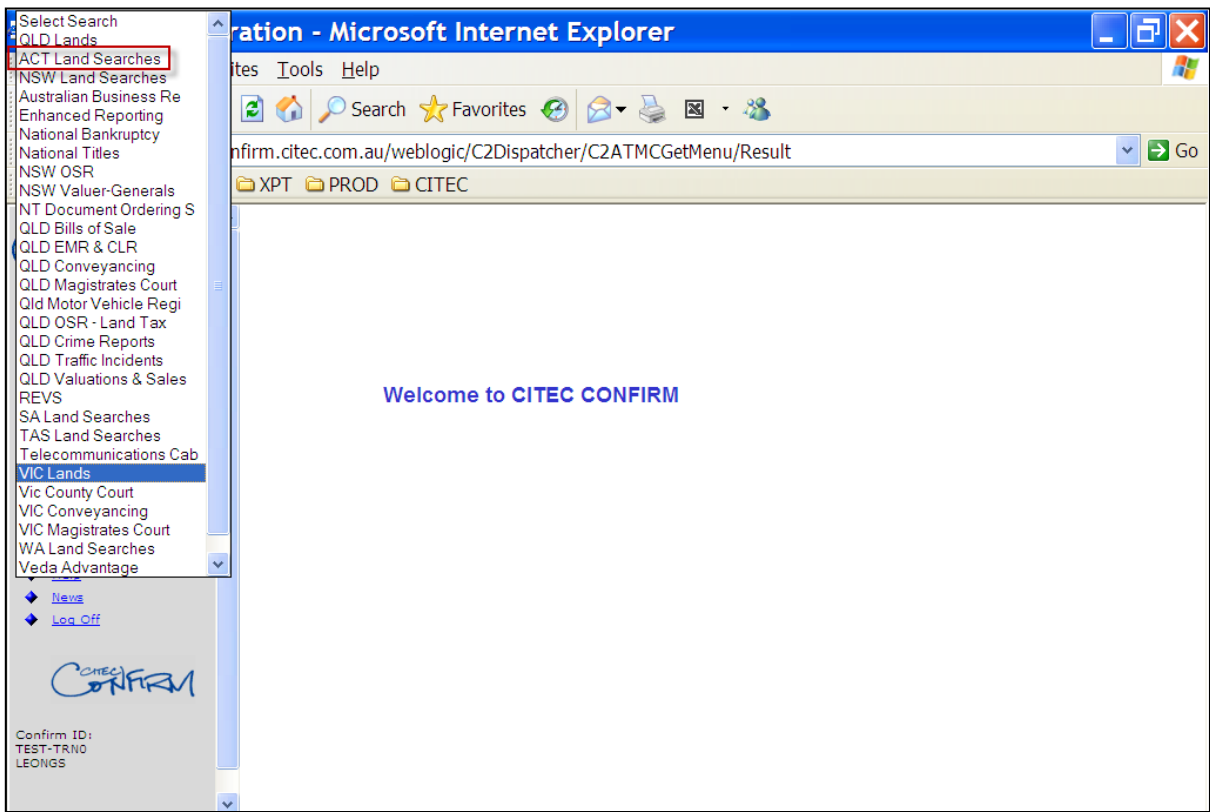
- **Certificate of Title**
- **Historical Search**
- **Crown Lease**
- **Check Search**
- **Instrument Search**
- **Plans** (Including **Sub Lease Plans**, **Deposited Plans** and **Unit Plans**)

a) Select [ACT Land Searches](#) from the **CITEC Confirm Main Menu**.

The screenshot shows the CITEC Confirm website interface. At the top, there is a navigation bar with links: Menu, News, Account Info, Multi-Search Results, Inbox, Reports, Fees, Help, Log Off. Below this, a banner reads 'CONFIRM The answer you're looking for!' and 'You are here: > Main Menu'. The main content area is titled 'View Menu By Product' and includes a link 'View Menu by State'. The menu is organized into several categories:

- Land Searches** (highlighted with a red box):
 - ACT Land Searches
 - NSW Land Searches
 - NSW Office of State Revenue Certificates
 - NT Land Searches
 - QLD Contaminated Land Search
 - QLD Land Searches
 - QLD Land Tax Certificates
 - QLD Valuation and Sales
 - SA Land Searches
 - TAS Land Searches
 - Telco Cable Search
 - VIC Land Searches
 - WA Land Searches
- Property Conveyancing**:
 - QLD Property Certificates
 - QLD Transport & Main Roads Property Search
 - VIC Conveyancing
 - VIC Property Sales History Report
- Corporate and Individual Searches**:
 - ASIC and Business Name Searches
 - Commercial Enquiries
 - National Bankruptcy
 - PPSR - Personal Property Securities Register
 - QLD Bills of Sale Search
- Vehicle Searches and Lodgements**:
 - QLD Motor Vehicle Register
 - REVS - Register of Encumbered Vehicles
- Court eFiling**:
 - QCAT - QLD Civil and Administrative Tribunal eFiling
 - QLD Magistrates Court eFiling
 - VIC County Court eFiling
 - VIC Magistrates Court eFiling
 - VIC Supreme Court eFiling
 - QCAT - Neighbourhood Disputes Registry Search (Tree and Fence)
- Police Searches**:
 - VIC Crime Reports

or from a customised interface.



2 Profiles

A **CITEC Confirm** Profile stores delivery information which is used by document ordering services such as ACT Land Searches. The profile specifies the method by which your results are returned to you.

- a) Select a **Delivery Method** and a **Delivery Profile**, and then click **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 John Smith * [New](#) [Modify](#) [Delete](#) [Copy](#)

☐ Set to be default profile

Delivery of this order *Alter 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)*

Given Name(s)

Surname

Organisation Please use "and" in place of "&" eg. Bloggs and Co

Email

Fax -

Phone -

Mobile

[Clear All](#) [Next](#)

Click **New** to create a new profile or **Modify** to alter an existing profile. A new browser window will open. Within this window you can add or update details and **Save**.

After you have been returned to the profile selection screen, your new or updated profile will be included in the drop-down list and you can proceed as above.

To delete a profile, select it from the drop-down list and click **Delete**.

Profile **Modify.**

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	Select ... ▼
Given Name(s)	John *
Surname	Smith *
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	Smith Law Please use "and" in place of "&" eg. Bloggs and Co
Phone	07 - 30342359 *
Fax	<input type="text"/> - <input type="text"/>
Mobile	<input type="text"/>
Email	smh@smithlaw.com.au
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"/> ▼ *
Post Office Box	PO Box 279 * eg. PO Box 78
Suburb/Town	Brisbane * Select Suburb Enter at least the first three (3) letters of the suburb then click Select Suburb State <input type="text"/> QLD * Postcode <input type="text"/> 4001 *
DX Details	<i>Enter DX details, if required</i>
Number	<input type="text"/>
Location	<input type="text"/>

Tip: Any profile changes made in this system affects all profiles for your account across CITEC Confirm's databases. If you are uncertain that your profile details are current or correct, please take this opportunity to update them.

Tip: You can also enter delivery details only for this specific order.

3 ACT Lands Search selection

Enter **Your Reference** (this information will appear on your CITEC Confirm usage reports), then select your **Search By** option; either Property Description, Owner Name or Address Search.

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	Select ... * Select ... Property Description Owner Name Address Search
Comments	<input type="text"/> information here

3.1 Search by Property Description

When searching by **Property Description**, select the documents required by ticking the corresponding search boxes, then enter the **Property Description** details and click **\$Order\$**. See Appendix A for details of the documents returned.

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

Tip: Note the minimum criteria for conducting a search must identify a single property and consists of:

- **Division, Section and Block OR**
- **Volume & Folio**

(See Appendix B for more information on **Division, Section, Block** and **Volume/Folio**).

3.2 Search by Owner Name

When searching by **Owner Name**, select the search type required by ticking either **Current** or **Historical Owner Name**, then 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

Search By

Owner Name

Searches

Each Search selected incurs a separate charge. *

☐ Current Owner Name

☐ Historical Owner Name

Owner Details

Please enter as many Owner Details as possible. A Surname or Company Name is required. *

Surname or Company Name

Given Name

Second Given Name

Third Given Name

Comments

Enter any additional information here

Clear All

\$ Order \$

3.3 Search by Address

When searching by **Address**, enter the address details in the fields provided, 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

*

Search By

Address Search

*

Address Details

Please enter as many Address Details as possible. A Street Number and Street Name are required. *

Number

* eg. 12, 15A

Street

* eg. Chaffey Crescent

Suburb

Comments

Enter any additional information here

Clear All

\$ Order \$

A Confirmation screen will be displayed. We recommend that you print and retain this order confirmation as a record of your searches.

The **Confirm Reference** located under **Order Details** is used by the Confirm Service Centre to look-up your order, if you have any questions.

Confirmation screen.

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	3477626
Account Code	DEMO-PASG
Order Date/Time	16-Sep-2014 04:53 PM
Delivery Method	E-mail
Search Request	ACT Lands Document Ordering
Search Receipt	View Search Receipt

Recipient Details

Recipient	John Smith
Job Title	
Organisation	Smith Law
Phone	07 30342359
Mobile	
Email	smh@smithlaw.com.au

Your Search

Your Reference	WB/FF Address
Searches	Address
Number	12
Street	Chaffey Crescent
Suburb	

Tip: The progress of ACT Land searches can be monitored through the Confirm Inbox

4 Appendix A – Documents Returned by a Search

Address Search

A Block Details report will be returned for the address entered. The report will provide the property identifiers for the address searched including:

- Division Name
- Block Number
- Section number
- Volume and Folio
- Plan Numbers

To obtain further information, undertake a Property Description search using Division, Section & Block OR Volume & Folio and select the documents required

Current Owner Name Search

A Current Owner Name search provides a listing of property owned by the individual/company entered. The result will contain Owner Name, Division, Section, Block, Volume & Folio details as well as a current title Y/N indicator.

The result may contain listings of properties owned by individual/companies with similar names to those entered as search criteria. To gain further information on individual properties listed undertake a Property Description search on each property using Division, Section & Block or Volume & Folio and select the documents required.

Historical Owner Name Search

A Historical Owner Name search provides a listing of property previously owned by the individual/company entered. The result will contain Owner Name, Division, Section, Block, Volume & Folio details as well as a current title Y/N indicator.

The result may contain listings of properties owned by individual/companies with similar names to those entered as search criteria.

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 eg: Joint Tenants
- Land – District/Division/Section/Block/Unit description, Area, Commencement (registration) Date, Grant Date, Term of Grant
- Restrictions, Conditions & Easements – relevant documents attached if applicable
- Reference to Other Titles – Original, Previous, Related
- Encumbrances, Liens & Interests – Document Number, Description, Registration Date
- Unregistered Dealings – Document Number, Document Type, Lodged Date

Historical Search

A **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

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 will be updated electronically. Cancelled leases are identified by a stamp on each page.

Instrument Search

An **Instrument Search** will return an imaged copy of the subject instrument (registered dealing).

Check Search

A **Check Search** identifies any activity on a title over the last 4 months, such as the lodgement of unregistered dealings.

Sublease Plan

A sublease is a lease by the registered proprietor of a crown lease to another party.

A **Sublease Plan (SL)** defines by measurement the area of land within the crown lease that is to be covered by the sublease. A **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; it is not sufficient to identify the area of the land to be sub-let within the lease document. **Sublease plans** are frequently used to subdivide buildings into let-able areas.

Large multi-tenanted commercial buildings such as shopping malls may also have a **Sublease Master Plan (SMP)** that provides an overview of the whole development from which the location of let-able areas and their respective sublease plans may be ascertained. **Sublease Plans** are numbered in incrementing order prefixed by the letters **SL Plan**.

Deposited Plan

A **Deposited Plan (DP)** defines the measurements and boundaries of the areas of land shown on it.

Deposited Plans are the common means of describing and sub-dividing land in the ACT. There is no minimum or maximum limit to the number of **Parcels (Blocks)** which can be included on a single **Deposited Plan**.

By selecting **Whole Deposited Plan** you will receive a broad view of the specific **Block** and **Section** requested and its surrounding **blocks**. **Whole plans** average between 20 and 30 pages.

By selecting **Part Deposited Plan** you will receive a more focused view of the specific **Block** and **Section** requested and its surrounding **blocks**.

DPs are numbered in incrementing numeric order prefixed by the letters **DP**.

Unit Plan

Unit Plans provide for the subdivision of land in a **Crown Lease** into two or more units (where a unit is a part of a parcel identified in a plan).

The creation of a **Unit Plan** extinguishes 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).

If **Unit Plan Whole** is selected no further selections are required.

If **Unit Plan Part** is selected at least one of the forms available must be selected.
If any of the forms are selected then **Unit Plan Part** must be selected.

When ordering a unit plan you must supply either the specific plan number or supply the unit number in the **Division/Block/ Section/Unit** fields.

Unit Plans are numbered in incrementing numeric order, for example Unit Plan No 1. **Unit Plans** may contain either Class A or Class B units, but not both.

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

5 Appendix B – Division, Section and Block Numbers / Volume and Folio

Division, Section and Block Numbers

The ACT is divided in to 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. The combination of these identifiers provides a unique reference for a parcel of land.

The legal name for a parcel under the Districts Act is **Block/Section/Division/District** but the order of reference in common usage is **District/Division/Section/Block/Unit**.

Although units of land are commonly referred to as Parcels for leasing purposes, they are more correctly known as **Blocks**.

The **District** is usually only referred to when the parcel is rural and has no section number.

Divisions are identified by the first 4 letters of their name, while **Section**, **Block** and **Units** are identified numerically. **Divisions** may cross the boundaries of several **Districts** in which case **Block/Section** numbers are not duplicated within the districts, ensuring a unique parcel identifier at the **Division/Section/Block** level.

Section, **Block** and **Unit** numbers do not have direct relationships to street addresses.

Volume and Folio

Volume and **Folio** number are allocated to **Crown Leases** when they are registered. The **Volume** and **Folio** number provides a unique reference for a title.