

ANSTAT VIC Conveyancing Client Reference Guide

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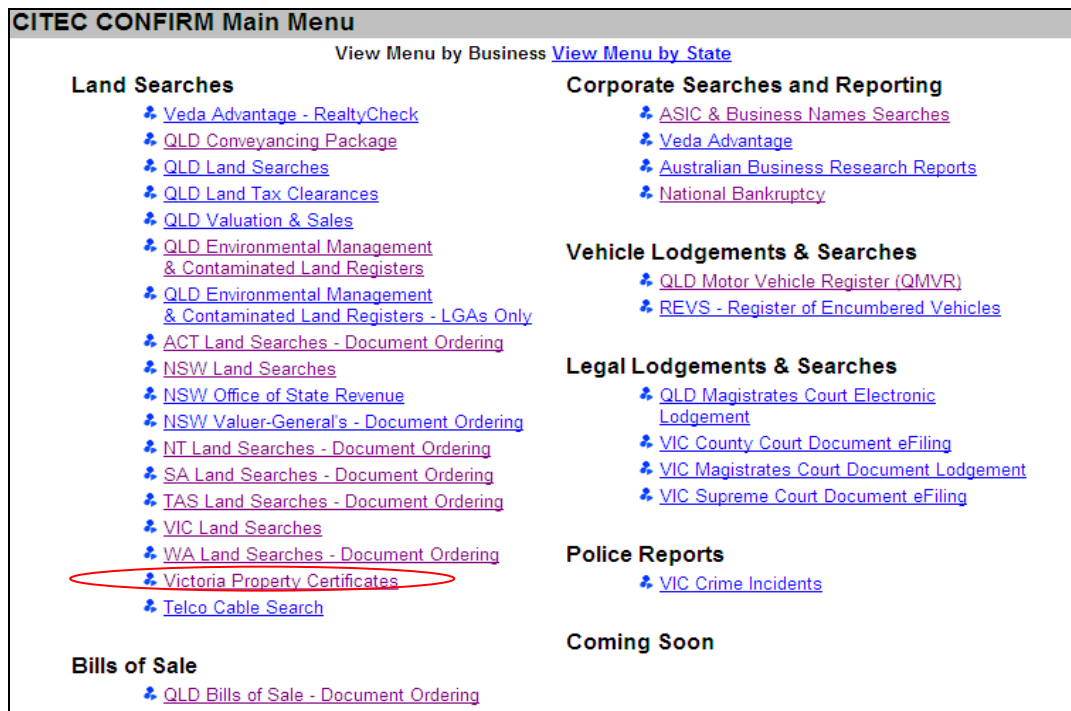
Innovative Information Solutions

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1 Confirm Main Menu

A VIC Property Certificate order is a request for information on a property. VIC Property Certificate searches are conducted by experienced search agents to ensure a timely and thorough response to your request.

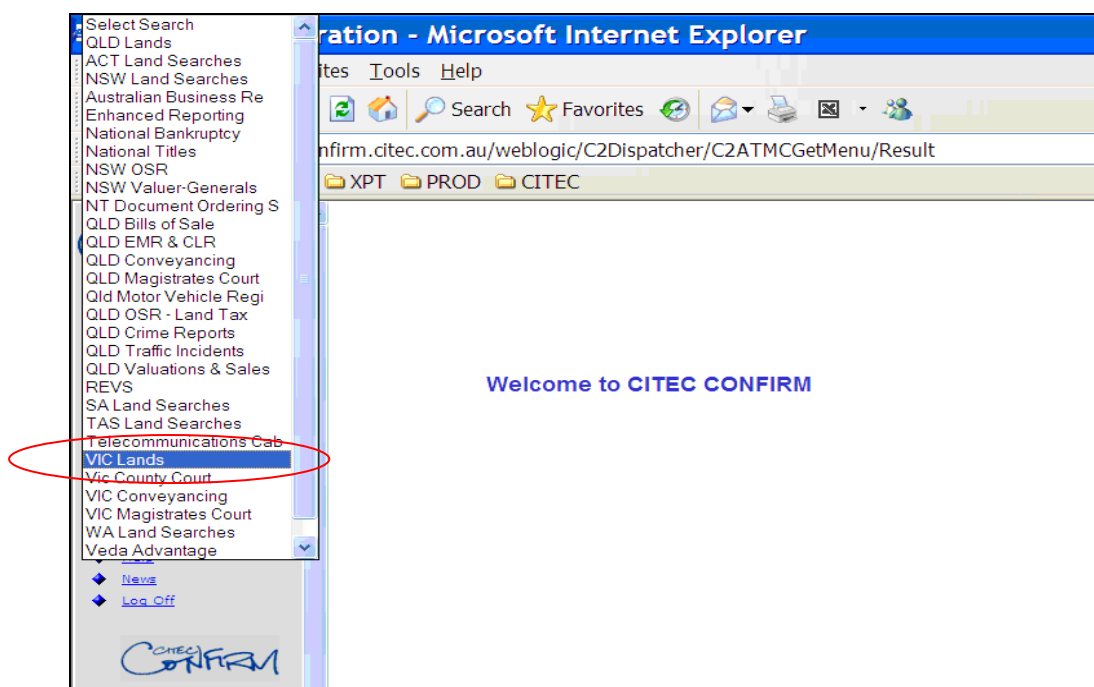


CITEC CONFIRM Main Menu

View Menu by Business [View Menu by State](#)

Land Searches <ul style="list-style-type: none">Veda Advantage - RealtyCheckQLD Conveyancing PackageQLD Land SearchesQLD Land Tax ClearancesQLD Valuation & SalesQLD Environmental Management & Contaminated Land RegistersQLD Environmental Management & Contaminated Land Registers - LGAs OnlyACT Land Searches - Document OrderingNSW Land SearchesNSW Office of State RevenueNSW Valuer-General's - Document OrderingNT Land Searches - Document OrderingSA Land Searches - Document OrderingTAS Land Searches - Document OrderingVIC Land SearchesWA Land Searches - Document OrderingVictoria Property CertificatesTelco Cable Search	Corporate Searches and Reporting <ul style="list-style-type: none">ASIC & Business Names SearchesVeda AdvantageAustralian Business Research ReportsNational Bankruptcy Vehicle Lodgements & Searches <ul style="list-style-type: none">QLD Motor Vehicle Register (QMVR)REVS - Register of Encumbered Vehicles Legal Lodgements & Searches <ul style="list-style-type: none">QLD Magistrates Court Electronic LodgementVIC County Court Document eFilingVIC Magistrates Court Document LodgementVIC Supreme Court Document eFiling Police Reports <ul style="list-style-type: none">VIC Crime Incidents Coming Soon
Bills of Sale <ul style="list-style-type: none">QLD Bills of Sale - Document Ordering	

or from a customised menu:



Microsoft Internet Explorer

Address bar: confirm.citec.com.au/weblogic/C2Dispatcher/C2ATMCGetMenu/Result

Navigation: XPT PROD CITEC

Welcome to CITEC CONFIRM

Left sidebar menu (highlighted items circled in red):


- Select Search
- QLD Lands
- ACT Land Searches
- NSW Land Searches
- Australian Business Research Reports
- Enhanced Reporting
- National Bankruptcy
- National Titles
- NSW OSR
- NSW Valuer-Generals
- NT Document Ordering S
- QLD Bills of Sale
- QLD EMR & CLR
- QLD Conveyancing
- QLD Magistrates Court
- QLD Motor Vehicle Register
- QLD OSR - Land Tax
- QLD Crime Reports
- QLD Traffic Incidents
- QLD Valuations & Sales
- REVS
- SA Land Searches
- TAS Land Searches
- Telecommunications Cab
- VIC Lands**
- Vic County Court
- VIC Conveyancing
- VIC Magistrates Court
- WA Land Searches
- Veda Advantage
- [News](#)
- [Log Off](#)

CITEC CONFIRM logo

or from the Victorian Lands menu:

VIC Lands Menu


Land Documents

-  [Quick Search](#)
- [Title Search](#)
- [Imaged Plans](#)
- [Instrument Search](#)
- [Title Diagrams](#)
- [Body Corporate Premium Reports](#)

Title Tracking Services

- [Final Search](#)
- [Issue Search](#)
- [Prelodgement Check](#)
- [Dealing Search](#)
- [Titles Affected by an Instrument](#)
- [Historical Search](#)

Title Package

-  [Title Package](#)
- [View Title Package Results](#)


Land Index Searches

- [Owner Name](#)
- [Lot/Plan](#)
- [Volume/Folio](#)
- [Address Search](#)

Landata Property Certificates

- [Property Certificates](#)
- [View Property Certificate Results](#)

ANSTAT Property Certificates

-  [Property Certificates](#)
- [View Property Certificate Orders](#)

2 Accessing Victorian Property Certificates

- a) Select your preferred **Delivery Method** (DX, Email, Fax or Post) and **Delivery Profile** from the drop down menus. Click **Next**.

The screenshot shows a web form titled "Profile Selection". At the top, it says "Select your delivery preferences then click Next." with a "Next" button. Below this is a note: "Note: * denotes mandatory fields and * denotes conditional fields. Please refer to help for further information." The form has several sections: "Search Request" with the value "Vic Property Certificates - Landata"; "Delivery Method" with a dropdown menu showing "E-mail" and a red asterisk; "Delivery Profile" with a dropdown menu showing "Select.." and a red asterisk, followed by buttons "New", "Modify", "Delete", and "Copy"; a checkbox "Set to be default profile"; "Delivery of this order" with the text "Alter the delivery details for this request only, or enter details (To permanently change your delivery details please use..."; "Name:" with an input field; "Email Address:" with an input field; "Phone Number:" with two input fields separated by a hyphen; and "Clear All" and "Back" buttons at the bottom left. A red box with an arrow points to the "Delivery Profile" dropdown menu, containing the text: "Select a valid **Delivery Profile** from the drop down list or use the input fields below to manually enter delivery details for your order." The "Next" button at the bottom right is circled in red.

Profile Selection

Select your delivery preferences then click Next. Next

Note: * denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Search Request Vic Property Certificates - Landata

Delivery Method E-mail *

Delivery Profile Select.. * New Modify Delete Copy

☐ Set to be default profile

Delivery of this order Alter the delivery details for this request only, or enter details (To permanently change your delivery details please use...

Name:

Email Address:

Phone Number: -

Clear All Back Next

Select a valid **Delivery Profile** from the drop down list or use the input fields below to manually enter delivery details for your order.

b) Enter Your Reference, Vendor Details and Property Details (Title and Plan Information). Click Next

Victoria Property Certificates

Enter Your Reference, Vendor Details and any additional information you have.

The Land Index Search Surcharge may apply if the Title Reference is not supplied.

Lot/Plan or Crown Description may be requested later in the process depending on Certificates Selected. To save time, if you have these details, enter them now.

Note: * denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference: eg. File101 *

Vendor Details:

Company Name *

Surname *

First Name *

Second Name

Add Extra Vendor

Title Reference: Volume * / Folio * eg. 12345/001

Add Extra Volume/Folio

Street Address: Unit Number Street Number

Street Name * Street Type Select..

Suburb: * [Select Suburb](#)

Postcode: *

Map Reference: Select.. * Page * Grid Ref * eg. B8

Find Municipality/Parish

Municipality:

Parish:

Plan Description: Lot * / Plan * eg. Lot 1/TP123456

Add Extra Lot/Plan

Crown Description:

Crown Allotment * Crown Section *

Crown Block Portion

Subdivision Parish *

Old Law: Book Number * Memorial Number *

Clear All

Next

Tip: It is essential that you enter as much information as possible to ensure that you receive the result you are looking for. Each additional piece of information you supply helps to refine and focus the investigation by the search agent, thus producing better results for you. Registered Proprietor details and Volume/Folio numbers are particularly valuable for all orders. If you have multiple items to enter, please use the buttons to create extra fields to allow entry of all proprietors, vendors and purchasers. If you have any other additional information about a property, proprietor or sale that is not covered by the standard search fields, please enter that information in the Comments field.

- c) If one property is found the screen displays that the available certificates are being loaded for this property.

Victoria Property Certificates

One property has been found matching the search criteria. Please wait while the available certificates are loaded.

- d) If more than one property is found, a list will be displayed. Select the property address and click **OK**.

Victoria Property Certificates

Select a property address then click OK.

Disclaimer by the State of Victoria:

When you order a certificate through this service you need to satisfy yourself that the certificate returned relates to the property that you are interested in.

While we endeavour to satisfy your requirements, in matching property identifiers we rely on a database that we believe is over 80 per cent complete and accurate across Victoria. This database is getting better all the time. Accordingly, the State of Victoria makes no representations or warranties as to the results obtained using this service. To the extent permitted by law, the State of Victoria excludes liability for any loss or damage arising from any inaccuracy or incompleteness of the results obtained using the service.

Users of this service should exercise their own judgement in determining whether the results are reliable

Property Address:

- ☐ 56 LITTLE KENT STREET, RICHMOND 3121
- ☐ 56 LITTLE KENT STREET, RICHMOND 3121

[Return to Property Details](#)

[Clear All](#)

[OK](#)

- e) Choose the **Certificates** (See **Appendix A** for a full list) you wish ordered and click **\$OK\$**.

Victoria Property Certificates

Select Plan and Title Option, the Certificates required and update Contact Details. [Telecommunication Cable Searches](#) can be ordered from the receipt screen. The contact details are maintained by Landata and are independent of any Confirm Profile details.

Note: * denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Plan and Title Option: ☒ Generate a fax coversheet to submit an existing Plan / Title

Selected Property: 17 COVALA COURT, SAINT HELENA 3088, Map Ref: Melway 11 F11

















Certificate Selection	Authority	
<input checked="" type="checkbox"/> Register Search Statement (Title) Info	Volume 9644 Folio 001	
<input type="checkbox"/> Instrument Search	Volume 9644 Folio 001 M138900P	
<input type="checkbox"/> Dealings on Title Info	Volume 9644 Folio 001	\$1.75
<input type="checkbox"/> History Search	Volume 9644 Folio 001	\$5.84
<input type="checkbox"/> Copy of Plan Info	Plan LP200521W	\$2.29
<input type="checkbox"/> Land Tax Certificate Additional Details	State Revenue Office	
<input type="checkbox"/> Vicroads Certificate Plan Required Warning Info	VICROADS	
<input type="checkbox"/> Heritage Certificate (Sec 50) Plan Required Info	Heritage Victoria	\$28.80
<input type="checkbox"/> Heritage Certificate (Sec 50) - Urgent Plan Required Info	Heritage Victoria	\$83.80
<input type="checkbox"/> Land Information Certificate Plan Required Title Required Info	CITY OF BANYULE	\$23.30
<input type="checkbox"/> Land Information Certificate (Priority) Plan Required Title Required Info	CITY OF BANYULE	\$34.30
<input type="checkbox"/> Building Approval 326 (1) Plan Required Info	CITY OF BANYULE	\$46.40
<input type="checkbox"/> Building Approval 326 (1)(2) Plan Required Info	CITY OF BANYULE	
<input type="checkbox"/> Flood Level Plan Required	MELBOURNE WATER	
<input type="checkbox"/> Planning Certificate Express Info	Dept of Sustainability & Environment	\$11.77
<input type="checkbox"/> Water Information Statement Plan Required Warning Info	SOUTHERN RURAL WATER	\$83.80
<input type="checkbox"/> Special Meter Reading Reading Date Required: <input type="text"/> eg. ddmmyyyy Plan Required Warning Info	SOUTHERN RURAL WATER	\$83.80
<input type="checkbox"/> Water Information Statement Plan Required Warning Info	SOUTHERN RURAL WATER	\$83.80

Check this box so you can send a cover sheet to the Search Agent which will allow them to better track your order.

Click the [Info](#) link next to each search to find out any extra information (including the turnaround times) for each certificate.

When selecting a **Land Tax Certificate**, you must click the [Additional Details](#) link to enter name and address details, etc.

When selecting a **Special Meter Reading**, enter the **Reading Date** required.

<input type="checkbox"/> Water Information Statement Plan Required	 Warning  Info	SOUTHERN RURAL WATER	
<input type="checkbox"/> Special Meter Reading Reading Date Required: <input type="text"/> eg. ddmmyyyy Plan Required	 Warning  Info	SOUTHERN RURAL WATER	\$83.80
<input type="checkbox"/> Water Information Statement Plan Required	 Warning  Info	SOUTHERN RURAL WATER	\$83.80
<input type="checkbox"/> Special Meter Reading Reading Date Required: <input type="text"/> eg. ddmmyyyy Plan Required	 Warning  Info	SOUTHERN RURAL WATER	\$83.80
<input type="checkbox"/> Water Information Statement	 Info	YARRA VALLEY WATER	\$40.95
<input type="checkbox"/> Special Meter Reading Reading Date Required: <input type="text"/> eg. ddmmyyyy	 Info	YARRA VALLEY WATER	\$1.10
<input type="checkbox"/> Sewers and Drains Plan	 Info	YARRA VALLEY WATER	\$25.65
<input type="checkbox"/> Catchment & Land Protection Plan Required	 Info	Dept of Primary Industries	\$21.12
<input type="checkbox"/> National Trust Certificate Plan Required	 Info	National Trust of Australia (Victoria)	\$89.30
<input type="checkbox"/> Extract of Priority Sites Register	 Warning  Info	Environment Protection A	
	 Info	Land Index Search	
Total:			\$ 12.84
<input type="checkbox"/> I have read and I accept all warnings for the certificates selected			

Email Options

You will be sent an email notification along with your emailed certificates.

Please select an email delivery option: ☒ Certificate and notification sent as each certificate becomes available.
☐ Email with certificates attached and notification sent when total order is complete.

Contact Details Maintained by Landata

Note: These contact details are maintained by Landata and are independent of any Confirm Profile details you may have. Add or update the contact details of the order, if required, then click OK.

Enter Recipient :

Phone Number :

Fax Number :

DX : eg. 9999 Melbourne

Address : eg. PO Box 1
 eg. Suburb 3000

☐ Click here to make changes permanent

[Return to Property Details](#)

[\\$ OK \\$](#)

REFUND POLICY
Please select carefully as refunds are not available for searches once they have been ordered.

Tip: A list of available certificates for a given property will be displayed based on the search criteria you have entered. In the event of a certificate being available from multiple authorities, each option will be displayed for your selection.

Tip: The search agents conducting your request may require a copy of the Plan and/or Title to ensure the accuracy of subsequent searches. Plan/s and/or title/s can be ordered at the same time as you place your property certificate request and a copy of each plan and/or title will be sent to you along with your certificates.

f) The automatically generated cover sheet can be faxed to the Search Agent.

 Confirm your order details are correct (CTRL R to refresh if required).
Please FAX this cover sheet and your Plan to Landata on the number below.
Please forward documents as soon as possible to expedite the processing of your order.

**CUSTOMISED FAX COVER SHEET for
sending copy of Plan to LANDATA**

To: LANDATA Property

Facsimile: 03 8636 2495

From: TESTING ACCOUNT
PO Box 1 MELBOURNE 3000

Sender Phone: 0396388117

Sender facsimile: 0396388109

Order Number: 786851

Your Reference: test

CONFIRM reference: 782538

Property: 334 Nepean Highway, CHELSEA, 3196

Pages = (please insert no. of pages)

- f) A receipt is displayed with the details of your order. We suggest that you print this receipt and save it for your records.

Print this receipt for your records then click [View Documents](#)
Online documents take time to process. If not available now, view later from View Property Certificates on the [VIC Land Searches Menu](#)

Order a for this property. This search identifies telecommunications cables and infrastructure on a property. Such infrastructure is not usually mentioned on a land title. [Sample](#)
If you are forwarding a copy of the plan and/or title via fax, click [here](#) to print a fax cover sheet.

Order Details				
Order Number	836076			
Your Reference	test			
CONFIRM Reference	1216034			
Account Code	TEST-USER			
Order Date/Time	18/12/2007 12:33			
Delivery Details				
Delivery Method	E-mail			
Email Address	andrew.whalan@citec.com.au			
Email Option	Certificate and notification sent as each certificate becomes available.			
Contact Details				
Recipient	TESTING ACCOUNT			
Address	PO Box 1 MELBOURNE 3000			
Phone Number	0396388117			
Fax Number	0396388109			
DX Number				
Property Description - Client Supplied				
Street Address				
Map Name & Reference				
Municipality				
Parish				
Volume/Folio	09644 001			
Lot/Plan				
Crown Description				
Old Law				
Vendor Name(s)				
Purchaser Name(s)				
Settlement Date				
Application Reason				
Property Description - Supplied by Landata				
Map Reference				
Municipality	BANYULE			
Parish	Nilumbik			
Volume/Folio	9644/001			
Old Law				
Vendor Name(s)				
Purchaser Name(s)				
Settlement Date				
Application Reason				
Property Description - Supplied by Landata				
Map Reference				
Municipality	BANYULE			
Parish	Nilumbik			
Volume/Folio	9644/001			
Lot/Plan	Lot 35 LP200521			
Old Law				
Property Certificates	Authority	Value	GST	Price
Register Search Statement (Title) - Authority Fee	Volume 9644 Folio 001	6.45	0.65	7.10
	Land Index Search surcharge	0.00	0.00	0.00
	Delivery Fee	5.22	0.52	5.74
	Totals	\$11.67	\$1.17	\$12.84

3 Retrieving Victorian Property Certificate Orders

- a) To view Victorian Property Certificate orders, select [View Property Certificates](#) from the **VIC Land Searches Menu** or [View Documents](#) hyperlink on the order receipt.

VIC Lands Menu

Land Documents <ul style="list-style-type: none">Quick SearchTitle SearchImaged PlansInstrument SearchTitle DiagramsBody Corporate Premium Reports	Title Tracking Services <ul style="list-style-type: none">Final SearchIssue SearchPrelodgement CheckDealing SearchTitles Affected by an InstrumentHistorical Search
Title Package <ul style="list-style-type: none">Title PackageView Title Package Results	Landata Property Certificates <ul style="list-style-type: none">Property CertificatesView Property Certificate Results
Land Index Searches <ul style="list-style-type: none">Owner NameLot/PlanVolume/FolioAddress Search	ANSTAT Property Certificates <ul style="list-style-type: none">Property CertificatesView Property Certificate Orders

- b) Enter the **Order Number**, or **Date Ordered** and click **Next**. Alternatively use the **Last 50 Documents** button to get a quick view.

View Land Title Package and Property Certificates

Enter an order number or order date then click NEXT, or click Last 50 Documents to view the 50 most recent documents ordered.

Enter	Order Number :	<input type="text" value="786851"/>	eg. 12345
Or	Date Ordered :	<input type="text"/>	eg. 12-DEC-1999

- c) A list of ordered **Certificates** and **Documents** are displayed. Check the ones you wish to view and click **Next**.

VIC Land Searches View Ordered Certificates & Documents

Select the certificate or document then click NEXT.

[NEXT >](#)

	Order No.	Your Reference Code	Certificate or Document	Status	Cert. Complete
<input checked="" type="checkbox"/>	786851	test	History Search	complete	23/06/2005 17:20
<input checked="" type="checkbox"/>	786851	test	Copy of Plan	complete	23/06/2005 17:20
<input type="checkbox"/>	786851	test	Catchment & Land Protection	awaiting authorit	23/06/2005 17:19

[NEXT >](#) [Clear All](#)

- d) Click the [Display Result](#) link to view the **Certificate** or **Document**.

VIC Land Searches View Certificates & Documents

The requested queries are being processed. If you select a result and find it is still being constructed, backup to this page and try again in a few seconds.

Please enable page numbering and page totals in your print setup before printing. [Click here](#) for help on enabling these features in your browser.

Query **History Search** - [display result](#)
 Query **Copy of Plan** - [display result](#)

NOTE: [For a list of all your recent query results, click here.](#)

4 Appendix A – Available Certificates

Copy of Plan

This search will return either an **Imaged Plan** or a **Title Diagram** for the land parcel you have specified.

Planning Certificate

All **Planning Certificates** include zoning, overlay controls, abuttal information and other planning scheme information.

Premium Planning Certificate

Premium Planning Certificates include the information from a standard Planning Certificate and:

- Additional Planning Scheme Proposed Amendment information
- Specific Site and Specific Area Provisions from the text of the Planning Scheme
- Any inclusions from the Victorian Heritage Register, the National Trust of Australia (Victoria) Register or the Register of the National Estate

Roads Certificate

Roads Certificates describe Vicroads approved proposals affecting the subject land.

Land Tax Certificate

A Section 97 **Land Tax Certificate** from the State Revenue Office identifies any outstanding land tax on the subject property.

House Contracts Guarantee Certificate

A **House Contracts Guarantee Act (1987) Certificate** contains information regarding guarantees related to building permits issued before 1 May 1996.

Heritage Victoria Certificate

The **Heritage Victoria Certificate** describes the registration status of a given property, including current and proposed listings and Archaeological Sites Heritage Inventory listings.

Australian Heritage Commission Certificate

The **Australian Heritage Commission Certificate** details the property's status on the Register of the National Estate which identifies places of natural and cultural heritage significance.

National Trust Certificate

The **National Trust Certificate** identifies the classification of a given property.

Environment Protection Authority Certificate

An **EPA Certificate** will either confirm that the subject land is not included on the EPA Priority Sites Register or will provide full details of the applicable listing.

Natural Resources & Environment (NRE) Catchment and Land Protection Certificate

This Certificate identifies the Catchment Management Authority (CMA) to which the subject land belongs and details the relevant regional catchment strategy, special area plans, land management notices and land use conditions.

Natural Resources & Environment (NRE) Mines Subsidence Certificate

This Certificate (Natural Resources & Environment) notes any advice on Mine Subsidence Hazard for the subject property.

Natural Resources & Environment (NRE) Agricultural Licenses Certificate

Crown Land Management (CLM) issues agricultural licenses over crown land classified as Unused Roads or Water Frontage. Licenses are generally issued to the owner of the adjoining freehold land and can be assigned (transferred) on sale for a fee. In some cases licenses must be transferred with the sale of the freehold property. A licence provides permission to enter and use land for a specific purpose, such as grazing, horticulture or aquaculture, but does not confer exclusive use to the licensee. This search produces a Certificate detailing any agricultural licenses relating to the subject property.

Council Land Information Certificate

A **Land Information Certificate** from the relevant Municipal Council details Council rates, levies and general information.

Water Information Certificate

A **Water Information Statement** from the relevant Water Authority may include:

- water service charges or other charges
- orders, notices, agreements and outstanding matters
- parks charges
- water rights/entitlements
- water authority encumbrances
- sewerage and water asset location
- water licenses
- whether any rights have been transferred

Water Authority Property Services Plan

This search returns a plan showing the detail and location of the internal house sewerage drain connecting the subject property to the sewerage main.

Special Water Meter Reading

This search initiates a special reading of the water meter by the Water Authority.

Council Building Certificate

There are three available certificate options for Council Building Certificates (Previously provided in a single certificate)

Regulation 326 (1) - This Certificate will provide details of any permit or certificate of final inspection issued in the preceding 10 years; details of any current statement issued under regulation 502 or 503 of these Regulations; and details of any current notice or order issued by the relevant building surveyor under the Act.

Regulation 326 (2) Details as to whether the building or land is in an area that is liable to flooding within the meaning of regulation 802; or that is designated under regulation 803 as an area in which buildings are likely to be subject to attack by termites; or that is determined under regulation 804 to be a designated bush fire prone area; or that is an area determined under regulation 805 to be likely to be subject to significant snowfalls; or designated land or works within the meaning of regulation 806

Regulation 326 (3) states that: An owner or mortgagee of a building or land, or a prescribed building practitioner under section 137B of the Act, may request the relevant council to provide inspection approval dates of the mandatory notification stages for building work carried out on that building or land. Information under Regulation 326(3), if required, may be ordered directly from the Council.

Yarra Ranges Shire Only - Flood Certificate

The Yarra Ranges Shire has used geological, historical and field information to identify the potential flood risk of all land within the shire. This search produces a Certificate identifying the flood risk of a given parcel of land.

Yarra Ranges Shire Only - Landslip Certificate

The Yarra Ranges Shire has used geological, historical and field information to classify all land within the shire according to one of six landslip risk categories. This search produces a Certificate identifying the potential landslip risk of a given parcel of land.