

# NSW Land Searches Client Reference Guide

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**Confirm.**

Innovative Information Solutions



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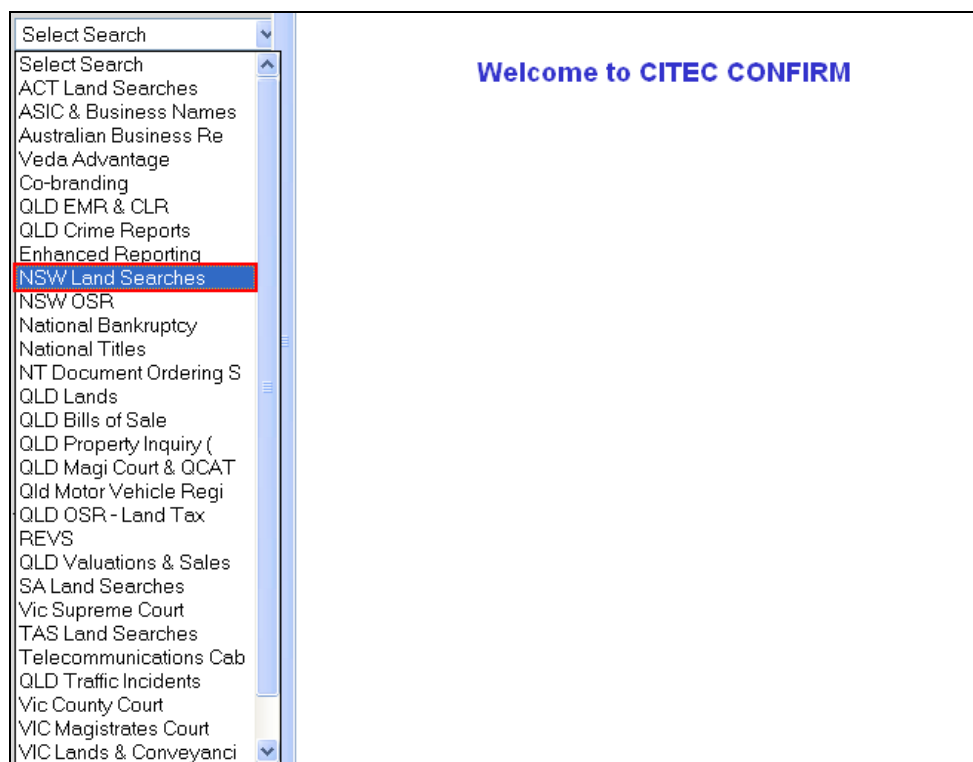
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# 1 Main Menu

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



Or from a customised interface.






## 2 NSW Lands Menu









a) Select the search that you require.

**NSW Lands Menu**  
  



**Title and Water Access Licence (WAL) Searches**

-  [Title or Water Access Licence \(WAL\) Search](#)
-  [Historical Title or Water Access Licence \(WAL\) Search](#)
-  [Prior Title or Water Access Licence \(WAL\) Search](#)



**Land Information Searches**

-   [Street Address by Title Reference Search](#)
-  [Street Address Search](#)
-  [Owner/Lessee Inquiry](#)
-  [Lots Created Search](#)
-  [Plan Inquiry](#)
-  [Document Inquiry](#)
-  [Sub Folio Inquiry](#)


**Images**

-   [Imaged Documents Search](#)



**Titles Tracking**

-  [CT Location Inquiry](#)
-  [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

-  [Central Register of Restrictions Search](#)

**Lease Information Searches**

-  [Lease Folio Data Extract Report](#)
-  [Lease Premises Index Search](#)

**Tip:** By clicking on info icons  you can expand the menu to view more information about the search.

## 3 Title and Water Access Licence Searches

### 3.1 Title or Water Access Licence Searches

- a) Select [Title or Water Access Licence Search](#), [Historical Title or Water Access License Search](#), or [Prior Title or Water Access License Search](#) from the **NSW Lands Menu**.

**NSW Lands Menu**

**Title and Water Access Licence (WAL) Searches**

- [Title or Water Access Licence \(WAL\) Search](#)
- [Historical Title or Water Access Licence \(WAL\) Search](#)
- [Prior Title or Water Access Licence \(WAL\) Search](#)

**Land Information Searches**

- [Street Address by Title Reference Search](#)
- [Street Address Search](#)
- [Owner/Lessee Inquiry](#)
- [Lots Created Search](#)
- [Plan Inquiry](#)
- [Document Inquiry](#)
- [Sub Folio Inquiry](#)

**Images**

- [Imaged Documents Search](#)

**Titles Tracking**

- [CT Location Inquiry](#)
- [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

- [Central Register of Restrictions Search](#)

**Lease Information Searches**

- [Lease Folio Data Extract Report](#)
- [Lease Premises Index Search](#)

- b) Enter **Title Reference** or **Water Access Licence Reference** and **Your Reference**. Once you have completed all required details click **\$Search\$**.

**NSW Lands Title Or Water Access Licence Multi Search**

Enter details below and click Search to view results.  
For more information on Title Reference formats see help.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help.

☐ Yes, I would like an additional copy of my results emailed to:  
andrew.whalan@citec.com.au

Use the email checkbox to have an additional copy of your results emailed to you.

Title or Water Access Licence (WAL) Reference *	Your Reference
eg. 1/232323, WAL12345678	
1. 1/232323	test for confirm
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Clear All \$ Search \$

**Tip:** See Appendix 1 for more information on entering **Title References** or **Water Access Licence References**.

- c) After a few moments the Multi Search Results page appears. Click the **COMPLETED** link(s) to view your **Result Summary**.

**NSW Lands Title Or Water Access Licence Multi Search Results**

Click the Result links to view individual search results.

Your Search	Your Reference	Result
Title or WAL Reference 1/232323	test for citec	<a href="#">COMPLETED</a>

- d) Your **Result Summary** appears. Use the link(s) in the **Your Results** section to view relevant documents.

### NSW Lands Title Or Water Access Licence Search Result Summary

Click the link(s) to view a print friendly version of the relevant document(s).

#### Your Search

Your Reference	test for citec
Title or WAL Reference	1/232323

#### Your Results

[View Title or WAL Search on 1/232323](#)

[View Search Receipt](#)

WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

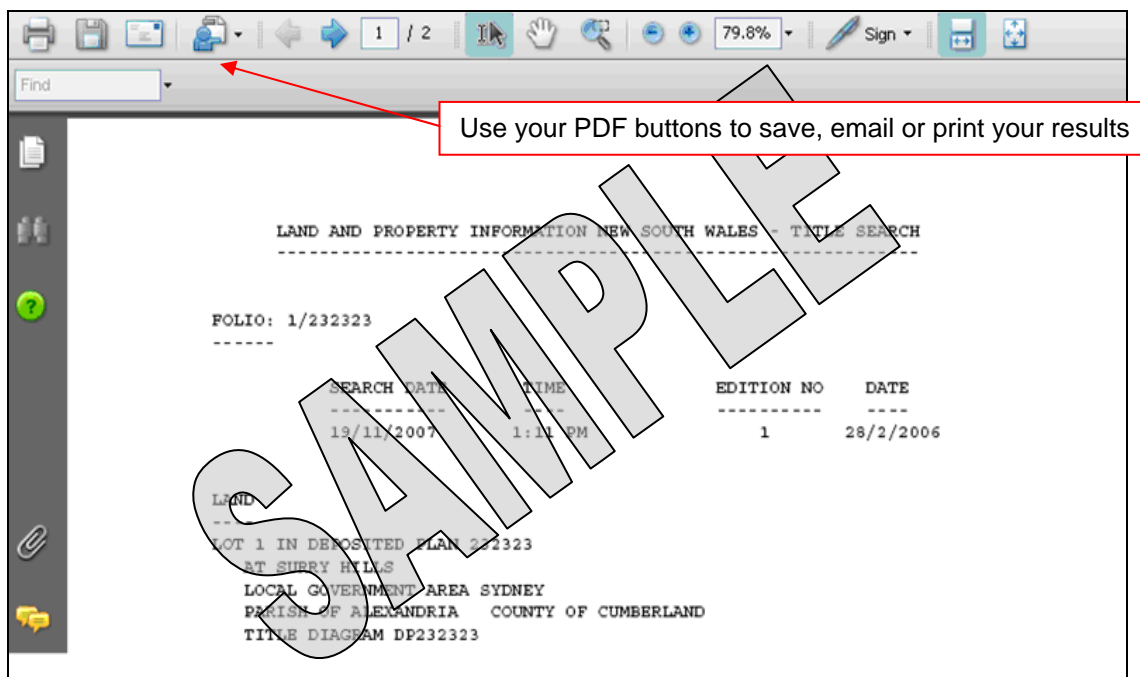
#### Other Related Searches

[Order Historical Title or WAL Search on 1/232323](#)

[Order CT Location Inquiry for 1/232323](#)

[Order Central Register of Restrictions for 1/232323](#)

- e) Your **Title or WAL Reference Search** result appears as a PDF.





- f) If you have entered a **Cancelled Title**, the **Multi Search Results** page will appear but with [MORE INFO](#) hyperlinks. Click the [MORE INFO](#) link(s) to continue.

NSW Lands Title Or Water Access Licence Multi Search Results		
Click the Result links to view individual search results.		
Your Search	Your Reference	Result
Title or WAL Reference 1863/700001	test for confirm	<a href="#">MORE INFO</a>

- g) This screen explains that the title you searched on is cancelled and gives advice of the new title reference created in its place. You have not been charged at this point. You can proceed to purchase the cancelled title or search on the new title reference details provided in the Your Results section. Enter **Your Reference**, the **Title Reference** and click on **\$Search\$**.

NSW Lands Title Or Water Access Licence (WAL) Search Summary	
Click Print to view a print friendly version of your result.	
<b>Your Search</b>	
Your Reference	TEST FOR CONFIRM
Title or WAL Reference	1863/700001
<b>Your Results</b>	
<input type="button" value="Print"/>	
<p>The Title or WAL with reference number 1863/700001 has been cancelled. NSW Lands advises: DP1000002 ***** FOLIO CANCELLED ***** NEW FOLIO HAS BEEN CREATED FOR LOT 1864 IN DP1000002 .</p> <p>Please check your search criteria and if you still want to order this cancelled document, re-enter the same cancelled reference below.</p> <p>Alternatively, use the information provided below to search for the new Title or WAL. See help for details on how to convert this information into a valid Title or WAL reference.</p>	
<b>Search Result</b>	DP1000002 ***** FOLIO CANCELLED ***** NEW FOLIO HAS BEEN CREATED FOR LOT 1864 IN DP1000002
<p>WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.</p>	
<b>Title or Water Access Licence(WAL) Search</b>	
Enter the details below and click Search to view results.	
<b>Your Reference</b>	<input type="text" value="TEST FOR CONFIRM"/>
<b>Title or Water Access Licence (WAL) Reference</b>	<input type="text"/> * eg. 1/232323, WAL12345678
<b>Email</b>	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>
<input type="button" value="Clear All"/> <input type="button" value="\$ Search \$"/>	

Use the email checkbox to have an additional copy of your results emailed to you.

- h) Your **Result Summary** appears. Use the link(s) in the **Your Results** section to view relevant documents.

### NSW Lands Title Or Water Access Licence Search Result Summary

Click the link(s) to view a print friendly version of the relevant document(s).

#### Your Search

Your Reference	test for confirm
Title or WAL Reference	1863/700001

#### Your Results

[View Title or WAL 1863/700001](#)

[View Search Receipt](#)

WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

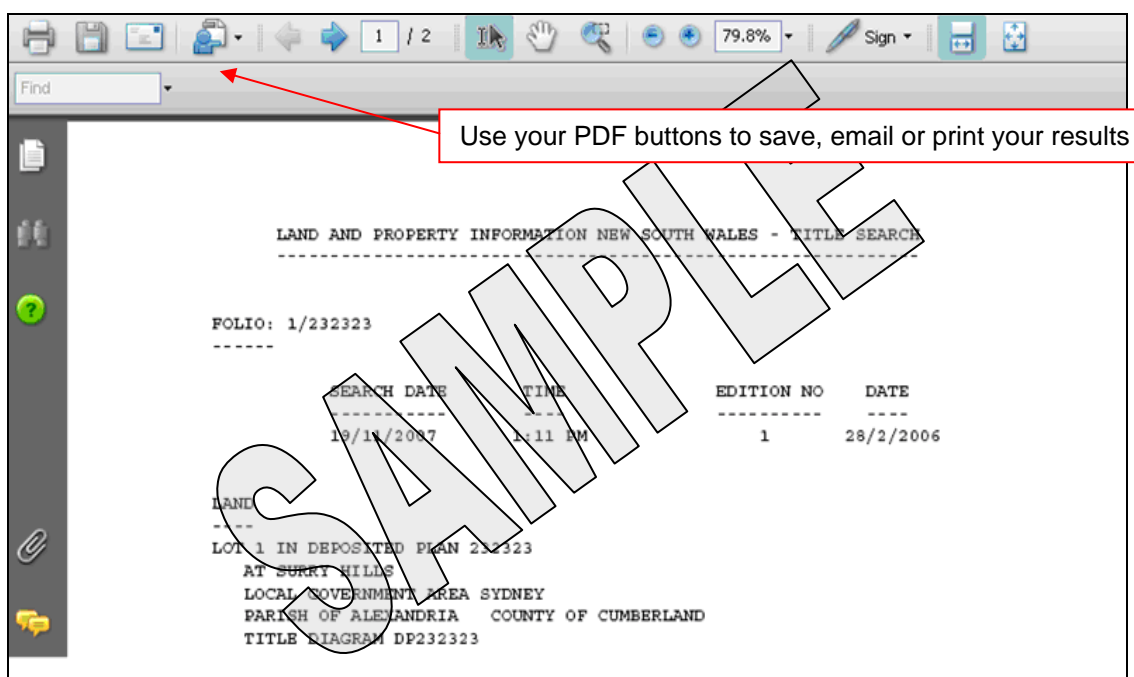
#### Other Related Searches

[Order Historical Title or WAL 1863/700001](#)

[Order CT Location Inquiry for 1863/700001](#)

[Order Central Register of Restrictions Search for 1863/700001](#)

- i) Your **Title or WAL Reference Search** result appears as a PDF.



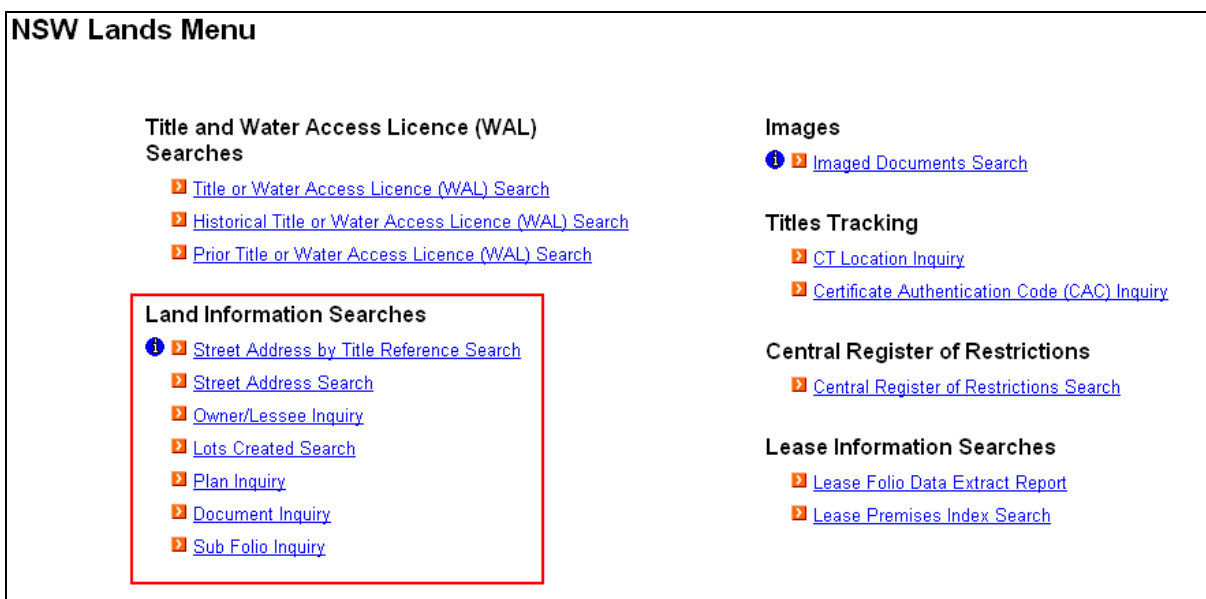
## 4 Land Information Searches

### 4.1 Street Address by Title Reference Search Overview

The **Street Address by Title Reference Search** allows you to find a property address by using a **Title Reference** as the search criteria. A **Title Search** may then be conducted on the results of your search.

#### Street Address by Title Reference Search

- a) Select [Street Address by Title Reference Search](#) from the **NSW Lands Menu**.



- b) Enter the **Title Reference** and **Your Reference** then click on **\$Search\$**. Optionally, you may nominate an **email address** to send an additional copy of the results to.

### NSW Lands Street Address By Title Reference Multi Search

Enter details below and click Search to view results.  
For more information on Title Reference formats see help.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

☐ Yes, I would like an additional copy of my results emailed to:

Title Reference *	Your Reference
eg. 1/232323	
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>

**Note:** For more information regarding the format of a **Title Reference Number** please see **Appendix 1** of this document.

- c) Your results will appear in a list with tickboxes shown next to successful matches. After selecting one or more tickboxes, click the **\$Search\$** button to order the corresponding Title/s.

Note: The **Print All** button can be used to generate a PDF of your results.

**NSW Lands Street Address By Title Reference Multi Search Result**  
Click the Print button to view a print friendly version of the relevant document(s).

Print

☐ Yes, I would like an additional copy of my results emailed to:

Your Search	Your Reference	Result	Search Receipt
Title Reference <input type="checkbox"/> Order Title	1/232323 Test	20 PROSPECT ST, SURRY HILLS 2010	<a href="#">View Search Receipt</a>

Clear All

\$ Search \$

## 4.2 Street Address Search Overview

The **Street Address Search** allows you to find property details by selecting the **Suburb/Town** and then **Street Name** and **Number**. You can then select a **Title Search** or a **Historical Title Search** for that property.

### Street Address Search

- a) Select [Street Address Search](#) from the **NSW Lands Menu**.

**NSW Lands Menu**

**Title and Water Access Licence (WAL) Searches**

- [Title or Water Access Licence \(WAL\) Search](#)
- [Historical Title or Water Access Licence \(WAL\) Search](#)
- [Prior Title or Water Access Licence \(WAL\) Search](#)

**Land Information Searches**

- [Street Address by Title Reference Search](#)
- [Street Address Search](#)
- [Owner/Lessee Inquiry](#)
- [Lots Created Search](#)
- [Plan Inquiry](#)
- [Document Inquiry](#)
- [Sub Folio Inquiry](#)

**Images**

- [Imaged Documents Search](#)

**Titles Tracking**

- [CT Location Inquiry](#)
- [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

- [Central Register of Restrictions Search](#)

**Lease Information Searches**

- [Lease Folio Data Extract Report](#)
- [Lease Premises Index Search](#)

- b) Enter **Your Reference**, the **Suburb**, **Street Name**, the **Street Number (optional)** and click on **\$Search\$**.

Note: This search requires the **Suburb & Street Name** to be entered with correct spelling. Please use the Select Suburb links to ensure you have the correct spelling.

### NSW Lands Street Address Search

Enter a valid Suburb, then other details and click Search to view results.  
Use the links provided to assist with your search.

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

Your Reference	<input type="text"/>
Suburb	<input type="text"/> * <a href="#">Select Suburb</a>
Street Name	<input type="text"/> * <a href="#">Select Street</a>
Street Number	<input type="text"/> *
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

**Note:** CITEC CONFIRM is advised that LPI NSW does not hold every street address against every parcel of land.  
**LPI NSW Disclaimer:** This information is provided as a searching aid only. The Registrar General does not guarantee the information provided.

- Note:** To speed up your **Suburb** searching,
- Enter the first letter(s) of the **Suburb**
  - Click on [Select Suburb](#) to display a list of **Suburbs** beginning with those letters in a new window.
  - Click on the **Suburb** you want.

**Note:** Once a valid **Suburb** has been entered, the list of corresponding **Street** names will become available through the [Select Street](#) link.

- c) Your result appears. Use the **Print** button to create a PDF for your records and/or use the **Other Related Searches** link(s) to search for additional documents related to the property.

### NSW Lands Street Address Search Result

Click Print to view a print friendly version of your result.

Other types of searches can be performed using your result. To start one of these searches choose an appropriate link from the Other Related Searches column below.

#### Your Search

Your Reference	test for confirm
Suburb	CHARLESTOWN
Street Name	willis
Street Number	46

#### Your Results

Print

Provided On 13/02/2008 09:37 AM

Search Receipt [View Search Receipt](#)

Street Address	Title Reference	Other Related Searches
46 WILLIS STREET, CHARLESTOWN	19/215805	<a href="#">Order Title or WAL 19/215805</a> <a href="#">Order Historical Title or WAL 19/215805</a>

**Note:** CITEC CONFIRM is advised that LPI NSW does not hold every street address against every parcel of land.

**LPI NSW Disclaimer:** This information is provided as a searching aid only. The Registrar General does not guarantee the information provided.

**WARNING:** The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

**Note:** When completing a street address search:

- Unit or floor numbers cannot be used.
- If a street number is not supplied then all title references in that street that do not have street numbers will be returned. For example, if you request 13, all street numbers containing 13 will be returned e.g. 13, 13A, 13-15, 1-25. If however you request 13A all street numbers that exactly match that will be returned.



## 4.3 Owner/Lessee Inquiry

- a) Select [Owner/Lessee Inquiry](#) from the **NSW Lands Menu**.

**NSW Lands Menu**

**Title and Water Access Licence (WAL) Searches**

- [Title or Water Access Licence \(WAL\) Search](#)
- [Historical Title or Water Access Licence \(WAL\) Search](#)
- [Prior Title or Water Access Licence \(WAL\) Search](#)

**Land Information Searches**

- [Street Address by Title Reference Search](#)
- [Street Address Search](#)
- [Owner/Lessee Inquiry](#)
- [Lots Created Search](#)
- [Plan Inquiry](#)
- [Document Inquiry](#)
- [Sub Folio Inquiry](#)

**Images**

- [Imaged Documents Search](#)

**Titles Tracking**

- [CT Location Inquiry](#)
- [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

- [Central Register of Restrictions Search](#)

**Lease Information Searches**

- [Lease Folio Data Extract Report](#)
- [Lease Premises Index Search](#)

- b) Enter **Your Reference** and Select a **Search Type (Organisation or Individual)** from the drop down menu to display the matching input fields. Click the tick boxes for your desired **Search Options**. Enter the **Business Purpose** and click the tick box next to the **Declaration**. Click **\$Search\$**.

**NSW Lands Owner/Lessee Inquiry**

Information from this search can only be used for a legitimate Business Purpose.  
 Organisation and Given Names can be searched in any order by selecting the check box below.  
 Do not include "Pty Ltd" in Organisation.  
 Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

<b>Your Reference</b>	<input type="text"/>
<b>Search By</b>	<input type="text" value="Select..."/> *

Select Organisation or Individual to display in put fields.

<b>Search Options</b>	<input type="checkbox"/> Search Names in any order <input type="checkbox"/> Search for current and previous owners
<b>Business Purpose</b>	<input type="radio"/> Conveyancing <input type="radio"/> Historical research <input type="radio"/> Land development <input type="radio"/> Land management <input type="radio"/> Government services <input type="radio"/> Other <input type="text"/>
<b>Declaration</b>	<input type="checkbox"/> I have authority to undertake this search and will respect an individual's right to privacy in accordance with the principles underpinning the NSW Privacy and Personal Information Protection Act, 1998 and the Commonwealth Privacy Act, 1998. *
<b>Email</b>	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

Clear All \$ Search \$

- Click [Search Names in Any Order](#) will search for **Given Names** or **Organisation Names** in any order, for example Super Cheap will also search for Cheap Super.
- Click [Search for current and previous owners](#), to search for all owners.

CITEC Confirm's new generation of searches have dynamic field display. You will only see the fields required to complete your search.

For further information on searching by **Individual** name or **Organisation**, see Appendix 2.

- c) Your result appears. Use the **Print** button to create a PDF for your records and/or use the **Other Related Searches** link(s) to search for additional documents related to the property.

**NSW Lands Owner/Lessee Inquiry Result**  
Click the link(s) below to order related Titles.

**Your Search**

Your Reference

test for citec

Organisation

CITEC

**Your Results**

Print

Provided On

01/11/2007 08:55 AM

Search Receipt

[View Search Receipt](#)

Registered Name	Locality	Title or Water Access Licence Reference	Acquiring Dealing	Other Related Searches
<b>Current Owners</b> (for automated titles only)				
CITECT PROPRIETARY LIMITED	GORDON	40/803006	* AD70966	<a href="#">Order Title or WAL Search on 40/803006</a>

**LPI NSW Disclaimer:** This information is provided as a searching aid only. The Registrar General does not guarantee that the information provided discloses details of all land/premises owned/leased by the party searched against. The information returned relates to owners/lessees registered from 1971 onwards except in relation to current lease information which is returned from 1998 onwards. Manual indexes are available for records registered prior to 1971. Note: \* indicates Lessee name.

## 4.4 Lots Created Search

- a) Select [Lots Created Search](#) from the **NSW Lands Menu**.

**NSW Lands Menu**

**Title and Water Access Licence (WAL) Searches**

- [Title or Water Access Licence \(WAL\) Search](#)
- [Historical Title or Water Access Licence \(WAL\) Search](#)
- [Prior Title or Water Access Licence \(WAL\) Search](#)

**Land Information Searches**

- [Street Address by Title Reference Search](#)
- [Street Address Search](#)
- [Owner/Lessee Inquiry](#)
- [Lots Created Search](#)
- [Plan Inquiry](#)
- [Document Inquiry](#)
- [Sub Folio Inquiry](#)

**Images**

- [Imaged Documents Search](#)

**Titles Tracking**

- [CT Location Inquiry](#)
- [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

- [Central Register of Restrictions Search](#)

**Lease Information Searches**

- [Lease Folio Data Extract Report](#)
- [Lease Premises Index Search](#)

- b) Choose **DP** (Deposited Plan) or **SP** (Strata Plan) from the **Plan Type** drop down list. Enter the **Plan Number**, **Your Reference**, and click on **\$Search\$**.

### NSW Lands Lots Created Multi Search

Enter details below and click Search to view results.

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

Use the email checkbox to have an additional copy of your results emailed to you.

☐ \* Yes, I would like an additional copy of my results emailed to:

	Plan Type *	Plan Number *	Your Reference
		eg. 8492	
1.	Select ... ▼	<input type="text"/>	<input type="text"/>
2.	Select ... ▼	<input type="text"/>	<input type="text"/>
3.	Select ... ▼	<input type="text"/>	<input type="text"/>
4.	Select ... ▼	<input type="text"/>	<input type="text"/>
5.	Select ... ▼	<input type="text"/>	<input type="text"/>
6.	Select ... ▼	<input type="text"/>	<input type="text"/>
7.	Select ... ▼	<input type="text"/>	<input type="text"/>
8.	Select ... ▼	<input type="text"/>	<input type="text"/>
9.	Select ... ▼	<input type="text"/>	<input type="text"/>
10.	Select ... ▼	<input type="text"/>	<input type="text"/>

- c) After a few moments the Multi Search Results page appears. Click the **COMPLETED** link(s) to view your **Result Summary**.

NSW Lands Lots Created Multi Search Results			
Click the Result links to view individual search results.			
Your Search		Your Reference	Result
Plan Type	DP	test for citec	
Plan Number	8492		<a href="#">COMPLETED</a>

- d) Your **Result Summary** appears. Use the link(s) in the **Your Results** section to view relevant documents.

**NSW Lands Lots Created Search Result Summary**  
Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**

Your Reference	test for citec
Plan Type	DP
Plan Number	8492

**Your Results**

[View Lots Created on DP8492](#)  
[View Search Receipt](#)

WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

**Other Related Searches**

None available for this search.

## 4.5 Plan Inquiry

### Plan Inquiry Overview

The **Plan Inquiry** allows you to check the status of a particular DP (Deposited Plan) or SP (Strata Plan), for example for a new subdivision.

- a) Select [Plan Inquiry](#) from the **NSW Lands Menu**.

**NSW Lands Menu**

**Title and Water Access Licence (WAL) Searches**

- [Title or Water Access Licence \(WAL\) Search](#)
- [Historical Title or Water Access Licence \(WAL\) Search](#)
- [Prior Title or Water Access Licence \(WAL\) Search](#)

**Land Information Searches**

- [Street Address by Title Reference Search](#)
- [Street Address Search](#)
- [Owner/Lessee Inquiry](#)
- [Lots Created Search](#)
- [Plan Inquiry](#)
- [Document Inquiry](#)
- [Sub Folio Inquiry](#)

**Images**

- [Imaged Documents Search](#)

**Titles Tracking**

- [CT Location Inquiry](#)
- [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

- [Central Register of Restrictions Search](#)

**Lease Information Searches**

- [Lease Folio Data Extract Report](#)
- [Lease Premises Index Search](#)

- b) Enter **Your Reference**, choose **Plan Type (DP or SP)**, enter **Plan Number** and click **Search**. This is a free search.

**NSW Lands Plan Inquiry**

Enter details below and click Search to view results.

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

**Your Reference**

**Plan Details** Type  \* Number  \* eg. 12345

**Email** ☐ Yes, I would like an additional copy of my results emailed to:

Use the email checkbox to have an additional copy of your results emailed to you.

- c) From the **Plan Inquiry Browse** screen, click [Order Report](#) to view the plan details. You will not be charged for this report.

**NSW Lands Plan Inquiry Browse**

Click individual links below to order a detailed report.

**Your Search**

Your Reference test for confirm

Type DP

Number 270456

**Your Results**

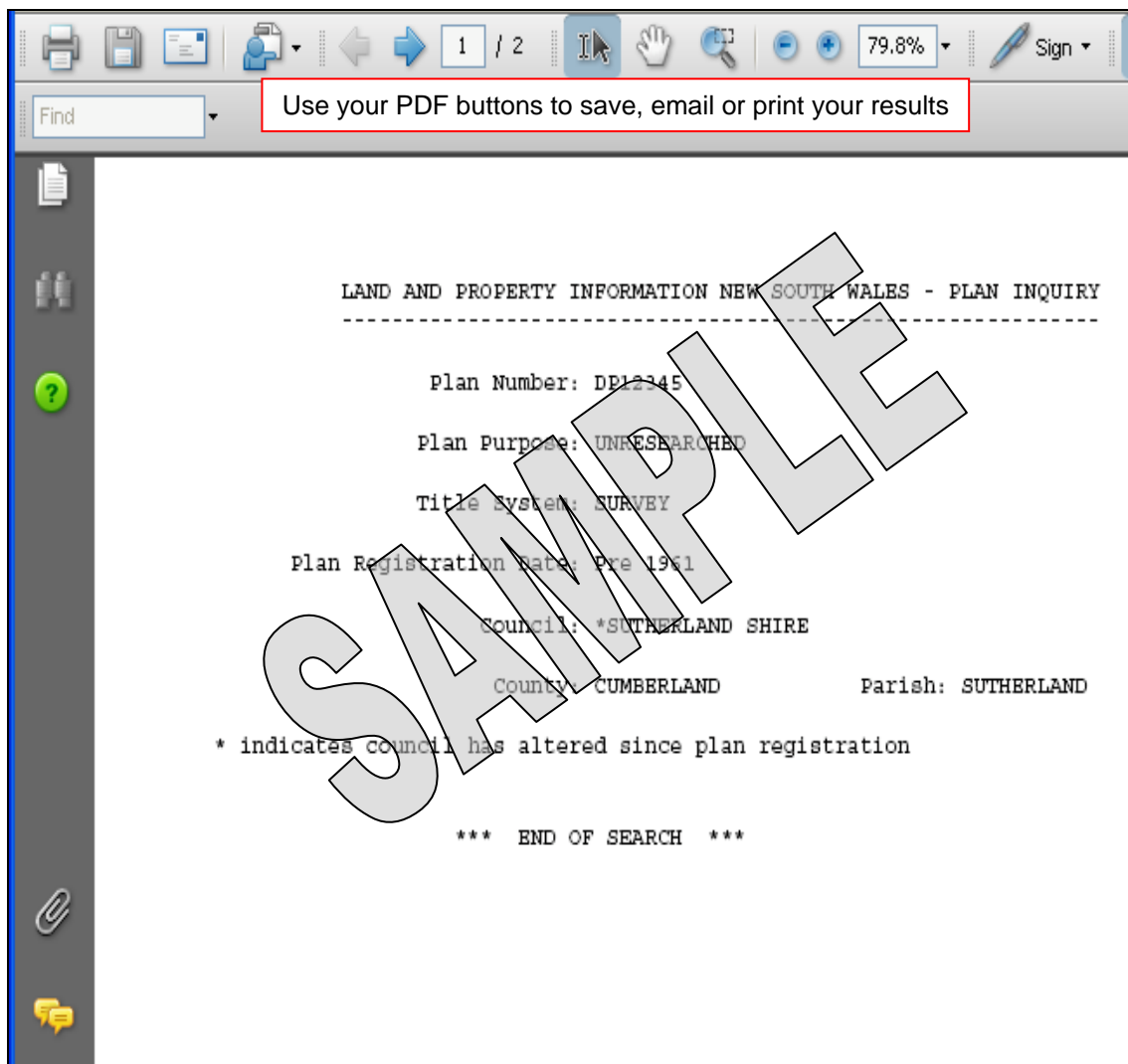
Plan Purpose	Lodgement Date	Status	First Lot
PE - COMMUNITY PLAN <a href="#">Order Report</a>	18/7/2005	ACTION COMPLETE	1
COMMUNITY PLAN <a href="#">Order Report</a>	3/11/2005	REGISTERED - FOLIOS CREATED	1



- d) Click one of the links under **Your Results and/or Other Related Searches**.

<b>NSW Lands Plan Inquiry Result Summary</b>	
Click the link(s) to view a print friendly version of the relevant document(s).	
<b>Your Search</b>	
Your Reference	test for confirm
Type	DP
Number	270456
Plan Purpose	PE - COMMUNITY PLAN
Lodgement Date	18/7/2005
Status	ACTION COMPLETE
First Lot	1
<b>Your Results</b>	
<a href="#">View Plan Inquiry for DP270456 PE - COMMUNITY PLAN lodged on 18/7/2005</a>	
<a href="#">View Search Receipt</a>	
WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.	
<b>Other Related Searches</b>	
<a href="#">Order Imaged Document DP270456</a>	
<a href="#">Order Lots Created DP270456</a>	

- e) Your result is displayed as a PDF.

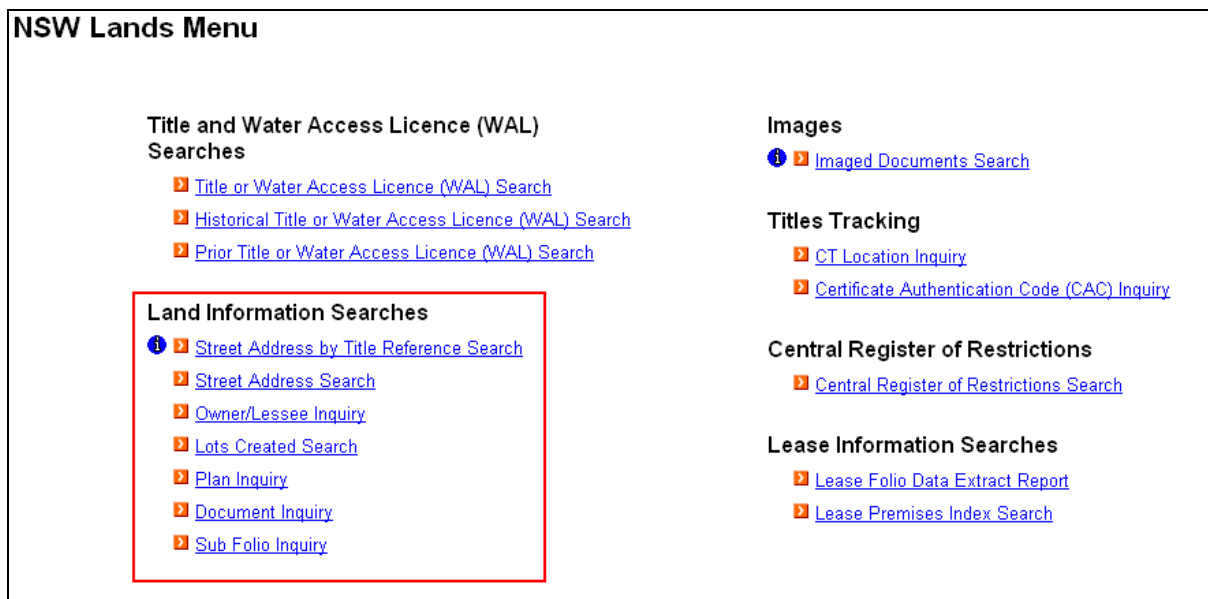


## 4.6 Document Inquiry

### Document Inquiry Overview

The **Document Inquiry** allows you to check the status of any document in the **NSW Integrated Titling System (ITS)**.

- a) Select [Document Inquiry](#) from the **NSW Lands Menu**.



- b) Enter **Your Reference**, the **Document Number** and click **Search**. This is a free search.

The screenshot shows the 'NSW Lands Document Inquiry' form. It includes instructions to enter details and click 'Search'. A note explains that red asterisks denote mandatory fields and green asterisks denote conditional fields. The form has three input fields: 'Your Reference', 'Document Number' (with an example '7102568, DP1000001'), and 'Email'. The 'Email' field has a checkbox labeled 'Yes, I would like an additional copy of my results emailed to:'. A red box with text 'Use the email checkbox to have an additional copy of your results emailed to you.' has a red arrow pointing to the checkbox. At the bottom are 'Clear All' and 'Search' buttons.

**NSW Lands Document Inquiry**

Enter details below and click Search to view results.  
For more information on Document Number formats see help.

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

**Your Reference**

**Document Number**  \* eg. 7102568, DP1000001

**Email** ☐ Yes, I would like an additional copy of my results emailed to:

The **Document Number** can be in any one of the following formats:

- **Dealing Number**, for example, AA123
- **Deposited Plan Number**, for example, DP270330
- **Strata Plan Number**, for example, SP64111
- **Conversion Action number**, for example, CA123
- **FA or IVA number**, for example, FA123 or IVA123
- **Primary Application**, for example, PA56247

- c) From the **Document Inquiry Browse** screen, click [Order Report](#) to view the document details. You will not be charged for this report.

# NSW Lands Document Inquiry Browse

Click individual links below to order a detailed report.

## Your Search

Your Reference	test for confirm
Document Number	Dp270301

## Your Results

Plan Purpose	Lodgement Date	Status	First Lot
PE - COMMUNITY PLAN <a href="#">Order Report</a>	26/4/2002	ACTION COMPLETE	1
COMMUNITY PLAN <a href="#">Order Report</a>	23/8/2002	REGISTERED - FOLIOS CREATED	1
PE - COMMUNITY SUBDIVISION PLAN <a href="#">Order Report</a>	28/8/2002	ACTION COMPLETE	20
COMMUNITY SUBDIVISION PLAN <a href="#">Order Report</a>	6/2/2003	REGISTERED - FOLIOS CREATED	20
PE - COMMUNITY SUBDIVISION PLAN <a href="#">Order Report</a>	20/6/2003	ACTION COMPLETE	34
COMMUNITY SUBDIVISION PLAN <a href="#">Order Report</a>	4/12/2003	REGISTERED - FOLIOS CREATED	34

- d) Click one of the links under **Your Results** and/or **Other Related Searches**.

### NSW Lands Document Inquiry Result Summary

Click the link(s) to view a print friendly version of the relevant document(s).

#### Your Search

Your Reference	test for confirm
Document Number	Dp270301
Plan Purpose	PE - COMMUNITY PLAN
Lodgement Date	26/4/2002
Status	ACTION COMPLETE
First Lot	1

#### Your Results

[View Document Inquiry for Dp270301 PE - COMMUNITY PLAN lodged on 26/4/2002](#)

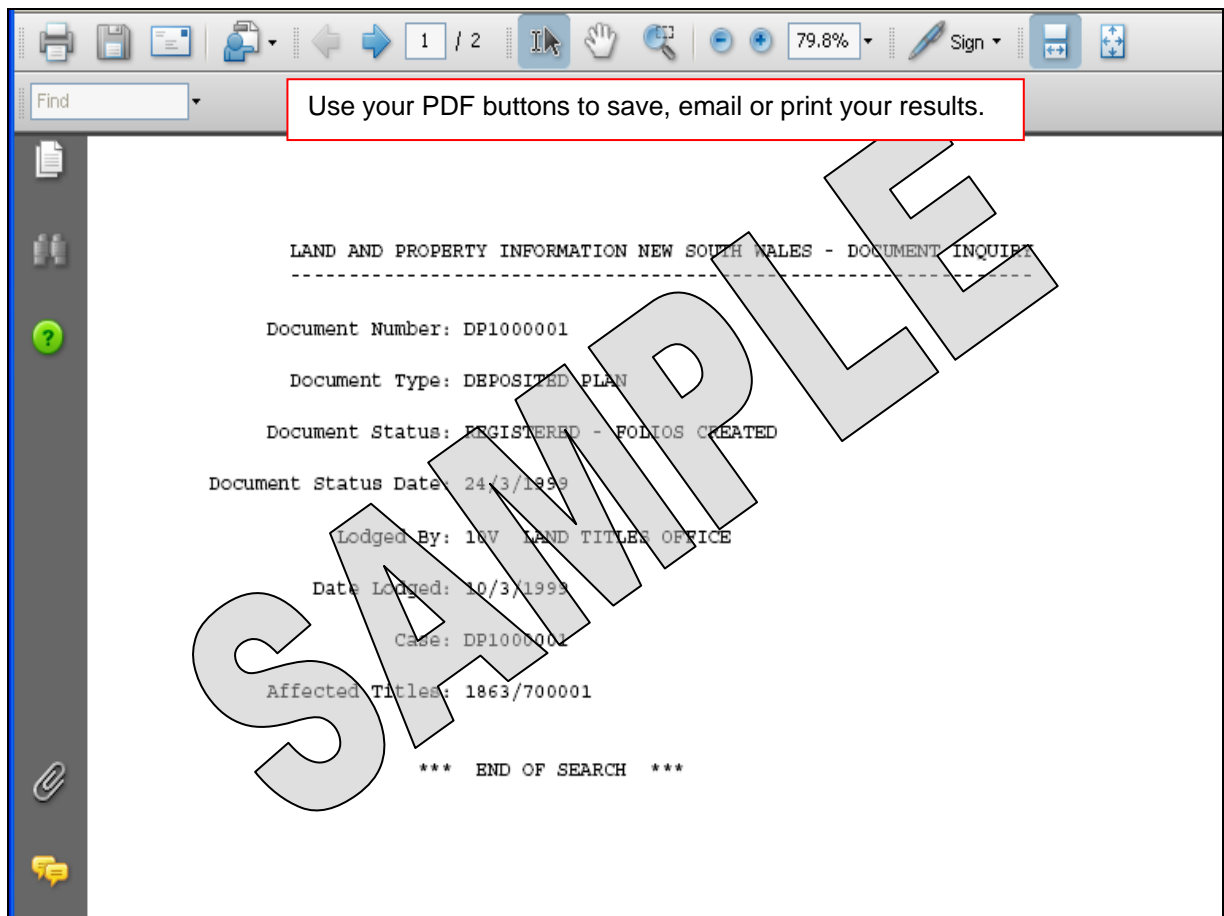
[View Search Receipt](#)

WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

#### Other Related Searches

[Order Imaged Document Dp270301](#)

- e) Your result is displayed as a PDF.



## 4.7 Sub Folio Inquiry

### Sub Folio Inquiry Overview

The **Sub Folio Inquiry** allows you to search for the details of life estates and share titles using a **Base Title Reference**.

- a) Select [Sub Folio Inquiry](#) from the **NSW Lands Menu**.

**NSW Lands Menu**

**Title and Water Access Licence (WAL) Searches**

- [Title or Water Access Licence \(WAL\) Search](#)
- [Historical Title or Water Access Licence \(WAL\) Search](#)
- [Prior Title or Water Access Licence \(WAL\) Search](#)

**Land Information Searches**

- [Street Address by Title Reference Search](#)
- [Street Address Search](#)
- [Owner/Lessee Inquiry](#)
- [Lots Created Search](#)
- [Plan Inquiry](#)
- [Document Inquiry](#)
- [Sub Folio Inquiry](#)

**Images**

- [Imaged Documents Search](#)

**Titles Tracking**

- [CT Location Inquiry](#)
- [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

- [Central Register of Restrictions Search](#)

**Lease Information Searches**

- [Lease Folio Data Extract Report](#)
- [Lease Premises Index Search](#)

- b) Enter **Your Reference**, the **Base Title Reference** and click **Search**. This is a free search.

**NSW Lands Sub Folio Inquiry**

Enter details below and click Search to view results.  
For more information on Title Reference formats see help.

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

**Your Reference**

**Base Title Reference**  \* eg. 1/123456, 5/SP1300

**Email** ☒ Yes, I would like an additional copy of my results emailed to:

**Base Title References** are either:

- a lot in a deposited plan, for example, 1/12, or
- a lot in a strata plan, for example, 1/SP12345



- c) Click one of the links under **Your Results and/or Other Related Searches**.

**NSW Lands Sub Folio Inquiry Result Summary**  
Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**

Your Reference	test for confirm
Base Title Reference	4/10/3347

**Your Results**

[View Sub Folio Inquiry on 4/10/3347](#)

[View Search Receipt](#)

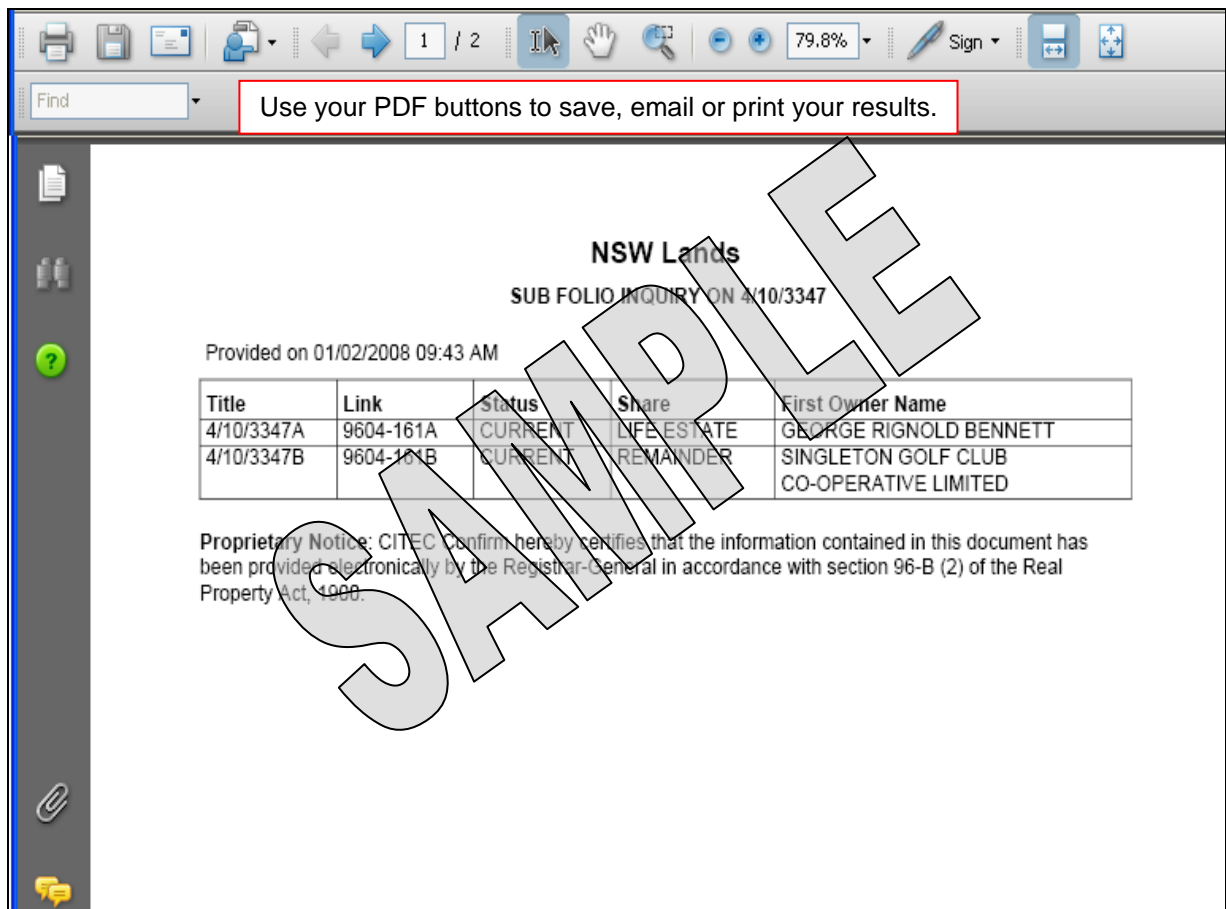
WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

**Other Related Searches**

[Order Historical Title or WAL 4/10/3347](#)

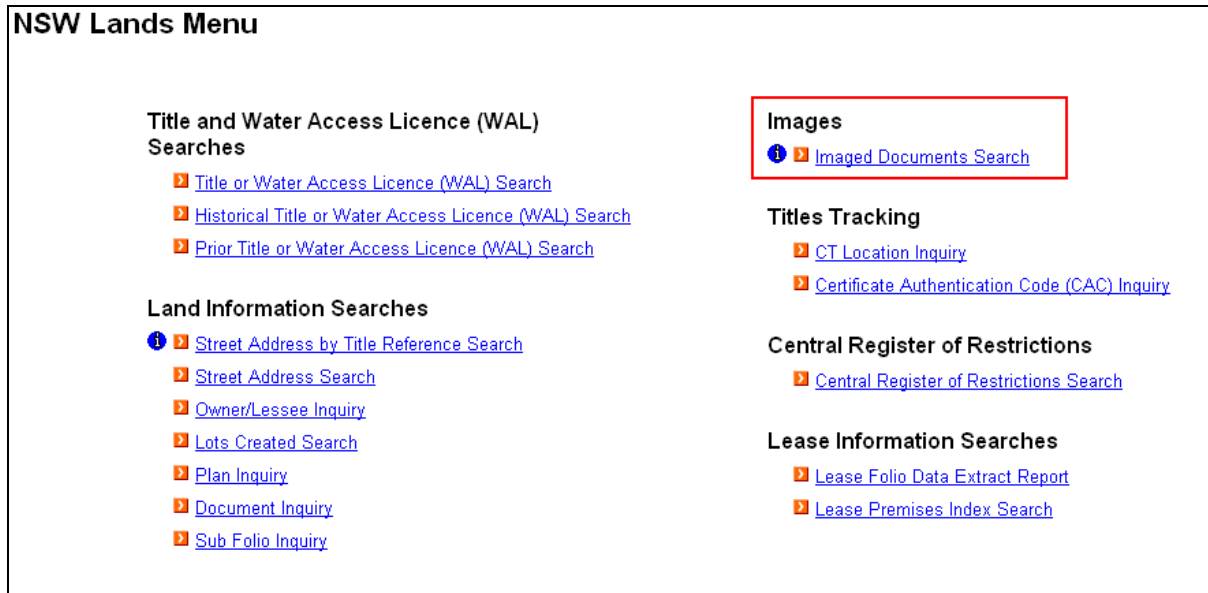
[Order CT Location Inquiry for 4/10/3347](#)

d) Your result is displayed as a PDF.



## 5 Imaged Documents Search

- a) Select [Imaged Documents Search](#) from the **NSW Lands Menu**.



- b) Enter the **Document Type**, **Document Number**, **Your Reference** and click **Search** to view the status of the required documents before making the final purchase.

**NSW Lands Imaged Documents Multi Search**

Select a Document Type, enter details below and click Search to view the status of the required documents before making the final purchase.

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

☐ Yes, I would like an additional copy of my results emailed to:

Click [Yes](#) and type your email address to have an extra copy of the results emailed to you.

Document Type *	Document Number *	Your Reference
eg. Enter Book 4123 No.12 as 4123012 Enter Crown Plan 1.1700 as 1-1700		
1. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
2. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text" value="as above"/>
3. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text" value="as above"/>
4. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text" value="as above"/>
5. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text" value="as above"/>
6. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text" value="as above"/>
7. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text" value="as above"/>
8. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text" value="as above"/>
9. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text" value="as above"/>
10. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text" value="as above"/>

**Note:** See Appendix 5 for more information on entering **Document Types** and **Document Numbers**.


- c) Click the tick box next to the **Document Type** to select the documents you would like to purchase, then click **\$Order\$**.

**NSW Lands Imaged Documents Search Browse**

Use the checkboxes to select required documents, then click Order.

**Your Search**

---

 Search Criteria

**Your Results**

---

Document Type	Document Number	Document Sub Type	Image Size	Page Size	Status
<input type="checkbox"/> Dealing	A1		N/A	A4	Image available for electronic delivery following manual scanning.
<input type="checkbox"/> Dealing	A1		N/A	A4	Image available for electronic delivery following manual scanning.
<input type="checkbox"/> Dealing	3829353		66 kb	A4	AVAILABLE

Select/Deselect All \$Order\$

**Note:** Some documents are not available online, as indicated by the Status: “Image available for electronic delivery following manual scanning”.

As of 18/04/11, non-imaged documents must be scanned by NSW Land Property Information (LPI) as part of the “Scan on Demand” service before they can be delivered electronically. In the event you order a non-imaged document, your result should be available within one business day.

- d) After a few moments the **Multi Search Results** page appears. Click the [ORDERED](#), [AVAILABLE](#), or [COMPLETED](#) link(s) to view your **Result Summary or Manual Search Confirmation**.

**NSW Lands Imaged Documents Multi Search Result**

Click the Result links to view individual search results.

Some online documents may take a few hours to return.

Your Search		Your Reference	Result
Document Type	Deposited Plan	test for confirm	<a href="#">AVAILABLE</a>
Document Number	1000001		
Document Sub Type	Plan		

**Note:**

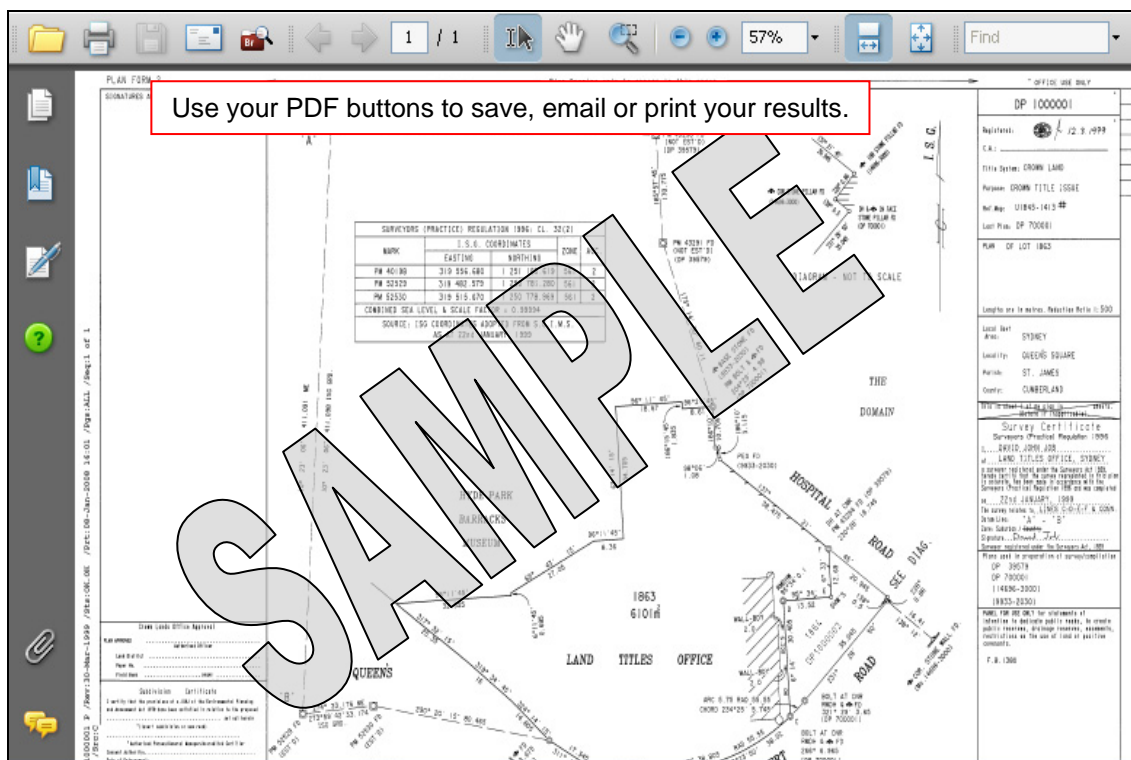
- **COMPLETED:** The order process has been completed and the document is now available.
- **ORDERED:** Used for online images and non-imaged documents requiring "Scan on Demand" service. The document is still processing and will be returned in approximately 10 minutes for online images and next business day for non-imaged documents.
- **AVAILABLE:** The online image has completed processing and is available for you to download. Once you have downloaded or viewed your image, the status will change to **COMPLETED**

e) Click one of the links to show **Your Result Summary**.

<b>NSW Lands Imaged Documents Result Summary</b>	
Click the link(s) to view a print friendly version of the relevant document(s).	
<b>Your Search</b>	
Your Reference	test for citec
Document Type	DP
Document Number	1000001
Document Sub Type	
<b>Your Results</b>	
<a href="#">View Image Document DP/1000001, P</a>	
<b>Other Related Searches</b>	
None available for this search.	

**Note:** Download - Images are not returned online immediately due to their large size (limited to 5 megabytes). Instead, results are stored in your Inbox for 30 days, and can be viewed and/or printed at any time. You can retrieve results from your Inbox by following the links in the Confirm sidebar located at the top of each page. Imaged documents that are less than 5 megabytes in size are returned online for downloading. The turnaround time can range from 10 minutes to 5 hours.

**f) Your Imaged Document is displayed.**



## 6 CT Location Inquiry

### 6.1 CT Location Inquiry Overview

The **Certificate of Title Location Inquiry** or **CT Location Inquiry** (formerly known as the CT Delivery Search) will provide you with the current edition number and the last delivery (physical location) details of a **Certificate of Title**.

- a) Select [CT Location Inquiry](#) from the **NSW Lands Menu**.

**NSW Lands Menu**

**Title and Water Access Licence (WAL) Searches**

- [Title or Water Access Licence \(WAL\) Search](#)
- [Historical Title or Water Access Licence \(WAL\) Search](#)
- [Prior Title or Water Access Licence \(WAL\) Search](#)

**Land Information Searches**

- [Street Address by Title Reference Search](#)
- [Street Address Search](#)
- [Owner/Lessee Inquiry](#)
- [Lots Created Search](#)
- [Plan Inquiry](#)
- [Document Inquiry](#)
- [Sub Folio Inquiry](#)

**Images**

- [Imaged Documents Search](#)

**Titles Tracking**

- [CT Location Inquiry](#)
- [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

- [Central Register of Restrictions Search](#)

**Lease Information Searches**

- [Lease Folio Data Extract Report](#)
- [Lease Premises Index Search](#)



- b) Enter the **Title Reference**, **Your Reference** and click on **\$Search\$**.

### NSW Lands CT Location Inquiry Multi Search

Enter details below and click Search to view results.  
For more information on Title Reference formats see help.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

☐ Yes, I would like an additional copy of my results emailed to:

Title Reference *	Your Reference
eg. 1/232323	
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>

Click [Yes](#) and type your email address to have an extra copy of the results emailed to you.

- c) After a few moments the Multi Search Results page appears. Click the [COMPLETED](#) link(s) to view your **Result Summary**.

### NSW Lands CT Location Inquiry Multi Search Results

Click the Result links to view individual search results.

Your Search	Your Reference	Result
Title Reference      1/232323	test for citec	<a href="#">COMPLETED</a>

- d) Click one of the links under **Your Results** and/or **Other Related Searches**.

**NSW Lands CT Location Inquiry Result Summary**  
Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**

Your Reference	test for citec
Title Reference	1/232323

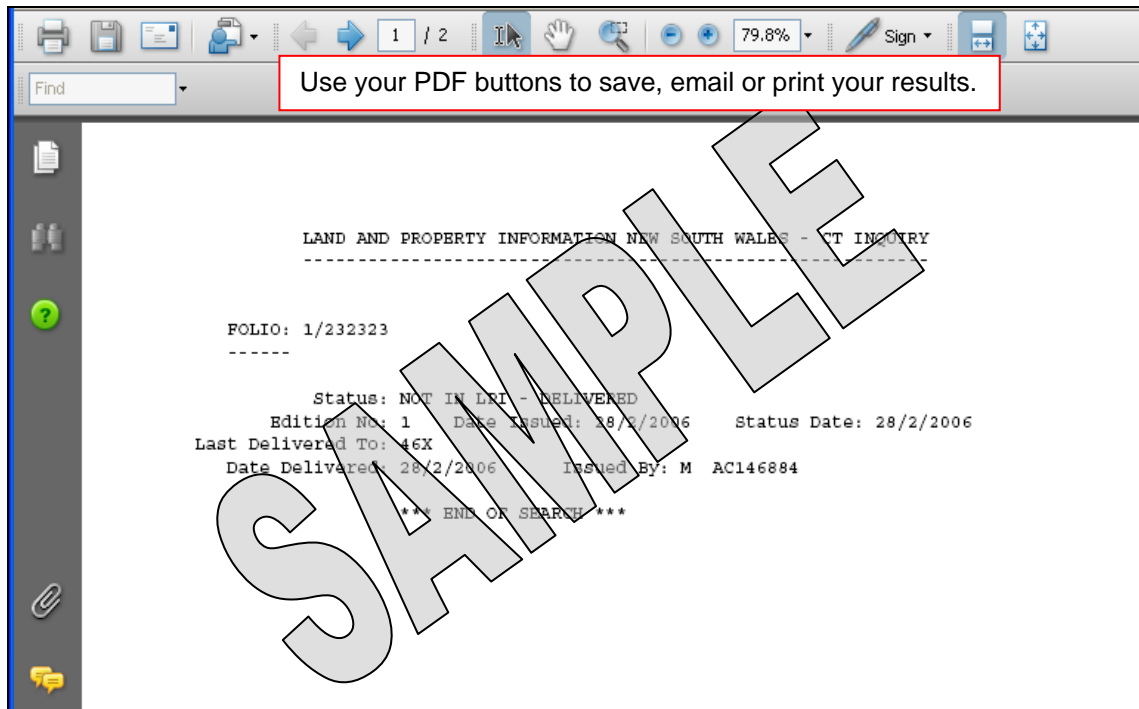
**Your Results**

[View CT Location Inquiry on 1/232323](#)  
[View Search Receipt](#)  
WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

**Other Related Searches**

[Order Title or WAL Search on 1/232323](#)

- e) Your result is displayed as a PDF.



## 6.2 Certificate Authentication Code (CAC) Inquiry

- a) Select [Certificate Authentication Code \(CAC\) Inquiry](#) from the **NSW Lands Menu**. See Appendix 3 for further information on the **Certificate Authentication Code**.

**NSW Lands Menu**

**Title and Water Access Licence (WAL) Searches**

- [Title or Water Access Licence \(WAL\) Search](#)
- [Historical Title or Water Access Licence \(WAL\) Search](#)
- [Prior Title or Water Access Licence \(WAL\) Search](#)

**Land Information Searches**

- [Street Address by Title Reference Search](#)
- [Street Address Search](#)
- [Owner/Lessee Inquiry](#)
- [Lots Created Search](#)
- [Plan Inquiry](#)
- [Document Inquiry](#)
- [Sub Folio Inquiry](#)

**Images**

- [Imaged Documents Search](#)

**Titles Tracking**

- [CT Location Inquiry](#)
- [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

- [Central Register of Restrictions Search](#)

**Lease Information Searches**

- [Lease Folio Data Extract Report](#)
- [Lease Premises Index Search](#)

- b) Enter the **Title Reference**, **Edition Number**, **Issue Date**, **First Registered Owner Name**, the **CAC**, **Your Reference**, and click on **Search**. This search is free of charge.

### NSW Lands Certificate Authentication Code (CAC) Inquiry Multi Search

Enter details below and click Search to view results.

Please ensure that the Certificate of Title (CT) details (Title Reference, Edition Number, Issue Date, First Registered Owner Name and CAC Code) are entered as they appear on the printed CT. Take special care with those that include punctuation.

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

☐ Yes, I would like an additional copy of my results emailed to:

Title Reference \*

Edition Number \*

Issue Date \*

First Registered Owner Name \*

CAC \*

Your Reference

eg. 15/1061204

eg. 3465

eg. 01122003

eg. Bill Smith

eg. VM3Z-JE-HZ6R

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear All

Search

**NSW LPI Disclaimer:** This information is provided to assist in the detection of counterfeit certificates of title. It is not intended for use in verification of identity.

**Warning to Customers:** The Certificate Authentication Code (CAC) has been developed to improve the security of certificates of title. The CAC should be treated as confidential and should not be disclosed to any unauthorised person.

If you are contacted by anyone purporting to be CITEC Confirm or Land and Property Information staff requesting your CAC, BE SUSPICIOUS.

If you receive a suspicious telephone call or email in this regard do not respond. If you are uncertain or have provided any details regarding your CAC number, contact CITEC Confirm.

Land and Property Information or CITEC Confirm will never contact you and ask for your CAC number.

- c) After a few moments the Result page appears. Click the [COMPLETED](#) link(s) to view your **Result Summary**.

NSW Lands Certificate Authentication Code (CAC) Inquiry Multi Search Results		
Click the Result links to view individual search results.		
Your Search	Your Reference	Result
Title Reference 1/232323 Edition Number 2 Issue Date 31102003 First Reg. Owner Name CAC YL3B-CF-N201	TEST FOR CONFIRM	<a href="#">COMPLETED</a>

- d) Your result is displayed. For further searches on the title reference entered, click one of the links under **Other Related Searches**. Use **Print** to create a printable PDF copy of your result.

### NSW Lands Certificate Authentication Code (CAC) Inquiry Result

Click Print to view a print friendly version of your result.

#### Your Search

Your Reference	TEST FOR CONFIRM
Title Reference	1/232323
Edition Number	2
Issue Date	31102003
First Registered Owner Name	
CAC	****-**-N201

#### Your Results

Print

Provided On	13/02/2008 10:15 AM
Result	The information entered does not match the details held for this title reference
Search Receipt	<a href="#">View Search Receipt</a>

WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

**NSW LPI Disclaimer:** This information is provided to assist in the detection of counterfeit certificates of title. It is not intended for use in verification of identity.

**Warning to Customers:** The Certificate Authentication Code (CAC) has been developed to improve the security of certificates of title. The CAC should be treated as confidential and should not be disclosed to any unauthorised person.

If you are contacted by anyone purporting to be CITEC Confirm or Land and Property Information staff requesting your CAC, BE SUSPICIOUS.

If you receive a suspicious telephone call or email in this regard do not respond. If you are uncertain or have provided any details regarding your CAC number, contact CITEC Confirm.

**Land and Property Information or CITEC Confirm will never contact you and ask for your CAC number.**

**Proprietary Notice:** CITEC Confirm hereby certifies that the information contained in this document has been provided electronically by the Registrar-General in accordance with section 96-B (2) of the Real Property Act, 1900.

#### Other Related Searches

[Order Title or WAL 1/232323](#)

[Order Historical Title or WAL 1/232323](#)

[Order CT Location Inquiry for 1/232323](#)

## 7 Lease Premises Index Search

### 7.1 Lease Premises Index Search Overview

The **Lease Premises Index Search** allows you to search for the list of lease folios affecting lessee names & lease variations for commercial lease complexes, for example, shopping centres, retirement villages and office complexes.

- a) Select [Lease Premises Index Inquiry](#) from the **NSW Lands Menu**.

**NSW Lands Menu**

**Title and Water Access Licence (WAL) Searches**

- [Title or Water Access Licence \(WAL\) Search](#)
- [Historical Title or Water Access Licence \(WAL\) Search](#)
- [Prior Title or Water Access Licence \(WAL\) Search](#)

**Land Information Searches**

- [Street Address by Title Reference Search](#)
- [Street Address Search](#)
- [Owner/Lessee Inquiry](#)
- [Lots Created Search](#)
- [Plan Inquiry](#)
- [Document Inquiry](#)
- [Sub Folio Inquiry](#)

**Images**

- [Imaged Documents Search](#)

**Titles Tracking**

- [CT Location Inquiry](#)
- [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

- [Central Register of Restrictions Search](#)

**Lease Information Searches**

- [Lease Folio Data Extract Report](#)
- [Lease Premises Index Search](#)



- b) Enter **Your Reference**. Select **Head Title Reference**, **Lease Folio Number** or **Lease Complex Name** from the **Search By** drop down list. This search is free of charge.

### NSW Lands Lease Premises Index Search

Enter details below and click Search to view results.  
For more information on Head Title Reference, Lease Folio Number and Lease Complex Name formats see help.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Search By	<div>Select... *</div> <div>Select... Head Title Reference Lease Folio Number Lease Complex Name</div>
Email	<div>Additional copy of my results emailed to:</div> <div><input type="text"/></div>

Clear All

Search

- c) Enter **Head Title Reference**, **Lease Folio Number** or **Lease Complex Name** and click **Search**.

### NSW Lands Lease Premises Index Search

Enter details below and click Search to view results.  
For more information on Head Title Reference, Lease Folio Number and Lease Complex Name formats see help.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Search By	<div>Lease Folio Number *</div>
Lease Folio Number	<div><input type="text"/> * eg. LF123</div>
Email	<div><input type="checkbox"/> Yes, I would like an additional copy of my results emailed to:</div> <div><input type="text"/></div>

Clear All

Search

**Head Title References** must conform to one of the following formats:

- a lot in a **Deposited Plan**, for example, 1/1023456
- a lot in a **Section** in a **Deposited Plan**, for example, 1234/5678/123456
- a lot in a **Strata Plan**, for example, 1/SP12345
- a **Share Title Sub Folio**, for example, 1/123A
- a **Volume** and **Folio Reference** corresponding to an **Auto Consolidated Title**, for example, 12345-123

**Lease Complex Name searching**

**Lease Complex Name** searching supports the partial entry of names and the use of wildcards (asterisk (\*) and the percent (%)), for example, Westfield%.

**Lease Folio Number**

Consists of the prefix **LF** and a number. for example , LF35.

- d) From the **Lease Premises Index Search Browse** screen, click [Order Report](#) to view the document details.

### NSW Lands Lease Premises Index Search Browse

Click individual links below to order a detailed report.

#### Your Search

Your Reference

test for confirm

Lease Complex Name

WESTFIELD%

#### Your Results

Lease Complex Name	Lease Folio Number	Address
WESTFIELD FIGTREE <a href="#">Order Report</a>	LF77	FIGTREE
WESTFIELD KOTARA <a href="#">Order Report</a>	LF343	CNR PARK AVENUE & NORTHCOTT DRIVE, KOTARA 2289
WESTFIELD SHOPPINGTOWN WARRAWONG <a href="#">Order Report</a>	LF108	WARRAWONG
WESTFIELD TOWERS AND BOULEVARD HOTEL <a href="#">Order Report</a>	LF66	90-100 WILLIAM STREET, SYDNEY 2000

- e) Click one of the links under **Your Results** and/or **Other Related Searches**

### NSW Lands Lease Premises Index Search Result Summary

Click the link(s) to view a print friendly version of the relevant document(s).

#### Your Search

Your Reference      test for confirm  
Lease Folio Number      LF177

#### Your Results

[View Lease Premises Index for LF177](#)  
Search Receipt      [View Search Receipt](#)

WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

#### Other Related Searches

None available for this search.

- f) Your result is displayed as a PDF.

Use your PDF buttons to save, email or print your results

### NSW Lands

#### LEASE PREMISES INDEX INQUIRY ON LF177

Provided on 31/01/2008 09:54 AM  
Lease Complex Name LAURIETON MALL

Head Title Reference  
15436-125

Lease Folio	Premises	Status
16/LF177	HOTEL	CURRENT
1/LF177	SHOP 1	CURRENT
10/LF177	SHOP 10	CURRENT
9/LF177	SHOP 11	CURRENT
11/LF177	SHOP 12	CURRENT
12/LF177	SHOP 13	CURRENT
13/LF177	SHOP 14	CURRENT
14/LF177	SHOP 15	CURRENT
17/LF177	SHOP 16	CURRENT
2/LF177	SHOP 2	CURRENT
3/LF177	SHOP 3	CURRENT
4/LF177	SHOP 4	CURRENT
5/LF177	SHOP 5	CURRENT
15/LF177	SHOP 6	CURRENT
6/LF177	SHOP 7	CURRENT
7/LF177	SHOP 8	CURRENT

## 7.2 Lease Folio Data Extract Report

### Lease Folio Data Extract Report Overview

The **Lease Folio Data Extract Report** allows you to report comprehensive details for the list of lease folios affecting lessee names & lease variations for commercial lease complexes, for example, shopping centres, retirement villages and office complexes.

- a) Select **Lease [Folio Data Extract Report](#)** from the **NSW Lands Menu**.

**NSW Lands Menu**

**Title and Water Access Licence (WAL) Searches**

- [Title or Water Access Licence \(WAL\) Search](#)
- [Historical Title or Water Access Licence \(WAL\) Search](#)
- [Prior Title or Water Access Licence \(WAL\) Search](#)

**Land Information Searches**

- [Street Address by Title Reference Search](#)
- [Street Address Search](#)
- [Owner/Lessee Inquiry](#)
- [Lots Created Search](#)
- [Plan Inquiry](#)
- [Document Inquiry](#)
- [Sub Folio Inquiry](#)

**Images**

- [Imaged Documents Search](#)

**Titles Tracking**

- [CT Location Inquiry](#)
- [Certificate Authentication Code \(CAC\) Inquiry](#)

**Central Register of Restrictions**

- [Central Register of Restrictions Search](#)

**Lease Information Searches**

- [Lease Folio Data Extract Report](#)
- [Lease Premises Index Search](#)

- b) Enter **Your Reference**. Select **Head Title Reference**, **Lease Folio Number** or **Lease Complex Name** from the **Search By** drop down list.

### NSW Lands Lease Folio Data Extract Report

Enter details below and click Search to view results.  
For more information on Head Title Reference, Lease Folio Number and Lease Complex Name formats see help.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Search By	<div>Select... *</div> <div>Select... Head Title Reference Lease Folio Number Lease Complex Name</div>
Email	<div>Additional copy of my results emailed to:</div> <div><input type="text"/></div>

Clear All

\$ Search \$

- c) Enter **Head Title Reference**, **Lease Folio Number** or **Lease Complex Name** and click **\$Search\$**.

### NSW Lands Lease Folio Data Extract Report

Enter details below and click Search to view results.  
For more information on Head Title Reference, Lease Folio Number and Lease Complex Name formats see help.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text" value="test for confirm"/>
Search By	<div>Lease Complex Name *</div>
Lease Complex Name	<div><input type="text" value="CENTRE%"/> * eg. %IMPERIAL SHOPPING</div>
Email	<div><input type="checkbox"/> Yes, I would like an additional copy of my results emailed to:</div> <div><input type="text"/></div>

Clear All

\$ Search \$

**Head Title References** must conform to one of the following formats:

- a lot in a **Deposited Plan**, for example, 1/1023456
- a lot in a **Section** in a **Deposited Plan**, for example, 1234/5678/123456
- a lot in a **Strata Plan**, for example, 1/SP12345
- a **Share Title Sub Folio**, for example, 1/123A
- a **Volume** and **Folio Reference** corresponding to an **Auto Consolidated Title**, for example, 12345-123

**Lease Complex Name searching**

**Lease Complex Name** searching supports the partial entry of names and the use of wildcards (asterisk (\*) and the percent (%)), for example, Westfield%.

**Lease Folio Number**

Consists of the prefix **LF** and a number. for example, LF35.

- d) From the **Lease Folio Data Extract Report Browse** screen, click [\\$Order Report\\$](#) to view the document details.

### NSW Lands Lease Folio Data Extract Report Browse

Click individual links below to order a detailed report.

#### Your Search

Your Reference

test for confirm

Lease Complex Name

WESTFIELD%

#### Your Results

Lease Complex Name	Lease Folio Number	Address
WESTFIELD FIGTREE <a href="#">\$ Order Report \$</a>	LF77	FIGTREE
WESTFIELD KOTARA <a href="#">\$ Order Report \$</a>	LF343	CNR PARK AVENUE & NORTHCOTT DRIVE, KOTARA 2289
WESTFIELD SHOPPINGTOWN WARRAWONG <a href="#">\$ Order Report \$</a>	LF108	WARRAWONG
WESTFIELD TOWERS AND BOULEVARD HOTEL <a href="#">\$ Order Report \$</a>	LF66	90-100 WILLIAM STREET, SYDNEY 2000

- e) Click one of the links under **Your Results** and/or **Other Related Searches**.

### NSW Lands Lease Folio Data Extract Report Result Summary

Click the link(s) to view a print friendly version of the relevant document(s).

#### Your Search

Your Reference      test for confirm

Lease Complex Name    imperial shopping centre

#### Your Results

[View Lease Folio Data Extract Report for IMPERIAL SHOPPING CENTRE](#)

Search Receipt      [View Search Receipt](#)

WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

#### Other Related Searches

None available for this search.

- f) Your Results are displayed as a PDF.

Find

Use your PDF buttons to save, email or print your results

### NSW Lands

LEASE FOLIO DATA EXTRACT REPORT ON 1/7/2011

Provided on 31/01/2008 10:00 AM

Lease Complex Name SMALLVILLE SHOPPING SQUARE

Lease Complex Address 1 HENRY ST, SMALLVILLE 2345

Head Title Reference  
1/7/201101

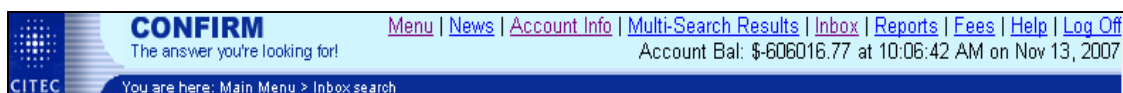
Lease Folio	Premises	Dealing	Registration Date	Lessee	Expiry Date	Details
1/LF349	SHOP 1	2000005		BILL SMITH; BEN SMITH; BOB SMITH	15/6/2053	OPTION TO PURCHASE. OPTION OF RENEWAL: 2 YEARS.
2/LF349	OFFICE 2	2000006		BILL SMITH; BEN SMITH; BOB SMITH	15/6/2053	OPTION TO PURCHASE. OPTION OF RENEWAL: 2 YEARS.
3/LF349	SHOP 7	L 9259745	2/2/2005	SMALLVILLE BUTCHERY PTY LIMITED	9/7/2096	
4/LF349	SHOP 45	L 5657056	30/1/1999	SMALLVILLE CHEMIST PTY LIMITED	21/5/2052	OPTION OF RENEWAL: 1 YEAR.
5/LF349	SHOP 50	L 9437596	2/13/2003	JACK JONES; JILL JONES	19/8/2051	
6/LF349	SHOP 50	SL AA 31245	1/1/2000	SMALLVILLE FRUIT SHOP		LEASE OF LEASE 9468756 TO.
6/LF349	BASEMENT	NO LEASE AFFECT				
7/LF349	SHOP 3A	L 9254975	15/12/2003	SMALLVILLE SPORTS STORE	24/6/2098	OPTION TO PURCHASE.
8/LF349	SHOP 3B	Z349768		JOHN LENNON; PAUL MCCARTNEY	30/1/2095	
8/LF349	SHOP 3B	VL AA197684	27/11/2003			VARIATION OF LEASE Z349768. EXPIRY DATE NOW 1/1/2100
9/LF349	OFFICE 1	NO LEASE AFFECT				

Page 1 of 2

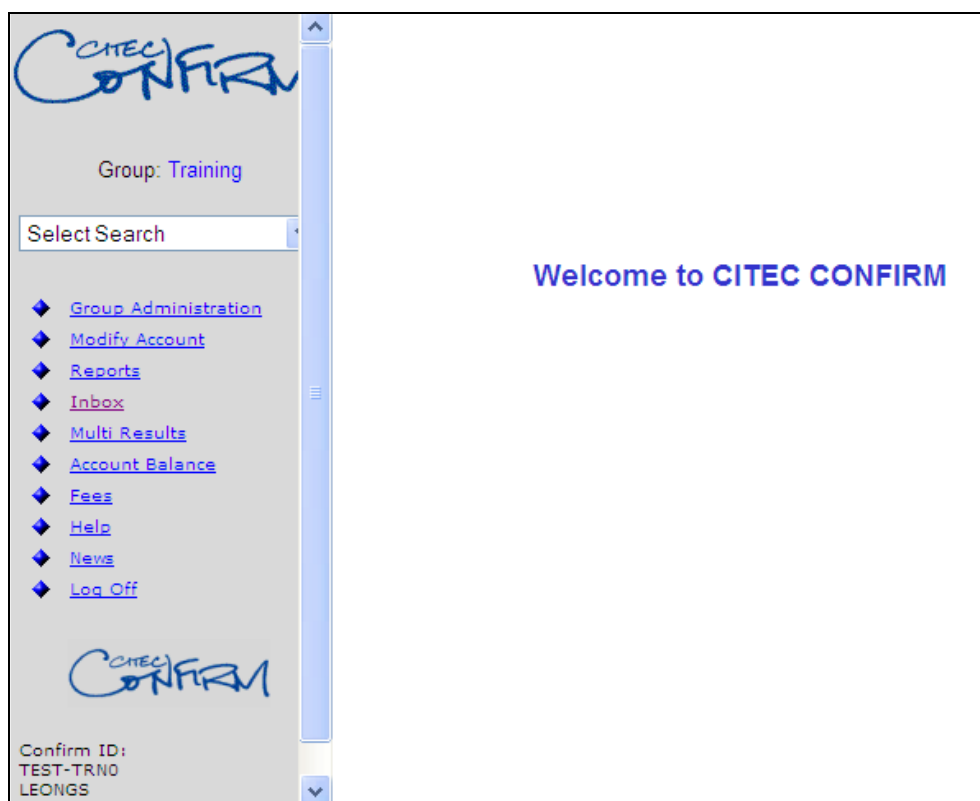
## 8 Revisiting your Results

The **CITEC Confirm Inbox** provides online storage of your search requests and results for up to 30 days. You can revisit and print successful requests and results at no extra charge.

- a) Select [Inbox](#) from the Control menu.



Or in a customised menu.





- b) Select **NSW Lands** from the **System** drop down menu and click **Search**.

**Inbox Search**

Enter search criteria to find previously requested transactions.  
Wildcard searches can be entered in any field, eg. file10% or %title%.

**Save Time and Money:** If you use a meaningful reference when searching you can now use that reference to see which searches you have already completed.

---

**System:** ALL

**Results For:** ☒ Account ☐ This User

**Date:**

☒ for today ☐ for the last  days ☐ specific day  eg. 13-11-2007

**Your Reference:**  **Confirm Reference:**  **Provider Reference:**  **Transaction Level:** ☐ Parent ☒ Child

**Sort By:** ☒ Date ☐ Search Name ☐ Your Reference ☐ UserID

**Tip:** You can also enter further criteria to control which results you view:

- **Date** - Today, Previous Day (DD-MM-YYYY), Last n (up to 99) Days
- **Your Reference** - as entered when conducting the search, up to 40 characters, % can be used as a wildcard
- **Confirm Reference** - unique number assigned to each transaction
- **Transaction Level** – Either **Child** or **Parent**. See the Confirm Inbox FAQ's for more information.

The maximum number results you can view at one time is limited to 200.

- c) To view the result, click the [COMPLETED](#) or [AVAILABLE](#) link.

View Results						
Date/Time	User Id	Search Name	Your Reference	Provider Reference	Result (Click to view)	Transaction Details
06-SEP-2005 10:01:48	VICUSERS	NSW Automated Titles Title Search	test		<a href="#">COMPLETED</a>	<a href="#">Info</a>

**Note:** All NSW Lands results are in easy to manage PDF format. You will need Adobe Acrobat Reader to view results. Visit the Confirm FAQs for more information on Adobe Acrobat Reader.

## 9 Using the Other Related Searches function

Save time with our **Other Related Searches** function. You can quickly order additional related documents from your search results with a few simple clicks.

Using an **Other Related Searches** link will take you to a pre-populated input screen. You will be asked to confirm your details and click **\$Search\$** to proceed. Clicking the **\$Search\$** button will initiate the purchase of an additional document and be charged accordingly.

- a) From your **Result Summary** screen click one of the **Other Related Searches** links.

**NSW Lands Document Inquiry Result Summary**  
Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**

Your Reference	test for confirm
Document Number	Dp270301
Plan Purpose	PE - COMMUNITY PLAN
Lodgement Date	26/4/2002
Status	ACTION COMPLETE
First Lot	1

**Your Results**

[View Document Inquiry for Dp270301 PE - COMMUNITY PLAN lodged on 26/4/2002](#)  
[View Search Receipt](#)

WARNING: The search results refer to LPINSW TEST DATA ONLY. These results may differ substantially from the current LPINSW records. These results must not be used for commercial purposes.

**Other Related Searches**

[Order Imaged Document Dp270301](#)

- b) A pre-populated input screen will pop up in a new window. You can change any of the details such as **Your Reference** by typing over them. Click **\$Search\$** to request the document when you have checked all the details.

### NSW Lands Title Or Water Access Licence(WAL) Search

Enter details below and click Search to view results.  
For more information on Title Reference formats see help.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

<b>Your Reference</b>	<input type="text" value="test for confirm"/>
<b>Title or Water Access Licence (WAL) Reference</b>	<input type="text" value="1/232323"/> * eg. 1/232323, WAL12345678
<b>Email</b>	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text" value="peter.gill@citec.com.au"/>

## 10 Correcting Errors

### 10.1 Input Errors

All **NSW Lands** search screens have validation rules to help you minimise error and improve search speed. If you have tried to enter an invalid document reference you will receive an error message when you try to submit your search request.

You are not charged when these errors occur.

- a) Note the error message in the red bar at the top of the search screen. Find the error symbol next to the input area and correct the details. Once corrected, click **\$Search\$** to resume your request.

The screenshot shows a web form titled "NSW Lands Historical Title Or WAL Search". At the top, a red error bar displays the message "Error Your Reference is required." with a yellow warning icon. Below the title, instructions state: "Enter details below and click Search to view results. For more information on Title Reference formats see help. Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information." The form contains three input fields: "Your Reference" (empty, with a yellow warning icon), "Title or Water Access Licence (WAL) Reference" (containing "1/232323", with a red asterisk and example text "eg. 1/232323, WAL12345678"), and "Email" (empty, preceded by a checkbox and the text "Yes, I would like an additional copy of my results emailed to:"). At the bottom left is a "Clear All" button, and at the bottom right is a "\$ Search \$" button.

## 10.2 Information Provider Errors


Occasionally, you will receive an error message directly from the information provider. This means that your request has been sent to NSWLPI, but they were unable to retrieve a result for you. You are not charged when these errors occur.

An error will be shown as an [ERROR](#) link on the **Multi Search Results** page. Other requests sent at the same time will still process successfully. You can correct a single error easily by clicking the [ERROR](#) link.

- a) Click the [ERROR](#) link on the **Multi Search Results** screen.

NSW Lands Title Or Water Access Licence Multi Search Results			
Click the Result links to view individual search results.			
Your Search	Your Reference	Result	
Title or WAL Reference 12/e/8529	test for confirm	<a href="#">COMPLETED</a>	
Title or WAL Reference 1/sp37250	test for confirm	<a href="#">COMPLETED</a>	
Title or WAL Reference CP/SP31181	test for confirm	<a href="#">COMPLETED</a>	
Title or WAL Reference 10540-216	test for confirm	<a href="#">ERROR</a>	

- b) Note the error message in the red bar at the top of the input screen. Once corrected, click **\$Search\$** to resume your request.

Error  SUB FOLIOS EXIST - FOR DETAILS SEE SUB FOLIO INQUIRY FOR 10540-216

### NSW Lands Title Or Water Access Licence Search

Enter details below and click Search to view results.  
For more information on Title Reference formats see help.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference

test for confirm

Title or Water Access Licence (WAL) Reference

10540-216 \* eg. 1/232323, WAL12345678

Email

☐ Yes, I would like an additional copy of my results emailed to:

Clear All

\$ Search \$

## 11 Appendix 1 – Title References and Water Access Licences

A **Title Reference** can be either a lot/(section)/plan or a volume-folio number, as shown by the following examples.

### **Lots/(Section)/Plan**

The section number is optional, and each number is separated by a forward slash (/)

- Lot 1 on DP23456 enter as 1/23456
- Lot 7 Section 12 on Deposited Plan 6789 enter as 7/12/6789
- Common property on Strata Plan 3456 enter as CP/SP3456
- Lot 23 on Strata Plan 3456 enter as 23/SP3456 or 23.3456
- Lot 1 on Strata Plan enter as 1.1 or 1/SP1

### **Volume Number - Folio Number**

The volume and folio numbers are separated by a hyphen (-)

- Volume Number 1 on Folio Number 1 enter as 1-1
- Volume Number 1234 on Folio Number 12 enter as 1234-12

### **Water Access Licences**

A **Water Access Licence Reference** consists of the characters "WAL" followed by 1 to 8 digits, for example, WAL123, or WAL12345678.

## 12 Appendix 2 – Guidelines for Searching by Owner Name/Organisation

When completing an owner name or organisation search:

- If Mc or Mac is entered, the inquiry searches on both variations.
- The inquiry searches for names with or without the following characters:
  - Spaces
  - Apostrophes.
  - Ampersands.
  - And
  - The
  - Punctuation, such as dot, comma, quotes, brackets.
- Hyphenated names can be entered as the inquiry routinely searches for hyphenated variations.
- When searching on a corporation name, do not use abbreviations such as P/L, Pty Ltd.
- The names Company, Corporation or their abbreviations are automatically removed and replaced by a wildcard to find all variations.
- Include numerics if necessary.
- Wildcards (%) allow you to search for all entries that include a particular name or a string of letters and must be preceded by at least 3 characters.
- % is used to indicate that the criteria you have entered are part of what you wish to find, but not necessarily all of it.
- Over 500 matches found will require you to redefine your search.

## 13 Appendix 3 – Certificate Authentication Code Inquiry

The **Certificate Authentication Code (CAC)** is a new item of information that is to be included on all new editions of Certificates of Title (CT) printed at the Land and Property Information (LPI) Division from January 2004. A **CAC** is a randomly generated number that acts as a unique document identifier used in order to deter and prevent fraud. It is verifiable on-line free of charge, through the [CITEC Confirm Certificate Authentication Code \(CAC\) Inquiry](#).

The **CAC** code can be used by anyone holding a Certificate of Title (CT) to verify that the details match those of the latest edition issued and to verify that it is likely to be genuine. The [CAC Inquiry](#) will assist with the verification as to the CT authenticity by returning a result stating one of the following:

- CAC NUMBER AUTHENTICATED OK - confirms that the CAC code entered for that particular title reference was matched successfully with the CT details provided.
- CT details provided do not match the Integrated Titling System (ITS).
- CT details OK, but CAC does not match.
- Daily CAC check limit exceeded - verification requests against the same title reference will be limited to a maximum of 10 per day in order to prevent hacking attacks to determine the CAC for a particular title.

The information required to complete the CAC Inquiry includes:

- **Title Reference** - the title reference off the CT, this can be found in the top right hand corner.
- **Edition Number** - the edition number off the CT, this can be found in the top right hand corner. Whenever a new edition of a CT for a particular title is printed, a fresh CAC is generated. The CAC inquiry has been designed to validate only the most recently issued edition of the CT.
- **Issue Date** - the date of issue off the CT, this can be found in the top right hand corner and must be in ddmmyyyy format (e.g. 01122003)
- **First Owner Name** - the first registered proprietor name off the CT. When authenticating the CAC for the following types of title references, do not enter details in the first owner name field:
  - Common property in Strata Schemes. For example CP/SP12345;
  - Community Property within Lot 1 in Community Plans (i.e. DPs in the range 270001 - 280000);
  - Precinct Property within Lot 1 in Precinct Plans (i.e. DPs in the range 280001 - 285000);
  - Neighbourhood Property within Lot 1 in Neighbourhood Plans (i.e. DPs in the range 285001 - 300000).



- **CAC Code** - The CAC off the CT, this can be found in the top right hand corner and must be in 4-2-4 format with alphanumeric characters (e.g. VM3Z-JE-HZ6R)

Note: Please ensure that the CT details (title reference, edition number, issue date, first owner name and CAC code) are entered as they appear on the printed CT. Take special care when entering long and/or foreign first owner names or those that include punctuation.

## 14 Appendix 4 – Central Register of Restrictions Search

Currently there are 9 authorities or government departments who provide certificates on demand with information on described land. This information is maintained under the Conveyancing Amendment (Central Register of Restrictions) Act 2000.

- 1) **ALINTA AGN Ltd** Information on land affected by the company's pipelines or proposals under the Pipeline Act 1967.
- 2) **Department of Defence (Unexploded Ordnance)** Information as to whether or not the land within a title has been used for military purposes that may have resulted in ordnance-related contamination.
- 3) **Dept Education and Training** Information as to proposed or existing interest by the Dept of Education & Training.
- 4) **East Australian Pipeline Ltd** Information as to proposed or existing high pressure natural gas easements of the EAPL.
- 5) **Energy Australia** Information as to whether or not the land described is the subject of an approved proposal to acquire any right or interest. Information does not apply to any affectation registered in the title or discoverable by physical inspection of the property.
- 6) **NSW Heritage Office** Information of any conservation instrument or order or notice under the Heritage Act 1977.
- 7) **Department of Water and Energy** Information of proposals to acquire any right or interest in the whole or any part of the land by reason of the Pipelines Act 1967.
- 8) **Rail Corporation New South Wales** Information as to whether or not the subject property is presently affected by any State Rail Authority or Rail Access discoverable by title search or physical inspection of the property.
- 9) **Transgrid** Information of existing right or interest in the land or any Transgrid Board approved proposal which would affect title to land. Transgrid's assets include easements, transmission lines and substations.

## 15 Appendix 5 – Entering Document Types and Document Numbers

Document image transactions are now referenced by **Document Type**, **Document Number** and **Document Subtype** (not always needed). See below for a list of **Document Types**.

Document Type	Description
DL	Dealing
DP	Deposited Plan
SP	Strata Plan
BK	ADIS Book and No
CT	Cancelled Title
CP	Crown Plan
PA	Primary Application
PM	SCIMS Permanent Mark
SS	SCIMS State Survey
TS	SCIMS Trig Station
MM	SCIMS Misc Mark

**Note:** The Book/Number should include the **ADIS book number** details. Enter these numbers as one string, for example, Book 23 Number 105 as 23105. Searching on the **ADIS Book** and **No** returns Old System Deed images and other miscellaneous **ADIS** images. **ADIS Book Imaged Documents** can only be supplied from BK3192 and up electronically. All other books will need to be retrieved manually over the counter.

The **Document Subtype** field is only displayed for **Deposited Plans** and **Strata Plans**. See below for a list of **Document Subtypes**.

	Document type	Description
	DP	DP Plan
		DP 88B
		DP Contract
		DP Management Statement
		DP Pipeline Form
	SP	SP Plan
		SP 88B
		SP Contract
		SP Management Statement
		SP Developer By-Laws

