

VIC Conveyancing Client Reference Guide

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Confirm.

Innovative Information Solutions

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1 VIC Conveyancing

Victorian conveyancing information can be accessed through the **VIC Conveyancing** product suite. The following searches are available: Property Certificates, Water Documents, Crown Land and Survey Reports.

All results are available in PDF format and will be accessible via the CITEC Confirm Inbox for up to 90 days after the completion of your search. Results will also be sent via email depending on your nominated delivery method.

1.1 Where is it Located?

From the CITEC Confirm Main Menu, click **VIC Conveyancing**.

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

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

At the bottom of the page, there is a footer with links: Menu | News | Account Info | Multi-Search Results | Inbox | Reports | Fees | Help | Log Off | Feedback | Terms & Conditions, and the text 'CITEC COPYRIGHT ©'.

Or from a customised menu:



2 Property Certificates

2.1 Overview

The **Property Certificates Search** allows you to order various conveyancing certificates, depending on the criteria provided. You can order multiple certificates relating to the details you have provided using either:

- **Lot on Plan:** Details are on your council rates notice
- **Volume/Folio Number:** Normally found on the top right hand side of your title. Older titles may have a folio number of more than three digits
- **Street Address:** No match found on address, try an alternative identifier
- **Council Property Number:** Council Property Number is assigned by your local council and is usually printed on the rates notice
- **Standard Parcel Identifier:** A unique identifier assigned by Land Victoria to each parcel of land in the state
- **Crown Allotment:** Is a piece of land that is described by reference to the original subdivision of land undertaken by Crown Land Administration

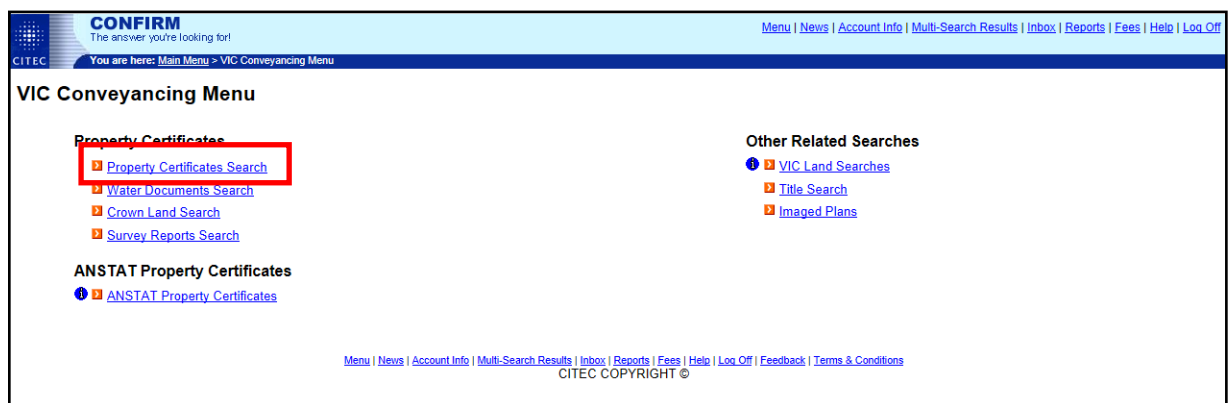
Certificates offered may include:

- Annexure A
- Building Approval (Priority) 326 (1)
- Building Approval (Priority) 326 (2)
- Building Approval (Priority) 326 (1)(2)
- Building Approval 326 (1)
- Building Approval 326 (2)
- Building Approval 326 (1)(2)
- Copy of Plan
- Copy of Title
- Electronic Instrument
- Encumbrance Plan
- Extract of Priority Sites Register
- Flood Level
- Heritage Certificate (Sec 50)
- Heritage Certificate (Sec 50) - Urgent
- History Search
- Imaged Cancelled Title
- Instrument Search
- Land Index Search
- Land Information Certificate
- Land Information Certificate (Priority)
- Land Tax Certificate
- Owners Corporation Basic Report
- Owners Corporation Premium Report
- Planning Certificate
- Planning Certificate (Priority)
- Planning Certificate Express

- Property Transaction Alert (3 months)
- Property Transaction Alert (6 months)
- Property Transaction Alert (12 months)
- Register Search Statement (Title)
- Section 151 Certificate from Owners Corporation
- Section 151 Certificate from Owners Corporation (Priority)
- Sewers and Drains Plan
- Special Meter Reading
- VicRoads Certificate
- Water Information (Priority)
- Water Information and Special Meter Reading
- Water Information Statement
- Water Share Record

2.2 How to Begin

From the VIC Conveyancing Menu click on **Property Certificates Search.**



2.3 Step-by-Step Walkthrough

2.3.1 Specify Property

Lot on Plan

When conducting a search using a Lot on Plan, you are required to enter a Plan Type and Plan Number. Additionally, you may also enter the Lot Number, Section and Block. The more information you are able to provide, the more refined your search results will be. Once you have entered the relevant search criteria, click **Next**.

1. Specify Property | 2. Confirm Property | 3. Select Certificates | 4. Delivery Details | 5. Confirm | 6. Result Summary

Step 1 of 6: Specify Property

Do you know the: *

- ☐ Street Address
- ☐ Volume/Folio Number
- ☒ Lot on Plan
- ☐ Council Property Number
- ☐ Standard Parcel Identifier
- ☐ Crown Allotment

Enter Lot on Plan details below

Lot(s):

Plan: *

Section:

Block:

Next

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If a **Register Search Statement (Title)** is requested for a **Lot on Plan**, a **Land Index Search** charge will be applied.

Volume/Folio Number

When conducting a search using a **Volume/Folio Number**, you are required to enter a **Volume Number** and **Folio Number**, separated by a forward slash (/). Once you have entered the relevant search criteria, click **Next**.

CITEC Confirm.

1. Specify Property | 2. Confirm Property | 3. Select Certificates | 4. Delivery Details | 5. Confirm | 6. Result Summary

Step 1 of 6: Specify Property

Do you know the: *

- ☐ Street Address
- ☒ Volume/Folio Number
- ☐ Lot on Plan
- ☐ Council Property Number
- ☐ Standard Parcel Identifier
- ☐ Crown Allotment

Enter Volume/Folio Number below

Enter Volume/Folio Number *

Volume / Folio

Specify the type of certificates you wish to order *

- ☒ Title and Property Certificates
(All Authority Property Certificates and current Title and Diagram)
Click the 'Next' button to go to 2. Confirm property.
- ☐ Title certificates ONLY
(Register Search Statement (Title), Cancelled Titles, Instrument Search, Dealings on Title, History Search, Copy of Plan)
Click the 'Next' button to go directly to 3. Select certificates.

Next

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Street Address

When conducting a search using a **Street Address**, you are required to enter a **Street Number**, **Street name**, **Street Type** and **Suburb/Town/Locality**. Additionally, you may also enter a **Unit/Flat Number**. Once you have entered the relevant search criteria, click **Next**.

1. Specify Property | 2. Confirm Property | 3. Select Certificates | 4. Delivery Details | 5. Confirm | 6. Result Summary

Step 1 of 6: Specify Property

Do you know the: *

- ☒ Street Address
- ☐ Volume/Folio Number
- ☐ Lot on Plan
- ☐ Council Property Number
- ☐ Standard Parcel Identifier
- ☐ Crown Allotment

Enter Street Address details below

Enter the property address *

Example:
11/105 Barkly Street
St Kilda, 3182

Unit/Flat: Street Number:

Street Name: Street Type:

Suburb /Town /Locality *:

Postcode:

Next

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If you do not supply a **Title Reference**, the provider may complete an additional **Land Index Search** on your behalf. Where this occurs you may be charged a **Land Index Search** surcharge. This information will be displayed at the time of selecting a certificate to order.

Council Property Number

When conducting a search using a **Council Property Number**, you are required to enter a **Council Property Number** and **Municipality**. Once you have entered the relevant search criteria, click **Next**.

The screenshot displays the CITEC Confirm web application interface. At the top, there is a blue header with the CITEC logo and the word 'Confirm.' in white. Below the header is a progress bar with six steps: 1. Specify Property (highlighted in orange), 2. Confirm Property, 3. Select Certificates, 4. Delivery Details, 5. Confirm, and 6. Result Summary. A blue triangle points down to the first step.

The main content area is titled 'Step 1 of 6: Specify Property'. It contains a section titled 'Do you know the: *' with a list of search criteria: Street Address, Volume/Folio Number, Lot on Plan, Council Property Number (selected with a blue dot), Standard Parcel Identifier, and Crown Allotment. Below this is a section titled 'Enter Council Property Number details below'. It contains two input fields: 'Council Property Number: *' (a text box) and 'Municipality: *' (a dropdown menu). A blue 'Next' button is located at the bottom right of the form.

At the bottom of the page, there is a light blue footer that reads 'Powered by LANDATA®'.

Standard Parcel Identifier

When conducting a search using a **Standard Parcel Identifier**, you are required to enter **Standard Parcel Identifier**, which may include a backslash (\). Once you have entered the relevant search criteria, click **Next**.

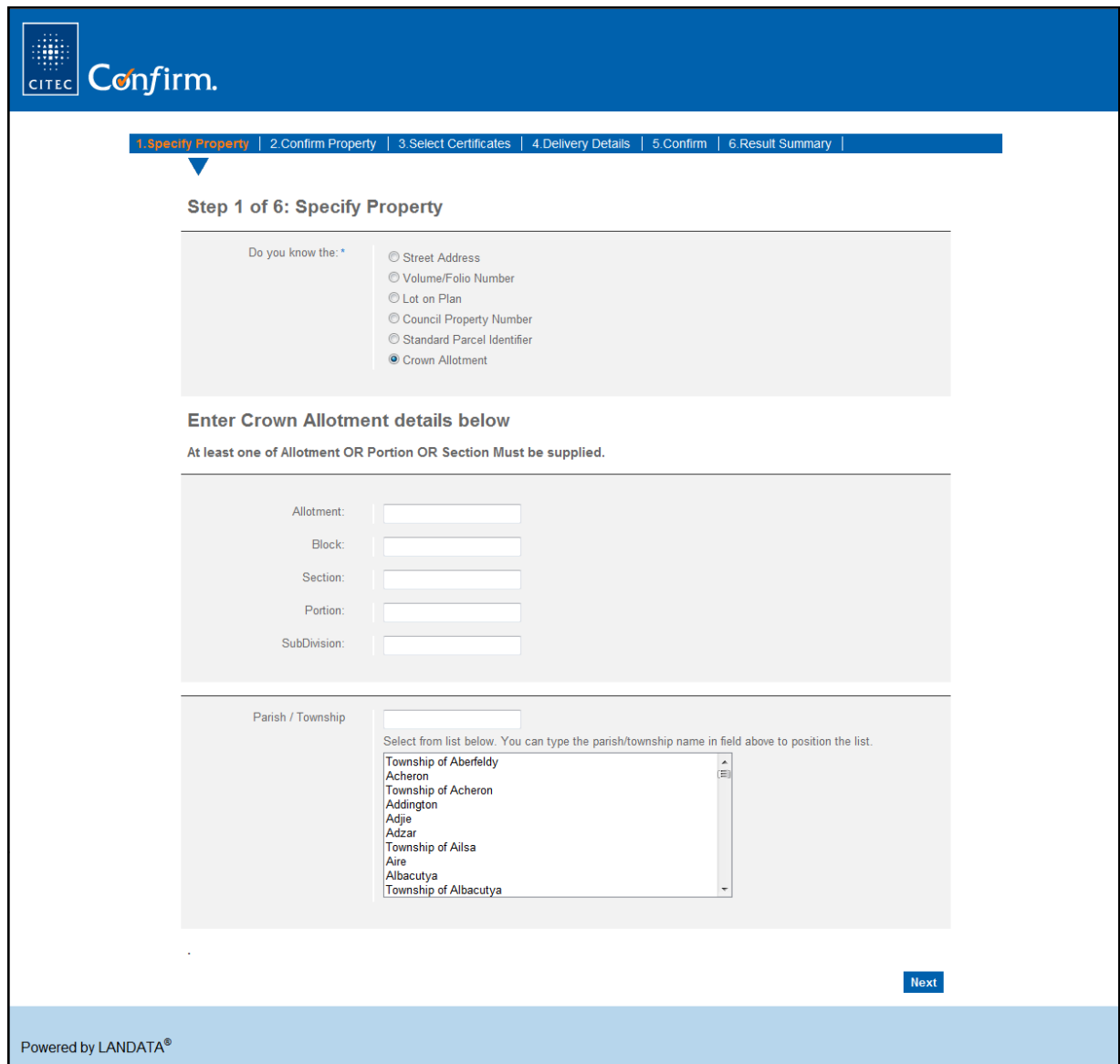
The screenshot displays the CITEC Confirm web application interface. At the top, there is a blue header with the CITEC logo and the word 'Confirm.' in white. Below the header is a progress bar with six steps: 1. Specify Property (highlighted in orange), 2. Confirm Property, 3. Select Certificates, 4. Delivery Details, 5. Confirm, and 6. Result Summary. A blue triangle points down to the first step.

The main content area is titled 'Step 1 of 6: Specify Property'. It contains a section titled 'Do you know the: *' with a list of radio button options: Street Address, Volume/Folio Number, Lot on Plan, Council Property Number, Standard Parcel Identifier (selected), and Crown Allotment. Below this is a section titled 'Enter Standard Parcel Identifiers (SPI) details below' with a text input field labeled 'Standard Parcel Identifier: *'. A blue 'Next' button is located at the bottom right of the form area.

At the bottom of the page, there is a light blue footer that reads 'Powered by LANDATA®'.

Crown Allotment

When conducting a search using a **Crown Allotment**, you are required to enter a **Parish/Township**. Additionally, you may also enter the **Allotment**, **Block**, **Section**, **Portion** and **SubDivision**. The more information you are able to provide, the more refined your search results will be. Once you have entered the relevant search criteria, click **Next**.



CITEC Confirm.

1. Specify Property | 2. Confirm Property | 3. Select Certificates | 4. Delivery Details | 5. Confirm | 6. Result Summary

Step 1 of 6: Specify Property

Do you know the: *

- ☐ Street Address
- ☐ Volume/Folio Number
- ☐ Lot on Plan
- ☐ Council Property Number
- ☐ Standard Parcel Identifier
- ☒ Crown Allotment

Enter Crown Allotment details below

At least one of Allotment OR Portion OR Section Must be supplied.

Allotment:

Block:

Section:

Portion:

SubDivision:

Parish / Township:

Select from list below. You can type the parish/township name in field above to position the list.


- Township of Aberfeldy
- Acheron
- Township of Acheron
- Addington
- Adjie
- Adzar
- Township of Ailsa
- Aire
- Albacutya
- Township of Albacutya

Next

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2.3.2 Confirm Property

Depending on the search criteria provided (for this example a **Volume/Folio Number**), you will be required to confirm the property details for the property that you are searching on. One or more relevant properties may be listed, and you will be required to select the correct one. The property can also be confirmed using a map by selecting the [View and Confirm on map](#) feature (refer to section 6.0 for more information). To confirm the property that you wish to search on, click **Confirm Property Details**.



1. Specify Property | **2. Confirm Property** | 3. Select Certificates | 4. Delivery Details | 5. Confirm | 6. Result Summary

Step 2 of 6: Confirm Property

Property Search Criteria
You used the following volume / folio to specify the property: 2360/908

Property Search Results
1170 CAPE OTWAY ROAD, MODEWARRE 3240 / Lot 1 Plan TP851905Q

Property Identifiers	Identified Details	View and Confirm on map
Address Street Address: Unit/Flat: <input type="text"/> Street Number: 1170 * Street Name: CAPE OTWAY * Street Type: Road * Suburb /Town /Locality: MODEWARRE * Postcode: 3240		
Lot Plan Lot Plan: Lot Plan #1 Lot(s): 1 Plan: TP 851905Q * Section: <input type="text"/> Block: <input type="text"/>	Add another Delete	
Crown Allotment Crown Allotment: Crown Allotment: --Unknown--	Add another	
Volume Folio Volume/Folio: Volume/Folio number #1: 2360/908 *	Add another eg 10015/123 Delete	
Standard Parcel Identifier Standard Parcel Identifier: Standard Parcel Identifier #1: 11TP851905 *	Add another Delete	
Water Authority Water Authority #1: Southern Rural Water Water Authority Property ID #1: --Unknown-- Water Authority Grid Coord #1: Water Authority #2: Banwon Water Water Authority Property ID #2: --Unknown-- Water Authority Grid Coord #2:		
Map Reference Map Reference: Map Reference #1: Vicroads 93 * C6 *	Add another Delete	
Municipality Municipality #1: SURF COAST Council Property Number: Council Property Number #1: 100550 *	Add another Delete	
Parish Parish #1: Gherang Gherang		

[Confirm Property Details](#)

[Back](#) [Cancel](#) [Save, Finish Later](#)

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2.3.3 Select Certificates

The **Select Certificates** screen will display a list of certificates that are relevant to the property that you are searching on. You are able to select multiple certificates by selecting the tick boxes located in the **Select** column of the list. The **Delivery Turnaround** column displays the approximate turnaround time for each certificate. Authority prices are displayed in the **Total Fee** column, with additional fee information being displayed at the bottom of the list. Your order can be saved to the **CITEC Confirm Inbox** and finished at a later time by clicking **Save, Finish Later** (refer to section 7.2 for more information). Once you have selected the relevant certificates, click **Next**.

[1 Specify Property](#) | [2 Confirm Property](#) | **[3 Select Certificates](#)** | [4 Delivery Details](#) | [5 Confirm](#) | [6 Result Summary](#)

Step 3 of 6: Select Certificates

The following certificates are available for the specified property.
Select the certificates required.
Certificates will only be issued for the property identified. All fees are in Australian dollars (\$AUD).

Select	Certificates	Info	Delivery Turnaround (approx)	Total Fee (inc GST) \$AUD
<input type="checkbox"/>	Register Search Statement (Title) Volume 2360 Folio 908		5 minutes	8.23
<input type="checkbox"/>	Instrument Search Volume 2360 Folio 908 Inst 0393072 (TRANSFER)		5 minutes	2.64
<input type="checkbox"/>	3 months Property Transaction Alert (3 months) Volume 2360 Folio 908		5 minutes	4.22
<input type="checkbox"/>	Verify Title Volume 2360 Folio 908			3.52
<input type="checkbox"/>	Dealings on Title Volume 2360 Folio 908		5 minutes	1.99
<input type="checkbox"/>	History Search Volume 2360 Folio 908		5 minutes	6.77
<input type="checkbox"/>	Copy of Plan Plan TP851905Q		5 minutes	2.64
<input type="checkbox"/>	Land Tax Certificate State Revenue Office		10 days	17.71
<input type="checkbox"/>	Vicroads Certificate VICROADS		1 days	17.49
<input type="checkbox"/>	Heritage Certificate (Sec 50) Heritage Victoria		1 days	27.50
<input type="checkbox"/>	Land Information Certificate SURF COAST SHIRE		10 days	23.43
<input type="checkbox"/>	Building Approval 326 (1) SURF COAST SHIRE		10 days	46.53
<input type="checkbox"/>	Building Approval 326 (1)(2) SURF COAST SHIRE		10 days	91.63
<input type="checkbox"/>	Planning Certificate Express Dept of Transport, Planning and Local Infrastructure		1 days	12.87
<input type="checkbox"/>	Designated Bushfire Prone Area(s) Report Dept of Transport, Planning and Local Infrastructure		1 days	5.37
<input type="checkbox"/>	Crown Land Agricultural License Search Dept of Transport, Planning and Local Infrastructure		5 days	5.37
<input type="checkbox"/>	Crown Land Agricultural License Document Dept of Transport, Planning and Local Infrastructure		5 days	61.47
<input type="checkbox"/>	Catchment & Land Protection Dept of Transport, Planning and Local Infrastructure		1 days	15.40
<input type="checkbox"/>	Water Share Record Document to be provided		1 days	14.08
<input type="checkbox"/>	Water Information Statement BARWON WATER		10 days	12.43
<input type="checkbox"/>	Special Meter Reading BARWON WATER		10 days	22.74
<input type="checkbox"/>	Sewers and Drains Plan BARWON WATER		10 days	33.40
<input type="checkbox"/>	Water Information Statement SOUTHERN RURAL WATER		10 days	83.93
<input type="checkbox"/>	Special Meter Reading SOUTHERN RURAL WATER		10 days	83.93
<input type="checkbox"/>	National Trust Certificate National Trust of Australia (Victoria)		10 days	75.01
<input type="checkbox"/>	Extract of Priority Sites Register Environment Protection Authority		5 minutes	12.21
Totals				\$0.00
Delivery charges				\$0.00
Total amount due				\$0.00

[Back](#)
[Cancel](#)
[Save, Finish Later](#)
[Next](#)

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The **Information** icon will give you further information about the certificate when moused-over.

The **Warning** icon will alert you of any warnings when moused-over. The warning will also be displayed in a dialogue box when the relating certificate is selected from the list.

2.3.4 Delivery Details

The **Delivery Details** screen allows you to enter a **Your order reference**, as well as confirm the delivery details of the order. The email address provided in the profile selected will be applied on the **Delivery Details** screen. The delivery the **Email Address** can be changed at this point.

Step 4 of 6: Delivery Details

Please confirm the delivery details for this order. All fields with a * are required. To change your order select 'Back' or return to any of the previous steps.

Your order reference

E-mail Address *

Please Note: You can view your certificates through the Confirm Inbox for 90 days after they have been supplied regardless of the delivery method chosen.

[Back](#) [Cancel](#) [Save, Finish Later](#) [Next](#)

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A valid email address requires an @ symbol and must not exceed 64 characters. It must only contain:

- Alphanumeric characters (a - z, A - Z and 0 - 9)
- The following symbols. _ % + - @

Note: Email validation is not case sensitive.

2.3.5 Confirm

The **Confirm** screen displays a summary list that details the selected **Certificates**, **Delivery Method**, **Delivery Turnaround** and **Total Fee**. The **Total Amount Due** is displayed at the bottom of the list. Your order is confirmed by clicking **\$Order\$**.

The provider's order fulfilment system allows certificate requests to be submitted instantaneously to most custodians; consequently orders cannot be changed or cancelled once submitted.

Please Note: Refunds will not be given for incorrect orders.

CITEC Confirm.

1 Specify Property | 2 Confirm Property | 3 Select Certificates | 4 Delivery Details | **5 Confirm** | 6 Result Summary

Step 5 of 6: Confirm Order

Please check that all the details of your order are correct. If you are satisfied that they are correct select '\$Order\$'. To change your order select 'Back' or return to any of the previous steps.

Certificates	Delivery - Turn Around (approx)	Total Fee (Inc GST)
History Search	5 minutes	6.77
Copy of Plan	5 minutes	2.64
Delivery Fee		\$13.18
Total Amount Due		\$22.59

Delivery Information for this order

Email Address: profile_email@email.com.au

[Back](#) [Cancel](#) [Save, Finish Later](#) **\$Order\$**

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For information relating to the retrieval of results, please refer to section 7.1.



If you are a **pre-paid** account user and due to insufficient funds your order continues to the **Account Top-Up** screen, your current **VIC Conveyancing** search will be saved to the **CITEC Confirm Inbox** with the status set to **SAVED**.

3 Water Documents

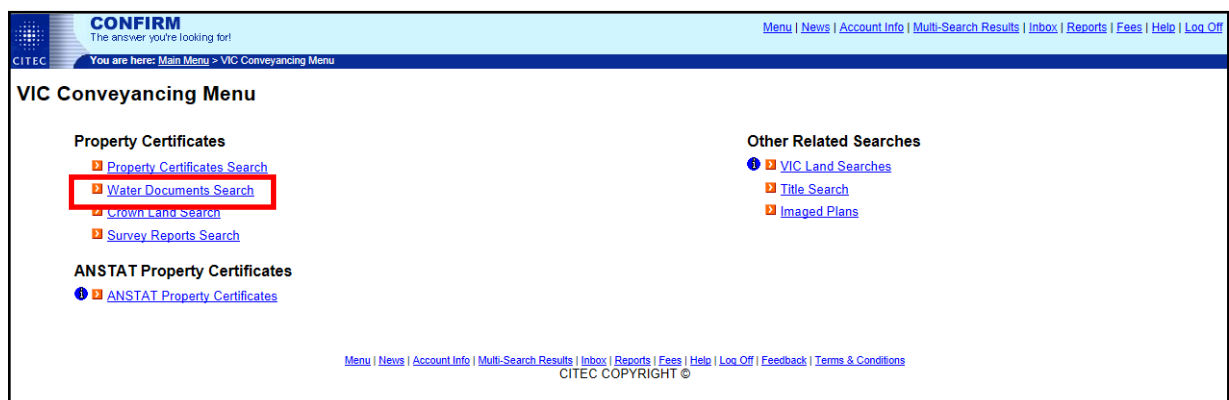
3.1 Overview

The **Water Documents Search** allows you to order **Water Share Records** and **Water Register Documents**. Using a **Water Share ID** and/or up to five **Document Numbers** you can order a variety of water documents. Where possible, a **Water Share Record** may return information such as:

- Water Share Description
- Current Year Allocation
- Water Share Owner(s)
- Water Share Association:
- Land Description
- Recorded Interests
- Applications

3.2 How to Begin

From the **VIC Conveyancing Menu** click on [Water Documents Search](#).



3.3 Step-by-Step Walkthrough

3.3.1 Specify Documents

When conducting a **Water Documents Search**, you are required to enter a **Water Share ID** or at least one **Water Document Number**. Once you have entered the relevant search criteria, click **Next**.

The screenshot shows the 'Specify Documents' step of a 5-step process. The header includes the CITEC Confirm logo and a progress bar with steps: 1. Specify Documents (active), 2. Select Certificates, 3. Delivery Details, 4. Confirm, and 5. Result Summary. The main heading is 'Step 1 of 5: Specify Documents' with a sub-note: 'A water share id or at least 1 water register document is required.' There are two sections: 'Order a Water Share Record' with a 'Water Share Id:' label and a text input field (example: WEE101987), and 'Order Water Register Document(s)' with a 'Please supply from 0 to 5 documents:' instruction and a table with 'Document:' labels and text input fields (example: LPR321882). A 'Next' button is at the bottom right. The footer says 'Powered by LANDATA®'.

3.3.2 Select Certificates

The **Select Certificates** screen will display a list of documents that match the search criteria you have specified. You are able to select multiple certificates by selecting the tick boxes located in the **Select** column of the list. The **Delivery Turnaround** column displays the approximate turnaround time for each certificate. Authority prices are displayed in the **Total Fee** column, with additional fee information being displayed at the bottom of the list. Your order can be saved to the **CITEC Confirm Inbox** and finished at a later time by clicking **Save, Finish Later** (refer to section 7.2 for more information). Once you have selected the relevant certificates, click **Next**.

Step 2 of 5: Select Certificates

The following certificates are available.
Select the certificates required.
All fees are in Australian dollars (\$AUD).

Select	Certificates	Info	Delivery Turnaround (approx)	Total Fee (Inc GST) \$AUD
<input type="checkbox"/>	Water Share Record WEE101987		1 days	14.08
<input type="checkbox"/>	Water Register Document LPR321882		5 minutes	14.08
Totals				\$0.00
Delivery charges				\$0.00
Total amount due				\$0.00

Back Cancel Save, Finish Later Next

Powered by LANDATA®



The **Information** icon will give you further information about the document when moused-over.

3.3.3 Delivery Details

The **Delivery Details** screen allows you to enter a **Your order reference**, as well as confirm the delivery details of the order. The email address provided in the profile selected will be applied on the **Delivery Details** screen. The delivery the **Email Address** can be changed at this point.

Step 3 of 5: Delivery Details

Please confirm the delivery details for this order. All fields with a * are required. To change your order select 'Back' or return to any of the previous steps.

Your order reference

E-mail Address *

Please Note: You can view your certificates through the Confirm inbox for 90 days after they have been supplied regardless of the delivery method chosen.

Back Cancel Save, Finish Later Next

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A valid email address requires an @ symbol and must not exceed 64 characters, containing:

- Alphanumeric characters (a - z, A - Z and 0 - 9)
- The following symbols . _ % + - @

Note: Email validation is not case sensitive.

3.3.4 Confirm

The **Confirm** screen displays a summary list that details the selected **Certificates**, **Delivery Method**, **Delivery Turnaround** and **Total Fee**. The **Total Amount Due** is displayed at the bottom of the list. Your order is confirmed by clicking **\$ Order \$**.

The provider's order fulfilment system allows certificate requests to be submitted instantaneously to most custodians; consequently orders cannot be changed or cancelled once submitted.

Please Note: Refunds will not be given for incorrect orders.

The screenshot shows the 'Confirm' screen of the CITEC system. At the top, there is a blue header with the CITEC logo and the word 'Confirm.'. Below the header is a progress bar with five steps: 1. Specify Documents, 2. Select Certificates, 3. Delivery Details, 4. Confirm (highlighted), and 5. Result Summary. The main content area is titled 'Step 4 of 5: Confirm Order'. It includes a message: 'Please check that all the details of your order are correct. If you are satisfied that they are correct select "\$Order\$". To change your order select "Back" or return to any of the previous steps.' Below this is a table with three columns: Certificates, Delivery - Turn Around (approx), and Total Fee (Inc GST). The table lists two certificates: 'Water Share Record' with a 1-day turnaround and a fee of 14.08, and 'Water Register Document' with a 5-minute turnaround and a fee of 14.08. A summary row shows a 'Delivery Fee' of \$13.18 and a 'Total Amount Due' of \$41.34. Below the table is a section for 'Delivery Information for this order' with an 'Email Address' field containing 'profile_email@email.com.au'. At the bottom right are four buttons: 'Back', 'Cancel', 'Save, Finish Later', and '\$Order\$'. The footer of the screen says 'Powered by LANDATA®'.

Certificates	Delivery - Turn Around (approx)	Total Fee (Inc GST)
Water Share Record	1 days	14.08
Water Register Document	5 minutes	14.08
Delivery Fee		\$13.18
Total Amount Due		\$41.34

Delivery Information for this order

Email Address: profile_email@email.com.au

Back Cancel Save, Finish Later **\$Order\$**

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If you are a **pre-paid** account user and due to insufficient funds your order continues to the **Account Top-Up** screen, your current **VIC Conveyancing** search will be saved to the **CITEC Confirm Inbox** with the status set to **SAVED**.

For information relating to the retrieval of results, please refer to section 7.1.

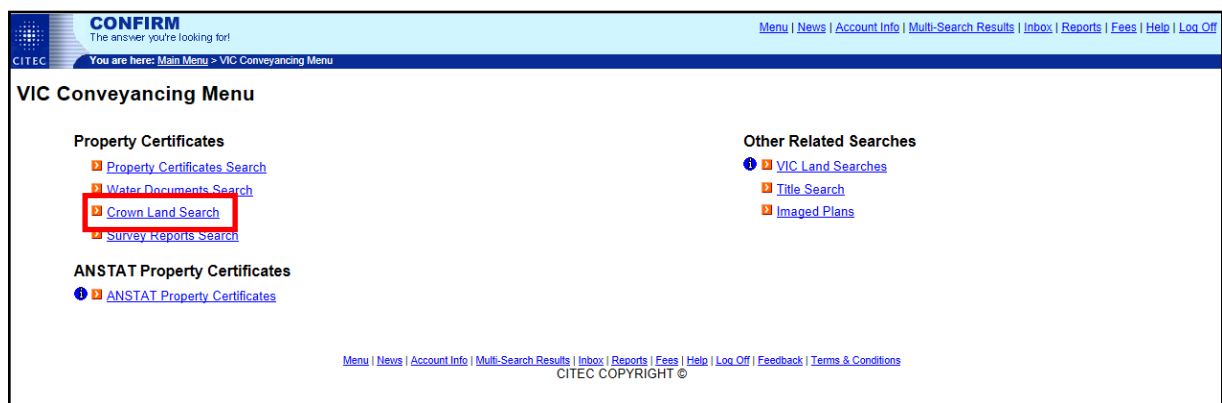
4 Crown Land

4.1 Overview

The **Crown Land Search** allows you to order **Crown Land Status Reports**. A **Crown Land Status Report** returns information about the legal status of a **Crown Land Parcel**, available scanned images of any relevant plans or Government Gazette documents.

4.2 How to Begin

From the **VIC Conveyancing Menu** click on [Crown Land Search](#).



4.3 Step-by-Step Walkthrough

4.3.1 Specify Property

When conducting a **Crown Land Search**, you are required to enter a **Crown Description**. A **Crown Description** requires a **Parish/Township**. Additionally, you may also enter an **Allotment** and **Section**. The more information you are able to provide, the more refined your search results will be. Once you have entered the relevant search criteria, click **Search**.


The screenshot shows the 'Crown Land Search' interface on the CITEC Confirm website. The header is blue with the CITEC Confirm logo. Below the header, the title 'Crown Land Search' is followed by the instruction 'Provide Crown Allotment Search Fields'. A paragraph of instructions states: 'Allotment and Section are optional. A parish/township must be selected. Multiple sections can be supplied by separating each by a comma. eg A,B,F. If section(s) are supplied but no allotments then all allotments within those sections will be shown. If an allotment range is supplied but no section(s) then all allotments within the supplied range for any section will be shown.' The form contains three input fields: 'Allotment(s):' with a range selector, 'Section:' with a text input, and 'Parish / Township' with a dropdown menu. The dropdown menu is open, showing a list of townships: 'Township of Aberfeldy', 'Acheron', 'Township of Acheron', 'Addington', 'Adjie', 'Adzar', 'Township of Ailsa', 'Aire', 'Albacutya', and 'Township of Albacutya'. A 'Search' button is located at the bottom right of the form. The footer of the page is light blue and says 'Powered by LANDATA®'.



- Allotment and Section are optional. A Parish/Township must be selected.
- If Sections are supplied but not Allotments, then all Allotments within those Sections will be shown.
- If an Allotment range is supplied but no Sections, then all Allotments within the supplied range for any Section will be shown.
- Multiple Sections can be supplied by separating each with a comma.

4.3.2 Confirm Property

Depending on the search criteria you provided, you will be required to confirm the property details for the property that you are searching on. One or more relevant properties may be listed, and you will be required to select the correct one. The property can also be confirmed using a map by selecting the [View and Confirm on map](#) feature (refer to section 6.0 for more information). To confirm the property that you wish to search on, click **Next**.



1. Specify Property | **2. Confirm Property** | 3. Select Certificates | 4. Delivery Details | 5. Confirm | 6. Result Summary

Step 2 of 6: Confirm Property

Property Search Criteria

You used the following standard parcel identifier to specify the property: 10a-l2/pp5061

Property Search Results

☒ BUCKLAND GAP ROAD, BEECHWORTH 3747

Your search returned Crown Land. Click 'Next' to order the Crown Land Status Report.

Property Identifiers	Identified Details	View and Confirm on map
Address		
Street Address:	BUCKLAND GAP ROAD, BEECHWORTH 3747	
Lot Plan		
Lot Plan:	--Unknown--	
Crown Allotment		
Crown Allotment #1	CA 10A Section L2 Parish: Township of Beechworth	
Crown Allotment #2	CA 2026 Parish: Township of Beechworth	
Volume Folio		
Volume/Folio number:	--Unknown--	
Standard Parcel Identifier		
Standard Parcel Identifier #1	10A-L2/PP5061	
Standard Parcel Identifier #2	2026/PP5061	
Water Authority		
WaterAuthority #1	Goulburn-Murray Water	
Water Authority Property ID #1	--Unknown--	
Water Authority Grid Coord #1		
WaterAuthority #2	North East Water	
Water Authority Property ID #2	--Unknown--	
Water Authority Grid Coord #2		
Map Reference		
Map Reference #1	VicRoads, 35 C7	
Map Reference #2	VicRoads, 35 D7	
Map Reference #3	VicRoads, 659 P7	
Map Reference #4	VicRoads, 659 O7	
Municipality		
Municipality #1	INDIGO	
Council Property Number #1	--Unknown--	
Parish		
Parish #1	BEECHWORTH	

Next

Back Cancel Save, Finish Later

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4.3.3 Select Certificates

The **Select Certificates** screen will display a list of documents that match the search criteria you have specified. You are able to select a certificate by selecting the tick box located in the **Select** column of the list. The **Delivery Turnaround** column displays the approximate turnaround time for each certificate. Authority prices are displayed in the **Total Fee** column, with additional fee information being displayed at the bottom of the list. Your order can be saved to the **CITEC Confirm Inbox** and finished at a later time by clicking **Save, Finish Later** (refer to section 7.2 for more information). Once you have selected the relevant certificates, click **Next**.

CITEC Confirm.

1 Specify Property | 2 Confirm Property | **3. Select Certificates** | 4 Delivery Details | 5 Confirm | 6 Result Summary

Step 3 of 6: Select Certificates

The following certificates are available for the specified property.
Select the certificates required.
Certificates will only be issued for the property identified. All fees are in Australian dollars (\$AUD).

Select	Certificates	Info	Delivery Turnaround (approx)	Total Fee (Inc GST) \$AUD
<input type="checkbox"/>	Crown Land Status Report Dept of Transport, Planning and Local Infrastructure		5 minutes	7.48
Totals				\$0.00
Delivery charges				\$0.00
Total amount due				\$0.00

[Back](#) [Cancel](#) [Save, Finish Later](#) [Next](#)

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4.3.4 Delivery Details

The **Delivery Details** screen allows you to enter a **Your order reference**, as well as confirm the delivery details of the order. The email address provided in the profile selected will be applied on the **Delivery Details** screen. The delivery the **Email Address** can be changed at this point.

Step 4 of 6: Delivery Details

Please confirm the delivery details for this order. All fields with a * are required. To change your order select 'Back' or return to any of the previous steps.

Your order reference

E-mail Address *

Please Note: You can view your certificates through the Confirm Inbox for 90 days after they have been supplied regardless of the delivery method chosen.

[Back](#) [Cancel](#) [Save, Finish Later](#) [Next](#)

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A valid email address is requires an @ symbol and must not exceed 64 characters. It must only contain:

- Alphanumeric characters (a - z, A - Z and 0 - 9)
- The following symbols . _ % + - @

Note: Email validation is not case sensitive.

4.3.5 Confirm

The **Confirm** screen displays a summary list that details the selected **Certificates**, **Delivery Method**, **Delivery Turnaround** and **Total Fee**. The **Total Amount Due** is displayed at the bottom of the list. Your order is confirmed by clicking **\$ Order \$**.

The provider's order fulfilment system allows certificate requests to be submitted instantaneously to most custodians; consequently orders cannot be changed or cancelled once submitted.

Please Note: Refunds will not be given for incorrect orders.

CITEC Confirm.

1. Specify Property | 2. Confirm Property | 3. Select Certificates | 4. Delivery Details | **5. Confirm** | 6. Result Summary

Step 5 of 6: Confirm Order

Please check that all the details of your order are correct. If you are satisfied that they are correct select '\$Order\$'. To change your order select 'Back' or return to any of the previous steps.

Certificates	Delivery - Turn Around (approx)	Total Fee (Inc GST)
Crown Land Status Report		7.48
	Delivery Fee	\$6.59
	Total Amount Due	\$14.07

Delivery Information for this order

Email Address: profile_email@email.com.au

[Back](#) [Cancel](#) [Save, Finish Later](#) **[\\$Order\\$](#)**

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For information relating to the retrieval of results, please refer to section 7.1.



If you are a **pre-paid** account user and due to insufficient funds your order continues to the **Account Top-Up** screen, your current **VIC Conveyancing** search will be saved to the **CITEC Confirm Inbox** with the status set to **SAVED**.

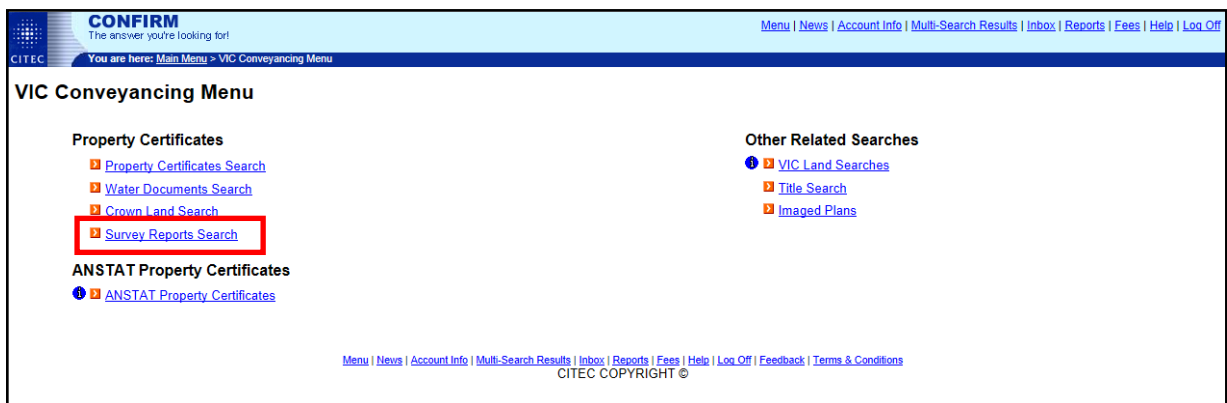
5 Survey Reports

5.1 Overview

The **Survey Reports Search** allows you to order **Survey Reports**, which provide information that supports the legal position adopted for new and established cadastral boundaries.

5.2 How to Begin

From the **VIC Conveyancing Menu** click on [Survey Reports Search](#).



5.3 Step-by-Step Walkthrough

5.3.1 Specify Documents

When conducting a **Survey Reports Search**, you are required to enter both a **Document Prefix** and **Document Number**. After submitting the relevant criteria you may add the document to the **Survey Documents List** by clicking **Add to List**. Up to five documents can be ordered through a single search. Once you have populated the **Survey Document List** with the required **Survey Reports**, click **Next**.

1. Specify Documents | 2. Select Certificates | 3. Delivery Details | 4. Confirm | 5. Result Summary

Step 1 of 5: Specify Documents

Please supply from 1 to 5 survey report or plan documents:

Document Type: *

Document Prefix: *

Document Number: *
eg 412983 for PS

Survey Document List

Survey Document	Document Type	Survey Status	Field Notes in Prior Plan Number	Supplementary Field Notes	Total Pages	
PS412983H	survey report	Survey	PS332227T	Yes	14	<input type="button" value="Delete"/>

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5.3.2 Select Certificates

The **Select Certificates** screen will display a list of documents that match the search criteria you have specified. The **Delivery Turnaround** column displays the approximate turnaround time for each certificate. Your order can be saved to the **CITEC Confirm Inbox** and finished at a later time by clicking **Save, Finish Later** (refer to section 7.2 for more information). Once you have confirmed the relevant certificates are selected, click **Next**.

Step 2 of 5: Select Certificates

The following certificates are available.
Select the certificates required.
All fees are in Australian dollars (\$AUD).

Select	Certificates	Info	Delivery Turnaround (approx)	Total Fee (Inc GST) \$AUD
<input checked="" type="checkbox"/>	Survey Report PS412983H		5 minutes	0.00
Totals				\$0.00
Delivery charges				\$6.59
Total amount due				\$6.59

Back Cancel Save, Finish Later Next

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The **Information** icon will give you further information about the document when moused-over.

5.3.3 Delivery Details

The **Delivery Details** screen allows you to enter a **Your order reference**, as well as confirm the delivery details of the order. The email address provided in the profile selected will be applied on the **Delivery Details** screen. The delivery the **Email Address** can be changed at this point.

Step 3 of 5: Delivery Details

Please confirm the delivery details for this order. All fields with a * are required. To change your order select 'Back' or return to any of the previous steps.

Your order reference

E-mail Address *

Please Note: You can view your certificates through the Confirm Inbox for 90 days after they have been supplied regardless of the delivery method chosen.

[Back](#) [Cancel](#) [Save, Finish Later](#) [Next](#)

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A valid email address requires an @ symbol and must not exceed 64 characters. It must only contain:

- Alphanumeric characters (a - z, A - Z and 0 - 9)
- The following symbols . _ % + - @

Note: Email validation is not case sensitive.

5.3.4 Confirm

The **Confirm** screen displays a summary list that details the selected **Certificates**, **Delivery Method**, **Delivery Turnaround** and **Total Fee**. The **Total Amount Due** is displayed at the bottom of the list. Your order is confirmed by clicking **\$ Order \$**.

The provider's order fulfilment system allows certificate requests to be submitted instantaneously to most custodians; consequently orders cannot be changed or cancelled once submitted.

Please Note: Refunds will not be given for incorrect orders.

CITEC Confirm.

1. Specify Documents | 2. Select Certificates | 3. Delivery Details | **4. Confirm** | 5. Result Summary

Step 4 of 5: Confirm Order

Please check that all the details of your order are correct. If you are satisfied that they are correct select '\$Order\$'. To change your order select 'Back' or return to any of the previous steps.

Certificates	Delivery - Turn Around (approx)	Total Fee (Inc GST)
Survey Report	5 minutes	0.00
	Delivery Fee	\$6.59
	Total Amount Due	\$6.59

Delivery Information for this order

Email Address: profile_email@email.com.au

[Back](#) [Cancel](#) [Save, Finish Later](#) **[\\$Order\\$](#)**

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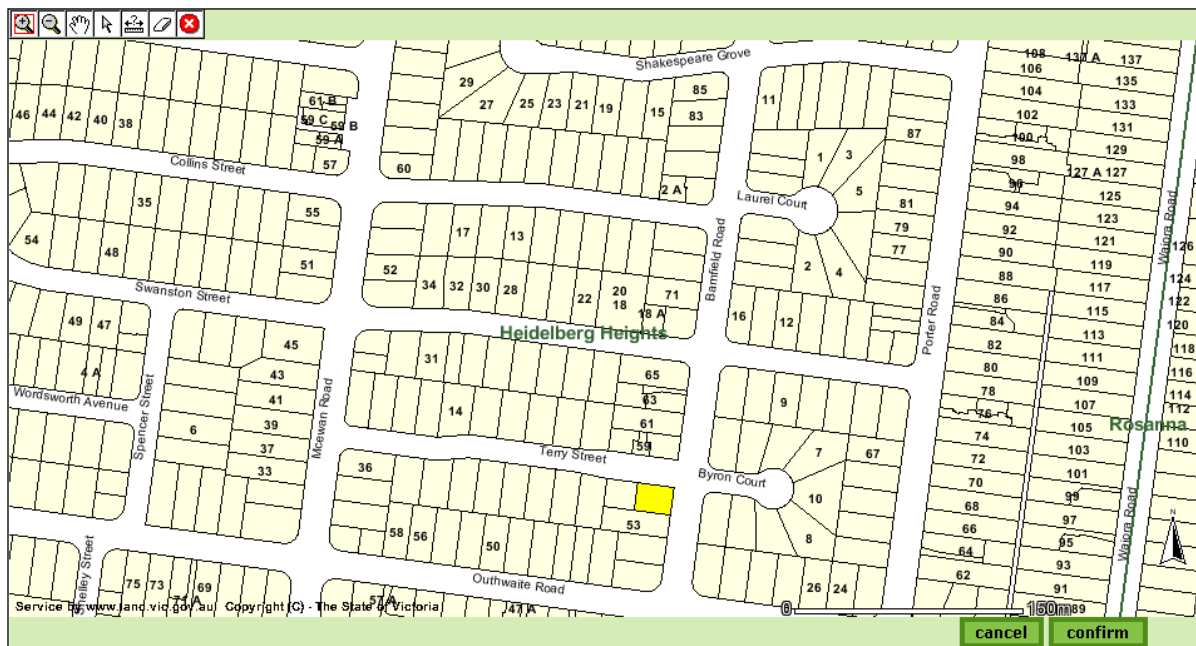
If you are a **pre-paid** account user and due to insufficient funds your order continues to the **Account Top-Up** screen, your current **VIC Conveyancing** search will be saved to the **CITEC Confirm Inbox** with the status set to **SAVED**.

For information relating to the retrieval of results, please refer to section 7.1.

6 View and Confirm on Map

6.1 Overview

The **View and Confirm on Map** facility displays a map that allows you to view and confirm the property being searched on. If you have entered the details of an incorrect property, the map will allow you to select the correct property and the details of that property will then be used for your search.



6.2 Map Tools



Zoom In - Left-click and drag a box to define the area you wish to zoom in to.



Zoom Out - Left-click and drag a box to define the area you wish to zoom out to.



Pan - Left-click and drag the map to move in any direction.



Select Property - Left-click the property you wish to select.



Measure - Left-click once to create a starting point, then left-click again to create an end point to the measure. You may create multiple segments to the same measure by continuing to left-click.



Clear Measure - Selecting this tool will clear the map of any measurements.



Stop - Stops an action.

7 CITEC Confirm Inbox

7.1 Viewing Results

All results are available in PDF format and will be accessible via the CITEC Confirm Inbox for up to 90 days after the completion of your search. Results will also be sent via email.

To view results via the CITEC Confirm Inbox, select the **Inbox** link from the menu.

[Menu](#) | [News](#) | [Account Info](#) | [Multi-Search Results](#) | **[Inbox](#)** | [Reports](#) | [Fees](#) | [Help](#) | [Log Off](#)

7.1.1 Inbox Search

The **Inbox Search** screen will allow you to refine and filter the list of viewable orders in the **Inbox** by using a variety of search criteria.


<input type="button" value="Clear All"/>		<input type="button" value="Search"/>	
System:		Results For:	
ALL <input type="button" value="v"/>		<input checked="" type="radio"/> Account <input type="radio"/> This User	
Date:			
<input checked="" type="radio"/> for today <input type="radio"/> for the last <input type="text"/> days <input type="radio"/> specific day <input type="text"/> eg. 10-06-2009			
Your Reference:	Confirm Reference:	Provider Reference:	Transaction Level:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Parent <input checked="" type="radio"/> Child
Sort By:			
<input checked="" type="radio"/> Date <input type="radio"/> Search Name <input type="radio"/> Your Reference <input type="radio"/> UserID			
<input type="button" value="Clear All"/>		<input type="button" value="Search"/>	

After selecting the relevant order from the **Inbox Results** screen, you will link to the **Result Summary** screen.

7.1.2 Result Summary & Order Information

The Result Summary screen displays basic information relating to **Your Search** and **Your Result**. To view a full list of the **Certificates Ordered**, click to expand the list of certificates.

To view further details relating to your order, as well as your results, select the **View Order** link.

**CONFIRM**
The answer you're looking for!

[Menu](#) | [News](#) | [Account Info](#) | [Multi-Search Results](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Log Off](#)

You are here: [Main Menu](#) > [VIC Conveyancing Menu](#) > [Property Certificates Search](#) > [Result Summary](#)

VIC Conveyancing Property Certificates Search Result Summary

Click Print to view a print friendly version of this screen.

Print

Your Search

Your Reference

Reference Guide

☐ Certificate(s) Ordered

Certificates	Value	GST	Price
History Search	\$6.15	\$0.62	\$6.77
Copy of Plan	\$2.40	\$0.24	\$2.64
Delivery Fee	\$11.98	\$1.20	\$13.18
Totals	\$20.53	\$2.06	\$22.59

Your Result

Confirm Reference

3176310

Provider Reference

10122959

Search Date/Time

27-Sep-2013 12:01 PM

View Order

Other Related Searches

[Copy the Search Details into a New VIC Conveyancing Property Certificates Search](#)

[New VIC Conveyancing Property Certificates Search](#)

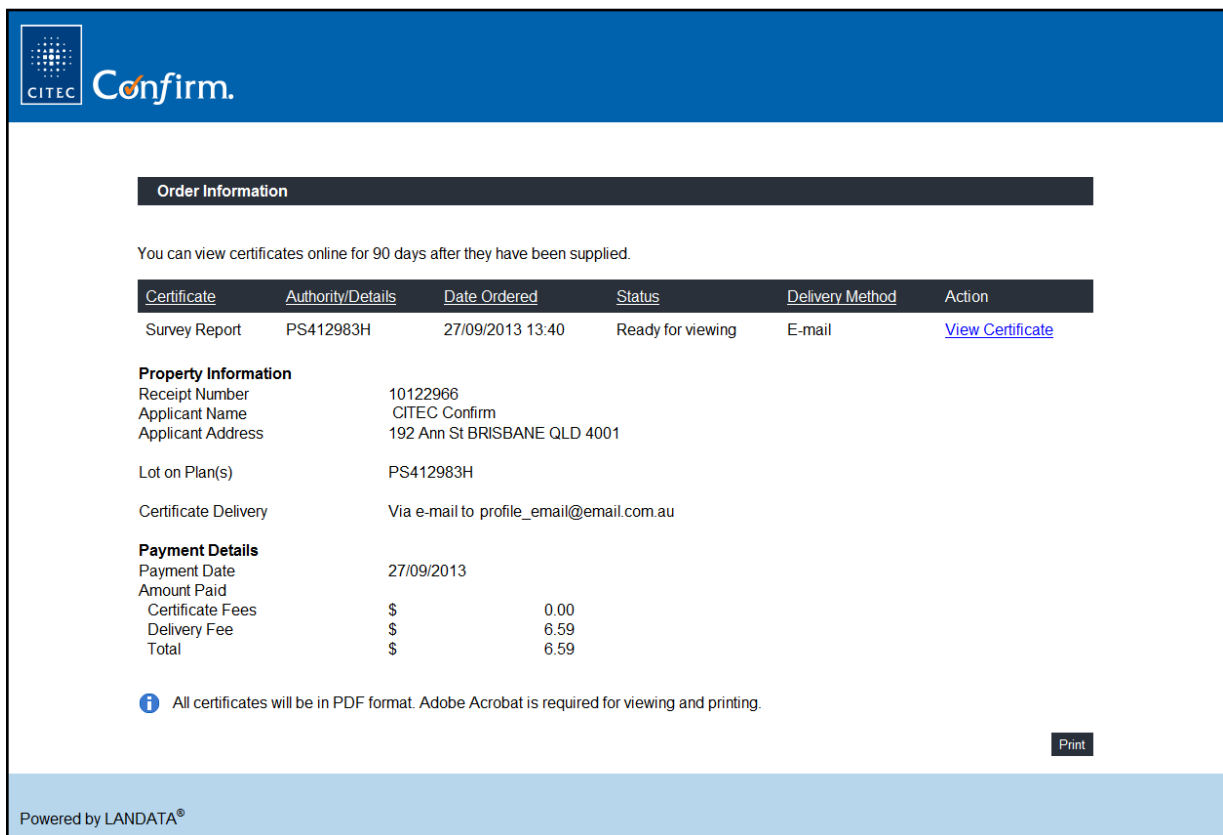
[Menu](#) | [News](#) | [Account Info](#) | [Multi-Search Results](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Log Off](#) | [Feedback](#) | [Terms & Conditions](#)

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The **Other Related Searches** links allow you to perform a new search using the same search criteria as the current search or perform a new blank search.

To view the results for completed certificates, select the relevant **View Certificate** link from the **Action** column.



CITEC Confirm.

Order Information

You can view certificates online for 90 days after they have been supplied.

Certificate	Authority/Details	Date Ordered	Status	Delivery Method	Action
Survey Report	PS412983H	27/09/2013 13:40	Ready for viewing	E-mail	View Certificate

Property Information

Receipt Number: 10122966
 Applicant Name: CITEC Confirm
 Applicant Address: 192 Ann St BRISBANE QLD 4001

Lot on Plan(s): PS412983H

Certificate Delivery: Via e-mail to profile_email@email.com.au

Payment Details

Payment Date: 27/09/2013

Amount Paid		
Certificate Fees	\$	0.00
Delivery Fee	\$	6.59
Total	\$	6.59

i All certificates will be in PDF format. Adobe Acrobat is required for viewing and printing.

[Print](#)

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7.2 Resuming a Saved Search

After using the **Save, Finish Later** option, your order will be saved in the **CITEC Confirm Inbox** with the status set to **SAVED**. Orders that are saved to be finished later are available for seven days from the **CITEC Confirm Inbox**. After this time the **SAVED** order status will change to **EXPIRED** and the data will need to be resubmitted if you wish to perform the order again.

After finding the relevant saved order, select the **SAVED** link from the **Result** column of the **Inbox Results** screen.

View Results						
Date/Time	User Id	Search Name	Your Reference	Provider Reference	Result (Click to view)	Transaction Details
12-JUN-2009 11:53:23		VIC Conveyancing Property Certificates Search		865895	SAVED	Info

Select the **Resume this... Search** link from the **Saved Search Confirmation** screen to resume your order.

VIC Conveyancing Property Certificates Saved Search Confirmation

Your search has been saved.

This search will be available for completion for 7 days from the date noted below.

Search Details

Confirm Reference	1652411
Provider Reference	865895
Search Date/Time	12-Jun-2009 11:53 AM

Other Related Searches

[Resume this VIC Conveyancing Property Certificates Search](#)

[New VIC Conveyancing Property Certificates Search](#)



All orders with a **SAVED** status will automatically change to **EXPIRED** in the **CITEC Confirm Inbox** at midnight on 30 June of every year.