NSW land searches

User guide

CITEC Confirm

Innovative Information Solutions

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1   NSW land searches

You can search for NSW land information through the following searches:

- ▶ title or water access licence
- ▶ street address
- ▶ imaged documents
- ▶ owner or lessee inquiry
- ▶ plan, document, and sub folio inquiries
- ▶ lots created
- ▶ lease information
- ▶ water access licence inquiries
- ▶ Electronic Notice of Sale (eNOS).

1.1   Search tips

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

Email copy of your results

On the search details input screen, select the checkbox and include your email address to have your search results emailed to you.

NSW Lands Title Or Water Access Licence (WAL) Multi Search
Enter details below and click Search to view results.
To obtain the street address associated with a title reference prior to ordering a title search, click here.
For more information on Title Reference formats see help.
* 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: john.smith@email.com.au

Add a reference for your search

You need to provide a reference for each search that you complete. Your reference is up to you, but you should enter something to help you identify the transaction among your records.

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

Enter details below and click Search to view results.
To obtain the street address associated with a title reference prior to ordering a title search, click here.
For more information on Title Reference formats see help.
* 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 or Water Access Licence (WAL) Reference *	Your Reference
eg. 1/232323, WAL325	
1. [ ]	[ ]

Charge points are marked

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

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

Enter details below and click Search to view results.
To obtain the street address associated with a title reference prior to ordering a title search, click here.
For more information on Title Reference formats see help.
* 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 or Water Access Licence (WAL) Reference *	Your Reference
eg. 1/232323, WAL325	
1. [ ]	[ ]
2. [ ]	[ ]
3. [ ]	[ ]
4. [ ]	[ ]
5. [ ]	[ ]
6. [ ]	[ ]
7. [ ]	[ ]
8. [ ]	[ ]
9. [ ]	[ ]
10. [ ]	[ ]

[Clear All]   [$ Search $]

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Browse list result screen

Some searches provide a browse list result. Select **Print** to save a copy of this result. To proceed to order a related document, you can complete another search on the result page.

Retrieve your results and order related searches

After you enter your search details and search, a result screen will display. Select **COMPLETED** to continue to the result summary and access your search results.

On the result summary screen, you can view your results and order additional searches.

Result statuses

A search may have one of the following result statuses:

- ▶ **Completed:** displays when your search has returned a result online.
- ▶ **Ordered:** displays if your result requires manual processing.
- ▶ **Available:** displays when your result is available after manual processing.
- ▶ **Error:** displays when search criteria is missing or incorrect.

Some searches require manual processing, as results may not be imaged. In these instances, you'll receive results in your Confirm inbox within one business day. Select **ORDERED** to display an order confirmation.

NSW Lands Title Or Water Access Licence (WAL) Multi Search Results

Click the Result links to view individual search results.
WARNING: Do not refresh this screen - *you will incur extra charges*.
If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

Your Search	Your Reference	Result
Title or WAL Reference 10/SP14428	MM:DF:1234/16	COMPLETED
Title or WAL Reference CP/SP14428	MM:DF:1235/16	COMPLETED

Results are stored in your Confirm inbox

For most NSW land searches, you can view your results online immediately. The results are also stored in the Confirm inbox for 28 calendar days. Access your Confirm inbox from the header menu located at the top right of every screen.

Home | Menu | Account Info | Inbox | Reports | Fees | Help | Sign out
Account Bal: ($5.00) at 2:18:48 PM on Jul 18, 2023

You can view the result status in your Confirm inbox as well.

Inbox Results

Click the result link to view the search results or details link for transaction history.
Please note: Results listed below as ERROR may have since been progressed to COMPLETED if you corrected and resubmitted them. Resubmission generates new transactions visible via this inbox.
To avoid duplication of charges please check carefully before resubmitting any transactions marked ERROR.
If in any doubt, please check your usage reports.

Your Search

Application	ALL
Display Results For	Account
Date	For today
Sort By	Date

Your Results

Date/Time	User	Search Name	Your Reference	Confirm Reference	Provider Reference	Your Result (click to View)	Transaction Details
18/07/2023 14:40:56	dimaurj	NSW Lands Title or WAL Search		102316851		COMPLETED	Info

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1.2   Start searching

1. From the Confirm main menu, select **NSW Land Searches**.

2. Select the search you require.

> Note: Click the information 'i' icons to view details about a search.
>
>

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

Home | Menu | Account Info | Inbox | Reports | Fees | Help | Sign out
Account Bal: ($5.00) at 2:18:48 PM on Jul 18, 2023

2   Title and Water Access Licence (WAL) searches

2.1   Title or WAL search

A title search produces the current title details such as:

- land description
- owner
- dealings.

View a sample title result.

Water access licences (WAL) in NSW define the access rights that the holder has for obtaining water from a water course. You can order WALs in the same way as titles.

The WAL Register provides a record of every licence in NSW. NSW Land Registry Services maintains the register on behalf of the minister administering the *Water Management Act 2000* (NSW).

The WAL search produces the current WAL details such as:

- share component (volume)
- extraction component
- water source
- expiry date
- conditions.

The WAL folio also shows:

- current ownership details
- mortgages, charges and related information
- nominated works approval number.

View a sample WAL result.

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2.2   Prior title or WAL search

A prior title search lists prior references for the title or WAL reference you enter. Prior references will return for titles or WALs that are:

- ▶ current
- ▶ fully cancelled
- ▶ part cancelled (that is, cancelled with remaining residue).

View a sample prior title search result and a sample prior WAL search result.

2.3   Historical title or WAL search

A historical title search lists the amendments to a computer folio/title, including dealings and/or previous titles.

View a sample historical title search result.

A historical WAL search lists:

- ▶ transfers of ownership
- ▶ mortgages
- ▶ charges
- ▶ caveats
- ▶ related transactions.

You need to search all transactions registered on the WAL folio to establish if they're legal and form an unbroken 'chain of title'. The historical WAL search provides the list of transactions.

View a sample historical WAL search result.

The search contains information on WALs since they were integrated into the computer folios on 1 July 2004.

2.4   How to complete a title or WAL search

1. To search for a title or WAL (including prior or historical), on the search details input screen, provide your title or WAL reference, your reference, and select **$ Search $**.

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

Enter details below and click Search to view results.
To obtain the street address associated with a title reference prior to ordering a title search, click here.
For more information on Title Reference formats see help.
* 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 or Water Access Licence (WAL) Reference *	Your Reference
eg. 1/232323, WAL325	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Clear All $ Search $

2. Your search will proceed to a results page. Once the completed result is available, select **COMPLETED** to continue to the result summary screen and access your search results.

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2.5   Cancelled titles

If you enter a title reference for a cancelled title, the results page will include a **More Info** link.

1. Click the link to display the search summary, which will provide details of the new title reference.

2. No charges will apply up to this point. You can proceed to either:

    a) purchase the cancelled title

    b) search on the new title reference details.

3   Land information searches

3.1   Street address by title reference

This search allows you to find a property address with a title reference. View a sample street address by title reference search result.

1. On the search details input screen, provide your title reference, your reference, and select **Search**.

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.
★ 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.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

[Clear All]   [$ Search $]

2. Your search will proceed to a results page. Select **Print** to save a copy of your result.

3. To proceed to order a title, select the checkbox and click **$ Search $**.

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3.2   Street address search

This search will return the title reference for the street address you enter. The title reference will have one of the following formats:

1. for a deposited plan (lot/plan – for example, 20/20424, or lot/section/plan – for example, 12/55/700123)

2. for a strata plan (CP/SPxxxxx – for example, CP/SP12345).

View a sample street address search result.

1. On the search details input page, provide your reference, address details and search.

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.
★ denotes mandatory fields and ★ denotes conditional fields. Please refer to help for further information.

Your Reference		
Suburb		★ Select Suburb
Street Name		★ Select Street
Street Number		★
Email		☐ Yes, I would like an additional copy of my results emailed to:

Clear All $ Search $

> Note: The suburb is the baseline for this search. Once you enter a valid suburb, a list of related streets will display.
>
> You should enter at least the first two letters of the suburb or street and use the links to assist with entries.

2. Your search will proceed to a results page. Select **Print** to save a copy of your result.

3. To proceed to order a title or historical title search, select the relevant links in your result.

3.3   Owner or lessee inquiry

An owner or lessee inquiry will provide the following details, where available:

- ▶ registered name
- ▶ locality
- ▶ title or Water Access Licence (WAL) reference
- ▶ acquired dealing
- ▶ corresponding title or WAL references.

From this list, you can select results to obtain a copy of the relevant title or WAL. Your search results can include the following automated or manual Torrens titles:

- ▶ current
- ▶ partly
- ▶ fully cancelled.

You won't receive details for old system titles. View a sample owner or lessee inquiry.

1. On the search details input screen, select either 'Organisation' or 'Individual Name' from the dropdown list.
2. Provide your reference, name details, business purpose and complete the declaration. Then, select **$ Search $**.

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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.
★ denotes mandatory fields and ★ denotes conditional fields. Please refer to help for further information.

Your Reference	[ ]
Search By	Select ... ⌄ *
Search Options	☐ Search Names in any order ☐ Search for current and previous owners
Business Purpose	○ Conveyancing ○ Historical research ○ Land development ○ Land management ○ Government services ○ Other [ ]
Declaration	☐ 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. *
Email	☐ Yes, I would like an additional copy of my results emailed to: [ ]

[Clear All]   [$ Search $]

> Note: If you select 'Search Names in any order' and search 'Super Cheap', for example, the search will also look for Cheap Super. To search for all owners, select 'Search for current and previous owners'.

3. Your search will proceed to a results page. Select **Print** to save a copy of your result.

4. To proceed to order a title, select the relevant link in your result.

3.4   Lots created search

A lots created search lists all lots within a plan. View a sample lots created search result.

1. On the search details input screen, provide the plan type, number and your reference. Then, select **Search**.

NSW Lands Lots Created Multi Search

Enter details below and click Search to view results.

★ 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: [   ]

Plan Type ★	Plan Number ★	Your Reference
	eg. 8492	
1. Select ... ⌄	[ ]	[ ]
2. Select ...	[ ]	[ ]
DP		
3. SP	[ ]	[ ]
4. Select ... ⌄	[ ]	[ ]
5. Select ... ⌄	[ ]	[ ]
6. Select ... ⌄	[ ]	[ ]
7. Select ... ⌄	[ ]	[ ]
8. Select ... ⌄	[ ]	[ ]
9. Select ... ⌄	[ ]	[ ]
10. Select ... ⌄	[ ]	[ ]

[Clear All]   [$ Search $]

2. Your search will proceed to a results page. Once the result is available, select **COMPLETED** to continue to the result summary screen and access your search results.

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3.5   Plan inquiry

A plan inquiry provides details on deposited plans (DP) and strata plans (SP) that have been lodged in the Integrated Titling System (ITS). A plan inquiry result will show, where available:

- ▶ plan number and plan category
- ▶ plan purpose and title system
- ▶ lot numbers
- ▶ number of sheets in the plan
- ▶ registration date of the plan
- ▶ strata development statements
- ▶ strata development contracts
- ▶ developer by-laws
- ▶ type of model by-laws (for example, commercial/retail, residential, industrial, mixed use and other as defined in the strata legislation)
- ▶ number of s88B easements (S = single, M = multiple or a number 1, 2, 3)
- ▶ number of s88B releases (S = single, M = multiple or a number 1, 2, 3).

The plan inquiry can also show the following:

Community plan associated documents

- ▶ Management statement
- ▶ Development contracts
- ▶ Surveyor name and reference

Council approval details

- ▶ Council name
- ▶ An indicator (*) if the council has changed since plan registration
- ▶ Approval date
- ▶ Approval number
- ▶ Plan parish and country

View a sample plan inquiry result.

> Note: For older, pre-ITS documents, the plan inquiry will provide limited details.

1. On the search details input screen, provide your reference, and the plan type and number. Then, select **Search**.

NSW Lands Plan Inquiry

Enter details below and click Search to view results.

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

Your Reference	[ ]
Plan Details	Select ... ▾ * [ ] * eg. 12345
Email	☐ Yes, I would like an additional copy of my results emailed to:
	[ ]

[Clear All]   [$ Search $]

2. Your search will proceed to a result summary screen, where you can access your result.

3.6 Document inquiry

A document inquiry provides details on documents that have been lodged in the Integrated Titling System (ITS). Depending on the document type, your result will contain a subset of the following:

- document number and type
- document status and date
- lodgement date and lodging party
- delivery party
- bundle (post-receipt number)
- lodging party reference
- lodgement invoice number
- review or re-lodge due date of the document

- document numbers within case
- titles affecting document
- whether the document was granted or refused urgency (only applies to plans and primary applications)
- whether the document was lodged electronically via ePlan (only applies to plans).

View a [sample document inquiry result](#).

> Note: For older, pre-ITS documents, the document inquiry will provide limited details.

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1. On the search details input screen, provide your reference, the document number, and select **Search**.

NSW Lands Document Inquiry

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

[Clear All]   [$ Search $]

> Note: A document number can be in any of the following formats:
>
> | Format | Example |
> |---|---|
> | Dealing | AA123, 7102568 |
> | Deposited plan | DP270330, DP1000001 |
> | Strata plan | SP64111 |
> | Conversion action | CA123 |
> | Primary application | PA56247 |
> | FA or IVA | FA123, IVA123 |

2. Your search will proceed to a result summary screen, where you can access your result.

3.7   Sub folio inquiry

A sub folio inquiry allows you to search for the details of life estates and share titles using a base title reference. By entering a base title reference, you'll receive a list of related sub folio lots as well as their status and share details.

Sub folios consist of a lot/DP (or lot/section/DP or lot/SP) identifier followed by one or more letters. For example, a sub folio may be 100/20002A. Suffixes display at the end of share titles to uniquely identify each share in a sub folio.

View a sample sub folio inquiry result.

> Note: Base title references are either:
>
> ▶ lot in a deposited plan (for example, 1/12)
>
> ▶ lot in a strata plan (for example, 1/SP12345).
>
> You can't search the following title formats:
>
> ▶ volume and folio references corresponding to either manual or auto-consolidated titles, for example, 12345-123
>
> ▶ common property in strata schemes, for example, CP/SP12345
>
> ▶ community property within lot 1 in community plans (that is, DPs in the range 270001 – 280000), for example, 1/270123
>
> ▶ precinct property within lot 1 in precinct plans (that is, DPs in the range 280001 – 285000), for example, 1/280123
>
> ▶ neighbourhood property within Lot 1 in neighbourhood plans (that is, DPs in the range 285001 – 300000), for example, 1/285123
>
> ▶ water access licences, for example, WAL123.

1. On the search details input screen, provide your reference, the base title reference, and select **Search**.

NSW Lands Sub Folio Inquiry

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

Your Reference	
Base Title Reference	* eg. 1/550722, 4/10/3347
Email	☐ Yes, I would like an additional copy of my results emailed to:

[Clear All]　　　　　　　　　　　　　　　　　　　　　　　　　[$ Search $]

2. Your search will proceed to a result summary screen, where you can access your result.

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4 Imaged documents

Scanned images of titles, plans and dealings are available to order via the imaged documents search. Most documents are available online within minutes, in PDF format.

Some older documents have not yet been scanned, but you can still order and receive them online. These older non-imaged documents get manually scanned and generally take only a few hours, during business hours, to return online.

View a sample:

▶   imaged dealing

▶   imaged deposited plan

▶   imaged strata plan.

1. On the search details input screen, provide your reference, document type and number, and select **Search**.

NSW Lands Imaged Documents Multi Search

Select a Document Type, enter details below and click Search to view available documents.
★ 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: [_____]

Document Type *	Document Number *	Your Reference
	eg. Enter Book 4123 No.12 as 4123012	
	Enter Crown Plan 1.1700 as 1-1700	
1. Select ... ⌄	[_____]	[_____]
2. Select ... ⌄	[_____]	[_____]
3. Select ... ⌄	[_____]	[_____]
4. Select ... ⌄	[_____]	[_____]
5. Select ... ⌄	[_____]	[_____]
6. Select ... ⌄	[_____]	[_____]
7. Select ... ⌄	[_____]	[_____]
8. Select ... ⌄	[_____]	[_____]
9. Select ... ⌄	[_____]	[_____]
10. Select ... ⌄	[_____]	[_____]

[Clear All]   [Search]

2. Your search will proceed to a browse screen. Select the documents you'd like to purchase and click **$ Search $** to proceed with your order.

3. Your search will proceed to a results page. Once the result is available, select **COMPLETED** to continue to the result summary screen and access your search results.

Note: Different document types are available to search. These include the following:

Document type	Description
DL	Dealing
DP	Deposited plan
SP	Strata plan
BK	ADIS book and number
CT	Cancelled title
CP	Crown plan
PA	Primary application
PM	SCIMS permanent mark
SS	SCIMS state survey
TS	SCIMS trig station
MM	SCIMS miscellaneous mark

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5   Lease information searches

Our lease information searches provide details on lease folios for commercial complexes.

Note: Head title references must conform to one of the following formats:

Criteria	Example
Lot in a deposited plan	1/1023456
Lot in a section in a deposited plan	1234/5678/123456
Lot in a strata plan	1/SP12345
Share title sub folio	1/123A
Volume and folio reference corresponding to an auto-consolidated title	12345-1

5.1   Lease premises index search

This search identifies a list of lease folios for commercial complexes of interest, including:

- ▶ shopping centres
- ▶ retirement villages
- ▶ office complexes.

You'll receive the following details in a browse list from a search:

- ▶ commercial complex name and address/locality (if available)
- ▶ complex head title(s) reference
- ▶ associated Lease Folio (LF) (lot/LF number)
- ▶ premises description
- ▶ lease folio status.

View a sample lease premises index search result.

5.2   Lease folio data extract report

The lease folio data extract report provides comprehensive lease folio data relating to commercial lease complexes (shopping centres, retirement villages and office complexes).

You'll receive a list of lease folios relating to the commercial complex with the following details:

- commercial complex name and address/locality (if available)
- complex head title reference(s)
- lease folio(s)
- premises description
- dealing (if no current lease on the title exists, the report will indicate this)
- registration date
- name(s) of lessee/mortgagee(s)
- lease expiry date
- information about any sub-lease, variation of lease or change of lessee/mortgagee's name.

View a sample lease data folio extract report.

5.3   Lease extract caveats and other dealings report

The lease extract caveats and other dealings report complements the lease folio data extract report. However, it provides additional specialised lease folio information related to the commercial complex including:

- caveats
- writs
- orders of court
- unregistered dealings.

You'll receive a list of lease folios relating to the commercial complex with the following details:

- commercial complex name and address/locality (if available)
- complex head title reference(s)
- lease folio(s)
- premises description
- dealing (if no current lease on the title exists, the report will indicate this)
- registration date
- lodged date of the lease
- name(s) of the caveator(s)

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> ▶ lease expiry date

> ▶ any other related information including option to renew, option to purchase and so on.

View a <u>sample lease extract caveats and other dealings report</u>.

5.4   How to complete a search

1. On the search details input screen, provide your reference, and either the head title reference, lease folio number or lease complex name. Then, select **$ 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.
★ denotes mandatory fields and ★ denotes conditional fields. Please refer to help for further information.

Your Reference	[ ]
Search By	Select ... ▾ ★
Email	☐ Yes, I would like an additional copy of my results emailed to: [ ]

[Clear All]   [$ Search $]

2. Your search will proceed to a result summary screen, where you can access your result.

6 Water access licence inquiries

6.1 CT location inquiry – Water Access Licence (WAL)

The CT location inquiry – Water Access Licence (WAL) provides you with the following information:

- current edition number
- last delivery (physical location) details.

View a sample CT location inquiry – WAL.

> Note: The *Real Property Amendment (Certificates of Title) Act 2021* (NSW) abolished paper certificates of title (CT). For CTs, real property title reference information retrieved through the location inquiry should not be relied upon without conducting further checks.
>
> For CTs:
>
> - Physical delivery and controlling party information are now redundant.
> - Edition number of the CT may not be a true sign of a transaction on the Folio of the Register.
>
> Information provided about WALs in this search *is unaffected* and remains current.

1. On the search details input screen, provide your reference, your WAL reference and select **Search**.

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NSW Lands CT Location Inquiry Multi Search

Following the abolishment of paper certificates of title in NSW on 11 October 2021, Real Property title reference information retrieved through the CT Location Inquiry should **not** be relied upon without conducting further checks. Information provided about Water Access Licences in this search is unaffected and remains current.

Enter details below and click Search to view results.

For more information on WAL Reference formats see help.

★ 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:

Water Access Licence (WAL) Reference *	Your Reference
eg. WAL325	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Clear All $ Search $

2. Your search will proceed to a results page. Once the completed result is available, select **COMPLETED** to continue to the result summary screen and access your search results.

6.2   Certificate Authentication Code (CAC) inquiry – WAL

Anyone with a WAL can use the CAC to verify:

- ▶ details match those of the latest edition issued
- ▶ it is likely to be genuine.

The CAC inquiry will assist to verify the authenticity of the WAL by providing a result stating one of the following:

- ▶ Code is authenticated and okay.
- ▶ Code entered for that licence reference matched successfully with the licence details you provided.
- ▶ Information you entered doesn't match the details held for this licence reference.
- ▶ Licence details are okay, but the code doesn't match.
- ▶ Daily code check limit exceeded.

Verification requests against the same WAL reference are limited to ten per day to prevent hacking attacks.

> Note: The *Real Property Amendment (Certificates of Title) Act 2021* abolished paper certificates of title (CT). For CTs, CACs no longer have valid verification.
>
> Information provided about WALs in this search *is unaffected* and remains current.

1. On the search details input screen, provide your reference, the WAL reference edition number, issue date, first registered owner name and the CAC. Select **Search**.

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NSW Lands Certificate Authentication Code (CAC) Inquiry Multi Search

Following the abolishment of paper certificates of title in NSW on 11 October 2021, Real Property title reference information retrieved through the Certificate Authentication Code (CAC) Inquiry should **not** be relied upon without conducting further checks. Information provided about Water Access Licences in this search is unaffected and remains current.

Enter details below and click Search to view results.

Please ensure that the licence details (WAL Reference, Edition Number, Issue Date, First Registered Owner Name and CAC Code) are entered as they appear on the printed licence. Take special care when entering long and/or foreign owner names or those that include punctuation.

⭑ 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: [   ]

	Water Access Licence (WAL) Reference ⭑	Edition Number ⭑	Issue Date ⭑	First Registered Owner Name ⭑	CAC ⭑	Your Reference
	eg. WAL325	eg. 3465	eg. 01122003	eg. Bill Smith	eg. VM3Z-JE-HZ6R	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

[Clear All]   [Search]

2. Your search will proceed to a results page. Once the completed result is available, select **COMPLETED** to continue to the result summary screen and access your search results.

Note: Ensure that you enter the licence details (WAL reference, edition number, issue date, first owner name and CAC) as they appear on the printed licence.

Take care when entering long and/or foreign first owner names or those that include punctuation.

Name	Explanation
Water access licence reference	Top right-hand corner of your licence.

Edition number	Top right-hand corner of your licence. Whenever a new edition for a particular licence is printed, a fresh code generates. The CAC inquiry has been designed to validate only the most recently issued edition of the licence.
Issue date	Top right-hand corner of your licence. Enter this in ddmmyyyy format (for example, 01122003).
First owner name	First registered proprietor name on the licence.
CAC	Top right-hand corner of your licence. Please enter it as XXXX-XX-XXXX with letters and numbers (for example, VM3Z-JE-HZ6R). Dashes are optional.

7 Electronic Notice of Sale (eNOS)

NSW Land Registry Services (NSW LRS) uses the data on notices of sale to notify relevant rating authorities (for example, local council and water authorities) of a change in ownership or name of owner(s).

You can only use eNOS for Torrens title properties. For transactions that change owners for old system land, you'll need a paper notice of sale form to lodge.

7.1 Create eNOS

1. To create an eNOS, on the details input screen, provide your reference, other required details, and select **Submit**.

2. You will proceed to a results summary, which will show your eNOS ID and passkey. Retain these details for your records and generate a summary eNOS report, if required.

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| Your Reference | |

Notice of Sale Information

| Primary Title Reference | |
| Category | Select ... |

Property Details

Street Number	
Street Name	
Suburb	
Postcode	
Property Transfer Method	Select ...
Area of Property	○ m² ○ Hectares
Property Type	Select ...
Property Type Description	

Service of Notices

Title	
Initials	
Surname	
Owner is Agent?	○ Yes ○ No

Service Address	☐ Same as Property Address
	Street Number
	Street Name
	Suburb
	Postcode
	Country

Transaction Details

Purchase Price ($)	
	☐ Includes items which are not fixed improvements
	☐ Includes land not in the accompanying instrument
Contract Date	dd/mm/yyyy
Settlement Date	dd/mm/yyyy
Acquisition Date	dd/mm/yyyy If not a Sale, please refer to the NSW Lands eNOS Help page for date type required
Share of Title	/ E.g. 1 / 4

Transferee or Agent Details

Name	
Phone	
Email	
Agent Reference	
Address Type	⦿ Street Address ○ DX
Address	Street Details
	Suburb
	Postcode

By submitting this form
"I agree that the information submitted via eNOS is true and correct to the best of my knowledge"

[Clear All]   [Submit]

7.2   Update eNOS

1. To update your eNOS, on the details input screen, provide your reference, the eNOS ID and passkey, and select **Submit**.

Update ENOS

Your Reference	

eNOS ID	
Passkey	

Submit

2. Update the details required and click **Submit**. You'll proceed to a results summary, where you can generate an updated summary eNOS report.

7.3   View eNOS

To view your eNOS, on the details input screen, provide your reference, the eNOS ID and passkey, and select **Submit**.

View ENOS

Your Reference	

eNOS ID	
Passkey	

Submit

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8   Appendix 1 – title and water access licence references

8.1   Title reference

A title reference can be either a lot/(section)/plan or a volume and folio number, as shown by the following examples.

8.1.1   Lots/(section)/plan

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

Scenario	Example
Lot 1 on deposited plan 23456	1/23456
Lot 7 Section 12 on deposited plan 6789	7/12/6789
Common property on strata plan 3456	CP/SP3456
Lot 23 on strata plan 3456	23/SP3456 or 23.3456
Lot 1 on strata plan	1/SP1 or 1.1

8.1.2   Volume/folio number

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

Scenario	Example
Volume number 1 on folio number 1	1-1
Volume number 1234 on folio number 12	1234-12

8.2   Water access licence

A water access licence reference consists of the characters 'WAL' followed by one to eight numbers (for example, WAL123 or WAL12345678).

9 Appendix 2 – searching by owner name or organisation

9.1 Owner name

▶ If you enter 'Mc' or 'Mac', the inquiry searches on both variations.

▶ If you enter an apostrophe (for example, 'O'Brien') the inquiry searches for names both with and without it.

▶ If you enter spaces (for example, 'Van Der Meer') the inquiry searches for names both with and without them.

▶ You can enter hyphenated names in full (for example, 'Smith-Jones' or 'Mary-Louise'). Or, you can enter them in part (for example, 'Smith' or 'Mary'). The inquiry routinely searches for hyphenated variations.

9.2 Organisation

▶ Don't use abbreviations such as 'P/L' or 'Pty Ltd'.

▶ If you're unsure of the exact name, leave out terms such as company, corporation or their abbreviations and replace them with a wildcard to find all variations.

▶ If you enter '&' or 'And', the inquiry searches on both variations.

▶ If you enter 'The', the inquiry searches for names with and without it.

▶ Include numbers if necessary (for example, 'The 123 Company').

▶ If the name includes punctuation or other special characters (such as a bullet point, comma, quotes or brackets) enter them, and the inquiry will search for names with and without them.

9.3 Wildcards

▶ You can use the wildcard '%' to broaden your search.

▶ They allow you to search for all entries that include a particular name or a string of letters.

▶ At least three characters must precede wildcards.

▶ If more than 500 matches return, you'll be prompted to refine your search criteria.

Wildcard example

A wildcard can represent one or more letters. For example, Robert% in the organisation name will provide the results Roberts, Robertson, Robertson & Sons, and so on.

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