

Vic conveyancing

User guide

CITEC Confirm

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1 Introduction

You can access Vic property certificates through our Vic conveyancing searches.

1.1 Search tips

Add a reference for your search

During your search, you'll need to add your reference to easily identify your search later.

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

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: 13245/123

E-mail Address *: john.smith@email.com.au

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

Find out about the documents you plan to order

Hover over the information 'i' icons to view details about specific property certificates.

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

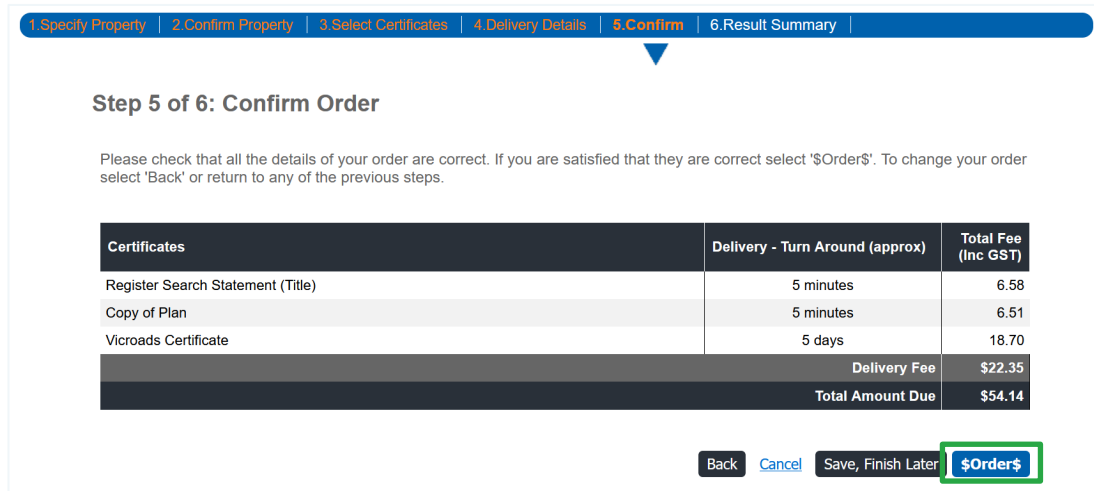
Step 3 of 6: Select Certificates

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	Delivery Turnaround (approx)	Total Fee (Inc GST) \$AUD
Title Certificates			
<input type="checkbox"/>	Copy of Title <i>i</i>	5 minutes	6.58
<input type="checkbox"/>	Dealings on Title <i>i</i>	5 minutes	3.23
Property Certificate(s)			
<input type="checkbox"/>	Land Tax Certificate <i>i</i> State Revenue Office	1 days	17.84
<input type="checkbox"/>	VicRoads Certificate <i>i</i> VICROADS	5 days	18.70
<input type="checkbox"/>	Information on approved road proposals requiring any portion of the described property. This certificate only covers road proposals involving VicRoad. It does not cover road proposals under the control of Local Government authorities.	5 days	5.96
<input type="checkbox"/>		5 days	50.63
<input type="checkbox"/>		5 days	27.96

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 the **\$ Order \$** button to proceed with your order.



Step 5 of 6: Confirm Order

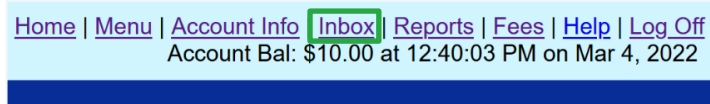
Please check that all the details of your order are correct. If you are satisfied that they are correct select '\$Order\$'. To change your order select 'Back' or return to any of the previous steps.

Certificates	Delivery - Turn Around (approx)	Total Fee (Inc GST)
Register Search Statement (Title)	5 minutes	6.58
Copy of Plan	5 minutes	6.51
Vicroads Certificate	5 days	18.70
Delivery Fee		\$22.35
Total Amount Due		\$54.14

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

Results are stored in your Confirm inbox

Results are stored in the Confirm inbox for up to 90 calendar days. Access your inbox from the header menu located at the top right of every screen.



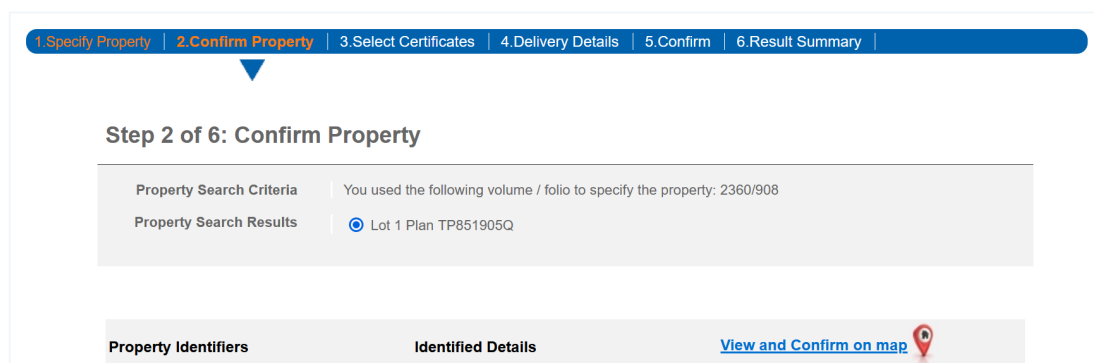
Home | Menu | Account Info | **Inbox** | Reports | Fees | Help | Log Off

Account Bal: \$10.00 at 12:40:03 PM on Mar 4, 2022

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

1.1.1 View and confirm location using a map

If you've entered the details of an incorrect property, **View and confirm on a map** will allow you to select the correct property.



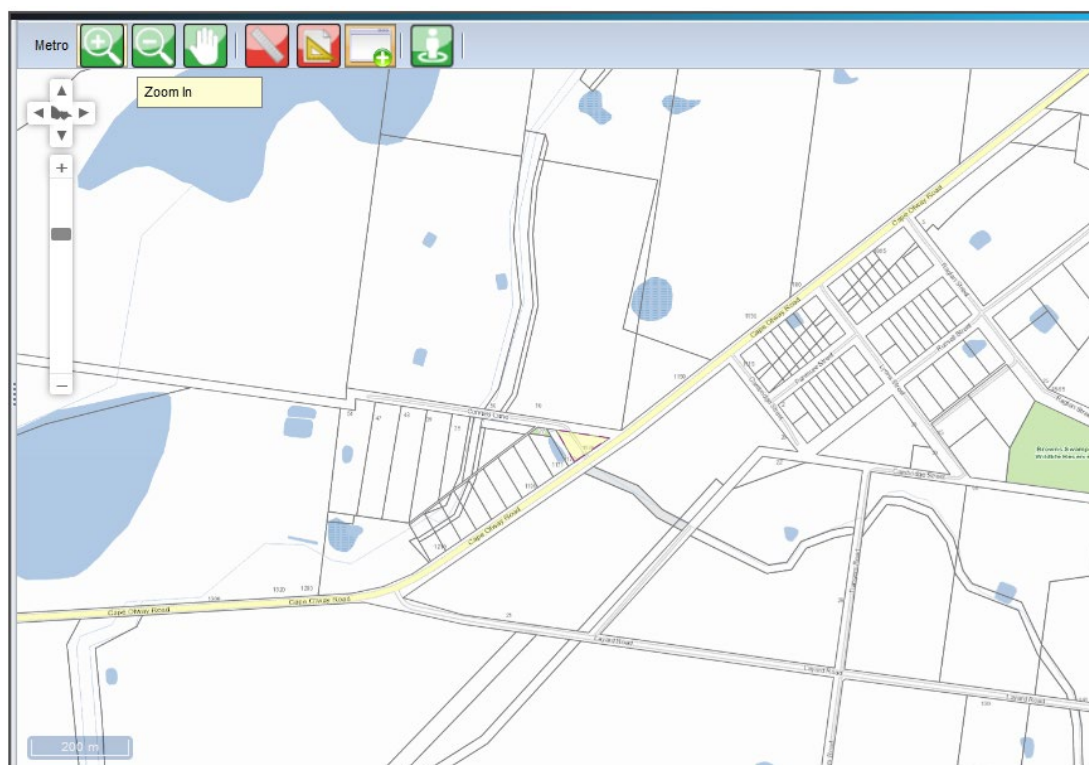
Step 2 of 6: Confirm Property

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

Property Search Results ☒ Lot 1 Plan TP851905Q

Property Identifiers Identified Details [View and Confirm on map](#)

Select the correct property on the map. Hover over the icons on-screen to see what they do.



1.2 Start searching

1. From the Confirm main menu, select **VIC Conveyancing**.

View Menu By Product


[View Menu by State](#)

Land Searches <ul style="list-style-type: none">ACT Land SearchesNSW Land SearchesNSW Land Tax and Valuation CertificatesNT Land SearchesQLD Contaminated Land SearchQLD Land SearchesQLD Land Tax CertificatesSA Land SearchesTAS Land SearchesTelco Cable SearchVIC Land SearchesWA Land Searches	Corporate and Individual Searches <ul style="list-style-type: none">ASIC and Business Name SearchesCommercial EnquiriesBankruptcy RegisterPPSR - Personal Property Securities Register
Property Conveyancing and Settlements <ul style="list-style-type: none">National Settlement ServicesNSW ConveyancingQLD ConveyancingQLD Transport & Main Roads Property SearchVIC ConveyancingVic Property Sales History Report	Vehicle Searches and Lodgements <ul style="list-style-type: none">QLD Motor Vehicle Register
Manual Services <ul style="list-style-type: none">National Manual Services	Court eFiling <ul style="list-style-type: none">QCAT - QLD Civil and Administrative Tribunal eFilingQLD Magistrates Court eFilingVIC County Court eFilingVIC Magistrates Court eFilingCourt Filing - Manual ServicesQCAT - Neighbourhood Disputes Registry Search (Tree and Fence)
	Police Searches <ul style="list-style-type: none">QLD Property Crime ReportsQLD Traffic Incident ReportsVIC Crime Reports

2. Select the search you require.

VIC Conveyancing Menu

Property Certificates

- [Property Certificates Search](#)  Order Title package here.
- [Water Documents Search](#)
- [Survey Reports Search](#)

Other Related Searches

- [VIC Land Searches](#)
- [Title Search](#)
- [Imaged Plans](#)

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](#) | [Log Off](#)
Account Bal: \$10.00 at 12:40:03 PM on Mar 4, 2022

2 Delivery profiles

Manual searches require delivery profiles to deliver results. The address you store in your profile is also used to email online search results.

Below are instructions on how to select, create, update and delete delivery profiles.

2.1 Select your profile

Each time you start a document ordering search, you'll be asked for a profile. Your CITEC Confirm profile stores delivery information for manual Vic conveyancing searches.

Simply pick a delivery profile and select **Next**.

Profile Selection
Select your delivery preferences then click Next.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Search Request	VIC Conveyancing Property Certificates Search
Delivery Method	E-mail * New
Delivery Profile	Select ... * New
	<input type="checkbox"/> Set to be default profile
Delivery of this order	<i>After the delivery details for this request only, or enter details not in the profile. (To permanently change your delivery details please use the New, Modify, or Copy buttons above)</i>
Given Name(s)	<input type="text"/>
Surname	<input type="text"/>
Organisation	<input type="text"/>
Email	<input type="text"/>
Fax	<input type="text"/> - <input type="text"/>
Phone	<input type="text"/> - <input type="text"/>
Mobile	<input type="text"/>
Postal Address	Address Line 1 <input type="text"/> * Suburb <input type="text"/> * Select Suburb <i>Enter at least the first three (3) letters of the suburb then click Select Suburb</i> State <input type="text"/> * Postcode <input type="text"/> *

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

Note: Fill in the fields under **Delivery of this order** to provide specific delivery details for an order.

2.2 Create a new delivery profile

To create a new profile, select **New** and complete the details.

2.3 Update an existing delivery profile

1. To change an existing profile, select the relevant delivery profile from the dropdown list.
2. Select **Modify**. Add or update details and save.
3. Your new or updated profile will be in the dropdown list, and you can proceed.

Profile Maintenance

Modify the details below as required then click on Save to save any changes
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Recipient Details	<i>Update or Enter Recipient Details</i>	
Title	Mr ▾	
Given Name(s)	<input type="text"/> *	
Surname	<input type="text"/> *	
Profile Reference	<input type="text"/> Profile Reference can be used to help identify multiple recipient profiles	
	<input type="checkbox"/> Set to be default profile	
Job Title	<input type="text"/>	
Organisation	<input type="text"/>	
Email	<input type="text"/> *	
Mobile	<input type="text"/> *	
Phone	<input type="text"/> - <input type="text"/> *	
Fax	<input type="text"/> - <input type="text"/>	
Postal Address	<i>Enter a Street Address OR a Post Box Address</i>	
Floor/Level/Unit	<input type="text"/> eg. Level 1	
Property/Building	<input type="text"/> eg. AMP Building	
Street	Number <input type="text"/> * Name <input type="text"/> * Type <input type="text" value="Street"/> *	
Post Office Box	<input type="text"/> * eg. PO Box 78	
Suburb/Town	<input type="text"/> * Select Suburb	
	<i>Enter at least the first three (3) letters of the suburb then click Select Suburb</i>	
	State <input type="text"/> * Postcode <input type="text"/> *	
DX Details	<i>Enter DX details, if required</i>	
Number	<input type="text"/>	
Location	<input type="text"/>	

Note: Any profile changes made here affect your profile for your account across CITEC Confirm.

If you're uncertain that your profile details are current, or correct, please take this opportunity to update them.

2.4 Delete a profile

To delete a profile, select it from the dropdown list and select **Delete**.

3 How to complete a search

All Vic conveyancing searches have a similar process. We detail each screen below.

3.1 Specify property/documents

Here you provide the details relevant to your search. You can view the information required for each search type in the following sections:

- ▶ [title package \(title certificates only\)](#)
- ▶ [property certificates search](#)
- ▶ [water documents search](#)
- ▶ [survey reports search.](#)

3.2 Confirm property

You may need to confirm the property details for a property certificates search depending on the search criteria you choose. You can also use a map to confirm the property location.

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	<input checked="" type="radio"/> Lot 1 Plan TP851905Q

Property Identifiers	Identified Details	View and Confirm on map
Address		
Street Address: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Unit/Flat: <input style="width: 150px;" type="text"/></div> <div>Street Number: <input style="width: 100px;" type="text" value="1"/> *</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Street Name: <input style="width: 150px;" type="text" value="SAMPLE"/> *</div> <div>Street Type: <input style="width: 100px;" type="text" value="Road"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Suburb /Town /Locality: <input style="width: 150px;" type="text" value="MODEWARRE"/> *</div> <div>Postcode: <input style="width: 100px;" type="text" value="3240"/></div> </div>		
Lot Plan		
Lot Plan: Add another Lot Plan #1 Delete <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Lot(s): <input style="width: 100px;" type="text" value="1"/></div> <div>Plan: <input style="width: 100px;" type="text" value="TP"/> <input style="width: 150px;" type="text" value="851905Q"/> *</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Section: <input style="width: 100px;" type="text"/></div> <div>Block: <input style="width: 100px;" type="text"/></div> </div>		
» Crown Allotment		
» Volume Folio		
» Standard Parcel Identifier		
» Water Authority		
» Map Reference		
» Municipality		
» Parish		

Confirm Property Details

3.3 Select certificates

After you confirm the property, a list of documents displays. Use the checkbox to select a certificate. The 'Delivery turnaround' column displays the approximate turnaround time for each certificate.

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

Step 2 of 5: Select Certificates

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

Select	Certificates	Delivery Turnaround (approx)	Total Fee (Inc GST) \$AUD
Property Certificate(s)			
<input type="checkbox"/>	Water Share Record ⓘ WEE101987	1 days	16.50
Totals			\$0.00
Delivery charges			\$0.00
Total amount due			\$0.00

Back
Cancel
Save, Finish Later
Next

Providing further information or required documents for an order

Depending on the certificates you order, you may need to provide further information or documents.

If you've previously ordered a required document, you can include the order number rather than ordering another copy.

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).

Certificate 'Vicroads Certificate' requires a title to be supplied.
EITHER Select the 'Register Search Statement (Title)' certificate from the list below OR
Title has been ordered previously with the following number:

Certificate 'Land Information Certificate' requires a Copy of Plan to be supplied.
EITHER Select the 'Copy of Plan' certificate from the list below OR
Copy of Plan has been ordered previously with the following number:

Select	Certificates	Delivery Turnaround (approx)	Total Fee (Inc GST) \$AUD
Title Certificates			
<input type="checkbox"/>	Register Search Statement (Title) ⓘ Volume 11111 Folio 222	5 minutes	6.58

If you need to provide more information to order a document, the 'Additional identifiers' screen will display when you select **Next**.

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

Step 3a of 6: Select Certificates - Additional Identifiers

Some of the certificates you have selected need further information for ordering.
Note * denotes mandatory field.
Any certificates with information left blank will be removed from your order when you proceed to the next step.
Tip: You can save and finish the order later. After you find out the information, return to complete it later.

Certificates	Information Required
Land Tax Certificate	Reason for Application * <div>Unspecified</div>
Land Tax Certificate	Settlement Date * <div></div> dd/mm/yyyy
Special Meter Reading	Reading Date * <div></div> dd/mm/yyyy
Land Tax Certificate Land Information Certificate Building Approval 51 (1) Planning Certificate Express Water Information Statement Special Meter Reading	Vendor Type * <div>Individual</div> Surname * <div></div> First Name * <div></div> Second Name <div></div> Add Another Vendor
Land Tax Certificate	Purchaser Type * <div>Individual</div> Surname * <div></div> First Name * <div></div> Second Name <div></div> Add Another Purchaser

Back

Cancel

Save, Finish Later

Next

3.4 Delivery details

The 'Delivery details' screen allows you to enter your reference, as well as confirm the delivery details.

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

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

13245/123

E-mail Address *

john.smith@email.com.au

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

3.5 Confirm order

The 'Confirm' screen displays your order summary, fees and delivery details. Select **\$ Order \$** to complete your order.

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)
Register Search Statement (Title)	5 minutes	6.58
Copy of Plan	5 minutes	6.51
Vicroads Certificate	5 days	18.70
Delivery Fee		\$22.35
Total Amount Due		\$54.14

Back
Cancel
Save, Finish Later
\$Order\$

Note: Most custodians receive your order instantly, so it can't be changed or refunded.

If you are a prepaid account user and due to insufficient funds your order continues to the 'Account top-up' screen, your unsubmitted order will be in the Confirm inbox with the status set to **SAVED**. Refer to section four for [how to resume your saved search](#).

3.6 Result summary

When you complete your order, a result summary screen displays. From here, you can view your order and order additional searches via **other related searches**.

You'll also receive your results via email.

VIC Conveyancing Property Certificates Search Result Summary
Click Print to view a print friendly version of this screen.

Print

Your Search
Your Reference 12345/123
Certificate(s) Ordered

Your Result
Confirm Reference 101799965
Provider Reference 11036872
Search Date/Time 24-Feb-2022 04:05 PM
[View Order](#)

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

To access your results later, they're available in the Confirm inbox for up to 90 calendar days.

4 Resume a saved search

If you select **Save, finish later** during your search, your order will save in the Confirm inbox with the status **SAVED**. To access the search in the Confirm inbox, search for it, and select **SAVED** on the inbox results screen.

Saved orders are available for seven days from the Confirm inbox. After this time, the order status will change to 'Expired'. You'll need to resubmit the order if you wish to complete it.

Note: All orders with a 'Saved' status will automatically change to 'Expired' in the Confirm inbox at midnight on 30 June every year.

5 Title package (Title certificates only)

Through our property certificates search, you can order various documents associated with a title.

These include the following documents (where available):

- ▶ title
- ▶ instruments
- ▶ property transaction alert
- ▶ dealings on title (also referred to as a final search)
- ▶ title history search (also referred to as a historical search)
- ▶ plan copy
- ▶ owners corporation basic or premium report
- ▶ commemorative title certificate.

5.1 Specify property

To search title-related documents, you need to use the following search criteria:

- ▶ volume/folio number
- ▶ standard parcel identifier.

Ensure you select the 'Title certificates only' option.

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

Normally found on the top right hand side of your title. Older titles may have a folio number of more than three digits. Enter only the last three digits of the folio number.

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

6 Property certificates search

You can order certificates through our Vic property certificates search.

6.1 Specify property

You'll need certain information depending on your search type. These include:

- ▶ lot on plan
- ▶ volume/folio number
- ▶ street address
- ▶ council property number
- ▶ standard parcel identifier
- ▶ crown allotment.

Note: If you don't provide a title reference, the provider may complete an extra land index search on your behalf.

Where this occurs, you'll receive a land index search surcharge. This information will display when you select a certificate to order.

Learn about the search criteria required for each search type below and in the [valid search criteria table](#).

Street Address

Enter the street number, name, type, the suburb/town/locality and postcode. You can also enter a unit/flat number.

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

11

Street Number

105

Street Name

Barkly

Street Type
--Select--
Street

Suburb /Town /Locality *

St Kilda

Postcode

3182

Next

Volume/folio number

Enter a volume and folio number. Then, choose the certificate types you'd like to search for.

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

Normally found on the top right hand side of your title. Older titles may have a folio number of more than three digits. Enter only the last three digits of the folio number.

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

Lot on plan

Enter at least the plan type and number. You can also enter the lot number, section and block to narrow your results.

The screenshot shows a web form titled 'Step 1 of 6: Specify Property'. At the top is a progress bar with six steps: 1. Specify Property (highlighted), 2. Confirm Property, 3. Select Certificates, 4. Delivery Details, 5. Confirm, and 6. Result Summary. Below the progress bar, the form asks 'Do you know the:' and lists six options: Street Address, Volume/Folio Number, Lot on Plan (selected with a blue radio button), Council Property Number, Standard Parcel Identifier, and Crown Allotment. Below this, the section 'Enter Lot on Plan details below' contains several input fields: 'Lot(s):' with a text box, 'Plan:' with a dropdown menu showing 'LP', 'Plan Type' with a text box, 'Section:' with a text box, and 'Block:' with a text box. A blue 'Next' button is located at the bottom right of the form.

Council property number

Enter the council property number and municipality.

The screenshot shows a web form titled 'Step 1 of 6: Specify Property'. At the top is a progress bar with six steps: 1. Specify Property (highlighted), 2. Confirm Property, 3. Select Certificates, 4. Delivery Details, 5. Confirm, and 6. Result Summary. Below the progress bar, the form asks 'Do you know the:' and lists six options: Street Address, Volume/Folio Number, Lot on Plan, Council Property Number (selected with a blue radio button), Standard Parcel Identifier, and Crown Allotment. Below this, the section 'Enter Council Property Number details below' contains two input fields: 'Council Property Number:' with a text box and 'Municipality:' with a dropdown menu. A blue 'Next' button is located at the bottom right of the form.

Standard parcel identifier

Enter the standard parcel identifier and a backslash, if applicable (\). Then, choose the certificate types you'd like to order.

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 Standard Parcel Identifiers (SPI) details below

Standard Parcel Identifier: *

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

Crown allotment

Enter at least an allotment, section, or portion and the parish/township. You can also enter the block, and subdivision to narrow your results.

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
Adje
Adzar
Township of Alsa
Aire
Albacutya
Township of Albacutya

Next

7 Water documents search

The following certificates are available through the water documents search:

- ▶ water share record
- ▶ water register documents.

Water share records provide the following information:

- ▶ water share description
- ▶ current year allocation
- ▶ water share owner(s)
- ▶ water share association
- ▶ land description
- ▶ recorded interests
- ▶ applications.

7.1 Specify documents

To order water documents, you'll need a document reference number.

Water share records have the prefix WEE or LTE followed by six numbers, for example WEE123456 or LTE123456.

Water register documents have a prefix followed by six numbers, for example MOR123456 or WET123456. View the [document prefixes and descriptions listing](#).

When searching for a water document, you need to enter either:

- ▶ water share ID
- ▶ at least one water document number.

The screenshot shows a web interface for ordering water documents. At the top is a progress bar with five steps: 1. Specify Documents (active), 2. Select Certificates, 3. Delivery Details, 4. Confirm, and 5. Result Summary. Below the progress bar, the heading 'Step 1 of 5: Specify Documents' is followed by the instruction 'A water share id or at least 1 water register document is required.' There are two main sections: 'Order a Water Share Record' and 'Order Water Register Document(s)'. The first section has a label 'Water Share Id:' and a single text input field with a red example 'eg WEE101987' below it. The second section has a label 'Document:' and a vertical stack of five text input fields, with a red example 'eg LPR321882' to the right of the top field. A blue 'Next' button is located at the bottom right of the form area.

8 Survey reports search

A survey report provides the following information, where available:

- ▶ surveyor details
- ▶ report's purpose
- ▶ crown description
- ▶ municipality
- ▶ title reference
- ▶ related easements, road abutments
- ▶ survey information perused and used
- ▶ datum relationships and connection to MGA94/SCN
- ▶ alignments and boundaries adopted
- ▶ need for amendment of title
- ▶ effect on government roads or Crown lands
- ▶ old survey marks details
- ▶ connection to permanent marks or permanent survey marks
- ▶ whether land is with a proclaimed survey area
- ▶ equipment calibration details and GNSS equipment and techniques
- ▶ currency conditions
- ▶ dealing examination reports
- ▶ survey abstracts.

View a [sample survey report](#).

8.1 Specify documents

To order a survey report, you need a plan reference. A plan reference includes a document prefix, followed by a document number, for example PS 123456.

View our [document prefixes and descriptions listing](#).

To search for a survey report, select the document prefix and enter the number.

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
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9 Appendices

9.1 Appendix A – valid search criteria

9.1.1 Property certificates search

Search type	Valid criteria
Lot on plan	<ul style="list-style-type: none"> ▶ Lot number (up to three) ▶ Plan type (two letters) ▶ Plan number (up to six) <p>For example: 123 PS123456.</p>
Volume/folio number	<ul style="list-style-type: none"> ▶ Volume number (between one to five numbers) ▶ Forward slash (/) ▶ Folio number (three numbers) <p>For example: 12345/123.</p>
Street address	<ul style="list-style-type: none"> ▶ Unit/Flat number (where applicable) ▶ Street number ▶ Street name ▶ Street type ▶ Suburb/Town/Locality ▶ Postcode <p>For example: 123 Smith Street Melbourne 3000.</p>
Council property number	<ul style="list-style-type: none"> ▶ Council property number ▶ Municipality <p>For example: 1234567890, Municipality – Monash.</p>

Search type	Valid criteria
Standard parcel identifier	<ul style="list-style-type: none">▶ Lot number (up to three)▶ Backslash (\)▶ Plan type▶ Plan number (up to six) <p>For example: 123\PS123456.</p> <p>Or, you can enter in the following way:</p> <ul style="list-style-type: none">▶ Plan type▶ Plan number▶ For example: CP123456.
Crown allotment	<ul style="list-style-type: none">▶ Crown allotment number▶ Section number▶ Parish or township <p>For example: 12B L1 Township of Beechworth.</p>