

ACT GOVERNMENT
Land Titles Act 1925
Registrar-General's Office



ASP
Form 027

**APPLICATION TO REGISTER A
SUBLEASE PLAN**

Lodging Party

Box Number

PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH)) OVERLEAF

I apply for the registration of the annexed plan (one plan for each application).

1. LAND

Vol:Fol	District/Division	Section	Block	Unit	Floor Number if Applicable

2. CHECKLIST

APPLICANT TO COMPLETE		LAND TITLES TO COMPLETE	
AMENDED SUBLEASE PLANS (List the Plan Numbers amended by this plan)		REGISTERED SUBLEASE PLAN NUMBER	
Check Certificate of Title for live Subleases	<input type="checkbox"/>	Check Index for prior Sublease Plans	<input type="checkbox"/>
Architect / Surveyor – signed and dated	<input type="checkbox"/>	Units to be amended for live Subleases	<input type="checkbox"/>
Scale (ratio / bar metric) and North Point	<input type="checkbox"/>	Reference to plan being amended	<input type="checkbox"/>
District / Division / Section / Block	<input type="checkbox"/>	Allocate Number and Date	<input type="checkbox"/>
Street Names and Location Diagram	<input type="checkbox"/>	Note Amended Plans	<input type="checkbox"/>
Indicate Floor or Part Floor (part ground / first / second etc)	<input type="checkbox"/>	Signed sealed (initial and date)	<input type="checkbox"/>
Each unit clearly dimensioned and identified	<input type="checkbox"/>	Update Sublease Plan Index	<input type="checkbox"/>
Area not to be sublet hatched out	<input type="checkbox"/>	Scan Sublease Plan and Place Working Copies in File	<input type="checkbox"/>

3. DETAILS OF REQUISITIONS (REQ) OR UPLIFT

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4. OFFICE USE ONLY

Lodged by			
Data Entered by		Attachments Lodged	
Examined by			
Registered by		Registration Date	

PRIVACY STATEMENT

S.43 of the *Land Titles Act 1925 (LTA)* authorises the Registrar-General to collect the information required by this form for the establishment and maintenance of the Land Titles Register. S.65-67 LTA requires that the Register be made available to any person for search, upon payment of a fee. The information is regularly provided to various ACT Government agencies, including the ACT Department of Urban Services, ACT Planning and Land Authority (ACTPLA), ACT Treasury, Canberra Connect and ActewAGL for conveyancing, municipal account, administrative, statistical and valuation purposes. ACTPLA and agencies within the ACT Department of Urban Services may also use the information supplied to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

SCHEDULE OF NOTES

1. This form is to be used for the lodgement of a sublease plan.
2. Documents must be typed, or completed in black ink or biro.
3. Alterations to information entered on the form should be made by crossing out (not erasing or obliterating by painting over) and should be initialled by the parties.
4. If there is insufficient space in any panel use an annexure sheet.
5. Volume and Folio references must be given.
6. Provide details of the sublease plan.
7. Provide details of any requisitions or uplifts.