

APPLICATION TO REGISTER A SUBLEASE PLAN

Form 027 - ASP

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge an application to register a sublease plan under the *Land Titles Act 1925* (the Act). You can access the Act at www.legislation.act.gov.au. You may also obtain further information and forms at www.ors.act.gov.au.

PRIVACY INFORMATION

The Act authorizes the Registrar-General to collect the information required by this form. The Registrar-General provides identifiable information to various agencies including, but not limited to, the Environment and Sustainable Development Directorate, Chief Minister and Treasury Directorate, Canberra Connect and ACTEWAGL for conveyancing, municipal account administrative, statistical and valuation purposes. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

CONTACT INFORMATION

Lodge in person at the Office of Regulatory Services:	255 Canberra Avenue, Fyshwick ACT 2609
Office Hours:	9:00am to 4:30pm Monday to Friday
General enquiries telephone number:	(02) 6207 0491
Website address:	www.ors.act.gov.au

INSTRUCTIONS FOR COMPLETION

- The certificate of title is not required for lodgement of this form.
- An email address should be provided in the “Lodging Party” details on the form. On registration of the plan, an email will be sent to the lodging party advising the registered SL Plan number as well as the registration date.
- All information should be typed or clearly printed. If completing this form by hand please use a solid black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- All line marking on the plan should be done using permanent black drafting ink.
- Any alteration to the plan must be initialled by the certifier who signed off the plan.
- The plan lodged must be on drafting linen/film.
- Standard sizes for plans lodged with Land Titles are A1 and A2.
- The plan should be free of branding and other logos.
- The signature of the certified person on the plan must be an original. Digital signatures are not acceptable.
- Any plan submitted with this form should follow the guidelines and requirements as specified in “Chapter 50 – Sublease Plans” in the Land Titles Practice Manual which is available from the following link - http://www.ors.act.gov.au/resources/attachments/Land_Titles_Practice_Manual.pdf
- An example of an accepted proforma for a Sublease Plan can be viewed at “50.6 – Sublease Plan Proforma” available in the Land Titles Practice Manual (which can be viewed at the above link).



ACT
Government

Justice and Community Safety

LAND TITLES
OFFICE OF REGULATORY SERVICES
ACT Justice and Community Safety Directorate

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(one application form required per plan)

LODGING PARTY DETAILS		
Name	Email Address	Contact Telephone Number

TITLE AND LAND DETAILS				
Volume & Folio	District/Division	Section	Block	Unit

SUBLEASE PLAN LODGEMENT PRE-CHECK – (Plan will not be accepted for lodgement unless this section is completed by client)			
<input type="checkbox"/>	Check Certificate of Title for live Subleases (Live lease over whole or part prevents registration)	<input type="checkbox"/>	Street Names and Location Diagram
<input type="checkbox"/>	Architect / Surveyor – signed and dated	<input type="checkbox"/>	Indicate Floor or Part Floor (part ground / first / second etc)
<input type="checkbox"/>	Scale (ratio / bar metric) and North Point	<input type="checkbox"/>	Each unit clearly dimensioned and identified
<input type="checkbox"/>	District / Division / Section / Block	<input type="checkbox"/>	Area not to be sublet hatched out

FLOOR NUMBER / LEVEL (if applicable)

LETTABLE AREA/S ON PLAN
(Please list all defined lettable areas on the plan)

AMENDED SUBLEASE PLAN/S
(List all Plan numbers amended by this plan)

REGISTERED SUBLEASE PLAN NUMBER
(Land Titles to Complete – after registration of plan)

IS THIS PLAN AN UNDERLEASE PLAN (Please provide registered head lease number – if not an under leasing plan state “Not Applicable”)

OFFICE USE ONLY			
Lodged by		Registered by	
Data entered/examined by		Registration date	