

APPLICATION TO REGISTER A CROWN LEASE

Form 031 - ACL

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge an application to register a crown lease 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.act.gov.au/accesscbr.

PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other Directorates that have legal authority to request information under prescribed circumstances. 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.

INSTRUCTIONS FOR COMPLETION

- A Crown lease is a dutiable document
- Two signed original copies of the Crown leases are required to be lodged with this document.
- The Buyer Verification Declaration must be completed prior to lodgement of this form. The submission date and reference number must be recorded on this form.
- The value entered into the Consideration Field must reflect the total value of the property, being the higher of the consideration or market value, including GST if applicable
- All information should be typed or clearly printed. If completing this form by hand please use a solid black pen only.
- The first named buyer on this form will be the primary contact for ACT Revenue Office purposes
- 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.
- Ensure all required documents are attached.
- Execution by:
 - a) **A Natural Person** – Should be witnessed by an adult person who is not a party to the document.
 - b) **Attorney** – if this document is executed by an Attorney pursuant to a registered power of attorney, it must set out the full name of the attorney and the form of execution must indicate the source of his/her authority e.g. "AB by his/her attorney XY pursuant to Power of Attorney ACT Registration No..... of which he/she has no notice of revocation". (This execution requires a witness).
 - c) **Corporation** – Section 127 of the *Corporations Act* provides that a company may now validly execute a document with or without using a Common Seal if the document is signed by:
 - i. Two directors of the company;
 - ii. A director and a secretary of the company; or
 - iii. Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director. (This execution does not require a witness).

LODGEMENT AND CONTACT INFORMATION

Website:

www.accesscanberra.act.gov.au

General Enquiries:

13 22 81

In Person:

Environment, Planning and Land Shopfront

Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson

Opening hours - Monday to Friday 8:30am to 4:30pm (*excluding public holidays*)



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LODGING PARTY DETAILS

Name	Email Address	Contact Telephone Number

Is this crown lease granted as consideration for the surrender of an existing crown lease/s? YES or NO

NEW CROWN LEASE (List all parcels on new Crown Lease)

District/Division	Section	Block

REPRESENTING SOLICITOR DETAILS FOR LESSEE/BUYER (Complete if applicable – otherwise state below “Not Applicable”)

Name of Firm	Solicitor Email Address	Solicitor Name

THE BUYER VERIFICATION DECLARATION HAS BEEN SUBMITTED (must be completed prior to lodgement of this document)

Yes – (provide date and reference number, if there are multiple submissions provide details for all)

Submission Date:

Reference Code:

FULL NAME AND ADDRESS OF LESSEE/S (Surname Last) (ACN required for all Companies)

FORM OF TENANCY

- Joint Tenants
 Tenants in Common in Equal Shares
 Tenants in Common in (the following shares) - (Please state proprietors name and shares out in full)

LIST ALL PARCELS IN SURRENDERED LEASE/S			
Vol : Folio	District/Division	Section	Block

ARE YOU APPLYING FOR A CONCESSION?	PLEASE INDICATE IF THE TRANSACTION INVOLVES ONE OR BOTH OF THE FOLLOWING.
<input type="checkbox"/> Yes (if yes provide code number) Code Number: <input type="checkbox"/> No	<input type="checkbox"/> A Land Rent lease <input type="checkbox"/> An Application for a Duty Deferral

CONSIDERATION (See instructions for completion – higher of market value or consideration)	GST PAYABLE

DEVELOPMENT STATUS (Tick the appropriate box – one box must be completed)		
<input type="checkbox"/> Land Only	or	<input type="checkbox"/> Incomplete Building
		or
		<input type="checkbox"/> Building Completed

LAND USE (Tick the appropriate box – one box must be completed)		
<input type="checkbox"/> Residential	or	<input type="checkbox"/> Commercial
		or
		<input type="checkbox"/> Rural

AGREEMENT / CONTRACT FOR SALE DATE	SETTLEMENT DATE (the date the buyer is liable for rates)

OFFICE USE ONLY	
Lodged By	
Data Entered/Examined By	
Volume & Folio issued	
Registered By	
Registration Date	