

LEASE NOTIFICATION

Form 097 - LN

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge a concessional lease notification 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

- The certificate of title or production of title consenting to the registration of this document is required for lodgement.
- 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.
- 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.

LODGE MENT 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

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

PLEASE SELECT WHICH LEASE NOTIFICATION IS APPLICABLE	
<input type="checkbox"/> MARKET VALUE LEASE NOTIFICATION	<input type="checkbox"/> CONCESSIONAL LEASE NOTIFICATION

FULL NAME AND POSTAL ADDRESS OF REGISTERED PROPRIETOR/S (Surname Last) (ACN required for all companies)

ACT PLANNING AND LAND AUTHORITY DECISION	DATE
<input type="checkbox"/> Please attach copy of ACT Planning and Land Authority Decision notice	

ACT PLANNING & LAND AUTHORITY EXECUTION	
Signed by the person duly authorised by ACT Planning and Land Authority (Please print full name of authorised signatory).	Print full name and address of witness
Signature of authorised person	Signature of witness

OFFICE USE ONLY			
Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by		Attachments / Annexure	
Registration date		Production number	