

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 NOTICE

The collection of personal information in this form is required by law under the *Land Titles Act 1925*, to ensure accurate and legal transfer of title or registration of other interests relating to land and for maintaining publicly searchable registers and indexes. Personal information collected on this form will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014. More detailed information about how Access Canberra handles this personal information is available at: <https://www.act.gov.au/acprivacy>

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.

LODGEMENT INFORMATION**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*)

CONTACT INFORMATION**Email:** actlandtitles@act.gov.au**Phone:** (02) 6207 0491



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Name	Email Address	Customer Reference Number	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

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

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

Provide date and reference number/s

Submission Date:

Reference Code:

FORM OF TENANCY

- Joint Tenants
 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

DEVELOPMENT STATUS (Tick the appropriate box – one box must be completed)

LAND USE (Tick the appropriate box – one box must be completed)

- Land Only
 Incomplete Building
 Building Completed

- Residential
 Rural
 Commercial

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

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	