

## APPLICATION TO REGISTER A DIVISION/DISTRICT PLAN

Form 064 - ADDP

*Land Titles Act 1925*

### IMPORTANT INFORMATION

This form is to be used to lodge an application to register a district/division plan under the *Land Titles Act 1925* (the Act). You can access the Act at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accesscbr](http://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

- 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.

### LODGEMENT AND CONTACT INFORMATION

**Email:**

[actlandtitles@act.gov.au](mailto:actlandtitles@act.gov.au)

**General Enquiries:**

13 22 81

**Post:**

Access Canberra  
Land Titles  
GPO Box 158  
Canberra, ACT 2601

**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	Customer Reference Number	Contact Telephone Number

NEW DISTRICT / DIVISION	DIVISION CODE (Land Titles to complete)

X PLAN NUMBER (Lodging Party to Complete)	DEPOSITED PLAN NUMBER (Land Titles to Complete)

AMENDED PLANS (list the DP numbers amended by this plan)			
DEPOSTED PLAN NUMBER	DEPOSITED PLAN NUMBER	DEPOSITED PLAN NUMBER	DEPOSITED PLAN NUMBER

OFFICE USE ONLY			
Lodged By		Registered By	
Data Entered/Examined By		Registration Date	