

## Consent to first transfer

### Form 1

Is this application for a first transfer?

YES Complete this form

NO If no please use the consent to second or subsequent transfer form 2

#### Lease details *please print*

Block

Section

Suburb

Street number

Street name

Postcode

Please note: If applying for multiple first transfers please attach a list which contains the block, section, suburb, transferee details and is signed by the applicant.

#### Applicant details *please print*

Surname

First name

Company name

Position held in company

Australian Company/Business Number (ACN/ABN)

Postal address

Suburb

State

Postcode

Phone number business hours

Mobile

Email address

**Lessee (property owners) details** *please print*

**First lessee's details**

Surname	<input type="text"/>	First name	<input type="text"/>
Company name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company/Business Number (ACN/ABN)	<input type="text"/>
Postal address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone number business hours	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

**Buyers details** *please print*

**First buyers details**

Surname	<input type="text"/>	First name	<input type="text"/>
Company name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company/Business Number (ACN/ABN)	<input type="text"/>
Postal address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone number business hours	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

## Second buyers details

Surname	<input type="text"/>	First name	<input type="text"/>
Company name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company/Business Number (ACN/ABN)	<input type="text"/>
Postal address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone number business hours	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

*If there are more than two buyers for the land in this application please ensure that the details are attached to the application.*

**Please note:** To help you provide information a table titled "Documentation requirements – definitions and checklist" can be found at the end of this form.

### Building covenants

Is there at least a minimum of six months left on the commencement covenant contained in the Crown lease for the land specified in this application?  NO  YES

### Transfer form

Is the transfer form for the land specified in this application attached?  NO  YES

### Schedule of blocks to be transferred (for multiple first transfers)

Is a schedule of blocks to be transferred for the land specified in this application attached?  NO  YES

### Unregistered Crown lease

Has a letter been provided advising that the Crown lease for the land specified in this application will be registered at the Land Titles Office at the time of settlement?  NO  YES

### Conflict of interest declaration

Does the applicant, lessee or buyer have any association with ACT Planning and Land Authority staff?  NO  YES

If YES - please provide details:

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**NOTE:** There are penalties for deliberately giving false and misleading information. The ACT Planning and Land Authority or Planning Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

## Other requirements

### Lodgment

A valid application for consent to first transfer comprises a completed application for consent to first transfer form accompanied by all of the required information or documents necessary for the application to be considered for approval.

Once an application for consent to first transfer is received, the documentation will be checked to ensure it meets the standard for lodgment. If the documentation provided is acceptable you will receive written confirmation that the application is ready for lodgment.

If the documentation is not acceptable for lodgment, you will receive written advice detailing additional information required and/or any issues with your application. Once these documents are provided, ACTPLA will recommence the documentation check process outlined above.

### Documents

All required documents must be provided in hard copy.

## Applicant declaration

I the undersigned, hereby apply for approval for consent to first transfer on the land specified in this application.

I declare that this application is accompanied by all of the required information or documents for it to be considered for approval.

I understand that the information submitted with this application form will undergo a documentation check prior to the formal lodgment of the application. Further information may be required before acceptance of the application for consent to first transfer by ACTPLA.

I understand that this application will be considered lodged once I have been advised by ACTPLA.

I understand that the documentation provided will be considered to be the relevant documentation associated with this application.

I declare that all information given on this form and its attachments is true and complete.

### ***If signing on behalf of a company or organisation:***

I the undersigned, declare I have the appropriate delegation or authority to sign on behalf of the company or organisation.

Applicant signature (s)

Date

**Please make sure you complete the documentation requirements checklist at the end of this form**

### Documentation requirements – consent to transfer

<b>Key:</b> ✓ Required ◆ Required if relevant	
<b>Building covenants</b> (Provide a copy of the extension of time letter from ACTPLA)	◆
<b>Transfer form</b>	✓
<b>Schedule of blocks to be transferred (for multiple first transfers)</b>	◆
<b>Unregistered Crown lease</b> (Required if Crown lease not registered at the Land Titles Office)	◆

## Documentation requirements – definitions and checklist

Submission requirement	Required information	Office use
Building covenants	<p>If less than 6 months left on commencement covenant:  <b>Provide one or more of the following:</b></p> <ul style="list-style-type: none"> <li>• evidence of extension of time approved by Land and Lease Regulation Unit and relevant fees paid to ACTPLA</li> <li>• a letter from the buyer(s) stating they are aware of the date the building is required to start (must state date) and if the building does not commence by that date, then they are responsible for making an application to ACTPLA and paying for an extension of time to extend the development covenants</li> <li>• if construction on the building has already commenced the signed inspection certificate issued by a registered certifier (e.g. footings inspection or first drainage test).</li> </ul> <p><i>Please note: The completion covenant should allow enough time to complete the construction of the dwelling. If not completed by the date stated in the Crown lease or any extension granted, an extension of time from ACTPLA is needed before a compliance certificate is issued.</i></p>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required
Transfer form	<p><b>Available from the Office of Regulatory Services website at <a href="http://www.ors.act.gov.au/landtitles/index.html">www.ors.act.gov.au/landtitles/index.html</a>:</b></p> <ul style="list-style-type: none"> <li>• block, section and suburb</li> <li>• volume and folio numbers (where Crown lease is registered)</li> <li>• consideration amount</li> <li>• development status</li> <li>• seller(s) details as registered on Crown lease</li> <li>• buyer(s) details as to appear on Crown lease</li> <li>• seller(s) signature and witness' signature</li> <li>• buyer(s) signature and witness' signature</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required
Schedule of blocks to be transferred (for multiple transfers)	<ul style="list-style-type: none"> <li>• Block, section and suburb of each block to be transferred</li> <li>• Transferee details for each block to be transferred</li> <li>• Signed by applicant</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required
Unregistered Crown lease	<p><b>If the Crown lease is not registered at the Land Titles Office, the following information is required:</b></p> <ul style="list-style-type: none"> <li>• a letter from the applicant advising that the Crown Lease is not registered at the Land Titles Office and as a result all documents will be lodged at the Land Titles Office at the time of settlement for this transfer; and</li> <li>• a copy of the front page of the contract of sale between the estate developer and the lessee of this transfer.</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required

### Contact details:

ACT Planning and Land Authority  
 Customer Service Centre  
 GPO Box 1908, Canberra City 2601  
 16 Challis Street, Dickson ACT 2602  
 Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)  
 Phone: (02) 6207 1923  
 Fax: (02) 6207 1925  
 TTY: (02) 6207 2622  
 Email: [actpla.customer.services@act.gov.au](mailto:actpla.customer.services@act.gov.au)  
 Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)

### Privacy notice

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by chapters 7, 8 and 9 of the *Planning and Development Act 2007*. The information that you provide may be disclosed to Government agencies such as the ACT Revenue Office and the Registrar-General's Office.