

**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](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 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 and must be noted by ACT Revenue Office prior to lodgement with Land Titles.
- Consideration must reflect the total value of the property, not the value of the interest transferred and any GST payable.
- 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.
- 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. If there is insufficient space in any panel, please use an Annexure Sheet.
- 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:**[accesscanberra@act.gov.au](mailto:accesscanberra@act.gov.au)**General Enquiries:**

(02) 6207 3000

**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*)



ACT Revenue Notation

LAND TITLES  
ACCESS CANBERRA  
Chief Minister, Treasury and  
Economic Development Directorate

## APPLICATION TO REGISTER A CROWN LEASE

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Land Titles Act 1925

### 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 (Complete if applicable – otherwise state below “Not Applicable”)

Name of Firm	Solicitor Email Address	Solicitor Name

### THE BUYER VERIFICATION STATEMENT 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)

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### 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 (whole dollar amounts only) (Please state monetary value or reason for transfer – must not state “nil”)	
NON- MONETARY 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	