

**APPLICATION FOR NEW CERTIFICATE OF TITLE**

Form 011 - CT

*Land Titles Act 1925***IMPORTANT INFORMATION**

This form is to be used to lodge an application for new certificate of title 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**

- Satisfactory evidence in support of this application must be provided to the Registrar-General.
- All information should be typed or clearly printed.
- 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.
- Primary Identification - Original or Certified Copy of Birth Certificate, Citizenship Certificate or Passport
- Secondary Identification – Original or Certified Copy of Drivers Licence, Medicare Card, Pension Card or Tax File Number Declaration issued by the Australian Taxation Office
- At least one form of identification accompanying the application form (either primary or secondary) is required to be photographic and match the registered proprietor's name.
- The combination of identifications that are acceptable are:
  - Two Primary
  - One Primary and One Secondary
- Two forms of secondary identification will **NOT** be accepted
- Foreign identification will not be accepted unless it has been translated to English. Refer Chapter 2 of the Land Titles Practice Manual for further information.

**LODGEMENT AND CONTACT INFORMATION****Website:**[www.accesscanberra.act.gov.au](http://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	Unit

APPLICANT/S (Provide Full Name, Surname Last)	FULL POSTAL ADDRESS (including postcode)

**CAPACITY OF APPLICANT/S** (tick whichever is applicable)

Registered Proprietor/s    or     Legal Practitioner    or     Mortgagee in Mortgage No  
 Executor    or     Other (please state)

**NAME AND ADDRESS OF REGISTERED PROPRIETOR/S** (Complete where the Applicant is NOT a registered proprietor)

**SUPPORTING DOCUMENTS** (the following documents are required in support of this application)

Statutory Declaration/s which must include the following points:
 

- the last known location of the Certificate of Title;
- the full circumstances relating to the loss of the title;
- whether or not the registered proprietor resides at the property;
- that the missing title has not been lodged as security for any loan or for any purpose whatsoever;
- that he/she has made or caused to be made full searches and enquiries relating to the missing title; and
- that the registered proprietor has never been declared bankrupt or insolvent, nor assigned the estate for the benefit of creditors and subject to *the Confiscation of Criminal Assets Act 2003*.
- an undertaking to return the missing title to the Registrar-General if located after the replacement has been issued.

Primary Identification for all Registered Proprietors/ Directors of Company/Executor/s  
 Secondary Identification for all Registered Proprietors/Directors of Company/Executors/s

I apply pursuant to section 62 of the *Land Titles Act 1925* for the issue of a new Certificate of Title. I am aware that I may be required to supply further evidence pursuant to s.50A(2) of the *Land Titles Act 1925* for this application and that the Registrar-General pursuant to s.62(5) of the *Land Titles Act 1925* may, at least 14 days before issuing a new grant or certificate and at the expense of the applicant, give public notice of the Registrar-General's intention to issue the grant or certificate.

**CONSENT - NOTE** – The consent of the Registered Proprietors is required unless the applicant is the Registered Proprietor and/or if the Applicant is a Mortgagee and the Certificate of Title was lost whilst in the possession of the Mortgagee.

Print full name of person consenting and the capacity under which consenting (eg, Registered Proprietor)

Print full name and address of witness

Signature or common seal execution of Consenting Party

Signature of witness

Dated -

Dated -

**APPLICANT'S EXECUTION**

Print full name of Applicant

Print full name and address of witness

Signature or common seal execution of Applicant

Signature of witness

Dated -

Dated -

**OFFICE USE ONLY**

Lodged by		Primary Identification	
Data entered by		Secondary Identification	
Registered by		Attachments / Annexures	
Registration date			

Commonwealth of Australia  
**STATUTORY DECLARATION**  
*Statutory Declarations Act 1959*

1 *Insert the name, address and occupation of person making the declaration*

I/We,<sup>1</sup>

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

I/We understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*  
5 *Day*  
6 *Month and year*

Declared at: ..... on .....  
[place] [date]

in the presence of an authorised witness, who states:

I, ....., a .....,  
[name of authorised witness] [qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it:  
[\* please cross out any text that does not apply]

7 *Signature of person before whom the declaration is made (see over)*

- \*I saw the face of the person OR \*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
- \*I have known the person for at least 12 months OR \*I have confirmed the person's identity using an identification document and the document I relied on was .....  
[describe identification document relied on]

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

.....  
[signature of authorised witness] [date] [address of the authorised witness]

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trademarks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)  
Bailliff  
Bank officer with 5 or more continuous years of service  
Building society officer with 5 or more years of continuous service  
Chief executive officer of a Commonwealth court  
Clerk of a court  
Commissioner for Affidavits  
Commissioner for Declarations  
Credit union officer with 5 or more years of continuous service  
Employee of the Australian Trade Commission who is:  
(a) in a country or place outside Australia; and  
(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and  
(c) exercising his or her function in that place  
Employee of the Commonwealth who is:  
(a) in a country or place outside Australia; and  
(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and  
(c) exercising his or her function in that place  
Fellow of the National Tax Accountants' Association  
Finance company officer with 5 or more years of continuous service  
Holder of a statutory office not specified in another item in this list  
Judge of a court  
Justice of the Peace  
Magistrate  
Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*  
Master of a court  
Member of Chartered Secretaries Australia  
Member of Engineers Australia, other than at the grade of student  
Member of the Association of Taxation and Management Accountants  
Member of the Australasian Institute of Mining and Metallurgy  
Member of the Australian Defence Force who is:  
(a) an officer; or  
(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or  
(c) a warrant officer within the meaning of that Act  
Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants  
Member of:  
(a) the Parliament of the Commonwealth; or  
(b) the Parliament of a State; or  
(c) a Territory legislature; or  
(d) a local government authority of a State or Territory  
Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*  
Notary public  
Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public  
Permanent employee of:  
(a) the Commonwealth or a Commonwealth authority; or  
(b) a State or Territory or a State or Territory authority; or  
(c) a local government authority;  
with 5 or more years of continuous service who is not specified in another item in this list  
Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made  
Police officer  
Registrar, or Deputy Registrar, of a court  
Senior Executive Service employee of:  
(a) the Commonwealth or a Commonwealth authority; or  
(b) a State or Territory or a State or Territory authority  
Sheriff  
Sheriff's officer  
Teacher employed on a full-time basis at a school or tertiary education institution