

## REGISTRATION SERVICES

# Customer Information Bulletin

BULLETIN No. 151  
JUNE 2005

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### PROPOSED NEW SCALE OF FEES AS OF MONDAY 4 JULY 2005

Pending administrative approvals and subject to the Governor's approval in Executive Council, DLI advises that a new scale of fees will apply from the commencement of business on Monday 4 July 2005. The new fee schedules relate to document registration, document requisition, facsimile search fee and plan and strata/survey-strata plan lodgement fees. All DLI's regulated fees continue to be costed on a fee for service, cost recovery basis.

Except for the facsimile search fee, the fees charged for searching products and services have not been changed and remain at the current rate or fees.

The standard document lodgement fee has increased by \$1.00 to \$80.00.

The following explains the fee changes and procedure relating to new fees being introduced;

#### STOPPED DOCUMENTS REQUISITION FEE & PROCEDURE

Standard stopped document fees have increased by \$10.00 to \$60.00.

However, a timely correction requisition fee of \$35.00 has been introduced.

#### **Timely correction requisition fee applicable circumstances:**

A \$35.00 requisition fee is payable if the mistake in the document can be corrected quickly and efficiently, by 5:00 pm of the following business day.

Where a mistake of fact is discovered in a Document, a Requisition Notice (LT14) will be sent to the parties to the Document (as shown on the lodgement and preparing parties panel) with a credit card account debit authorisation form attached.

The parties to the Document or their representative must rectify the matter by Close of Business (COB) on the following business day - For example, parties contacted at any time of day, say 10:30am on 5 April would have until 5:00pm 6 April to rectify to be eligible for timely correction requisition fee of \$35.00. If not rectified by COB of the following business day the standard requisition fee of \$60 and 14 day requisition period will apply (see DLI practice noted below).

Conveyancers note that a second requisition notice will not be sent if the error is not rectified within 24 hours, the standard fee of \$60.00 will apply without further notice.

#### **Standard requisition fee applicable circumstances:**

Where a mistake of fact is discovered in a Document, a Requisition Notice (LT14) will be sent to the parties to the Document (as shown on the lodgement and preparing parties panel) with a credit card account debit authorisation form attached.

At the end of the 14 day requisition period set by the Registrar of Titles under Section 192, of the *Transfer Land Act 1893*, (where no extension of time has been granted, or the Requisition has not been complied with), DLI will then send the second Requisition Warning Notice (LT14), informing the Customer that the Registrar is allowing a further 2 days to comply with the Requisition after which the Document will be rejected. Where this additional 2 days elapse without the error being rectified, the Document will be automatically rejected at the beginning of the next business day.

**Note: Requests for extension of time must be submitted in writing to the Registrar and will only be granted in the most exceptional of circumstances.**

### **NEW FASTTRACK (PRIORITY) DOCUMENT PROCESSING FEE \$30.00**

Within the conveyancing process, instances arise requiring immediate processing of documents either being lodged or already lodged in DLI in order to meet specific client demands or external urgencies.

As a customer focussed organisation, DLI appreciates this situation and endeavours where possible to assist clients accordingly. To date, on providing proof of urgency, DLI would process a client's transaction outside its normal priority sequence. Unfortunately, the popularity and increasing client requirement for this "urgent" service is negating the original concept and impacting normal work flow.

#### **Applicable Circumstances:**

The priority service only targets straightforward documents such as discharges of mortgage, transfers, mortgages, withdrawal of caveats, enduring powers of attorney and survivorship applications.

Priority processing for straightforward documents will not apply if -

- (a) more than 4 of the said type of documents are lodged simultaneously;
- (b) a "follower" situation exists, the document is connected or dependent on a previously lodged document that has not been completed;
- (c) the document or any connected lodged document relates to more than 5 lots (certificates of title)
- (d) the document is lodged simultaneously with another type, not included in the (above) straightforward category; or
- (e) a document is lodged simultaneously with an enduring power of attorney.

The urgent service will not be applicable to Early Issue subdivisional and Simultaneous Strata development applications. Separate arrangements already apply in those instances. It will also not be applicable in complex or large land transactions.

Where previously the onus was on the client to demonstrate the proof of urgency of registration of a Document, it is proposed (that subject to demand levels) this will no longer be a pre-requisite.

The client may request "urgency status" at anytime from lodgement by payment of a \$30 FastTrack "Increase in Priority" Fee. This may occur by payment of an additional fee at time of lodgement or by facsimile (including an account debit authorisation form (Credit Card) for \$30 fee)

Subject to the document being “fit for registration” DLI will target completion of the Document as soon as practical, aiming for completion within 2 business days following the request day. For example, if a document becomes “urgent” at any time of day, say 10:30am on 5 April, DLI would target registration by no later than 5:00pm 7 April. Note:- DLI’s turn-around times due to high workloads is currently around 10 working days.

If too many “urgent” requests are made, which DLI cannot resource to have completed within the 2 day period, then completion of the document processing may extend beyond the 2 business days. If this becomes a frequent occurrence then DLI will advise clients accordingly and set a revised completion period.

If the document is not fit for registration and requires a requisition then the “urgency” will be lost and customers will need to deal with the requisition in the usual manner. In essence this urgency service will only apply to documents that do not require a requisition. The onus will be on the customer to ensure that their documents are correct at the time of lodgement.

### **DEPOSITED PLAN AND STRATA/SURVEY-STRATA PLAN LODGEMENT FEES**

As from July 2005 DLI will no longer accept the Department for Planning and Infrastructure (DPI) fees paid for Western Australian Planning Commission (WAPC) plan approvals involving deposited plans. These fees must be paid to DPI when the application for WAPC approval (Form 1C) is lodged with DPI.

DLI is standardising the lodgement and lot fees to be paid for all plans (deposited, strata and survey-strata plans). The table below details the differences between the current fees for lodging deposited plans and strata/survey-strata plans, and the proposed 2005/06 schedule of standardised fees. Except for the addition of an increase equivalent to Treasury’s inflation factor (Consumer Price Index), overall the fee increases remain revenue neutral.

Summary Current Fees and Proposed 2005-06 Std.DP & S/SSP Fees				
	Current 2004-05	2.2% CPI 2005-06	Rounded	Difference
DP	\$130.00	\$124.47	\$124.00	-\$6.00
Lot	\$51.00	\$48.43	\$48.00	-\$3.00
Strata	\$112.00	\$124.47	\$124.00	\$12.00
Lot	\$36.00	\$48.43	\$48.00	\$12.00

Table

Standardising the schedule of fees will reduce the deposited plan (DP) general lodgement fee from the current fee of \$130 to \$124.00 and the DP lot fee from the current fee of \$ 51.00 to \$48.00. For strata/survey-strata plans, standardising the schedule will increase the general lodgement fee from the current fee of \$112.00 to \$124.00 and the lot fee from the current fee of \$36 to \$48.00.

The majority of deposited plans and survey-strata plans require WAPC planning approval. As part of that planning process, DLI submit the plans, together with the requisite copies, to the WAPC on behalf of the lodging parties. The current fee of \$53 is increased by \$1.00 to \$54.00. In most instances, the \$54.00 fee for this service is added to the general plan lodgement fee.

The regulations under both the *Transfer of Land Act 1893* (TLA) and the *Strata Titles Act 1985* (STA) provide for a fee to be charged for the issuing of requisitions in respect to a lodged plan. In the case of the TLA regulations, the current fee for a requisition raised on a plan or other survey document is \$83.00. Under the STA regulations the fee on the issuing of a requisition in respect of a lodged plan is \$50.00.

As part of the standardisation process, the anomaly between the requisition fees is removed. Historically, the strata regulations' requisition fee was aligned with the document requisition fee (stopped document). In reality, the strata requisition process and requirements are different to the document requisition requirements.

Accordingly, as recognition of the cost and work level involved with strata plan requisitions, DLI is aligning the TLA and STA requisition fees, by increasing the strata plan requisition fee from \$50.00 to \$83.00.

#### Easement / Other Interest Plans

Deposited plans lodged to support the registration of easements and other interests (generally referred to as "Easement Only" plans) are currently exempt from the DLI plan lodgement fees. As from July 2005, this exemption will no longer apply and the standardised DLI plan lodgement fee of \$124.00 will be charged. This policy change was required to ensure that DLI recover the costs in processing these types of plans.

#### REGISTRATION OF DEEDS FEES

The fee for registering, recording, enrolling or receiving on deposit, any memorial, enrolment or instrument, or for cancelling or amending a registration by order of the Court increases from \$79.00 to \$80.00.

The fee for withdrawing a memorial under section 46 of the *Land Tax Assessment Act 1976* or Part 6 Division 2 of the *Taxation Administration Act 2003* increases from \$79.00 to \$80.00.

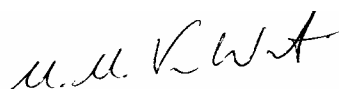
#### IN SUMMARY

In Summary, the new standard fee charges include;

- Basic fee for lodgement of a land transaction document \$ 80.00
- Application to remove a Caveat (Section 138B) \$160.00
- Withdrawal from Registration \$ 40.00
- Production Fee for a duplicate Certificate of Title \$ 40.00
- Facsimile search of a Certificate of Title (number is known) \$ 14.20
- Facsimile search of a Certificate of Title (number is NOT known) \$ 20.20
- Search of a document \$ 12.00
- Search facsimile fee \$ 2.20

A comprehensive list of the most common registration lodgement and searching fees payable is attached as a reference guide.

Further information may be obtained from the Advisory Officers in the Land Registration Centre by phone on 9273 7044 or by email to [lrc@dlr.wa.gov.au](mailto:lrc@dlr.wa.gov.au)



MAX VAN WEERT  
A/MANAGER, REGISTRATION SERVICES

7 June 2005



**FEE SCHEDULE**  
**REGISTRATION & SEARCH FEES**  
**AS FROM 4 JULY 2005**

**SEARCHES**

	<b>Personal/ Online</b>	<b>Fax Back (n/a for CRS)</b>
C/T Known	\$ 12.00	\$ 14.20
Search Fee - Name, Loc., Lot (Excl CRS)	\$ 6.00	\$ 8.20
Search Fees (CRS Only)	\$ 1.00 to	\$ 6.00
Check Search	\$ 6.00	\$ 8.20
Result of Check Search	\$ 6.00	\$ 8.20
Document	\$ 12.00	\$ 14.20
Plan, Diagram, Strata	\$ 12.00	\$ 14.20
Memorial (Deeds Office)	\$ 12.00	\$ 14.20
Dealing Search (per document copied)	\$ 12.00	\$ 14.20
Registrars Packet (Status Report)	\$ 12.00	\$ 14.20
Historical Search (per hour)	\$ 50.00	
History List (digital titles)	\$ 6.00	\$ 8.20

**TRANSFERS**

Registration fees for Transfers are based on the consideration or the value assessed under the Stamp Act, 1921

**CONSIDERATION**

Up	to	\$	\$
		\$ 85,000	\$ 80
\$ 85,001	to	\$ 120,000	\$ 90
\$ 120,001	to	\$ 200,000	\$ 110
\$ 200,001	to	\$ 300,000	\$ 130
\$ 300,001	to	\$ 400,000	\$ 150
\$ 400,001	to	\$ 500,000	\$ 170
\$ 500,001	to	\$ 600,000	\$ 190
\$ 600,001	to	\$ 700,000	\$ 210
\$ 700,001	to	\$ 800,000	\$ 230
\$ 800,001	to	\$ 900,000	\$ 250
\$ 900,001	to	\$ 1,000,000	\$ 270
\$ 1,000,001	to	\$ 1,100,000	\$ 290
\$ 1,100,001	to	\$ 1,200,000	\$ 310
\$ 1,200,001	to	\$ 1,300,000	\$ 330
\$ 1,300,001	to	\$ 1,400,000	\$ 350
\$ 1,400,001	to	\$ 1,500,000	\$ 370
\$ 1,500,001	to	\$ 1,600,000	\$ 390
\$ 1,600,001	to	\$ 1,700,000	\$ 410
\$ 1,700,001	to	\$ 1,800,000	\$ 430
\$ 1,800,001	to	\$ 1,900,000	\$ 450
\$ 1,900,001	to	\$ 2,000,000	\$ 470
\$ 2,000,001	to	\$ 2,100,000	\$ 490
\$ 2,100,001	to	\$ 2,200,000	\$ 510
\$ 2,200,001	to	\$ 2,300,000	\$ 530
\$ 2,300,001	to	\$ 2,400,000	\$ 550
\$ 2,400,001	to	\$ 2,500,000	\$ 570
\$ 2,500,001	to	\$ 2,600,000	\$ 590
\$ 2,600,001	to	\$ 2,700,000	\$ 610
\$ 2,700,001	to	\$ 2,800,000	\$ 630
\$ 2,800,001	to	\$ 2,900,000	\$ 650
\$ 2,900,001	to	\$ 3,000,000	\$ 670

Over \$3,000,000 - \$670 plus \$20 for every \$100,000 or part thereof.

The regulations, when printed, should be checked for full details

**DOCUMENTS**

Application	\$ 80
Mortgage	\$ 80
Discharge (per Mortgage)	\$ 80
Extension (per Mortgage)	\$ 80
Lease	\$ 80
Notification under section 70	\$ 80
Surrender	\$ 80
Easement	\$ 80
Restrictive Covenant	\$ 80
Warrant, Fi-Fa	\$ 80
Caveat	\$ 80
Withdrawal (per Caveat)	\$ 80
Power of Attorney	\$ 80
Revocation	\$ 80
Deed of Trust	\$ 80
Memorial	\$ 80
Transfer of Mortgage	\$ 80
(Additional Mortgages)	\$ 13
14 Days Notice (per Caveat)	\$ 80
21 Days Notice (Application)	\$ 160
Production Fee	\$ 40
(Extra Production)	\$ 6
Application Lost C/T	\$ 80
Advertising (where applicable)	\$ 80
Application for Deposited Plan	\$ 80
for each lot other than a vesting lot	\$ 6
Strata/Survey Strata Application	\$ 80
for each lot other than vesting or on survey strata common property lot	\$ 6
Excess of 10 Titles in a document	\$ 6

**STOPPED DOCUMENTS**

Requisition Fee	\$60
Timely requisition fee	\$35
Withdrawal from Registration	\$40
Rejection Fee = 75% of the lodging fee paid rounded down to the nearest multiple of \$1.	

**SURVEY LODGEMENTS**

DLI Deposition of Plan to WAPC	\$ 178
Deposited Plan:	
General fee	\$ 124
For each lot	\$ 48
Strata/Survey-Strata Plan:	
General fee	\$ 124
For each lot	\$ 48
Preparation of WAPC copies	\$ 54

**Note: Additional fees may also be payable to WAPC and will increase on and from 1 July 2005. Please refer to WAPC website from 1 July 2005. However, WAPC Strata Title Regulation fees will increase from Monday, 4 July 2004.**