

# Customer Information Bulletin

BULLETIN NO: 197  
19 MAY 2010

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### **LOT SYNCHRONISATION – FOR NEW SUBDIVISIONS**

From 1 June 2010, after a successful trial period, Landgate will allow its customers to lodge Deposited Plans and/or Strata/Survey – Strata Plans, together with the documents required to issue the new Certificates of Titles.

Known as Lot Synchronisation (Lot Sync), this initiative will reduce the processing time required to issue new Certificates of Title. Earlier document lodgement will allow parallel processing and different timing points when auditing the Plan and examining the documents.

Lot Sync, has been initiated by Landgate, as part of its commitment to improve the supply and availability of land to market. It is intended to align Landgate as closely as possible with other agencies, utilities and stakeholders with regard to the creation of new lots.

Using the Lot Sync process to lodge a Plan ensures Certificates of Title will be issued as close as possible to the WAPC endorsement date for the plan of subdivision, or the 'In Order For Dealings' date for plans that do not need WAPC endorsement.

Lot Sync is voluntary and is intended as an alternative method for proprietors to apply for new titles when subdividing land. It does not replace the current lodgement process. However, at some future stage Landgate may only allow a Lot Sync type process for the application for new Certificates of Title on subdivisional plans.

#### **Lot Sync Business Process**

When using the Lot Sync process (see Appendix A), all registration documents (except for the production of the duplicate certificate of title/ letter of consent) must be lodged within five (5) working days of lodging the plan. The duplicate certificate of title/letter of consent must be produced prior to the plan being placed 'In Order For Dealings'.

If there is any non-compliance with the Lot Sync Rules, shown below, the plan will be removed from the Lot Sync process. The plan will be audited in normal lodgement date order but the document(s) cannot be lodged until the plan is in order for dealings. Only the lodgement of a new version of the plan with new registration documents will allow it to be re-lodged using the Lot Sync process.

#### **Lot Sync Rules**

- **Lodgement of Plans**
  - "Lot Sync" must be noted in the email subject heading when lodging the Plan.
  - When a Strata Plan is lodged, strata forms 3, 7 and 26 must also be submitted at plan lodgement.

- **Lodgement of Registration Documents**

- All registration documents, including the Application for Title, that are required to complete the issue of Certificate of Titles by the Registrar must be lodged at Landgate within five (5) working days of the plan lodgement. If the registration documents are not lodged at Landgate within this time, the plan and document(s) will not be processed as Lot Sync.
- "Lot Sync" does not need to be noted on the documents.
- The lodging party must also submit a signed letter requesting that the lodgement date of the documents be amended to the same date that the plan was placed In Order For Dealing. (see Appendix B)

**Costs**

- Under Lot Sync the normal lodgement fees for both plans and registration documents will be applied.
- Any plan and registration document errors will be subject to the normal requisition fees as per the published schedules.

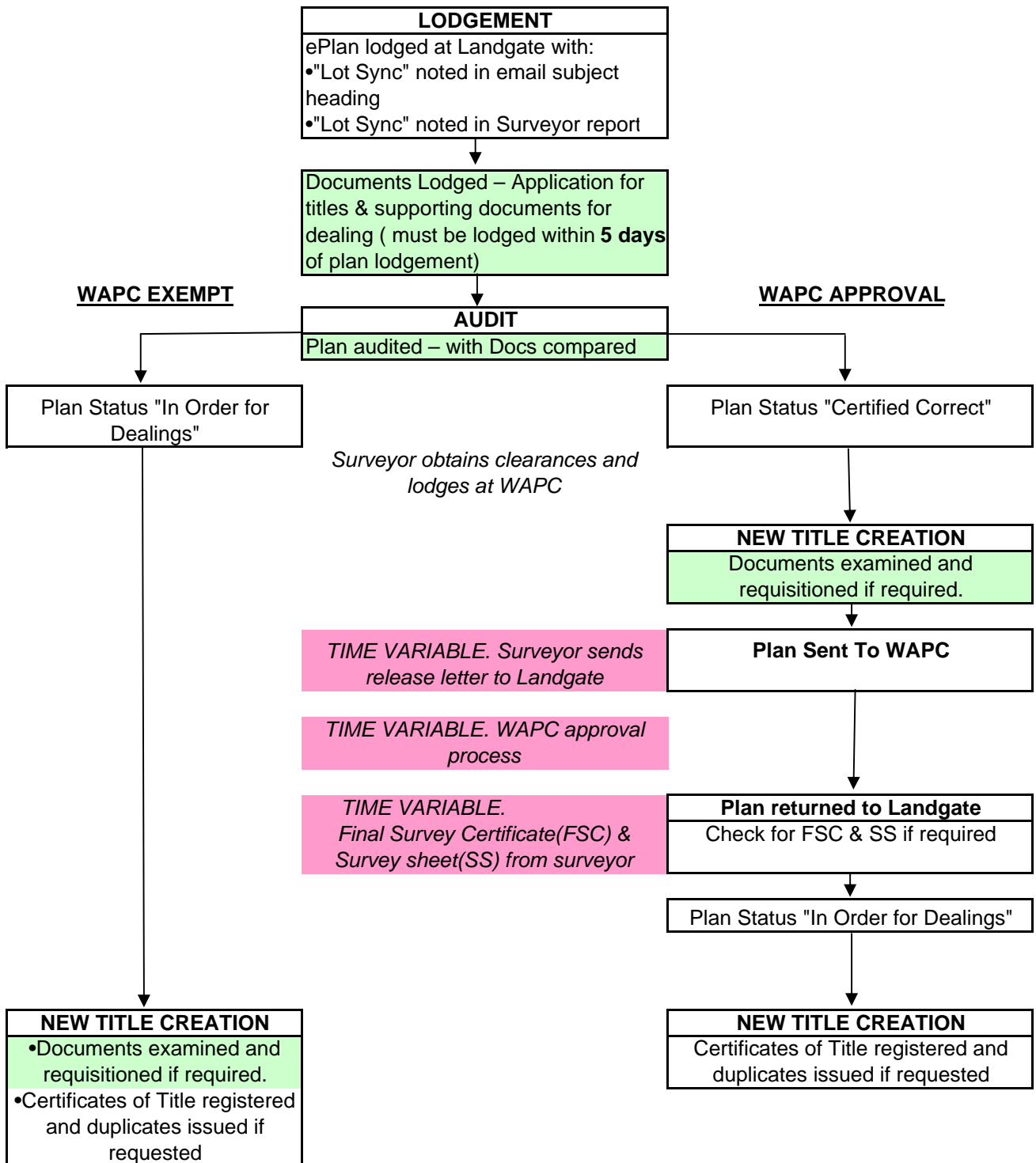
Please direct any enquiries about the new Lot Synchronisation process to **Landgate's Advice Line on (08) 9273 7044.**



Bruce Roberts  
**REGISTRAR OF TITLES**  
**19 MAY 2010**



**SUBDIVISIONAL PLAN - LOT SYNC PROCESS**





## APPENDIX B

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Landgate  
Midland Square  
Midland

I ..... am the (Solicitor/Settlement agent) for the applicant. I have authority to make and to authorise on behalf of such persons the following amendment.

I acknowledge that the registration date for the documents necessary to issue Certificates of Title and any following documents for DP..... will be altered to concur with the yet to be established "In Order For Dealings" date of the said Deposited Plan.

.....  
Signed

.....  
Position

.....  
Date

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