

## REGISTRATION SERVICES

# Customer Information Bulletin

BULLETIN No. 153

JUNE 2005

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## 1. FAST TRACK PROCESSING OF DOCUMENTS

### Introduction

The Department of Land Information (DLI) currently caters for urgent processing requests for documents lodged in the department. To date, on providing proof of urgency (in writing), DLI would process a client's transaction outside its normal priority sequence.

Commencing from 4<sup>th</sup> of July 2005 urgent requests for specific document types will now be termed as "Fast Track" case requests. In order to meet specific client demands or external urgencies, a new fee has been introduced to provide for this service. There will no longer be a requirement for clients to provide a written explanation for the urgency for these types of documents.

### Fee Payable, Document Types and Priority Restrictions

A fee of \$30.00 per case (A maximum of 4 documents per case) has been introduced into the TLA Regulations to provide for the Fast Tracking of documents. The Regulations provide for the priority of the following types of documents only:

- Transfer
- Mortgage
- Discharge of Mortgage
- Withdrawal of Caveat
- Survivorship Application
- Power of Attorney
- Enduring Power of Attorney

Clients **cannot** request priority processing for a document unless listed above and if:

- More than 4 of such documents are lodged simultaneously in a case;
- The document is connected to any land in relation to which there is a document lodged previously on which processing has not been completed;
- The document and any other lodged document connected with it relate to more than 5 lots;
- The document is lodged simultaneously with a document that is not referred to above, or;
- The document is lodged simultaneously with a Power of Attorney or Enduring Power of Attorney.

If a fee for priority processing is paid and a requisition is raised on a document within the case, the document/s then ceases to have priority unless a further fee for Fast Track priority is paid.

### **New Title Priority – Fast Track Not Applicable**

Applications for the issue of new titles are excluded from the new priority processing fee being introduced. Priority processing of these applications is provided for within the planning and subdivision process and are identified as Special Area Subdivisions.

All other requests for the urgent processing of applications for new titles will require a written request detailing the urgency. Urgent requests must contain evidence supporting the need for urgency. In most instances the best evidence will be a contract of sale stipulating a definitive settlement date.

***Contracts stipulating clauses such as within 14 days of issue of titles are not deemed to be sufficient evidence of urgency.***

### **Requests for Fast Track**

Customers are responsible to request and identify cases that require Fast Tracking at the document lodgement stage.

The Fast Track request can be requested at lodgement by payment of the fee only. The \$30.00 fee is to be paid on the first document, if in a series of 4 or less documents.

Fast Tracking documents are to be identified by placing a blue (Fast Track) sticker on the first document within a case. Identification stickers are available at all lodgement offices.

If the request to Fast Track is made after lodgement of the case, then a written request must be provided. If the request is from a business/company then it should be on the letter head of that organisation.

The written request must contain:

- A contact name and direct phone number – to allow the contact to be informed of the result of the request;
- The case number and any relevant details;
- Date of request;
- Separate credit card debit authorisation form – signed (see attached form)

Written requests, as detailed above, may be faxed to the Fast Track officer on facsimile (08) 92737593.

It is recommended that Fast Track requests be in writing when lodging the case. This will make DLI aware of the need for urgency, especially if the additional fee had not been paid at lodgement.

### **Registration Processing Time**

The Fast Track service will provide urgent processing of the document/case and registration of the document/s where appropriate.

If the document/case is complex and requires legal advice or a requisition is raised then the service provided for the fee will be for “Fast Track to the examination stage” only.

For those Fast Track cases that can be completed, DLI will target completion of the case as soon as practical but no later than 2 business days following the request/receipt of payment day - i.e. a document becomes a Fast Track at any time of day, for instance 10:30am on 4 July, DLI would target registration by no later than 5:00pm 6 July.

## **2. STANDARD PLAN PROCESS – DEPOSITED AND STRATA PLANS**

Following extensive consultation with the survey industry and the Community Titles Advisory Committee, DLI and the Department for Planning and Infrastructure (DPI) have resolved to introduce a standard plan process for all “diagram or plan of survey” under Section 20AA of the Town Planning and Development Act 1928. The “Standard Plan Process” is effectively the same as the freehold deposited plan process, meaning that (apart from the payment of plan lodgement fees – see below) **the changes will only affect strata and survey-strata plans (excluding plans for mergers and conversions)** prepared under the Strata Titles Act 1985.

The change means that as from 4 July 2005 a strata or survey-strata plan is to be lodged with DLI prior to the application for Western Australian Planning Commission (WAPC) approval of the plan. On receipt of a “Release Letter” lodged by the surveyor, DLI will forward the plan to DPI for endorsement of the WAPC approval. Plans exempt from WAPC approval under Section 25(2) of the Strata Titles Act 1985 (refer regulation 15 of the Strata Titles General Regulations 1996) must also follow the standard plan process but no “Release Letter” is required.

Appendix A outlines the new process for the lodgement and approval of strata and survey-strata plans. Note in particular the requirements relating to the forms to be lodged with the plan and the forms to be lodged with the "Application to Register the Plan". The application form A8 is to be lodged with relevant forms and certificates, including forms 3, 7, 8 & 25 where necessary. Note that it is preferred that form 3 is lodged with the plan.

The main benefits from the process change are:

- Reduced timeframes for strata and survey-strata developments;
- Plans unlikely to be changed following WAPC or LGA approval;
- Customers able to access and view plans earlier from DLI;
- Customers able to view the status of a plan through DLI systems resulting in improved transparency;
- The change facilitates the move to a standard plan format.

## Fees

**As from 1 July 2005 DLI will no longer accept the fees** paid for WAPC approvals of deposited plans. Fees for WAPC endorsement of deposited plans and survey strata plans must be paid when the Form 1C application for WAPC is lodged with DPI.

Note also that as from July 2005 DLI is standardising the lodgement and lot fees are to be paid for all plans (deposited, strata and survey-strata plans).

## Plans Approved by WAPC

DLI will continue to accept strata and survey-strata plans lodged with DPI prior to July 2005, provided those plans are approved by the WAPC.

## e-Stratas

The implementation of the "Standard Plan Process" has facilitated the introduction of e-mail lodgement to DLI of strata and survey-strata plans as PDF files (e-Stratas). The process for the lodgement of e-Stratas is basically the same as that for deposited plans as outlined in Notice to Surveyors T5/2004. Note that an updated e-Plan Kit will be available at [plan.reg@dli.wa.gov.au](mailto:plan.reg@dli.wa.gov.au). The kit will be updated to cater for e-Stratas with revised templates for Forms 1, 2 and 4 included. These templates should also be used for the preparation of hardcopy plans as they include items consistent with the Standard Plan Process. The kit also includes copies of the relevant certificates and templates for a Form 34 and strata/survey-strata plans that require deposited plan numbers for land to vest or dedicate under the Town Planning and Development Act 1928.

Note also the following:

1. It is mandatory for e-Stratas to have a pre-allocated plan number.
2. For e-Stratas DLI will accept the Form 3 as a separate PDF file provided it contains a digitally signed certificate by the valuer (refer to the e-Plan Kit for details).

### Simultaneous Lodgements

Under the Standard Plan Process the “Simultaneous Lodgement” option is no longer available for strata/survey-strata subdivisions from the 4<sup>th</sup> of July 2005.

### 3. REDUCED REQUISITION FEE

The new scale of fees will apply from the 4<sup>th</sup> of July 2005. From this time DLI will issue requisition notices for all errors of fact within a document. DLI will only ring customers to fix requisitions that don't attract a requisition fee. The best example of this is where no tenancy is shown in a transferee panel. DLI will also clarify matters over the telephone that does not attract a fee.

All requisitions notices will include \$60 fee for each requisition raised and the appropriate reduction, (which is \$25 for each \$60 requisition raised) and then show the “Reduced Total Fee”.

The reduced fee only applies where **all the requisitions** relating to a case are fixed and paid for before 5.00 PM on the following business day. If only some of the requisitions are fixed the “Total Fee Payable” must be paid within the usual 14 day period.

Customer Information Bulletin 151 presents the new scale of fees in a more comprehensive manner.

### 4. EASIFORMS - PRACTICAL TIPS

Many conveyancers are switching to the easiforms way of completing Transfer of Land documents, preferring to have their documents automatically filled in with guaranteed DLI data which reduces the chance of error and eliminates duplication of work.

The following practical information will benefit users by clarifying some of easiforms' processes in relation to traditional Transfer of Land documents.

**Guaranteed DLI data** easiforms completes Transfer of Land documents using guaranteed DLI data which is ***CAPITALISED, BOLDED AND ITALICISED***.

**easiforms will use abbreviated text from your EAS2 request** A click of the mouse and easiforms will automatically fill in your transfer document using information from your EAS2 request. This means that abbreviations in your EAS2 will also be transferred, such as ‘St’ for Street and ‘Rd’ for Road. In traditional

Transfer of Land forms abbreviations are not acceptable, but automatically inserted abbreviations by easiforms are acceptable creating valid Transfer of Land documents for DLI registration purposes.

**Sub-divided lots** Where an EAS2 request is lodged for a sub-divided lot, easiforms will not carry this data forward to a Transfer of Land document and so you will need to work through the easiform manually.

**A note on encumbrance data** easiforms will automatically insert encumbrances using data from DLI's Certificate of Title database. However easiforms will economise on words for encumbrance descriptions and so these may not always be identical to the words shown on the Certificate of Title. For example '**INTERESTS NOTIFIED ON STRATA PLAN 123456**' will appear for Strata Plans and Survey Strata Plans. Note that the word 'survey' is missing. This is acceptable and your transfer document will be valid for DLI registration purposes.

**Signing clause options** easiforms will default to a standard signing clause for an individual and provide two further signing clause options. easiforms will default to a blank signing clause for a company and provide six further signing clause options. To change a signing clause on the Select Signing Clause screen, first move your cursor over either the individual's name or the company name and wait for the line to change colour to green. Click onto it to go to the edit function and then complete your selection.

**Editing your easiforms** You can edit an easiform as many times as you like until you are ready to lodge the document. Once lodged, the status of the document will change to 'lodged' and further edits will not be possible.

**Issuing Box Number** Many conveyancers mark documents with an issuing box number of 999 and DLI has accepted this. However the correct number is 999L and easiforms will prompt you to enter the alpha character.

Easiforms will evolve to provide more short cuts to document issuing in the future. We hope you enjoy using this first issue of easiforms.



**BRUCE ROBERTS  
REGISTRAR OF TITLES  
A/MANAGER  
REGISTRATION SERVICES BRANCH**

**30 JUNE 2005**



Department of Land Information  
Government of Western Australia

**FAST TRACK  
CREDIT CARD PAYMENT AUTHORITY**

**BY FAX:** Fax: (08) 9273 7593

**IN PERSON:** Fast Track Officer (x7973), Land Registration Centre, Midland Square, Midland.  
or  
Perth Branch Office, Mt Newman House,  
200 St Georges Terrace, Perth.  
or  
Bunbury Regional Office, 9<sup>th</sup> Floor, 61 Victoria Street, Bunbury

**BY POST:** PO Box 2222, Midland WA 6936 or DX 88  
(Cheques or money orders to be made payable to the Registrar of Titles.)

**ENQUIRIES:** Please contact the Fast Track Officer (ph (08) 9273 0793) (ext 7973)

Cashier: Please inform Fast Track Officer (x7973) when payment is received

**DEALING NO:** \_\_\_\_\_

**COMPLETE THIS SECTION IF PAYING BY CREDIT CARD**

**Credit Card Number**

**Card Holder Name:** .....  
(Please Print)

**Contact Phone No** .....

**Postal Address:** .....  
.....

**Credit Card Type (Please tick):**

Visa  Mastercard  Bankcard

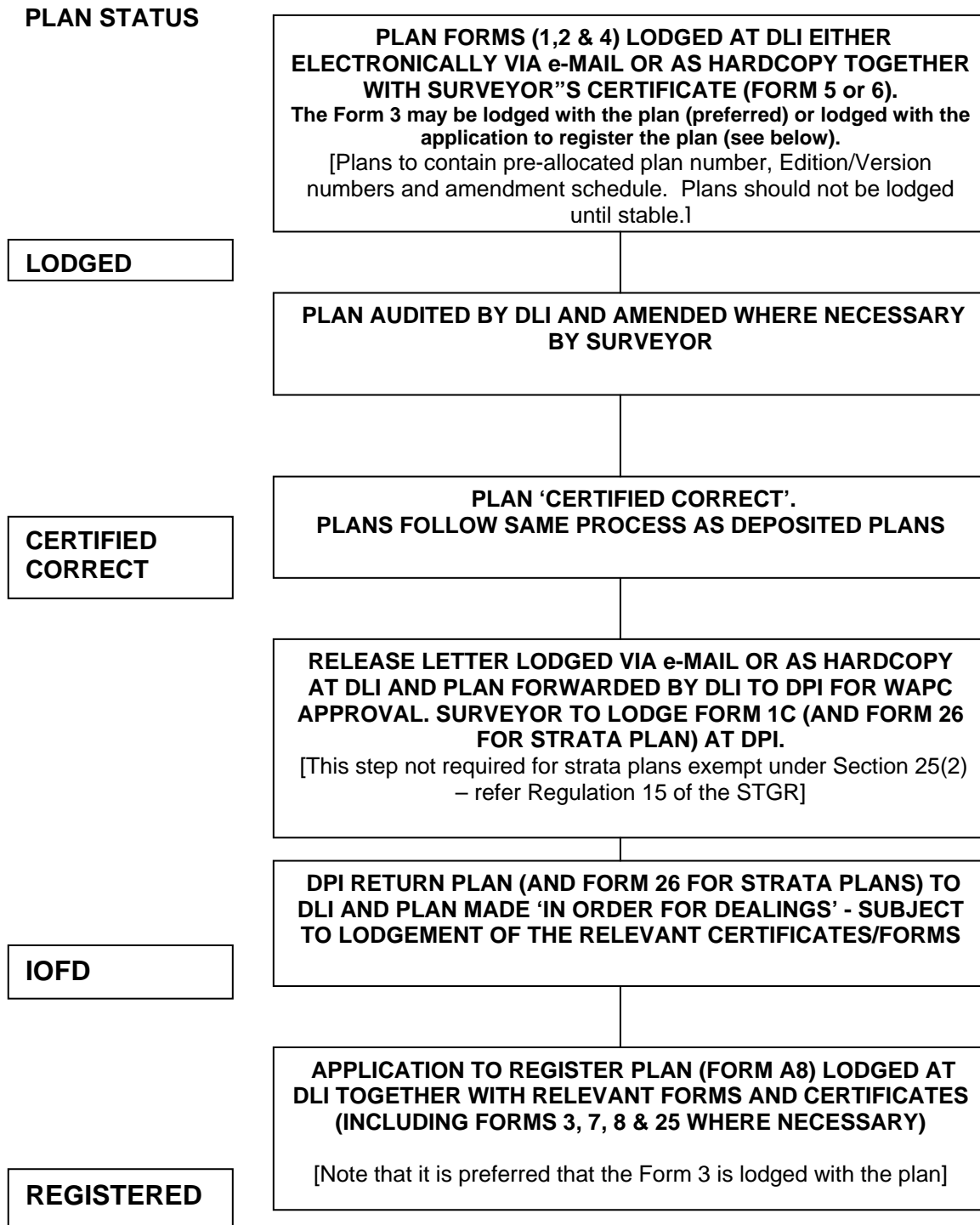
**Expiry Date:** .....

**Amount:** Fast Track Fee **\$30.00**

**Signature:** .....



## APPENDIX A







**Department of Land Information**  
**Government of Western Australia**

**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	\$ 6
survey strata common property lot	
Excess of 10 Titles in a document	\$ 6
FAST TRACK (Priority Processing) Fee	\$ 30

**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 2005.**