



# Torrens title Information and Search Guide

March 2013

ISSN 2200-9701



NEW SOUTH WALES  
**CERTIFICATE OF TITLE**  
 REAL PROPERTY ACT, 1900

REGISTRAR GENERAL

LAND

LOT 1 IN DEPOSITED PLAN 1124661

AT NARRANDERA LOCAL GOVERNMENT DISTRICT OF COOPER

Robert H. 30-9

THE CROWN GRANT(S) 2 METRE(S) WIDE AFFECTING THE SINGLE DIAGRAM

NOTICE OF RESUMPTION Part of the land within the limits of the Mines and Deposits as provided by section 174 of the Public Works Act, 1912 has become vested in the Minister for Public Works as constructing Authority for the purposes of the said Act, 1912, by operation of the said Act, and in pursuance of the Gazette notice in connection therewith and compliance with the obligations of the said Act, 1912, this notice is published for public information. Produced 30th October 1937 and entered in the Register at 12 o'clock noon.

W. Willis  
 Registrar General

DISCHARGE of within mortgage dated 25th June 1937

TRANSFER dated 6th May 1937

Whereas The Commercial Banking Company of Sydney in Our State of New South Wales claim to be entitled in respect of Section of the Crown Lands Alienation Act of 1861 to the Parcel of land hereinafter described and the Minister for the time being charged with the administration of the said Act has done to entitle the said Company to a grant of the fee simple of the said Lands subject to the sum of Three hundred and twenty pounds sterling being the purchase money payable for the said Lands and Now Know Ye That for and in consideration of the sum of Three hundred and twenty pounds State before these presents are issued and of the sum of Three hundred and twenty pounds said Company and its assigns shall be subject to the several and

## Torrens title Information and Search Guide

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Land and Property Information  
1 Prince Albert Road  
Queens Square  
Sydney NSW 2000

T: 1300 052 637

T: + 61 2 9228 6666

[www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au)

This is one of five publications detailing searching and access to land titling records. The other titles in this series include:

- *First Stop Guide to the Records of the Registrar General*
- *A Brief History of the Records of the Register General*
- *Old System Information and Search Guide*
- *Searching the Registrar General's Maps and Plans*

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Information contained  
in this document was correct at  
time of publication, but may have  
been superseded

# 1 Introduction

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The commencement of the *Real Property Act 1862* and the introduction of the Torrens Title System in 1863 was a welcome revolution for land management in New South Wales (NSW).

Prior to its introduction, land was managed under common law or Old System titling which was time consuming, difficult and uncertain (under Old System, the State did not guarantee ownership of land).

In comparison, the Torrens Title System provided a more efficient and straightforward method of transferring, leasing and recording any legal matters to do with land. Most importantly, the Torrens Title System gave the residents of NSW secure land ownership in the form of a State guarantee of title.

As much of the terminology is unique, you may find the Glossary of Terms and the LPI Acronym list in the *First Stop Guide* useful. For additional information, the Registrar General's Directions website provides a comprehensive glossary see <http://rgdirections.lpi.nsw.gov.au>.

Since 1863 the methods of capturing Torrens title information have progressed in line with system modernisation, but the principle of the system remains the same i.e:

- a single indisputable title registered with the Registrar General of NSW
- a counterpart paper version known as a Certificate of Title (CT) provided to the owner for proof of ownership and the right to deal with the land.

Torrens title records are administered on behalf of the Registrar General by Land and Property Information (LPI). LPI has developed this guide to:

- describe how Torrens title information has been recorded historically
- offer practical information on how to locate current and historical Torrens title information.

# 2

## Land title systems in New South Wales

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A land title system can be defined as the means by which ownership of land is recorded, registered and transferred. In NSW there are three land titling systems:

1. Crown land
2. Old System title (or *common law*)
3. Torrens title (or *Real Property Act*).

Approximately 50 per cent of land in NSW is Crown land leasehold (Western and Central Division) and 99 per cent of the remainder is Torrens title (mainly Eastern Division). Only a small residue of Old System land remains, and efforts are underway to convert this to Torrens title.

### Crown land

According to English Law the land of an acquired colony belongs to the reigning monarch. This land is known as Crown land and this presumption was applied to NSW when Captain Arthur Philip proclaimed the new colony on 7 February 1788. On this day all land was claimed as the possession of the reigning monarch King George III.

The legal basis of the Crown's proprietary interests in the new colony was the doctrine of terra nullius and there were no rights recognised of the indigenous population.

An attempt by John Batman in 1835 to negotiate with tribal leaders for the purchase of land at what is now Melbourne, was quickly voided by the administration. A proclamation by Governor Bourke declared that the British Crown owned the entire land mass of Australia and that only the Crown could sell or distribute land.

Phillip was given the power and authority (among other things), to grant Crown land to convicts whose time had expired or to members of the military wishing to stay on in the colony. The land grants were to be evidenced by a document bearing a seal of the Territory and, having been officially recorded by an officer appointed by Phillip, were to be good and effectual in law against the Crown.

Since 1788 the Crown has managed the land in various ways ranging from free grant and freehold alienation, to short term leases and licences.

It is important to note that all land remains Crown land unless alienated by grant, sale or resumption.

### Old System title

Since the registration of the first grant of Crown land in February 1792 until the introduction of the Torrens Title System in 1863, land ownership in NSW was based on the English common law system of title known as 'Old System'.

To offer land holders some degree of confidence in their transactions, a system of registration was introduced in 1802. While registration was not compulsory, the advantages were soon recognised and so began the system of registration and indexing of registered dealings still in use today.

Unlike Torrens title (which is guaranteed by the State), Old System land title is a matter of quality: the title is good, but only if a better one cannot be established. In its perfect form, Old System title is a chain of evidence (known as a chain of title or chain of deeds).

In order to establish land ownership the searcher must collect and examine an unbroken chain of documents from the original Crown grant up to the present day. This includes all dealings and legal happenings that could affect the estate or interest of the land in question.

In Old System a separate deed (legal document) is prepared every time land is dealt with, whether subdivided, sold, leased or mortgaged. This means, as time passes, the number of documents requiring safe storage increases and the more chance there is of documents being lost, damaged or destroyed.

In theory, determining proof of title (and therefore ownership) is established by possessing and presenting all the deeds relating to the land from the time of its first granting from the Crown. In practice, this is often difficult to achieve as it requires the time consuming task of finding, collecting and examining numerous deeds.

The *Conveyancing Act 1919* recognises the difficulties inherent in proving ancient title and introduced (with certain exceptions) a cut off period of 30 years 'good root of title' to prove ownership.

Old System also presents considerable problems for land owners when land is subdivided (it was not mandatory to register plans of subdivision of Old System land prior to 1961), or when deeds have been lost. Problems can further be compounded if not all deeds have been registered.

There has never been a statutory requirement to register deeds and distance, time and government fees dissuaded many people from doing so. This is despite the fact that registered deeds hold more weight in the civil court over a disputed land claim. Various attempts to void unregistered deeds over the years have all failed.

In short, Old System land title is complicated, expensive, uncertain and the title is not guaranteed by the State.

For more information on Old System title please refer to the *Old System Information and Search Guide*.

## Torrens title

The Torrens Title System was introduced in NSW on 1 January 1863 to combat the problems of uncertainty, complexity and cost associated with Old System title. It is named after its originator, Sir Robert Torrens, who adapted the merchant shipping registration system into a simple method for land conveyancing.

Sir Robert Torrens was a landing waiter in the Port of London before migrating to South Australia (SA) in 1839 where he became Collector of Customs, member of the Legislative and Executive Council, Treasurer, Registrar General and the third Premier of SA. He championed land reform in 1857 and helped develop the titling system that bears his name.

The system was so effective it quickly spread to all the Australian States as well as New Zealand and has now been adopted in many countries around the world. Following its introduction, all land granted by the Crown has been subject to the provisions of the *Real Property Act 1862* which regulates the Torrens Title System.

Under the Torrens Title System the State maintains and, most importantly, guarantees the Torrens Title Register. Individual land transactions are mandatorily lodged with LPI using standardised forms (known as dealings) and the new owner is issued with a single document called a Certificate of Title (CT) which supports their ownership. The Torrens Title Register is maintained in the Integrated Titling System (ITS) by LPI.

A current Certificate of Title tells us the present state of the title. It contains:

- a land description of the land parcel(s) in the certificate
- a first schedule listing the owner or registered proprietor and the tenancy in which the land is held (the name in this schedule is guaranteed by the state government)
- a second schedule of all the registered interests affecting or benefitting the land e.g. mortgages, leases, rights of way.

Unlike an Old System deed, a Torrens title tells us the current state of ownership and lists any encumbrances affecting the land, moreover all the recordings shown on these titles are guaranteed by the State of NSW.

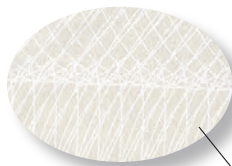
## Certificate of Title security features from February 2011

### Security Trustseal

The security Trustseal has a number of inbuilt features tailored specifically for LPI. It shows the NSW Coat of Arms and provides a high level of protection against the risk of counterfeiting. In addition the Trustseal cannot be removed from the security paper without recognisably damaging the paper. The security Trustseal appears at the top left of the Certificate of Title.

### Certificate Authentication Code

This randomly generated number acts as a unique document identifier. It can be verified on-line through the <http://shop.lpi.nsw.gov.au> or through information brokers [www.lpi.nsw.gov.au/land\\_titles/online\\_information/information\\_brokers](http://www.lpi.nsw.gov.au/land_titles/online_information/information_brokers).



### Fine line pattern

When observed through a magnifying glass, the micro-printed cheque screen background shows a clearly and sharply defined pattern of different sized dots and spaces. This appears in the middle of the certificate, in the area where the First Schedule is printed.

### End of certificate

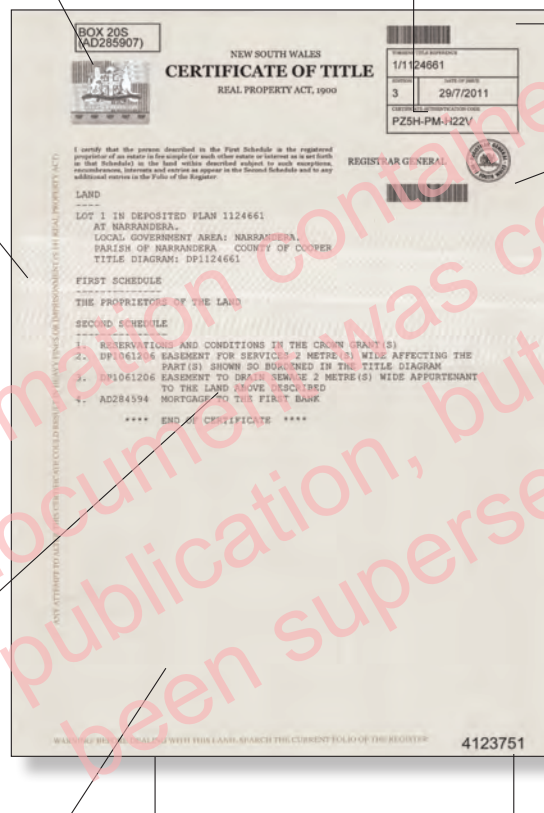
The words 'END OF CERTIFICATE' are printed in capital letters under the notifications section to indicate the end of the text on the Certificate of Title.

### Paper specifications

The security paper is 120gsm (grams per square metre) in weight and thickness.

### Sequential numbering

The colour of the sequential numbering in the bottom right hand corner of the Certificate of Title can be either black or red.



### Two barcodes

Barcodes on the Certificate of Title assist in processing efficiencies by reducing the need for manual entry of the Certificate Authentication Code and title reference by LPI staff. Both barcodes appear on the right hand side of the Certificate of Title.

### Certificate of Title printing

'Certificate of Title' is printed vertically in brown coloured ink on the left and right hand sides.

### Watermark

When an authentic Certificate of Title is held up to the light, a watermark is visible under the other printing. The watermark depicts a series of the NSW floral emblem, the waratah, diagonally placed within an outline of the State of NSW. The complete watermark appears multiple times throughout the Certificate of Title.

# 3 The Torrens Title Register

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## Manual/hard copy Torrens title information

### **Old Form Bound Register – titles issued 1863 to 1961**

Old Form titles were the first titles issued under the Torrens Title System. Original copies of each Old Form title were bound in volumes and issued with a number identifier known as a *folio of the register*.

Old Form titles are identified by their volume and folio (or Vol/Fol) number and are contained within volumes 1 to 8497 of the Torrens Title Register.

Each volume consists of five bound books and each book contains 50 folios. In other words each volume contains 250 titles. The books were bound with different coloured binding in order to facilitate easy location and filing.

Folios 1 to 50 = White binding

Folios 51 to 100 = Blue binding

Folios 101 to 150 = Maroon binding

Folios 151 to 200 = Red binding

Folios 201 to 250 = Green binding

Changes or notifications of registration (referred to as memorials) on Old Form titles were generally entered in historical sequence irrespective of their nature.

Separate memorials were added to the title for each new dealing or transaction. A facsimile (or exact copy) of the signature and the seal of the Registrar General were used to authenticate any changes to the title.

Most memorials affecting title were recorded on both the Torrens Title Register and the owner's CT which was required to be produced, in most instances, with the lodgment of the dealing.

This system of recording all applicable information on a single document meant that the history and ownership of the property was clear, at a single glance.

Notifications such as resumptions (the compulsory taking of land) and caveats were not recorded on Old Form Certificates of Title.

A caveat is a document that is simply a notice, in a prescribed form, lodged by anyone claiming an estate or interest in land. The caveat is registered on the land title and its purpose is to prohibit the Registrar General registering any dealings or plans on the title which are inconsistent with the terms of the caveat.

When there was no more space remaining for further memorials on an Old Form title, or the land was subdivided, an extra page was added or the title was cancelled and a new title was issued with a new Vol/Fol number.

This number was recorded in or under the memorial schedule on the old title and allows a researcher to trace the title forward in their search. The volume and folio of the cancelled title was recorded on the top left hand corner of the first page of the new title and enables a researcher to trace the title back in time.

The entire Old Form Torrens Register series is available in a colour digital format. These records are available for purchase online or, if necessary, the hardcopy originals can be inspected at the State Records office at Kingswood and the State Library. The coloured images may be viewed and searched at LPI, Queen Square, Sydney for no fee at the public terminals.



The Online Shop <http://shop.lpi.nsw.gov.au> provides images of Torrens titles / Folios in the 1 - 15048 range. The majority of new titles since 1983 have been issued electronically using the lot and plan number as the unique title reference number.

## Old Form Torrens title

### Primary Application No.

(Instrument number used to convert Old System land to Torrens title) or Torrens title Crown Grant and/or previous reference to title or Reference of Crown Holding Number and Land District.



### Details of original Crown Grant/s Reference to Crown Holding Number and and District (reference to the Crown holding from which the land was converted to Torrens title)

This is particularly relevant when land was granted under Old System.

## Dealing numbers

Reference to document (dealing) number for which the entry was made. Copies of most dealings can be obtained from:

## The Online Shop

<http://shop.lpi.nsw.gov.au>.

## Document request service

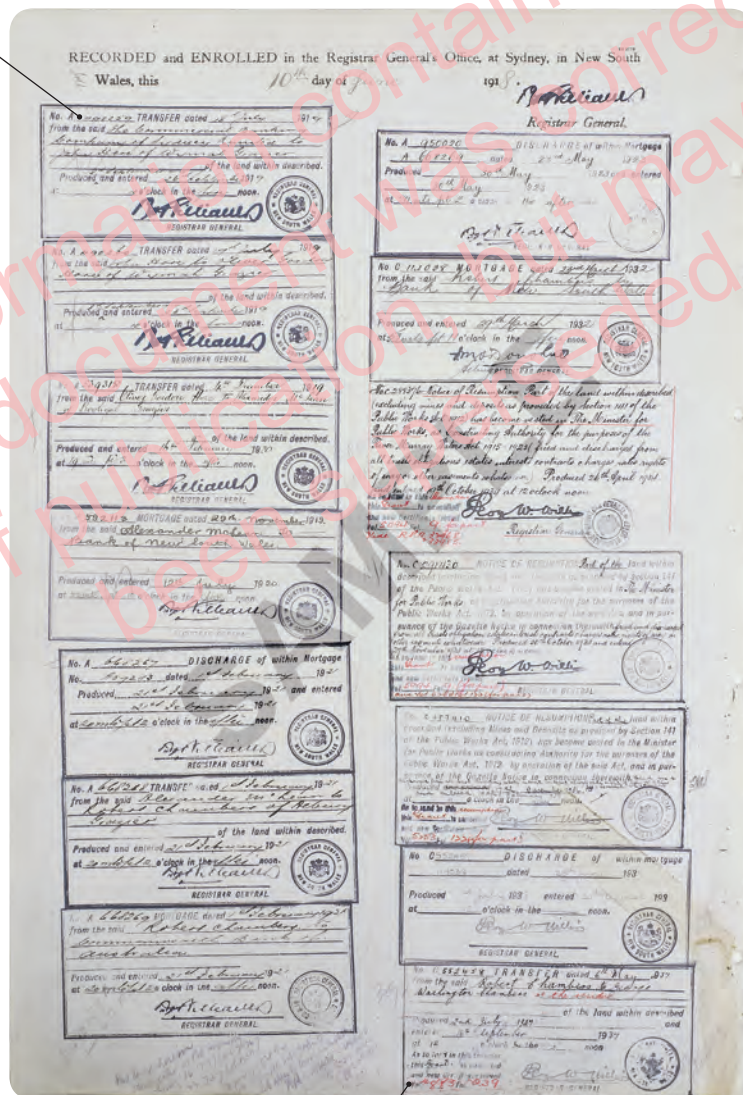
LPI's Document Request Service provides access to records not digitised. If a record is not available online, the request is manually scanned and electronically delivered to the customer, usually within a 24 hour timeframe, Monday to Friday. This service is available through the Online Shop for dealings, Crown plans, primary applications and Old System deeds.

## Information brokers

LPI's network of approved information brokers [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au) can provide titling information and copies of documents.

## Over the counter

You can buy copies of documents over the counter with a ticket, which can be ordered in bulk or singularly at the cashiers, ground floor, west wing.



## Reference to subsequent titles is shown here when title was cancelled

Some titles where subdivision has occurred may have many cancellations for parts recorded.

## New Form Torrens Register (for titles issued from 1961 to present)

New Form or 'loose leaf' titles were introduced in 1961 for Volume 8498 to Volume 15,000 plus. Memorials were either hand written or typed. There were 250 folios in every New Form volume and the 'loose leaf' format made the system more user-friendly than the Old Form system as individual titles could be inspected without removing the whole volume from the shelf.

New Form titles contain two schedules of information.

1. The First Schedule contains the particulars of the Registered Proprietor/s and ownership, plus the reference or 'dealing' number of the registered dealing creating the change of ownership of the land (such as a transfer).

Changes to ownership in a New Form title were made by ruling out the previous owner and entering the details of the new owner/s underneath.

2. The Second Schedule records any interests or encumbrances (such as mortgages and leases, covenants and easements, caveats and writs) affecting the title.

Changes to second schedule notifications were made by ruling out irrelevant information and recording the new details underneath (as per the first schedule).

Facsimiles of the signature and the seal of the Registrar General authenticated these changes.

Information contained in this document was correct at time of publication, but may have been superseded.

Persons are cautioned against altering or adding to this certificate or any notification hereon.

NEW SOUTH WALES  
**CERTIFICATE OF TITLE**  
 PROPERTY ACT, 1980  
 CT13233-069  
 Edition Issued 18 1 1977  
 Registrar General

**PLAN SHOWING LOCATION OF LAND**  
 LOT 1: 8.264 ha  
 LOT 2: 8.093 ha  
 JACKSON'S ROAD, GARDEN ST, ROBIN DALE ROAD

**ESTATE AND LAND REFERRED TO**  
 Estate in Fee Simple in Lot 2 in Deposited Plan 564302 at Warriewood in the Shire of Warriengah, Parish of Narrabeen and County of Cumberland. EXCEPTING THEREOUT the minerals reserved by the Crown Grant.

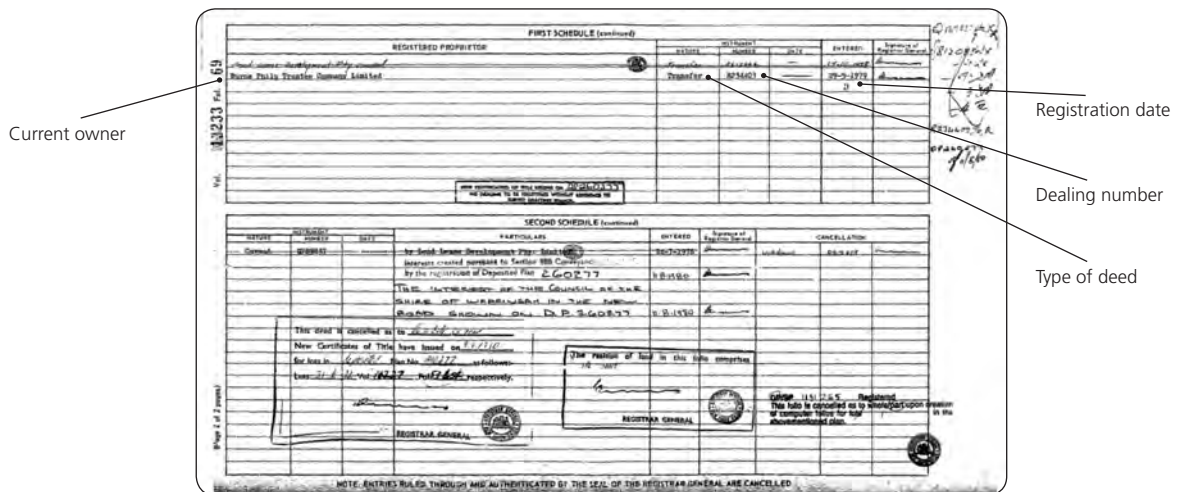
**FIRST SCHEDULE**  
 JOHN FETTER (Sole Proprietor)

**SECOND SCHEDULE**

1. Reservations and conditions, if any, contained in the Crown Grant above referred to.
2. Covenants created by Transfers Nos. A956014 and B908443 affecting those parts designated (X) and (Y) respectively in the plan hereon.
3. The registered proprietor holds subject to Section 604 Local Government Act, 1919 as regards the land designated (Z) in the plan hereon.
4. Charge No. 1770360 as regards the part designated (W) in the plan hereon - Registered 27-11-1976, Discharged 6-11-1976.
5. Mortgage No. 2611011 to Land Loans Bank of New South Wales - Registered 27-11-1976, Discharged 6-11-1976.
6. Mortgage No. 1765000 to Commonwealth Bank Limited - Registered 27-11-1976, Discharged 6-11-1976.
7. Right of Carriageway appurtenant to the land above described created by the registration of Deposited Plan 564302. See F772055.

NOTE: ENTRIES RULED THROUGH AND AUTHENTICATED BY THE SEAL OF THE REGISTRAR GENERAL ARE CANCELLED.

New Form Torrens title



New Form Torrens title First and Second schedules

## Strata titles

Strata titles were introduced in 1961 to provide an individual title for each lot in an apartment building or town house development. Since 1973 separate titles have also been issued for the common property areas in these buildings.

## New Form Qualified titles

Qualified titles were introduced in 1967. They were introduced to accelerate the conversion of land from Old System title to Torrens title.

When issued, these titles are guaranteed by the State as regards boundary definition, but not as regards ownership or earlier legal interests in the land. For example, there may be interests affecting the land which are registered in the General Registry of Deeds as Old System deeds which are not recorded on the Torrens title.

These titles hold a qualification, or caution, which usually expires after 12 years. A caution warns the person dealing with the registered proprietor that the land is held subject to any 'subsisting interests' existing under Old System.

Applications to remove the caution prior to the expiration of 12 years can be made subject to certain conditions.

## New Form Qualified and Limited titles

Qualified and Limited titles have been issued since 1984. These titles are not guaranteed by the State as to boundary definition nor with regard to ownership or earlier legal interests in the land.

To remove the limitation they require a survey plan defining the boundaries to be registered and, as with New Form Qualified titles, the qualification, or caution, can usually be removed after 12 years.

As with the New Form Qualified title, applications to remove the caution prior to the expiration of 12 years can be made subject to certain conditions.

## How to search for a manual/hard copy Torrens title

If you have the current title information you probably won't need to search the hard copy records as approximately 99 per cent of Torrens parcels have already been converted to computer titles. These electronic titles are maintained in ITS.

The small number of Torrens titles that remain as paper records can be manually searched at LPI, Queens Square, Sydney until they are converted to computer titles.

Electronic images of the converted manual registers are available from:

- the public terminals at LPI, Queens Square, Sydney office
- from LPI's Online Shop <http://shop.lpi.nsw.gov.au>
- approved information brokers [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au).

For members of the general public the Old Form Torrens Register is available for viewing in the reading rooms at State Records, Kingswood, the State Library and LPI Queens Square, Sydney.

## How to purchase copies of a Torrens title from the manual/hard copy Torrens Title Register

Copies of land titling records are available to anyone concerned with activities involving land and property information. This includes individuals, historical researchers and users in the conveyancing community.

You can purchase a copy of a Torrens title:

- over the counter from LPI, Queens Square, Sydney office
- from LPI's Online Shop <http://shop.lpi.nsw.gov.au>
- from approved information brokers [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au)

## Electronic Torrens title information

LPI moved to an electronic system of recording Torrens title information in 1983 providing the first electronic titling system in the world. It was initially called the Automated Land Titles System (ALTS) which was replaced in 1999 by the more functional ITS.

ITS identifies an individual title using a lot and plan number, instead of the old style volume and folio numbers and a new title is automatically generated each time a dealing is registered.

These automated titles are known as *computer titles*, *folio identifiers* or *folios of the register* and are identified by a *folio identifier number* (see examples in table below).

Diagrams and plans are not shown on these titles. Instead they bear a notation showing the plan number of the title diagram.

Notations of unregistered dealings, plans or resumption actions etc. are shown in the unregistered dealings field of the register for these titles.

Example folio identifier numbers

Property Description (lot and plan number)	Folio Identifier Number (title reference)
Lot 23 DP789678	23/789678
Lot 7 Section 12 DP6789	7/12/6789
Lot 1 SP 45676	1/SP45676
Common Property Title SP45676	CP/SP45676
Volume 7456 Folio 56	7456-56

The table shows how different folio identifier numbers are created using the lot and deposited plan (DP) numbers. A 'DP' is a plan or survey of the land which has been filed or registered with LPI. A 'lot' is a specific defined parcel or area of land in the plan.

Electronic title searches are often conducted to determine:

- the owner (registered proprietor) of a parcel of land
- the correct land description of a parcel of land
- the type of encumbrances or interests which may affect the land e.g. mortgage
- the last transfer document number (if a copy is obtained the last sale price is usually recorded).

**NSW GOVERNMENT** | **Land & Property Information**  
 A division of the Department of Finance & Services

LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

-----  
 WARNING: \*\*\*\*\* FOLIO CANCELLED \*\*\*\*\*  
 -----

FOLIO: 1/234567  
 -----

SEARCH DATE	TIME	EDITION NO	DATE
1/1/2010	12:00 PM	5	25/11/1993

LAND  
 -----  
 LOT 1 IN DEPOSITED PLAN 234567  
 LOCAL GOVERNMENT AREA QUEANBEYAN CITY  
 PARISH OF QUEANBEYAN COUNTY OF MURRAY  
 TITLE DIAGRAM DP234567

FIRST SCHEDULE  
 -----  
 NEW MOON HOLDINGS PTY. LIMITED (T 165432)

SECOND SCHEDULE (2 NOTIFICATIONS)  
 -----  
 1 LAND EXCLUDES MINERALS BY THE CROWN GRANT  
 2 M441574 CAVEAT BY THE REGISTRAR GENERAL FORBIDDING TRANSFERS  
 IN CONTRAVENTION OF SECTION 11 (1A) OF THE CLOSER  
 SETTLEMENT AMENDMENT (CONVERSION) ACT, 1943  
 3 Q999274 COVENANT AFFECTING THE LAND COMPRISED IN LOT 9 IN  
 DP247999  
 4 2367888 MORTGAGE TO WESTPAC BANKING CORPORATION AS REGARDS  
 THE PART BEING LOT 1 IN DP234567  
 \* 5 2570225 \*\*\*\*\* FOLIO CANCELLED \*\*\*\*\* NEW FOLIOS  
 HAVE BEEN CREATED FOR LOTS 1, 23 & 32 IN DP234567

NOTATIONS  
 -----  
 NOTE: THE CERTIFICATE OF TITLE FOR THIS FOLIO OF THE REGISTER DOES  
 NOT INCLUDE SECURITY FEATURES INCLUDED ON COMPUTERISED  
 CERTIFICATES OF TITLE ISSUED FROM 4TH JANUARY, 2004. IT IS  
 RECOMMENDED THAT STRINGENT PROCESSES ARE ADOPTED IN VERIFYING THE  
 IDENTITY OF THE PERSON(S) CLAIMING A RIGHT TO DEAL WITH THE LAND  
 COMPRISED IN THIS FOLIO.  
 UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

*Information contained in this document was correct at time of publication, but may have since been superseded*

Example of a folio search

## How to search electronic Torrens title information

There are three ways to search electronic Torrens title information held in ITS:

- public terminals at LPI, Queens Square, Sydney
- from LPI's Online Shop <http://shop.lpi.nsw.gov.au>
- from approved information brokers [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au).

### LPI's Online Shop

LPI's Online Shop is a useful tool for many different types of searches but it is important to note that not all searches can be conducted online. For certain searches you will need to contact an approved information broker or visit LPI, Queens Square, Sydney.

For a Title Search you will need the folio identifier number of the property. In most cases, you can find it on the land or property description shown on your council rates, water rates or valuation notice.

### Facilities and searches available from LPI's Online Shop

Some searches are free while others require a fee.

Title Search and Records	
<b>Title Search</b>	Provides the current title information held in the database
<b>Dealing Image</b>	Provides an image of the dealing
<b>Plan Image</b>	Provides an image of the plan
<b>Street Address Inquiry</b>	Provides title details for a street address
<b>Reverse Street Address Inquiry</b>	Provides street address details for a title
<b>WAL Search</b>	Provides the current title information held in the database including current holder of a WAL ( Water Access Licence )
<b>Title Delivery Details</b>	Provides CT delivery details for titles
<b>Title Certificate Authentication (CAC)</b>	Verifies the CT Certificate Authentication Code
<b>Document and Plan Status</b>	Provides details relating to dealings, plans, Primary Applications (PA), Conversion Actions (CA) and part 4A of the Real Property Act Applications
<b>Plan Details</b>	Provides details about a deposited plan or strata plan such as the plan purpose, the lot numbers, surveyor details, council approval details, and plan registration date
<b>History of Title Transactions</b>	Provides summary information about all dealings and plans recorded against a computer folio
<b>Prior Title Reference</b>	Provides prior title details for computerised titles only
<b>List of Lots in a Plan</b>	Provides a list of lots within a deposited plan (DP) or strata plan that are held on the database
<b>Torrens Title Image</b>	Provides images of pre-automated manual titles comprising both New Form and Old Form Torrens Registers
<b>Crown Plan Image</b>	Provides images of Crown plan documents

Specialised Searches	
<b>Sub Folio Search</b>	Provides a list of sub folio lots within a base title
<b>Index of Premises in a Complex</b>	Provides a list of premises in a commercial complex
<b>Details of Leases in a Complex</b>	Provides a list of lessee names and variation of lease particulars
<b>Multi Agency Property Inquiry</b>	Provides a report of restrictions on a property that is recorded in LPI's Central Register of Restrictions (CRR). Some authorities record any restrictions they have in the CRR. With regard to other authorities, LPI can deliver your enquiry to them and they will respond to you directly.
<b>Primary Application Image</b>	Provides an image of the Primary Application Document
<b>Property Location Map</b>	Provides images from the (CRE) Cadastral Records Enquiry
<b>Survey Mark Sketches (SCIMS)</b>	Provides images of Survey Control Information Management System (SCIMS) documents

Deeds	
<b>Deed Name Search</b>	Provides a search of the General Register of Deeds. This register contains title deeds for Old System properties that may or may not have yet been converted to the Torrens Title System. Powers of Attorney, Changes of Name, and other deeds are also registered in this Register.
<b>Power of Attorney Search</b>	Uses the Deed Name Search service to return if a power of attorney resides with an Old System property that may or may not have been converted to the Torrens Title system.
<b>Security Interest in Goods Search (SIGA Search)</b>	Provides a search of security interest in goods
<b>Causes, Writs and Orders Search (CWO Search)</b>	Provides a search of causes, writs and orders
<b>Deed Image</b>	Provides images of some Old System deed documents

Land Values	
<b>Register for Land Value Search</b>	If you are the owner of a property or an authorised delegate, you will need an Activation Key to obtain the Land Value
<b>Land Value Search for Owners</b>	Provides land value details for a property to NSW landowners or their authorised delegate at no charge
<b>Land Value Search for non Owners</b>	Provides land value details for a property to NSW for non owners.

Property Information	
<b>Property Sales Report</b>	Tailored sales information for a single property.
<b>Property Report</b>	Complete package of information for an individual property.

eNOS	
<b>Electronic Notice of Sale</b>	Provides an online facility for creating, viewing, updating, and transferring eNOS



## Torrens Assurance Levy

### Torrens Assurance Levy Calculator

Use this calculator as a guide to work out the ad valorem amount of your Torrens Assurance levy. An ad valorem component is payable where the purchase price is \$500,500 or more and the agreement for sale was signed between 1 July 2010 and 30 June 2011.

## Book Store

### Books

A selection of historical land and property publications available for purchase.

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time of publication, but may have  
been superseded

# 4 Common searches

## How do I search the Torrens title using a street address?

If you only have a street address as the starting point for your search you will need to find the folio identifier number by conducting a *Street Address Inquiry*. This can be done through the Online Shop or using ITS on the public search terminals at LPI, Queens Square, Sydney office.

### Online Shop

<http://shop.lpi.nsw.gov.au>

- Select: Title Searches and Records.
- Select: Street Address Inquiry.
- Enter the suburb name and accept all the terms and conditions.
- Answer the security question and click Perform Search.
- Enter the Street Name and Street No (optional).
- Click Perform Search.

The screenshot displays the 'Street Address Inquiry' page on the LPI Online Shop. The page features a navigation menu on the left with categories like 'Title Searches and Records' and 'Specialised Searches'. The main content area is titled 'Street Address Inquiry' and includes a search form with the following elements:

- Step 1:** Enter Suburb Name (Bella Vista)
- Step 2:** Enter Street address
- Step 3:** Street Address Result

The search form also includes a checkbox for 'I accept the LPI Online Shop's Terms & Conditions' and a security question image with the text '7pyge'. A 'Perform Search' button is located at the bottom of the form.

Related Products listed on the right include:

- Title Search
- Property Location Map
- SIX Lite

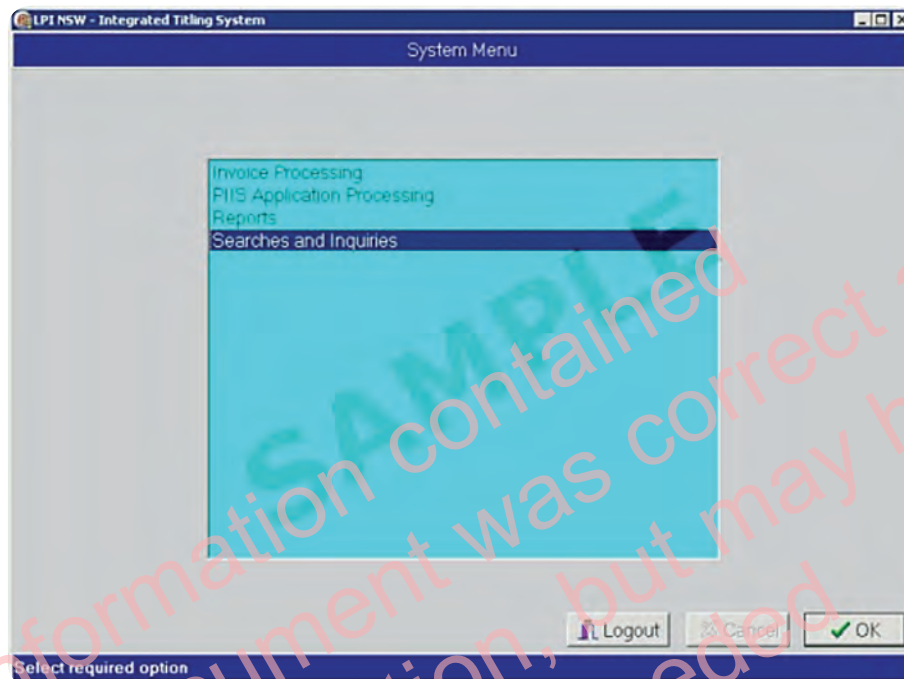
A watermark is visible across the page: 'Information contained in this document was correct at time of publication, but may have been superseded'.

### Street Address Inquiry

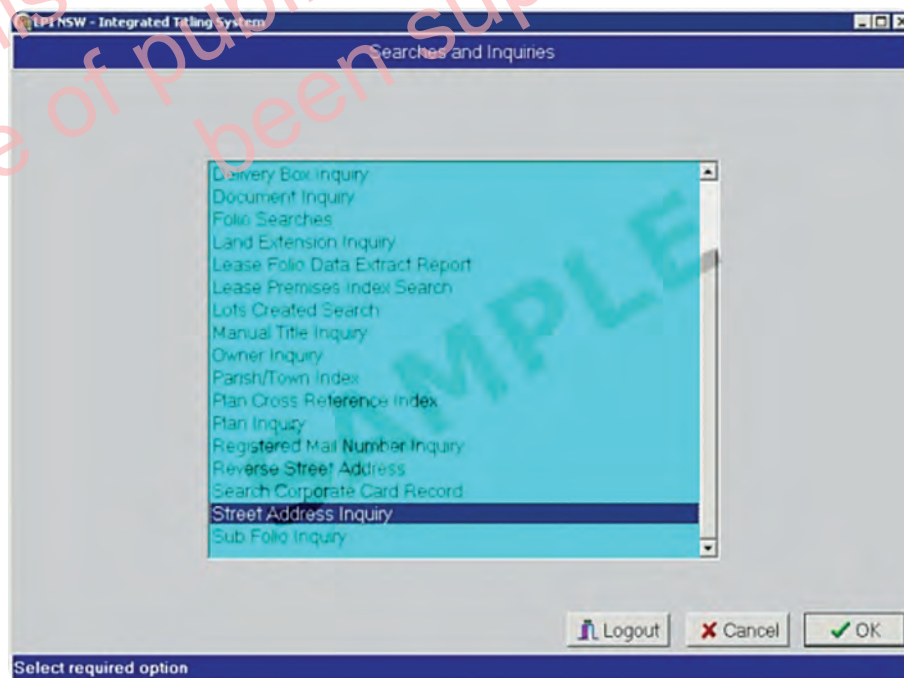
## Public Terminals

- Using ITS on the public terminals at LPI, Queens Square, Sydney to perform a Street Address Inquiry.
- Select: ITS Searches and Inquiries.
- Select: Street Address Inquiry.
- Select: Street and Perform Inquiry.
- Select: Street Number and select Perform Search.

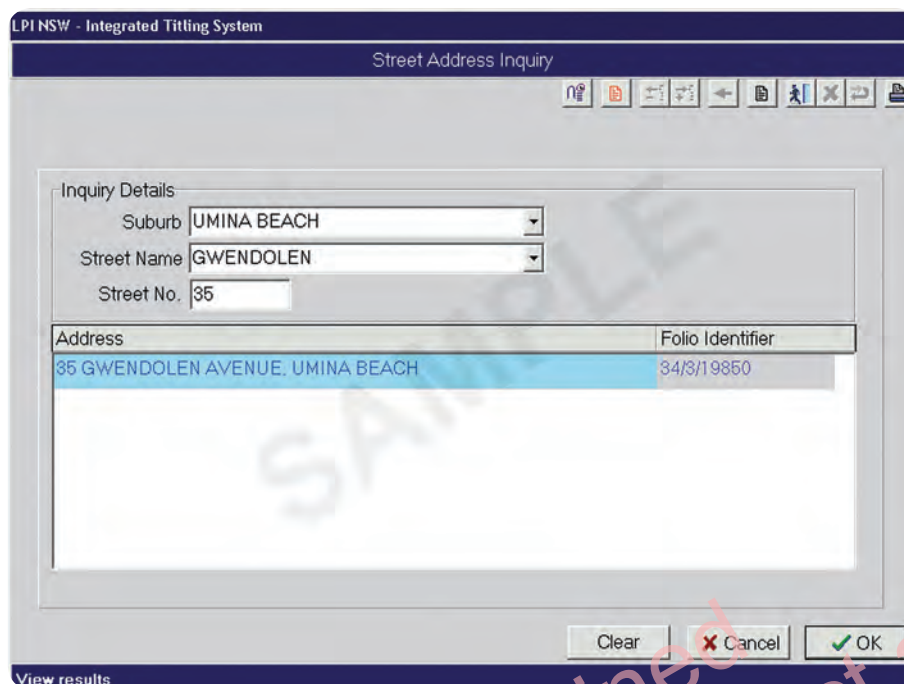
A useful search in the Online Shop is the Reverse Street Address Inquiry. This allows you to locate a property if you only have the folio identifier number.



ITS Street Address Inquiry



ITS Street Address Inquiry



ITS Street Address Inquiry

## How to search for a current or previous owner

### The Torrens Title Purchasers Index

One method of establishing previous or current owners to Torrens title land or to establish the reference to a Torrens title is by using the Torrens Title Purchasers Index.

This index was created in 1863 (with the advent of the *Real Property Act 1862*) when a register was established to record all Torrens title grants, purchases and registered lessees.

The index was maintained in chronological and alphabetical order of surname until 1883 and first name and surname thereafter.

When you know the name and the approximate date of occupation of a property assumed to be Torrens land, you can search backwards and forwards from that date in the Purchasers Index.

The Purchasers Index contains:

- the name of the party acquiring or leasing land
- the parish, county or locality
- the nature of the dealing e.g. 'T' for transfer, 'L' for Lease
- the dealing number of the document evidencing change
- the title reference that relates to the dealing.

The Torrens Title Purchasers Index is in book form from 1863 to 1970 and is only available over the counter at the Queens Square Sydney office.

The Torrens Title Purchasers Index was held on microfiche from 1971 to 2001 and is now incorporated into the Owners Search – see Current owner inquiry information.

## Current owner inquiry

Inquiries concerning current land titles in the name of an individual or corporation can be made over the counter at LPI, Queens Square or through our information broker network [www.lpi.nsw.gov.au/land\\_titles/online\\_information/information\\_brokers](http://www.lpi.nsw.gov.au/land_titles/online_information/information_brokers).

The search provides:

- details of current owners of electronic title records
- details of current lessees of electronic titles from 1988 onwards
- details of purchasers/lessees of records from 1971 onwards.

## Index of premises in a complex

This provides a schedule of lease folios for premises within a commercial complex. You can enter the name of the commercial complex, the head title reference or a lease folio number to undertake the search. This search is online and free.

## Sub folio search

This search provides a list of sub folio references. Sub folios are issued when individual titles are requested and issued for shares in a title. This search is online and free.

You are required to verify your identity and provide a reason for why you need the information before this search will be conducted. Identity documents must include current photo identification and one other form of ID.

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# 5 The Mapping Index

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## Reasons to consult the Mapping Index in a Torrens title search

The maps and plans of the Registrar General serve to locate land for the purpose of establishing title and survey particulars. The mapping system contains current and historical subdivisional information.

The main reason for inspecting the mapping index is to:

- establish the title system of the land being searched
- check to see if there are any notations affecting the land parcel that have not been recorded on the land title.

If the land was converted to Torrens title the map will provide information on how the land was converted. The mapping index contains valuable historical information such as first deeds which are often a suitable commencing point for a search.

### Information available from the Mapping Index

Official Search information (an *Official Search* is a legal document prepared by LPI which may be used as evidence in a court of law).

- Land description.
- Grant details.
- Title system i.e. whether land is Torrens title, Old System or Crown tenure.
- Original Crown survey plans.
- Details of conversion to Torrens title i.e. Primary Application or Conversion Action (CA).
- Original Crown holding number, if applicable, at the date of issue of the map edition.
- Previous and subsequent plans of subdivision.
- Notation regarding gazette action.

### Mapping Index resources

The most up to date subdivision information and status is available through the Cadastral Records Enquiry (CRE) which is also known as the Property Location Map. A free search is available through the Online Shop under Specialised Searches.

Historical charting maps can be searched through the Historical Land Records Viewer (HLRV) available in SIX <http://www.six.nsw.gov.au>.

The HLRV provides easy access to a vast resource of scanned maps and plans across NSW.

Images available in the HLRV comprise these historical reference map sets:

- Land Titles Office Charting Maps (charting ceased 6th Sept 2002)
- Crown Lands Regional Charting Maps (charting ceased at various stages up to December 2007)
- Crown Lands Status Branch Charting Maps (charting ceased 31 December 1990).

## The Parish/Town Index

If you identify a parcel of land as a portion in a parish then it is possible to establish the Torrens title reference for that parcel using the Parish/Town Index. This index is available through the public terminals at LPI, Queens Square, Sydney.

## List of Lots in a Plan

You would consult the List of Lots in a Plan search facility if you wanted to determine what lots were created by a particular deposited plan. This search will also identify which of the lots are still current and which have been cancelled. This can assist to establish the reference to a title for a parcel of land.

If you have the plan number you can search by:

- entering the plan number into the Lots Created search in ITS on the public search terminals at LPI, Queens Square, Sydney
- using LPI's Online Shop <http://shop.lpi.nsw.gov.au>
- contacting an approved information broker [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au)

If the search result displays the statement 'Identifier Not Held' further searching is necessary. The Land Index and Land Index Extension books may assist in the search but if not, you will need to order a copy of the plan. The plan may contain a reference to a manual title which should assist in locating the current title.

For more information on deposited plans see the Registrar's Directions <http://rgdirections.lpi.nsw.gov.au>.

## Strata plans

Strata titles were introduced to meet the increasing demand for a secure form of title for the various sections of a multi-storey building. A strata plan shows a series of floor plans illustrating the various units in relation to the whole building. When a strata plan is registered, separate Certificates of Title are issued for each lot and a separate title is issued for the common property.

All strata titles have been converted to electronic titles. Copies of the current computer folio of a lot in a strata plan or the common property folio can be ordered:

- over the counter from LPI, Queens Square, Sydney
- from LPI's Online Shop <http://shop.lpi.nsw.gov.au>
- from approved information brokers see [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au).

For more information on strata plans see the Registrar's Directions <http://rgdirections.lands.nsw.gov.au>.

## Common property shown within a strata plan

Common property generally consists of:

- the land and substance of floors, walls and any cubic space occupied by a vertical structural member (not being a wall) of a building; as well as pipes, wire, cables and ducts in a building, not for the exclusive use and enjoyment of one lot
- any cubic space enclosed by a structure enclosing these pipes, wire, cable and ducts.

Documents unique to the strata scheme and recorded on the folio of the common property include: change of address for service of notice of the owners corporation, alteration of by-laws, and various orders by the Consumer, Trader & Tenancy Tribunal (CTTT). See the Office of Fair Trading website for more information [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

## Deposited Plan Cross-Reference Index

A deposited plan is a plan of land deposited in LPI which is neither attached to a dealing or deed nor lodged for the purposes of a strata scheme. The Registrar General may, for convenience, number or re-number other plans as deposited plans or prepare deposited plans at their own discretion.

The Deposited Plan Cross-Reference Index, often referred to as the Blue Books, contains all plans, with the exception of post 1961 deposited plans and strata plans, which have been renumbered, refiled or recorded in LPI. You should consult the Deposited Plan Cross Reference Index to avoid any anomalies with re-catalogued numbers.

The plans are listed in numerical sequence within their respective groups, with an accompanying cross-reference to the deposited plan number under which each plan is filed. The index is contained in 4 large books:

**Book 1**

- Early series Transmission Applications
- Balance Orders
- Old Series Dealings A and B

**Book 2**

- Dealing Series C, D, F, G, H, J, K and L

**Book 3**

- Miscellaneous Plans of Subdivision (RP or Real Property)

**Book 4**

- Lithographs (Lithos)
- Primary Applications
- Miscellaneous Plans of Subdivision (OS or Old System)
- Housing Commission Plans
- Registered Plans
- Application Rolls
- Crown Authority Plan

Access to this index is available through the public terminals at LPI, Queens Square, Sydney by selecting the Searches and Inquiries menu in ITS.

## Valuer General (VG) Index and Water Board Microfiche Indexes

These microfiche indexes may provide a useful starting point for searching land title information particularly when the land being searched is under Old System title.

The Valuer General's Microfiche Index contains details of the ownership of properties from 1981 to 1989 and is divided into local government areas; streets; street numbers and references to volume and folios; and deed book and numbers if known.

The Water Board Microfiche Index covered land in the Sydney Water Board area only. The microfiche is also divided into local council areas and was current until 1987.

The information contained in these microfiche records is no longer current and, in the first instance, searches should be made using the Property Location Map facility in the Online Shop which is also known as Cadastral Records Enquiry.



## Land Index and Land Index Extension Books

These indexes provide one method for establishing a former manual reference to a title (i.e. Vol/Fol) which can be useful for searching the history of registrations over a land parcel.

You would consult the Land Index and Land Index Extension Books when you hold an old land description that does not have a Lot/DP equivalent in today ITS. This would usually be a reference to a Crown subdivision or of land subdivided pre ALTS (1983).

These computer-generated indexes list title references for portions, allotments and deposited plans (portions and allotments refer to specific parcels of land in a parish or town). It provides a link between the land description and a title reference or subsequent subdivision.

The volume and folio references in these indexes are no longer updated and have been superseded by ITS references but the original list can be a good starting point for a manual search. If the land has not been subdivided since 1983 then the same land description will be held in ITS as it was at the time of subdivision or grant.

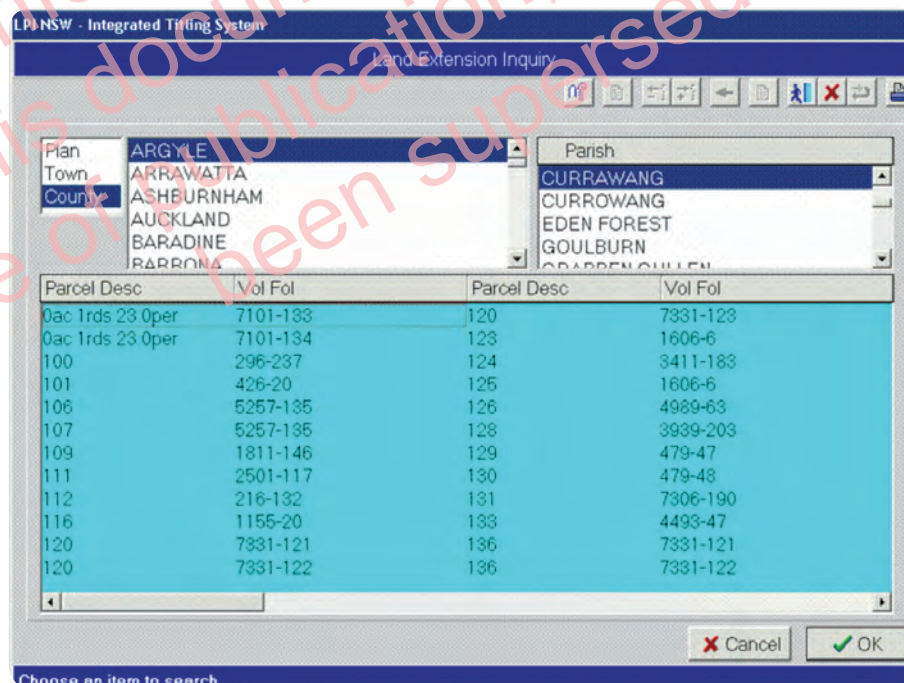
If the land has been subdivided (once or more) since 1983, the former identity will not be recorded in ITS.

The books are available through public search terminals at LPI, Queens Square, Sydney office.

The letters DP must be used when entering a plan number.

### Counties and parishes

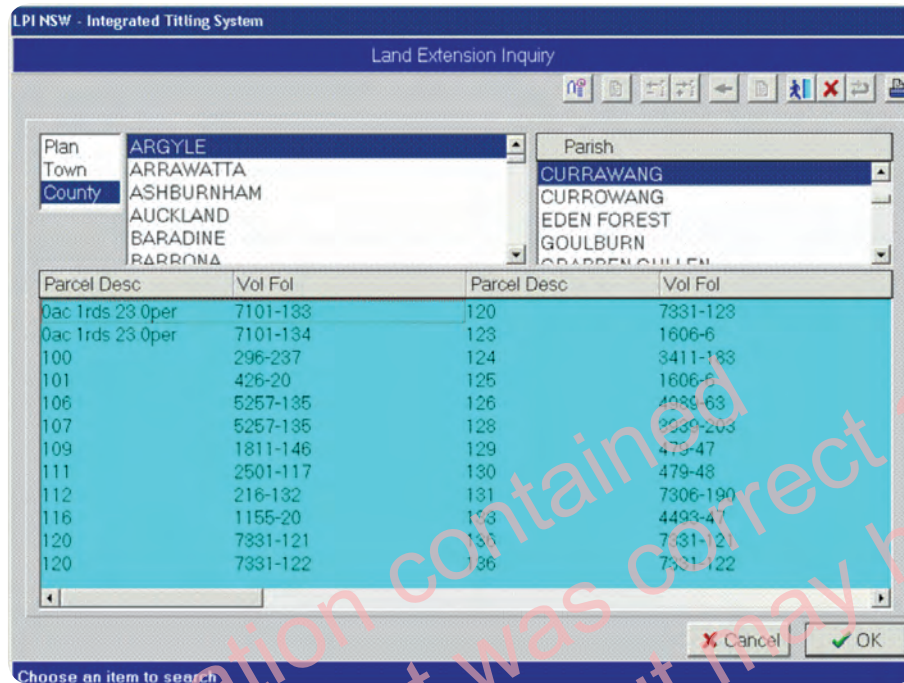
- Counties are shown in alphabetical order.
- Parishes are listed under counties.
- Portion numbers are shown under Parcel Desc (description).
- Vol Fol refers to either a volume and folio number, or a deposited plan number.



County Land Extension Inquiry, Queens Square public terminals

## Towns

- Towns are shown in alphabetical order.
- Section numbers and allotment numbers are listed under Parcel Desc (description).
- Vol Fol refers to either the volume and folio number or a deposited plan number.

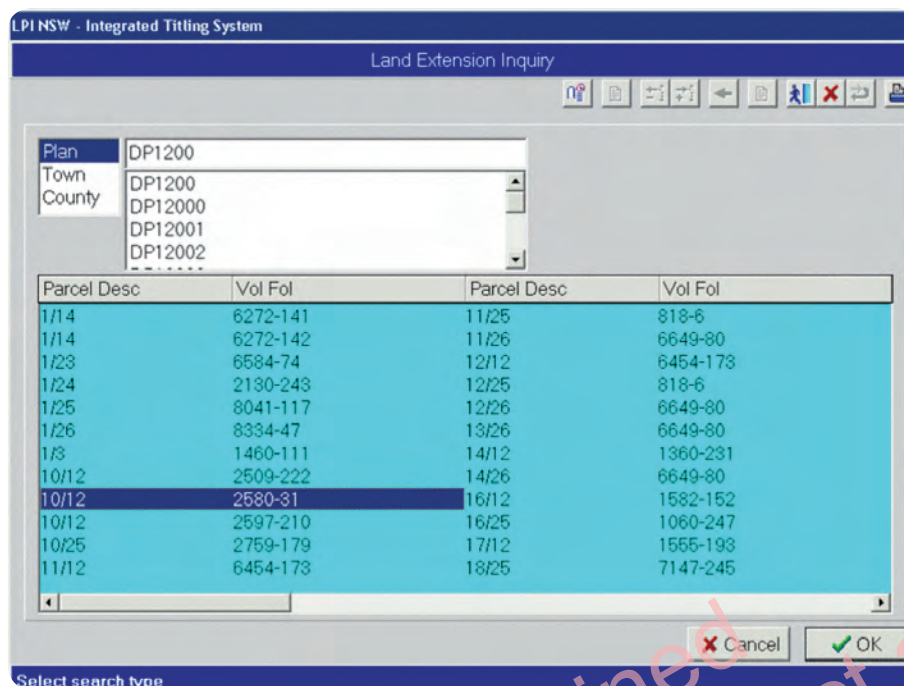


Town Land Extension Inquiry, Queens Square public terminals

## Lot and deposited plan numbers

- Deposited plans are shown in numerical order.
- Lot numbers appear under each plan number.
- Next to the lot is either a volume and folio number or another deposited plan number.
- If another deposited plan number is shown, it means the lot has been subdivided and the search should be continued under the new number.

Not all of the lots in each deposited plan are listed in the index books.



Plan Land Extension Inquiry, Queens Square public terminals

### More information on the Mapping Index

For more information on the Mapping Index, please see the search guide *Searching the Registrar General's Maps and Plans*.

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# 6 Further information

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Further information can be found on the Registrar General's (RGs) Directions website <http://rgdirections.lpi.nsw.gov.au> which provides an online guide to land title practice and procedures.

It provides comprehensive information about legislative and other requirements relating to the preparation of plans and documents intended for lodgment and registration with LPI's Titling and Registry Services group.

You can access detailed information about requirements for deposited plans, strata schemes, community schemes, water dealings, deeds and land dealings by clicking on the relevant header tabs of the site.

You can also use this website to access LPI publications, forms, news about LPI land related products and services, changes to procedures, upcoming events, or to link to related websites and online services.

Although LPI does not usually provide general searching services, LPI officers can provide general direction to assist those interested in searching LPI's records. Independent professional searchers can also assist you with searching activities. Contact details can be found in the Yellow Pages.

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# 7

## Useful links

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### **LPI website**

[www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au)

### **Online Shop**

<http://shop.lpi.nsw.gov.au>

### **Authorised Information Brokers**

[www.lpi.nsw.gov.au/land\\_titles/online\\_information/information\\_brokers](http://www.lpi.nsw.gov.au/land_titles/online_information/information_brokers)

### **SIX Maps**

[www.six.nsw.gov.au](http://www.six.nsw.gov.au)

### **Historical Land Records Viewer**

<http://images.maps.nsw.gov.au/pixel.htm>

### **Registrar General's Directions**

An online guide to land title practice and procedures and requirements relating to the preparation of plans and documents intended for lodgment and registration with LPI.

<http://rgdirections.lpi.nsw.gov.au>

### **Baseline**

This portal incorporates LPI's historical collections, cultural heritage sites and archival projects. The site has a number of FAQs relating to searching the records and archives of the Registrar General.

[www.baseline.nsw.gov.au](http://www.baseline.nsw.gov.au)

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Land and Property Information  
1 Prince Albert Road  
Queens Square  
SYDNEY NSW 2000  
T: 1300 052 637  
T: +61 2 9228 6666  
F: +61 2 9233 4357  
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