



## Lease of Part Land ONLY Lodgment Checklist

The Lodgment Rules and Registrar General's Guidelines together with the checklist below will assist you in ensuring the dealing is completed thoroughly.

Dealing Component	Lodging Party
<p><b>(A) Lease Description –</b></p> <p><b>Lease of part of the land for 5 years or less (including option to renew):</b></p> <ul style="list-style-type: none"><li>○ <u>Compiled plan required (see plan component) annexed to the dealing.</u> The description of the lease should adequately define the land by reference to:<ul style="list-style-type: none"><li>a) the unique way in which the land is designated in the plan, <i>eg. part 1/987654 being the area hatched in the plan attached marked "B"</i> and</li><li>b) the plan used to define the boundary of the land being leased.</li></ul></li><li>○ <u>A plan of survey for lease purposes lodged as a Deposited Plan and be prepared by a registered land surveyor.</u> The description of the lease should adequately define the land by reference to:<ul style="list-style-type: none"><li>a) the unique way in which the land is designated in the plan, <i>eg. part 1/987654 being lot 1 in DP1234567</i> and</li><li>b) the plan used to define the boundary of the land being leased.</li></ul></li></ul> <p><b>Lease of part of land for more than 5 years (including option to renew):</b></p> <ul style="list-style-type: none"><li>○ Not permitted to be registered. Please see Sections 23F and 23G(d) of the Conveyancing Act 1919.</li></ul>	<p><b>[tick one]</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>(C) Lessor – Matches the Register</b></p>	<p><input type="checkbox"/></p>
<p><b>(E) Lessee – Must be stated</b></p>	<p><input type="checkbox"/></p>
<p><b>(F) Tenancy – Must be stated where more than one lessee</b></p>	<p><input type="checkbox"/></p>
<p><b>(G) Must be appropriately completed or deleted:</b></p> <ul style="list-style-type: none"><li>○ Items 1, 2, 3, 9 completed,</li><li>○ Items 4-8 completed or deleted,</li><li>○ Lease term must agree with commencing and terminating date.</li></ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>(I) Statutory Declaration –</b></p> <ul style="list-style-type: none"><li>○ Must be completed where an expired lease containing a current option to renew or purchase affecting at least the same land or premises as the subject lease is noted on the Register.</li></ul>	<p><input type="checkbox"/></p>
<p><b>Dealing and annexures must comply with Schedule 2 of the Lodgment Rules</b></p>	<p><input type="checkbox"/></p>



Plan Component (where a plan is annexed to the dealing)	Lodging Party
<p><b>1. Must comply with compiled plan guidelines and Schedule 3 of the Lodgment Rules for lease of land –</b></p> <ul style="list-style-type: none"><li>○ not be drawn with colour,</li><li>○ contain a north point,</li><li>○ supply sufficient details to locate the leased land within the parcel boundaries,</li><li>○ define the land being leased by a unique method, eg hatched,</li><li>○ bear the signature of each person who has signed the lease to which the plan is annexed,</li><li>○ <b>not be a survey plan,</b></li><li>○ not be a registered Deposited Plan,</li><li>○ not be an aerial photograph,</li><li>○ not contain superfluous details, eg. trees, contours.</li></ul> <p><b>The boundaries of the lease site may be defined:</b></p> <ul style="list-style-type: none"><li>○ fixed along, parallel and/or perpendicular to an existing boundary established in a reliable plan of survey</li><li>○ fixed between two previously surveyed corners</li><li>○ one straight line between points defined (by connection) on two existing parcel boundaries, or</li><li>○ the projection of an existing boundary established in a deposited plan of survey.</li></ul> <p>See <a href="https://www.registrargeneral.nsw.gov.au/publications/lodgment-rules">https://www.registrargeneral.nsw.gov.au/publications/lodgment-rules</a></p> <p><b>Note: Advice from a registered surveyor is highly recommended</b></p>	<ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul>

**This checklist is for NSW LRS internal use only and will not be scanned with the dealing.**



**Example of plan over part of the land**

