

# Circular

No. 2016/15

December 2016

## Introduction of requisition fees

Land and Property Information (LPI) will commence charging fees for requisitions sent in relation to documents, plans and associated instruments lodged for registration from 1 January 2017. This was first announced in LPI [Circular 2016/05](#).

- *Real Property Amendment (Fees) Regulation 2016:*
  - 29A For a requisition sent by the Registrar-General requiring correction, re-execution or the supply of additional information in support of a dealing, application, request or caveat lodged for registration or recording
- *Conveyancing (General) Amendment (Fees) Regulation 2016:*
  - 31A For a requisition sent by the Registrar-General requiring correction, re-execution or the supply of additional information in support of a plan or associated instrument lodged for registration or recording

### Fees

Requisition in relation to a dealing, application, request or caveat:	\$50
Requisition in relation to a plan or associated instrument:	\$100

### Note

- The number of items to be addressed in the requisition will not increase the fee.
- Notice of intended registration or intended rejection will not incur a fee.
- General correspondence will not incur a fee.

### In what circumstances will a requisition fee be cancelled or refunded?

Requisition fees will only be cancelled or refunded if, after review, it is determined that the requisition(s) should not have been sent.

All requisitions sent in relation to the document, plan or associated instrument must be waived before the fee will be cancelled/refunded.

### What do I do if I disagree with the requisition?

The lodging party or surveyor of the requisitioned document, plan or associated instrument must complete a [Request for Review of Requisition form](#) providing details of the requisition(s) for review.

The completed form must be returned to LPI within the requisition timeframe and prior to registration.

The lodging party or surveyor will be notified of the outcome of the review.

### Document Registration Services

The form is to be submitted to the Client Services Counter or emailed to:  
[client.services.enquiries@lpi.nsw.gov.au](mailto:client.services.enquiries@lpi.nsw.gov.au)

### Titling and Plan Services

The form is to be submitted to the Plan Lodgment Counter or emailed to:  
[plan-requisitions@lpi.nsw.gov.au](mailto:plan-requisitions@lpi.nsw.gov.au)

### Legal and Dispute Resolution

The form is to be submitted to the Client Services Counter or emailed to:  
[legalservices@lpi.nsw.gov.au](mailto:legalservices@lpi.nsw.gov.au)

### **More information**

Further information on requisitions can be found in the Registrar General's Directions.

For requisitions relating to a dealing, application, request or caveat, see:  
[Land dealings - Requisitions](#)

For requisitions relating to plans and associated instruments, see:  
[Deposited plans - Requisitions](#)

Or contact LPI on T: 1300 052 637 or E: [GeneralEnquiry@lpi.nsw.gov.au](mailto:GeneralEnquiry@lpi.nsw.gov.au).

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