

ACT Land Titles Update – June 2021

Instrument Requirements

As from 1 June 2021, this office will only accept Instruments that are lodged in original form with signatures being clear and legible in permanent, dense, rapid drying black or blue ink.

There are some exemptions as follows:

- Documents signed by an officer of the ACT Government.
- Form 042-Consent to Register.
- There is an alternate electronic lodgment process available such as an Access Canberra SmartForm or Electronic Conveyancing when made available; and/or
- An approved request for exemption has been previously applied for and accepted.

Copies of Instruments will continue to be accepted for documents that require consent signed by a delegate of the planning and land authority and removal of statutory charge signed by a delegate of the commissioner.

The requirements to lodge Instruments in original form and in permanent ink only relate to Instruments lodged at the Land Titles Office. There are no requirements of the Land Titles Office for documents not lodged such as mortgage acceptance or Client Authorisation Forms to be signed and kept in hard copy. For example, it is acceptable for the Client to sign, scan and send the Client Authorisation by email to the Legal Practitioner or to sign electronically by utilising digital signature technology.

Application to Register a Sublease Plan

The Land Titles Office in coordination with Access Canberra has created a SmartForm to facilitate the lodgment of the Sublease Plans.

The SmartForm is now live and is available for use on the [Forms and fees page](#) on the Access Canberra Website.

Plans can still be sent to ltplan@act.gov.au prior to lodging the form or can now be uploaded to the SmartForm. By using this SmartForm, there will be no requirement to attend the Access Canberra Service Centre for this process.

Forms and Guidance Notes

The Access Canberra Website will be updated shortly to include a new version of forms and an inclusion of guidance notes for each form. The development of the guidance notes has removed the need for the information page on each form. The guidance notes are of a general nature and are not intended to, and cannot, replace the advice of a Legal Practitioner.

Note: there will be no grace period to the new forms to be used. There have only been minor amendments and this office will continue to accept both versions.

Land Titles Practice Manual

Attached to this bulletin is an updated copy of the Land Titles Practice Manual and will be shortly uploaded to the Access Canberra website. Please be advised that the Land Titles Practice Manual will be further updated upon commencement of Electronic Conveyancing and will be continually updated and refreshed over the coming months, so we encourage industry to continually check on the latest versions on the Access Canberra website.

Transfers

Due the increased amendments, omissions or additional names being added or removed to the Instrument, this office will not accept, or register a transfer, unless there is a supporting email from the certifier, confirming the amendment to which has been made to the name of the buyer(s). Amendments to the seller details can still be initialled on the form.

Note: this does not remove the need for all other amendments or changes to be initialled.

Access Canberra Service Centre

The Land Titles Office would like to thank our customers for continue to adhere to the social distancing requirements when attending the front counter at 480 Northbourne Avenue. Existing procedures on attendance at the counter and opening times (9:00am-5:00pm) remain in place until further notice.

Registration Timeframes

The Land Titles Office is currently registering dealings lodged 2nd of June 2021. The ACTLIS website is updated daily with the registration timeframe. You can also perform a check search on the property to view the registration status of documents lodged.

Have a question or need assistance? Click the **Contact us form** button at the end of the ACTLIS home page or Telephone: (02) 6207 0491

Easier. Simpler. Here to Help.

act.gov.au/accessCBR



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