

Guidance Notes – Application to Register a Crown Lease

These guidance notes are of a general nature and are not intended to, and cannot, replace the advice of a Legal Practitioner.

The purpose of this application is to register a crown lease over a parcel of land. Crown Leases are a document of contract between the Commonwealth and the lessee. They are lodged and registered in duplicate. The original becomes part of the Land Titles Register and the duplicate becomes the lessee's copy of the title.

A Crown Lease is a dutiable document. The ACT Revenue Office will issue a Notice of Assessment to the email address provided on the Buyer Verification Declaration.

An Application to register a Crown Lease must have two duly executed leases attached with the application

All panels must be completed. If an annexure is required, use form ANN-Annexure. If more than one page is used, each page must be numbered consecutively.

All handwriting must be clear, legible and in black ink.

Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear, and all parties must sign in the margin. Do not use correction fluid or tape.

The Registrar-General may refuse to accept any instrument that does not comply with the *Land Titles Act 1925* or these notes.

PRIVACY NOTICE

The collection of personal information in this form is required by law under the *Land Titles Act 1925*, to ensure accurate and legal transfer of title or registration of other interests relating to land and for maintaining publicly searchable registers and indexes. Personal information collected on this form will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the *Information Privacy Act 2014*. More detailed information about how Access Canberra handles this personal information is available at: <https://www.act.gov.au/acprivacy>

LODGMET INFORMATION

Access Canberra - Dickson Service Centre, 480 Northbourne Avenue Dickson ACT
Opening hours – Monday to Friday 9:00am to 5:00pm
(excluding public holidays)

Lodgment fees apply

CONVEYANCE DUTY

Please contact the [ACT Revenue Office](#) for the requirements of Conveyance Duty (commonly known as Stamp Duty)

A Buyer Verification Declaration is required for this form.

A Seller Verification Declaration is not required for this form.

COMPLETION OF FORM

LODGING PARTY DETAILS

The lodging party needs to complete all fields. The Customer Reference Number is only required for approved subscribers who have a lodgment account to the ACT Land Information System. If the lodging party does not have a lodgment account, this field can be left blank. The lodging party will receive a Registration Confirmation Statement by email upon registration of the document to the provided email address.

NEW CROWN LEASE

Legal identifier of the land is to be supplied. To assist, this can be found on the Crown Lease.

FULL NAME AND ADDRESS OF LESSEE/S

Full name and current address are to be stated for the lessee/s. This information must match the crown lease.

THE BUYER VERIFICATION DECLARATION HAS BEEN SUBMITTED

The Buyer Verification Declaration must be completed online prior to the lodgment of this application. The reference code and submission date is to be recorded in the relevant panel on the application form. The declaration can be submitted on [ACTLIS](#)

FORM OF TENANCY

Complete if more than one lessee. If more than one lessee, the tenancy must match the crown lease. For more information on tenancy see ACT Land Titles Practice Manual.

LIST ALL PARCELS IN SURRENDERED LEASE/S

If this application is a result of surrender of leases, list them here. Hit enter in the last line to expand the field and to enter more parcels.

DEVELOPMENT STATUS AND LAND USE

Ensure you are selecting the appropriate box. This cannot be changed after it has been registered.

CONSIDERATION AND GST PAYABLE

The dollar amount that is entered in the panel must be the properties' consideration or market value, whichever is greater, including GST if applicable.

AGREEMENT/CONTRACT FOR SALE DATE AND SETTLEMENT DATE

Contract for sale date is the date the contract was entered into. Settlement date is the date of settlement and the date the buyer is liable for rates.

Have a question or need assistance? Click the Contact us form button at the end of the [ACTLIS](#) home page or you can call this office on (02) 6207 0491