

# HOW TO GET A COPY OF TITLE



A copy of title must be submitted with every planning application made to Council – even if you may think Council already has a copy of title., or you recently submitted an application at the same site.

When submitting your planning application, ensure that:

- The copy of title is less than **60 days old**
- You provide a plan of subdivision along with the copy of title
- Ensure that the title and plan of subdivision cover all of the land your planning application is on and that the dimensions match (i.e. sometimes one site is made up of multiple titles – we require all of those titles).
- You provide a copy of any covenants or section 173 agreements that are listed on the title (under 'Encumbrances, Caveats and Notices').
- Ensure that the owner details you enter into the application form match exactly.

To obtain a copy of title, plan of subdivision, covenants or section 173 agreements, follow these steps:

1. Head to <https://www.landata.vic.gov.au/>
2. Scroll down to 'Register Search Statement / Copy of Title' and then select 'Order Now'.

## LANDATA® products and services

### Property Certificates

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3. From there, you can search for the property (step 1 of 5)

## Property Search

1 Search Property
2 Select Products
3 Pay

Search by:

Address

Volume / Folio

Lot on Plan

e.g. 1/100 EXAMPLE ROAD MELBOURNE 3000

→ Next

4. Then confirm that you have found the property details (step 2 of 5)
5. On the next page, you will need to select the certificates you wish to purchase. Generally, you will need 'registered search statement' and 'copy of plan'.

### Select available products from the list below

Click on Details to learn more about each product or if the product you are looking for is not in this list, please [view and order from all LANDATA products](#)

|                                                                                                                                                                                                      |                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> <b>Copy of Title</b><br>Land Registry<br>(also known as 'Register Search Statement')                                                                                        | A\$ 8.10 <div>Details</div> <div>Select</div>  |
| <input type="checkbox"/> <b>Copy of Plan LP051436</b><br>Land Registry<br>If you require an Owners Corporation Report with this Copy of Plan, please order both via <a href="#">this link here</a> . | A\$ 7.70 <div>Details</div> <div>Select</div>  |
| <input type="checkbox"/> <b>Victorian Commemorative Title</b><br>Land Registry                                                                                                                       | A\$ 83.69 <div>Details</div> <div>Select</div> |
| <input type="checkbox"/> <b>Property Owner Alert</b><br>Land Registry                                                                                                                                | A\$ 90.04 <div>Details</div> <div>Select</div> |

Product(s) Cost:

A\$ 0.00

Land Index Search fee:

A\$ 0.00

► [What is this fee?](#)

Total (inc GST)\*:

A\$ 0.00

\* Credit card fees may apply

6. From here, you will have to log in or register. Then you will be able to purchase the title information, and it should be emailed to you, shortly after purchasing.