

What is a Certificate of Title?

A Certificate of Title is an official record of land ownership which can include information about mortgages, covenants (restrictions), caveats and easements.

It is issued by Land Victoria after each registration that affects the interests the land. For example, a Certificate of Title would be issued following the registration of land transfer or mortgage.

What must a Certificate of Title look like?

A complete Certificate of Title must include a description of the land; easement information; registered owners; and covenants or encumbrances to show any other interests in the land.

Register Search Statement - Volume Folio

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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME FOLIO

Security no :
Produced

LAND DESCRIPTION

Lot 1 on Title Plan (formerly known as part of Portion

PARENT TITLE Volume Folio
Created by instrument

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor

ENCUMBRANCES, CAVEATS AND NOTICES

CAVEAT

Caveator

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address:

DOCUMENT END

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What do I need to consider when getting a Certificate of Title?

For town planning applications, the Certificate of Title must be current. To be current it must be less than three months old. The Certificate of Title included in a Section 32 is not reliable and may be out of date.

How do I access a Certificate of Title?

The easiest way to access a Certificate of Title is to log onto the Land Data website at www.landata.vic.gov.au

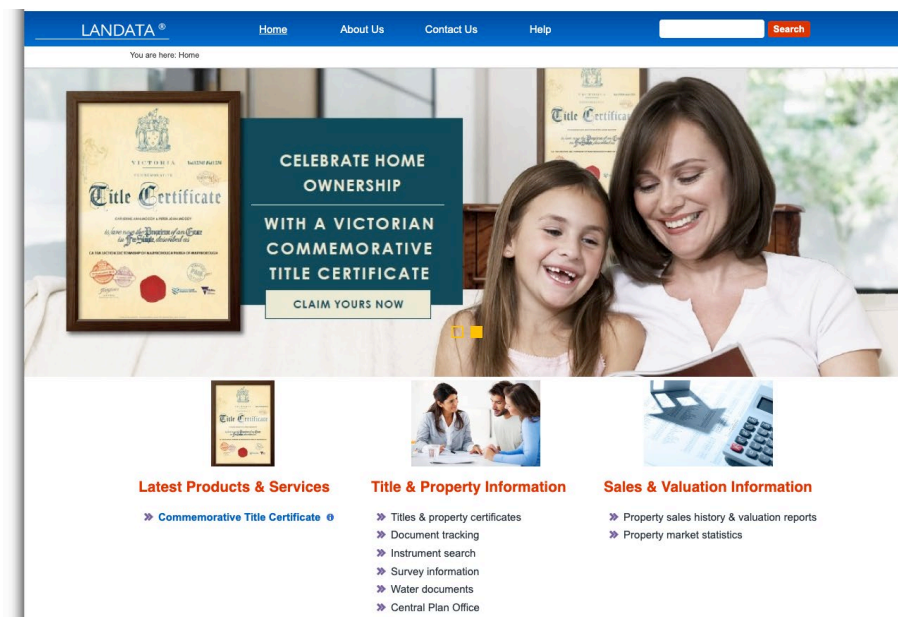
Before you start your search, it is important to have this information if it is available

- Site Street Address
- Volume Folio Number
- Lot on Plan
- Council Property Number from your rates notice
- Crown allotment details

There are five steps to this process.

Step 1 – Specify the property details

- Click on Titles & property certificates
- Enter the site street address



Step 1 of 5: Specify Property

Do you know the: *

☒ Street Address

☐ Volume/Folio Number

☐ Lot on Plan

☐ Council Property Number

☐ Standard Parcel Identifier

☐ Crown Allotment

Enter Street Address details below

Enter the property address *

Example:
11/105 Barkly Street
St Kilda, 3182

Unit/Flat

Street Number

11

105

Street Name

Street Type

Barkly

--Select--

Street

Suburb /Town /Locality *

St Kilda

Postcode

3182

Cancel

Next

Step 2 – Confirm the property details

- Follow the prompt to confirm the property details
- Use the link to **‘View and Confirm’** the property address on the map
- Check the correct Lot is highlighted
- If it is incorrect, move the cursor to correct Lot and click to highlight
- Click **‘Confirm Property Detail’** when correct site is selected

Step 2 of 5: Confirm Property

Property Search Criteria

You used the following map to specify the property: 45439969

Property Search Results

☒ 9 CAMP PARADE, CLUNES 3370

Property Identifiers

Identified Details

[View and Confirm on map](#)

Address

Street Address:

Unit/Flat:

Street Number: 9

Street Name: CAMP

Street Type: Parade

Suburb /Town /Locality: CLUNES

Postcode: 3370

Lot Plan

Lot Plan:

Lot Plan: --Unknown--

[Add another](#)

Crown Allotment

Volume Folio

Standard Parcel Identifier

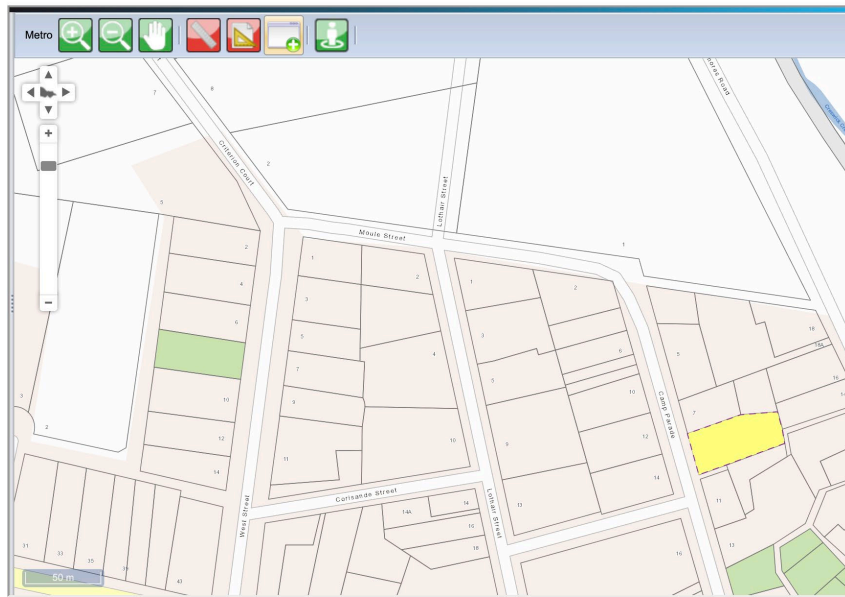
Water Authority

Map Reference

Municipality

Parish

Confirm Property Details



[Back](#) [Confirm Property Detail](#)

Step 3 – Select Certificates

- Once the property address is confirmed you can select the required certificates.
- Select the following as they may all be required by Council:
 - Registered search statement (Copy of Title)
 - Instrument Search (Transfer.) A copy of any relevant restriction if applicable (such as a covenant or Section 173 Agreement, or other).
 - Instrument Search (Mortgage)
 - Copy of plan

Instrument Searches could be titled with any or all of the following

- Mortgage
- Transfer
- Covenant
- Section 173 Agreement

Click all boxes that have the word '**Instrument**' in the title

Step 3 of 5: Select Certificates

The following certificates are available for the specified property.
Select the certificates required.
Certificates will only be issued for the property identified. All fees are in Australian dollars (\$AUD).

Select	Certificates	Delivery Turnaround (approx)	Total Fee (Inc GST) \$AUD
Title Certificates			
<input checked="" type="checkbox"/>	Register Search Statement (Copy of Title) ⓘ	5 minutes	7.35
<input type="checkbox"/>	Commemorative Title Certificate - Authentic A3 Unframed ⓘ	10 days	67.65
<input checked="" type="checkbox"/>	Instrument Search ⓘ Inst AH810058T (TRANSFER)	5 minutes	5.18
<input checked="" type="checkbox"/>	Instrument Search ⓘ Inst AK439565S (MORTGAGE)	5 minutes	5.18
<input type="checkbox"/>	Property Transaction Alert (3 months) 3 months ⓘ	5 minutes	8.15
<input type="checkbox"/>	Verify Title ⓘ		4.35
<input type="checkbox"/>	Dealings on Title ⓘ	5 minutes	0.00
<input type="checkbox"/>	Title History Search Statement ⓘ	5 minutes	12.57
<input checked="" type="checkbox"/>	Land Index Search ⓘ Land Registry		7.70
<input checked="" type="checkbox"/>	Copy of Plan ⓘ Plan TP261298Y	5 minutes	6.99

Select	Certificates	Delivery Turnaround (approx)	Total Fee (Inc GST) \$AUD
Title Certificates			
<input checked="" type="checkbox"/>	Register Search Statement (Copy of Title) ⓘ	5 minutes	7.35
<input type="checkbox"/>	Commemorative Title Certificate - Authentic A3 Unframed ⓘ	10 days	67.65
<input checked="" type="checkbox"/>	Instrument Search ⓘ Inst AK659104D (TRANSFER)	5 minutes	5.18
<input checked="" type="checkbox"/>	Instrument Search ⓘ Inst AK659105B (MORTGAGE)	5 minutes	5.18
<input checked="" type="checkbox"/>	Instrument Search ⓘ Inst 1230023 (COVENANT)	5 minutes	5.18
<input type="checkbox"/>	Property Transaction Alert (3 months) 3 months ⓘ	5 minutes	8.15
<input type="checkbox"/>	Verify Title ⓘ		4.35
<input type="checkbox"/>	Dealings on Title ⓘ	5 minutes	0.00
<input type="checkbox"/>	Title History Search Statement ⓘ	5 minutes	12.57
<input checked="" type="checkbox"/>	Land Index Search ⓘ Land Registry		7.70
<input checked="" type="checkbox"/>	Copy of Plan ⓘ Plan LP008764	5 minutes	6.99
Property Certificate(s)			
<input type="checkbox"/>	Land Tax Certificate ⓘ State Revenue Office		26.27
<input type="checkbox"/>	Vicroads Certificate ⓘ VICROADS	12 days	28.14
<input type="checkbox"/>	Utilities Certificate (See 58) ⓘ		

Step 4 – Delivery Details & Payment

- Follow the prompts to register as a user or login if you have a profile
- Pay by credit card

CENTRAL HIGHLANDS WATER

Sewer Depth & Offset Plan

CENTRAL HIGHLANDS WATER

Water Information Statement

Speci GOUL

Water GOUL

Crow DELIV

Natio Nation

Extra Enviro

Additional char
A Land Index Sea
Plan. To avoid Lat
Property and prov

LANDATA®

Register

Please fill out your details below:

Name *

sueanderson.au@gmail.com

Email *

sueanderson.au@gmail.com

Username

sueanderson.au@gmail.com

Password *

Re-enter Password *

Contact Number *

0407586654

I'm not a robot

hCAPTCHA

Privacy - Terms

By clicking the login button you are agreeing to our [Terms and Conditions](#) and [Privacy Policy](#).

Cancel

Register

with Later

Next

get a Copy of
Step 1: Specify

ect Details

Landata.enquiries@servicetoria.com.au

Step 5 – Receipt

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You are here: [Home](#) > Receipt

[1. Search Property](#) | [2. Confirm Property](#) | [3. Select Certificates](#) | [4. Delivery Details](#) | [5. Receipt](#)

Thank you. Your application and payment has been successfully processed.
A copy of the Tax Receipt has been sent to your email address at sueanderson.au@gmail.com.

Department of Environment, Land, Water & Planning
ABN: 90 718 052 204
Tax Invoice/Receipt Number: 64560419
Date of Order: 30/05/2022 09:32AM
Your Order Reference:
Property
Street Address: 9 CAMP PARADE
CLUNES 3370

Certificates	Quantity	Fees			
		Authority fee GST Excl.	Service charge GST Excl.	GST	Total
Register Search Statement (Copy of Title)	1	7.35	0.00	0.00	7.35
Instrument Search	1	5.18	0.00	0.00	5.18
Instrument Search	1	5.18	0.00	0.00	5.18
Land Index Search	1	0.00	7.00	0.70	7.70
Copy of Plan	1	6.99	0.00	0.00	6.99
Totals		\$24.70	\$7.00	\$0.70	\$32.40

[Land Index Search](#)
A Land Index Search charge has been applied as a Volume/Folio has not been used to order a Title certificate product.

If you have any questions, you can contact Landata on 8636 2456 or email landata.enquiries@dse.vic.gov.au. You can visit the Land Information Centre in person at Level 10, 570 Bourke Street Melbourne. You can also engage a conveyancer or solicitor to obtain a copy of title for you.

You will also need to do an instrument search

Restrictive Covenant

A Restrictive Covenant is a written agreement between the seller and purchaser of a piece of land restricting what the land can be used for. For example, restricting the type of building material the purchaser can use. If there is a Registered Restrictive Covenant listed on the Registered Search Statement, a copy of the Covenant must be provided.

Covenant Declaration

If a Restrictive Covenant applies to a subject site, and the grant of a permit will not breach the Covenant, a Covenant Declaration form will need to be provided with your application. For further information regarding Restrictive Covenants, refer to the Restrictive Covenant information sheet.

LANDATA®

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Search

welcome SUE ANDERSON

My Account Details

You are here: Home > Receipt

1 Property Documents2 Search Certificates3 Delivery Details4 Receipt

Thank you. Your application and payment has been successfully processed.

A copy of the Tax Receipt has been sent to your email address at sueanderson.au@gmail.com.

Department of Environment, Land, Water & Planning

ABN: 80 719 052 204

Tax Invoice/Receipt Number: 64560866

Date of Order: 30/05/2022 09:50AM

Your Order Reference:

Instrument Document Order

Certificates	Quantity	Fees			
		Authority fee GST Excl.	Service charge GST Excl.	GST	Total
Instrument Search	1	5.18	0.00	0.00	5.18
Totals		\$5.18	\$0.00	\$0.00	\$5.18

Charge will appear on your credit card statement as "Vic - Property Certificates"

Payment Details	
Payment Date:	30/05/2022
Payment Type:	MASTERCARD

Logout

View Orders

New Order

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