

LAND TITLE DEALING ENDORSEMENT INFORMATION SHEET

A **Land Title Dealing** is any number of transactions that can or must occur between property owners and the Council which require Council to endorse a document for registration at Land and Property Information (LPI), formerly known as the Land Titles Office (LTO), and now a division of the Department of Finance, Services and Innovation (DFSI). Council usually is required to endorse a dealing when the Council is a party to the dealing by virtue of being named on the dealing in some capacity or other.

Land Title Dealings, which need to be endorsed by Council, may come in many forms. Some of the more common dealings are listed below:

- An **88B Instrument**, which accompanies a surveyor's plan, where the Council is not required to endorse the Subdivision Certificate. This occurs where a developer chooses to engage a private certifier to issue the subdivision certificate or where the developer is attaching an 88B Instrument to a Surveyor's Plan of Consolidation, Plan of Redefinition or Plan of Easement.
- A **Transfer Granting Easement** where Council is the beneficiary of the proposed easement.
- A **Transfer Releasing Easement** where Council is the beneficiary of the existing easement.
- A **Restriction on the Use of Land** where Council is named as the Prescribed Authority, commonly known as an 88E Instrument.
- A **Positive Covenant** where Council is named as the Prescribed Authority, also commonly known as an 88E Instrument.
- A **Release or Extinguishment of Positive Covenant** where Council is the Prescribed Authority
- A **Release or Extinguishment of Restriction on the Use of Land** where Council is the Prescribed Authority
- A **Termination of a Strata Scheme**

Please be advised, the property owner or developer should apply early for the Council to endorse any documents which may be part of a separate approval process as the Council may take some time to assess and process the necessary transactions to effect the endorsement of the Land Title Dealing. The Administrative Council must report to the Elected Council to resolve to approve the Release of Easements, where the Council is the beneficiary, which can take several months.

Note: The Property Owner or developer must submit the Application, fees and original relevant documents, in person, to Council, for checking and endorsement.

A property owner or developer may apply to the Council using the "Land Title Dealing Endorsement" Form and pay the relevant fees for Council to endorse the form for future registration of the dealing with LPI. A Person may uplift a "Land Title Dealing Endorsement" forms, in person, from Council's Customer Service Centre, or online, from Council's Website at www.cbccity.nsw.gov.au under "Development" tab / "Planning and building forms" / "Land Title Dealing Endorsement".