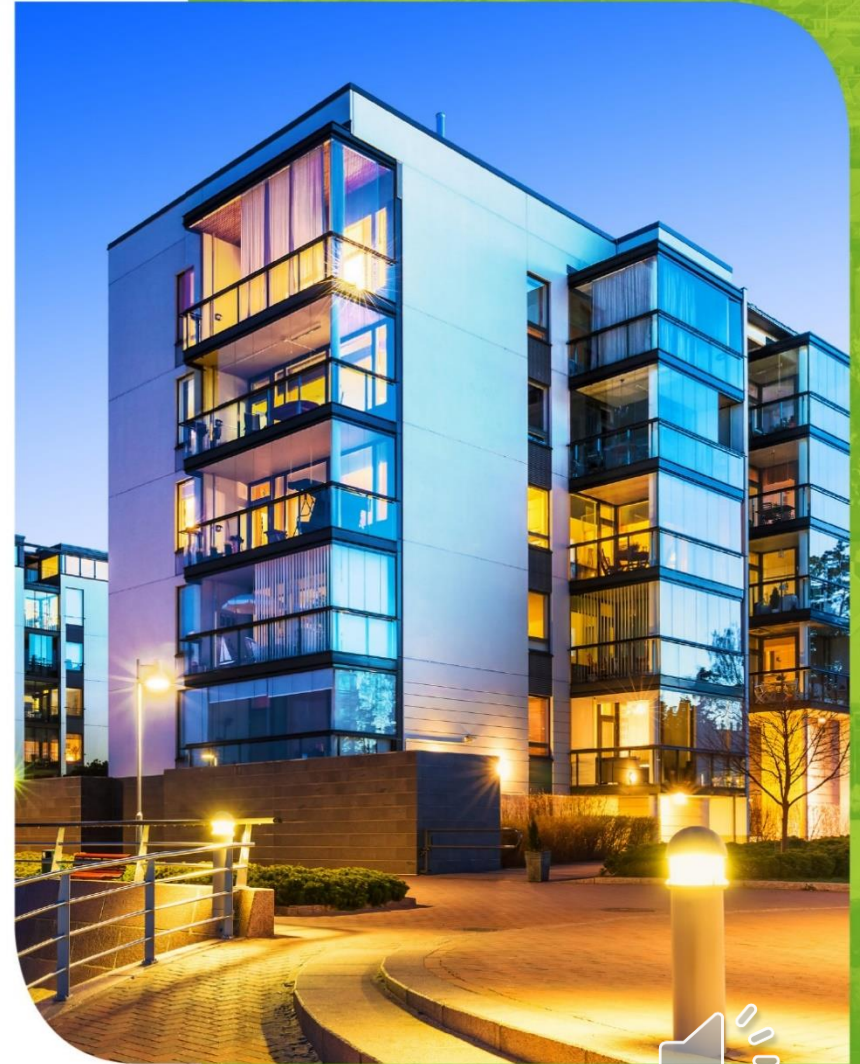




## Industry Education Webinar:

How to prepare a Certified  
Application for Deposit of a  
Plan of Division (RTC)



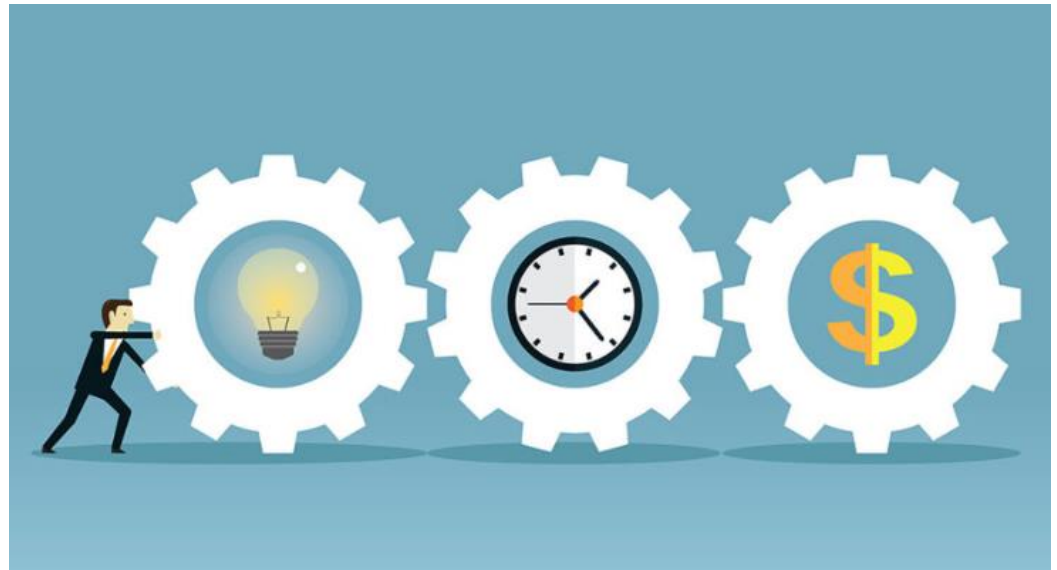


# Industry Education Program

Land Services SA is committed to providing an excellent Customer Experience. One way we continue to deliver value to the Industry is through our Industry Education Program, where we produce a range of helpful educational materials, hold regular webinars and Industry Events.

## Why are we doing this?

- ✓ Assist in educating the industry by providing regular training updates
- ✓ Assist in reducing requisitions across your business, saving you time and money
- ✓ Supporting you to deliver excellent service to your clients





# About our Land Services Team



**Sandy Beaglehole** is a Property Examiner within Land Services SA. She has over 39 years of experience in numerous positions within Land Services SA and has spent the last 9 years as a Property Examiner.

**John Ikonomopoulos** is a Property Examiner within Land Services SA. He has over 26 years of experience in numerous areas of Land Information Services. Current areas of focus are examining division applications and studying to become a Registered Conveyancer.



**Jaymie Heinrich** is a Property Examiner within Land Services SA. She has over 19 years of experience in numerous positions within Land Services SA and has spent the last 2 years in the role as a Property Examiner.

**Brad Cortvriend** is a Property Examiner within Land Services SA. He has 3 years of plan examination experience in the Division team, and is now a Property Examiner focusing on examination of division documents.



## Contents

- RTU or RTC?
- Plan components
- Land description
- Mode of Issue
- Transactions
- Schedule of Easements
- Consents
- Certifications
- Points to remember





# RTU or RTC

## Which form to use?

### Dividing one or more titles into two or more allotments :


No Transaction = RTU	Transaction = RTC
1. <b>No</b> change to ownership	1. Vesting between the registered owners
2. <b>No</b> adjustment of registered interests (except Land Management Agreements or Native Vegetation Agreements)	2. Changing Mode of Holding
3. Creation of a <b>Service</b> Easement	3. Discharging or extending registered interests
4. Vesting of Allotments as Public Road and Reserves	4. Creation of a Short or Long form Easement
5. Extinguishment of Easement over land vesting as Public Road	5. Variation of a Easement
6. Extinguishment of Easement or Right of way over land vesting as a Reserve	6. Extinguishment of a easement
	7. Vesting of an Allotment to a third party (Minister, Commissioner of Highways etc. ONLY)

For further information on when to prepare an RTU or RTC please refer to the “RTU or RTC forms” Webinar located on our website: <https://www.landservices.com.au/industry-education-hub>





# Plan Format – What to look for?

<b>PURPOSE:</b> DIVISION, EASEMENT AND REDESIGNATION OF PARCELS		<b>AREA NAME:</b> KINGSCOTE	<b>APPROVED:</b> JOMOPOULOS 21/06/2016	 <b>D113205</b> SHEET 1 OF 3 53076_text_01_v02_Version_2						
<b>MAP REF:</b> 6426/19		<b>COUNCIL:</b> KANGAROO ISLAND COUNCIL	<b>DEPOSITED:</b>							
<b>LAST PLAN:</b>		<b>DEVELOPMENT NO:</b> 145/D182/15/001/45141								
<b>AGENT DETAILS:</b> LSG DEMO & TEST 101 GRENELL ST ADELAIDE TAZ 5000 PH: 8226 3178 FAX: PETER.LAWSON3@SA.GOV		<b>SURVEYORS CERTIFICATION:</b>	I MATT, a licensed surveyor do hereby certify - 1) That this plan has been made from surveys carried out by me or under my personal supervision and in accordance with the Survey Act 1992. 2) That the field work was completed on the 1st day of January 2016 21st day of June 2016 Matthew Heinrich Licensed Surveyor							
<b>AGENT CODE:</b> LTRO <b>REFERENCE:</b> 1515										
<b>SUBJECT TITLE DETAILS:</b>										
<b>PREFIX</b>	<b>VOLUME</b>	<b>FOLIO</b>	<b>OTHER</b>	<b>PARCEL</b>	<b>NUMBER</b>	<b>PLAN</b>	<b>NUMBER</b>	<b>HUNDRED / IA / DIVISION</b>	<b>TOWN</b>	<b>REFERENCE NUMBER</b>
CT	6175	975		ALLOTMENT(S)	601	D	63593	MENZIES		SECTION 164
CT	6175	976		ALLOTMENT(S)	602	D	63593	MENZIES		SECTION 164
<b>OTHER TITLES AFFECTED:</b>										
<b>EASEMENT DETAILS:</b>										
<b>STATUS</b>	<b>LAND BURDENED</b>	<b>FORM</b>	<b>CATEGORY</b>	<b>IDENTIFIER</b>	<b>PURPOSE</b>	<b>IN FAVOUR OF</b>	<b>CREATION</b>			
EXTINGUISH	CT 6175/976	SERVICE	EASEMENT(S)	B IN D63593	FOR DRAINAGE PURPOSES	THE COUNCIL FOR THE AREA	223LG RPA			
NEW	8.10-14.18.110.550	SERVICE	EASEMENT(S)	C	FOR DRAINAGE PURPOSES	THE COUNCIL FOR THE AREA	223LG RPA			
NEW	550	SERVICE	EASEMENT(S)	A(T/F)	FOR ELECTRICITY SUPPLY PURPOSES	DISTRIBUTION LESSOR CORPORATION (SUBJECT TO LEASE 8890000)	223LG RPA			
PROPOSED	500	LONG	EASEMENT(S)	E	FOR WATER SUPPLY PURPOSES	SOUTH AUSTRALIAN WATER CORPORATION				
<b>ANNOTATIONS:</b> EASEMENT E DOES NOT FORM PART OF THE DIVISION PLAN PURPOSE IS INCORRECT AND SHOULD BE: DIVISION AND EASEMENT										





**APPLICATION FOR DEPOSIT  
OF A PLAN OF DIVISION**

FORM APPROVED BY THE REGISTRAR-GENERAL

PRIORITY NOTICE ID	
STAMP DUTY DOCUMENT ID:	

SERIES NO	PREFIX
	RTC

AGENT CODE

LODGED BY:

CORRECTION TO:

SUPPORTING DOCUMENTATION LODGED WITH APPLICATION

1.....	
2.....	==
3.....	
4.....	==
5.....	==



PICK-UP NO.	
-------------	--

PLAN DEPOSITED
-------------------

CORRECTION	PASSED
------------	--------

REGISTERED
REGISTRAR-GENERAL

# Front Cover

To calculate the correct lodgement fees please refer to the “LTO Fee Calculator” located on our website:  
<https://www.landservices.com.au/land-division/fees,-guides-and-forms/lto-fee-calculator>



## APPLICATION FOR DEPOSIT OF A PLAN OF DIVISION

(Pursuant to Part 19AB of the Real Property Act 1886)

**PRIVACY COLLECTION STATEMENT:** The information in this form is collected under statutory authority and is used for maintaining publicly searchable registers and indexes. It may also be used for authorised purposes in accordance with Government legislation and policy requirements.

D.123456 ..... Development No ..... 111 : D111 : 22

### LAND DESCRIPTION

Allotment 2 in D1234 being portion of the land in Certificate of Title  
Volume 1234 Folio 567

Other Titles Affected

APPLICANT(S) (Full name and address of all Registered Proprietors of land divided)

John Smith of 101 Grenfell Street Adelaide SA 5000

To the Registrar-General,

I/We the Applicant(s) hereby apply to have the accompanying plan of division deposited in the Lands Titles Registration Office and acknowledge that on the deposit of the said plan;

- (a) my/our estate and interest in the said land will be affected to the extent indicated in the Details of Transactions panel
- (b) certificates of title will issue in accordance with the Schedule of Mode of Issue.







# Mode of Issue

## Order

Parcels – ascending  
Interests - ascending

## Group Parcels

Same proprietors  
Same interests

## Pieces

Allotment Comprising Pieces  
Check Pieces Schedule on plan

## Roads and Reserves

Group all Roads  
Group all Reserves

## Balance Parcels

Separate title?  
Combine with new parcels?

## Easement in Gross

New  
Balance

SCHEDULE OF MODE OF ISSUE		
Easement(s) / Right(s) of Way as per accompanying plan and other titles affected		
PARCEL IDENTIFIER OR REFERENCE	FULL NAME, ADDRESS AND MODE OF HOLDING	ESTATES OR INTERESTS
Allotment 1	John Smith of 101 Grenfell Street Adelaide SA 5000	M123456 M987654
Allotment 2	John Smith of 101 Grenfell Street Adelaide SA 5000	L 11998877 over portion Shop A in G12/2020
Allotments 3 and 4	John Smith and Jane Smith of 101 Grenfell Street Adelaide SA 5000	AG 11122233 over portion
Allotments 5-10 inclusive	John Smith and Jane Smith of 101 Grenfell Street Adelaide SA 5000 With No Survivorship	M987654
Allotment comprising pieces 11* and 12*	John Smith and Jane Smith of 101 Grenfell Street Adelaide SA 5000	M123456 M987654
Allotments 13 and 14 (Public Roads)	Adelaide City Council of 202 Grenfell Street Adelaide SA 5000	Nil
Allotments 15-18 inclusive (Reserves)	Adelaide City Council of 202 Grenfell Street Adelaide SA 5000	Nil
Allotment 1 in D1234	John Smith of 101 Grenfell Street Adelaide SA 5000	M123456 M987654
Easement in Gross D	South Australian Water Corporation of Adelaide SA 5000	Nil





# Transaction Panel

DETAILS OF TRANSACTION(S) (Applicants only)	CONSIDERATION / VALUE
Creation of easement(s) as set out on the accompanying plan Variation of easement(s) as set out on the accompanying plan Extinguishment of easement(s) as set out on the accompanying plan  Vesting of the interest of A in Allotment 3 to B Vesting of the interest of B in Allotment 4 to A  Vesting of Allotment 1 from A and B to A of 1 undivided 3rd part and B of 2 undivided 3rd parts Vesting of land from A and B to C and D to form Allotment 1  NIL	





# Schedule of Easements

## **SCHEDULE OF EASEMENTS CREATED BY DEPOSIT OF THE ACCOMPANYING PLAN OF DIVISION**

~~\* **Short form:** — The easement(s) expressed on the plan to which the provisions of Sections 89 and 89a of the Real Property Act 1886 apply.~~

~~\* **Long form:** — Easement(s) indicated on the plan to be set out in full in this application are as follows:~~

~~\*Strike through if inapplicable~~

### **HINTS FOR CREATING LONG FORM EASEMENTS**

- ❖ Use wording as set out in the 6th Schedule as a basis but change to the relevant wording and purpose
- ❖ Reference must be made to the servient land – a unique identifier on the plan
- ❖ Reference should be made to the dominant land or authority if an easement in gross title is to be issued





# Consents

Type	Consenting Parties
Land being divided	Registered Interests
Creating a service easement where there is no SCAP approval.	The authority receiving the service easement.
Extinguishing/varying an easement/right of way over a Reserve.	The registered proprietor and registered interest of the dominant land / gross title.
Extinguishing/Varying an easement over a Public Road.	The registered proprietor and registered interests of the dominant land / gross title.
Vesting land in the Crown.	The party gaining ownership of the land.
Consent to an Easement in Gross Title.	The authority receiving the easement must consent.
Creating a private easement appurtenant to land or over land outside of the land being divided.	The registered proprietor and registered interests of the land outside of the division
Creating a service easement over a redesignated parcel.	The registered proprietor and registered interests of the redesignated land.
Extinguishing/Varying an easement or right of way over land within or outside the division.	The registered proprietors and registered interests of the land outside of the division.
Vesting of land as Public Road pursuant to Section 223LF of the RPA (eg road widening) for consideration. Notice to Lodging Parties No 136.	The Council for the area.



For further information on consent forms please refer to the “Consent forms” Webinar located on our website:  
<https://www.landservices.com.au/industry-education-hub>



# Generic Statements

## NATURE OF ESTATE OR INTEREST HELD

## STATEMENT OF EFFECT ON ESTATES OR INTERESTS OF CONSENTING PARTIES

ESTATE / INTEREST AFFECTED	EFFECT ON ESTATE OR INTEREST HELD OR CLAIMED	CONSIDERATION / VALUE
	<p><del>*Adjusted to cover the parcels as set out on the accompanying plan / Mode of Issue—</del></p> <p><del>*Extinguishment*/Variation*/Creation* of easements as set out on the accompanying plan</del></p> <p><del>**</del></p> <p>NIL</p>	

\*strike through the inapplicable

\*\* insert relevant effect on estate or interest





# Section 31 statement

## TYPE OF DOCUMENT... Annexure to RTC dated 4.7.2016.....

**PRIVACY COLLECTION STATEMENT:** The information in this form is collected under statutory authority and is used for maintaining publicly searchable registers and indexes. It may also be used for authorised purposes in accordance with Government legislation and policy requirements.

DISTRIBUTION LESSOR CORPORATION of 1 Anzac Highway Keswick SA 5035 applies under Section 31 of the Electricity Corporations (Restructuring & Disposal) Act 1999 for Lease 8890000 to be registered over the within easement A(T/F) and CKI UTILITIES DEVELOPMENT LTD. ABN 65 090 718 880 and PAI UTILITIES DEVELOPMENT LTD. ABN 82 090 718 951 each incorporated in The Bahamas and SPARK INFRASTRUCTURE SA (No.1) PTY. LTD. ABN 54 091 142 380 SPARK INFRASTRUCTURE SA (No.2) PTY. LTD. ABN 19 091 143 038 and SPARK INFRASTRUCTURE SA (No.3) PTY. LTD. ABN 50 091 142 362 each incorporated in Australia all of 1 Anzac Highway Keswick SA 5035 ("SAPN Lessees") as the lessees pursuant to Lease no. 8890000 CONSENT to the within applications

Signed in my presence by

DISTRIBUTION LESSOR CORPORATION

by its attorneys pursuant to Power of Attorney No.

8895055 AND by the Attorneys of each of the

SAPN Lessees

CKI UTILITIES DEVELOPMENT LTD.

ABN 65 090 718 880 Pursuant to

Power of Attorney No. 8857195

PAI UTILITIES DEVELOPMENT LTD.

ABN 82 090 718 951 Pursuant to

Power of Attorney No. 8857196

SPARK INFRASTRUCTURE SA (No.1) PTY. LTD.

ABN 54 091 142 380 Pursuant to

Power of Attorney No. 8857197

SPARK INFRASTRUCTURE SA (No.2) PTY. LTD.

ABN 19 091 143 038 Pursuant to

Power of Attorney No. 8857199

SPARK INFRASTRUCTURE SA (No.3) PTY. LTD.

ABN 50 091 142 362 Pursuant to

Power of Attorney No. 8857198

who certifies that he is the

COMPANY SECRETARY of

Utilities Management Pty. Ltd. ABN 25 090 864 878

and

who certifies that he is the

MANAGER PROPERTY SERVICES of

Utilities Management Pty. Ltd. ABN 25 090 864 878

both of 1 Anzac Highway Keswick SA 5035

who are personally known to me

Signature of Witness:...

1 Anzac Highway Keswick 5035

Ph:





# Execution

DATED.....

## EXECUTION BY APPLICANT(S)

.....  
Signature of APPLICANT

.....  
Signature of WITNESS - Signed in my presence by the APPLICANT who is either personally known to me or has satisfied me as to his or her identity. A penalty of up to \$5000 or 1 year imprisonment applies for improper witnessing.

.....  
Print Full name of Witness (BLOCK LETTERS)

.....  
Address of Witness

.....  
Business Hours Telephone No .....

1

2

3

4







# Certification

---

**CERTIFICATION** *\*Delete the inapplicable*

## **Applicant(s)**

\*The Certifier has taken reasonable steps to verify the identity of the applicant or his, her or its administrator or attorney.

\*The Certifier has retained the evidence to support this Registry Instrument or Document.

\*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Signed By:

<Name of certifying party>

<Capacity of certifying party>

for: <Company name

on behalf of the Applicant





# Summary of Key Points

## Mode of Issue

- Include balance parcels, roads, reserves and easement in gross titles
- Include mode of holding
- Estates and interests in ascending order
- Use MOI to determine fees

## Transactions

Use the standard generic transaction statements to simplify and avoid errors

## Other Titles

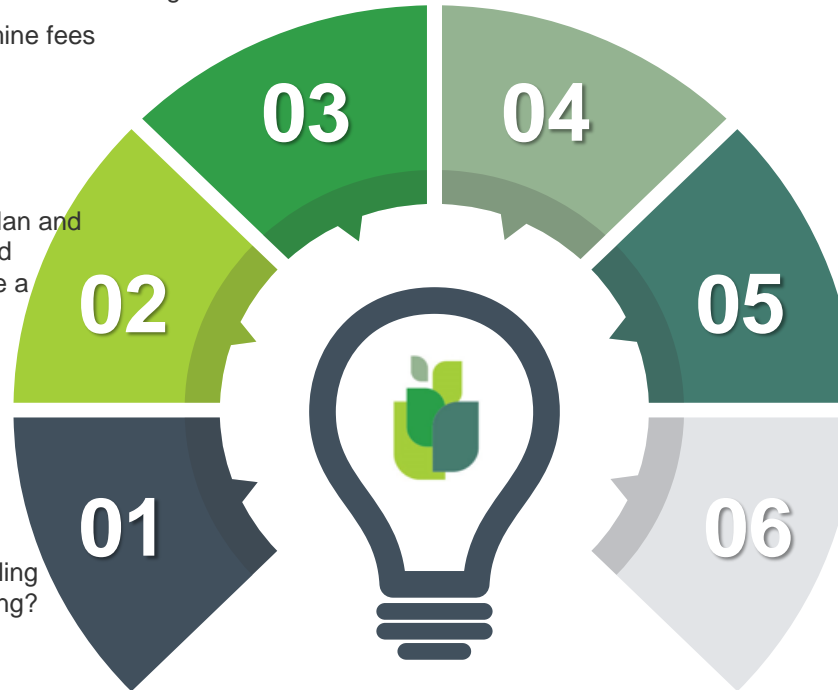
Check for Other Titles Affected on the plan and Redesignated parcels as these registered proprietors are not applicants and require a consent form

## Executions

Ensure applicant and consenting parties are executed correctly in particular Company executions and Power of Attorney executions

## RTU or RTC?

Ensure you are lodging the correct dealing type – Is there a transaction occurring?



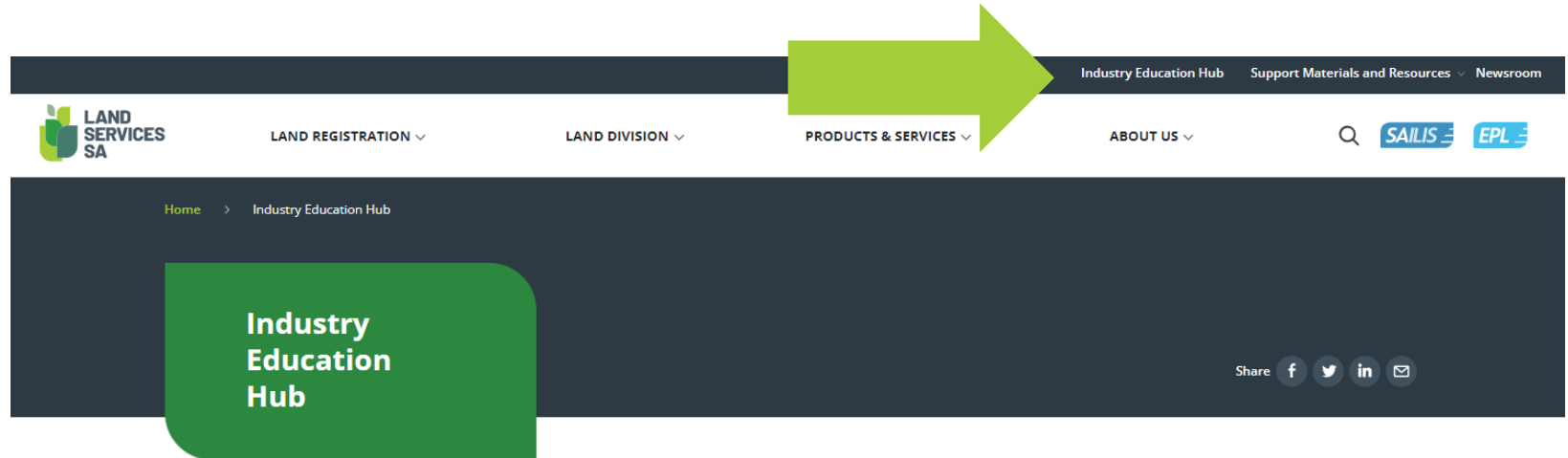
## Fees

Use the Mode of Issue to determine the number of new titles and Fee Calculator to determine the correct fees





# Industry Education Hub



Land Services SA partner with the SA Government and relevant Industry Bodies to deliver a range of Educational Materials to support property industry professionals. This webpage is dedicated to the publication of Industry Education Materials to assist conveyancing and survey professionals.

**Hot Tip:**  
**Keep updated on**  
**LSSA's webinars and**  
**video's**

Industry Education Series	+
eConveyancing	+
Digital Plan Lodgement	+
SAILIS Video Tutorials	+
Land Services SA Fact Sheets	+



# Questions

