

This guide sets out the requirements for lodging a plan of subdivision under the *Subdivision Act 1988*.

Documents required by Land Victoria

Subdivision or Consolidation – Form SA22

The *Subdivision or Consolidation – Form SA22* must be fully completed and is available on the [Subdivision Act](http://www.delwp.vic.gov.au/property-forms) page at www.delwp.vic.gov.au/property-forms >Subdivision Act.

Certificate(s) of Title

The Certificate(s) of Title must be supplied and will be:

- in the possession of the lodging party; or
- held by a financial institution, legal practitioner or other party who must provide Land Victoria with the Certificate(s) of Title to enable the transaction to be lodged.

In most cases, the party providing the Certificate(s) of Title will charge a fee.

Verification of identity

All parties to a conveyancing transaction must have their identity verified.

When a conveyancer or lawyer represents a client, the conveyancer or lawyer is responsible for verifying their client's identity. For further information, refer to [Guide to verification of identity for paper conveyancing transactions for conveyancers, lawyers and mortgagees](#) available at www.delwp.vic.gov.au/property-forms >Verification of identity.

If a party to a conveyancing transaction is not represented by a conveyancer or lawyer (a non-represented party), verification of identity needs to be undertaken by Australia Post – the Approved Identity Verifier. In addition, Australia Post will witness the non-represented party signing any conveyancing documents. For further information, refer to [Guide to verification of identity for people not using a conveyancer or lawyer](#) available at www.delwp.vic.gov.au/property-forms >Verification of identity.

Plan Lodgement Checklist

A *Plan Lodgement Checklist* must be completed and presented at lodgement. The checklist outlines all documentation required for lodgement and is available on the [Subdivision Act](http://www.delwp.vic.gov.au/property-forms) page at www.delwp.vic.gov.au/property-forms >Subdivision Act.

Consents

Registered interests on the affected title(s) must consent to the registration of the plan. Consents must accompany the *Subdivision or Consolidation – Form SA22*.

For further information refer to *Consents for Subdivision Act plans* available on the [Plans of subdivision and consolidation](#) page at www.delwp.vic.gov.au/property >Land titles>Plans of subdivision and consolidation.

Certified plan

The plan must be prepared by a licensed land surveyor and certified by council. Each sheet of the plan must be signed and dated by council and the licensed land surveyor. The documents can be in paper format or lodged electronically through [SPEAR](#) (Surveying and Planning through Electronic Applications and Referrals).

Guide to subdivide or consolidate land

Statement of Compliance

Plans cannot be lodged at Land Victoria without a Statement of Compliance. This is evidence that all of council's requirements have been satisfied. A Statement of Compliance can be included either within the council certification on the plan or supplied on a separate form.

Licensed land surveyor's report

All plans require a licensed land surveyor's report.

Abstract of Field Records

All plans based on survey require an Abstract of Field Records. The survey can be based on a registered dealing, which is referred to in the licensed land surveyor's report.

Street addressing

When the plan is lodged electronically through SPEAR the street addressing information is automatically delivered to Land Victoria.

If the plan is in paper format, the lodging party must ensure that the *Street Addressing Information form SR11* is completed by council and delivered to Land Victoria in order for the plan to be accepted at lodgement. This can be confirmed by contacting council or the surveyor.

Owners corporations

Plans creating owners corporation(s) must be lodged with an additional information form for each owners corporation being created. This information is contained within the certified plan.

- Unlimited Owners Corporations require an *Unlimited owners corporation – OC1* form
- Limited Owners Corporations require a *Limited owners corporation – OC2* form
- an *Owners Corporation Lodgement Checklist* must accompany each owners corporation created.

The forms and checklist are available on the [Subdivision Act](#) page at www.delwp.vic.gov.au/property-forms>Subdivision Act.

Before lodging at Land Victoria

Prior to lodgement, the lodging party must also be in possession of the Certificate(s) of Title or ensure that the Certificate(s) of Title has/have been provided to Land Victoria through the nomination process.

To ascertain whether or not the Certificate(s) of Title has/have been nominated, a single Property Transaction Alert on Title or one or more Pre-lodgement Check(s) can be made through [LANDATA®](#).

Customers who subscribe to a Property Transaction Alert on Title are notified by email when a Certificate of Title has been nominated at Land Victoria.

A Pre-lodgement Check is made prior to lodgement to confirm that the Certificate(s) of Title has/have been nominated, to inform of a prior dealing affecting that title or to provide details of the controlling party of Certificate(s) of Title.

A Property Transaction Alert on Title or Pre-lodgement Check(s) product can be obtained through:

- Document Tracking at www.landata.vic.gov.au or
- a [title information broker](#) found at www.delwp.vic.gov.au/property>Property information>Buying and selling property>Brokers and data service providers.

Lodging plans at Land Victoria

If lodging a paper plan, all original documentation must be supplied for lodgement at Land Victoria, as per the *Plan Lodgement Checklist*.

Guide to subdivide or consolidate land

For SPEAR plans, the licensed surveyor and council's documents will be submitted electronically through SPEAR. The *Plan Lodgement Checklist*, application form, consents, Certificate(s) of Title and any relevant owners corporation documentation should be lodged at Land Victoria.

Fees

Land Victoria fees are payable at lodgement.

Acceptable payment methods and lodgement fees are available on the [Forms, guides and fees](http://www.delwp.vic.gov.au/property-forms) page at www.delwp.vic.gov.au/property-forms>Payment and lodgement.

Not in common ownership (NICO) subdivision

A plan of subdivision can be lodged for two or more parcels of land, each owned by different parties.

This may result in Certificates of Title that are not in common ownership (NICO).

For further information refer to *What is NICO?* on the [Plans of subdivision and consolidation](http://www.delwp.vic.gov.au/property) page at www.delwp.vic.gov.au/property>Land titles>Plans of subdivision and consolidation.

How to complete the SA22 form

This form should be completed online and printed for lodgement.

If the form is being completed manually rather than online:

- the writing must be clear and legible and in BLOCK LETTERS
- only use black or blue pen
- correction fluid must not be used
- the back of the form must not be used.

If there is insufficient space in any panel an *Annexure Page (A1)* must be used, which is available on the [Forms, guides and fees](http://www.delwp.vic.gov.au/property-forms) page at www.delwp.vic.gov.au/property-forms>Annexure Page PDF form.

The points below assist in completing the SA22 form

Lodged by

This section is to be completed by the party lodging the application at Land Victoria.

Please insert the following:

- name, telephone number and postal address for contact details or return of any documents
- customer reference and your Land Victoria customer code (if applicable).

Land

Insert Volume and Folio number(s) of affected title(s), e.g. Vol 12345 Fol 125.

Multiple titles, numbered consecutively, may be inserted as a single range entry, e.g. Vol 12345 Fol 125-132.

Guide to subdivide or consolidate land

Applicant

Insert the full name(s) and current address(es) of the applicant(s). The address(es) provided will be where notices are mailed in the future.

If an applicant's name differs from that shown on the title, then a recital is required, e.g. Mary Smith formerly Mary Brown.

Please note that a 'care of' or 'post office box' is not an acceptable address.

Plan number, stage number and SPEAR number

Insert the number of the plan of subdivision to be registered. For a stage plan, insert the stage plan number, e.g. PS601542A/S2.

If the plan is a SPEAR plan, the SPEAR reference number must be inserted, e.g. S000083E.

Council in which land is located

Insert the name of the council that has certified the plan.

Date

Insert the date the form is signed e.g. DD/MM/YYYY.

Signature(s)

The form must be signed by the applicant(s), a legal practitioner, a licensed conveyancer or an agent of the applicant.

Signature requirements are:

- applicant signs – no witness required*
- signature of the applicant's Australian legal practitioner (under the Legal Profession Uniform Law Victoria) – full name and address must be given
- signature of the applicant's licensed conveyancer (under the *Conveyancers Act 2006*) who must state their license number or
- signature of agent – letter of agency must be supplied.

*For applicants lodging their own documentation, the signature must be witnessed by Australia Post at the time of verification of identity.

Contact us

For [location and contact details](#), refer to www.delwp.vic.gov.au/property>Contact us.

© The State of Victoria Department of Environment, Land, Water and Planning 2016



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.