

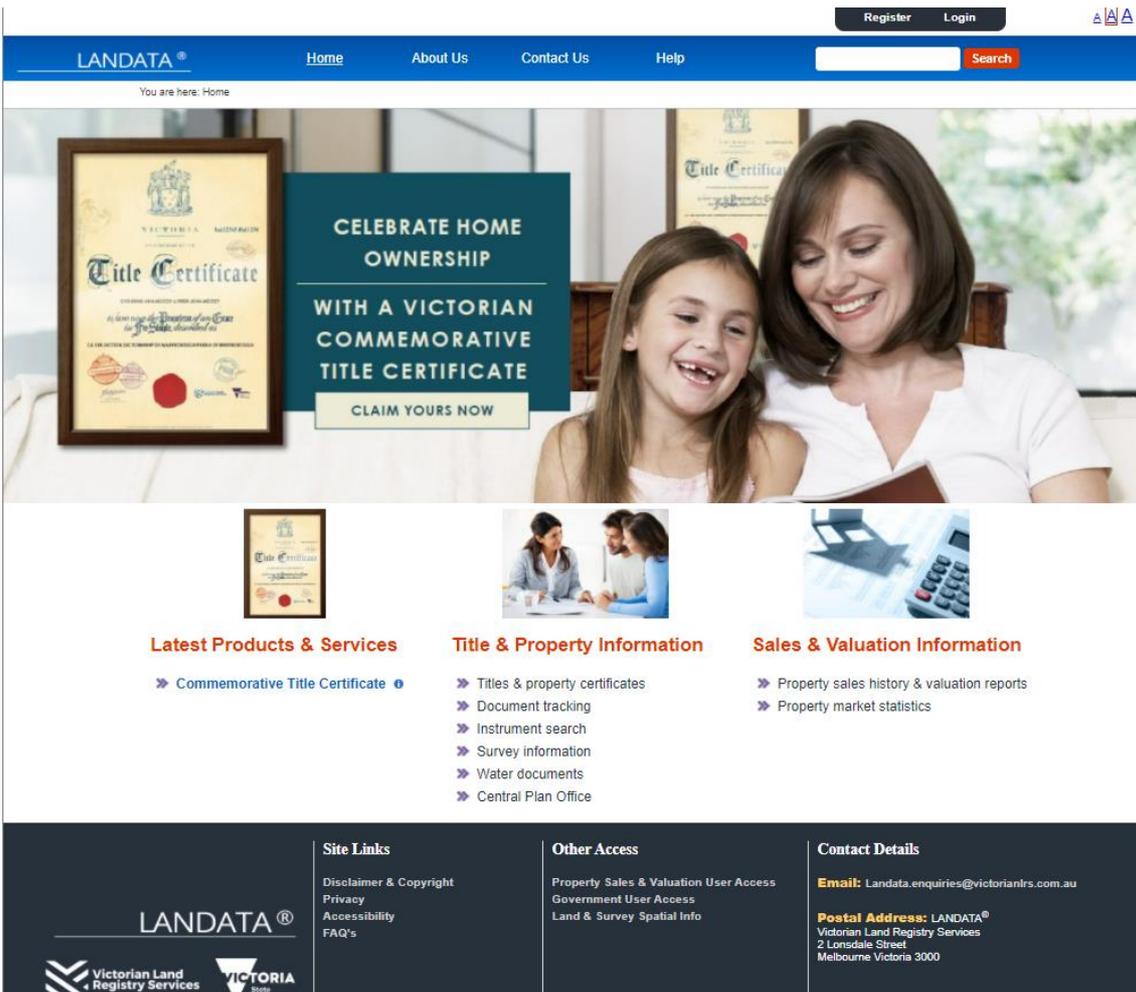
How to obtain a full and current copy of your Certificate of Title

Certificate of Title:

- Including the Plan of Subdivision and correct ownership details
- Must be no older than 30 days
- Any questions on how to conduct a Title search, contact Landata:
 - o LANDATA services desk: (03) 9102 0402
 - o Registration Service Desk: (03) 9102 0401

Instructions

1. Go to the Landata website: <https://www.landata.vic.gov.au/>
2. Select 'Titles & Property Certificates'



The screenshot shows the LANDATA website homepage. At the top, there is a navigation bar with 'Home', 'About Us', 'Contact Us', and 'Help' links, along with a search bar and 'Register' and 'Login' buttons. Below the navigation bar is a large banner featuring a framed 'Title Certificate' and a woman and child looking at a document. The banner text reads: 'CELEBRATE HOME OWNERSHIP WITH A VICTORIAN COMMEMORATIVE TITLE CERTIFICATE CLAIM YOURS NOW'. Below the banner are three main sections: 'Latest Products & Services' with a link to 'Commemorative Title Certificate', 'Title & Property Information' with links to 'Titles & property certificates', 'Document tracking', 'Instrument search', 'Survey information', 'Water documents', and 'Central Plan Office', and 'Sales & Valuation Information' with links to 'Property sales history & valuation reports' and 'Property market statistics'. At the bottom, there is a footer with 'Site Links' (Disclaimer & Copyright, Privacy, Accessibility, FAQ's), 'Other Access' (Property Sales & Valuation User Access, Government User Access, Land & Survey Spatial Info), and 'Contact Details' (Email: Landata.enquiries@victoriantrs.com.au, Postal Address: LANDATA®, Victorian Land Registry Services, 2 Lonsdale Street, Melbourne Victoria 3000). The LANDATA logo and Victorian Land Registry Services logo are also present in the footer.

3. Specify the property, street address and enter details:

4. Specify Property | 2. Confirm Property | 3. Select Certificates | 4. Delivery Details | 5. Receipt

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:

Street Name: Street Type:

Suburb /Town /Locality *:

Postcode:

[Cancel](#) [Next](#)

4. Check that the Lot and Plan details have populated

5. Select 'View and Confirm on map'

1. Specify Property | 2. Confirm Property | 3. Select Certificates | 4. Delivery Details | 5. Receipt

Step 2 of 5: Confirm Property

Property Search Criteria: You used the following street address to specify the property: 33 Highett street, mansfield 3722

Property Search Results: 33 HIGHETT STREET, MANSFIELD 3722

Property Identifiers **Identified Details** [View and Confirm on map](#)

Address

Street Address:

Unit/Flat:

Street Number: *

Street Name: *

Street Type:

Suburb /Town /Locality: *

Postcode:

Lot Plan

Lot Plan: [Add another](#)

- Crown Allotment
- Volume Folio
- Standard Parcel Identifier
- Water Authority
- Map Reference
- Municipality
- Parish

[Confirm Property Details](#)

[Back](#) [Cancel](#) [Save, Finish Later](#)

6. View and confirm the property on the map and select 'Confirm Property Detail'

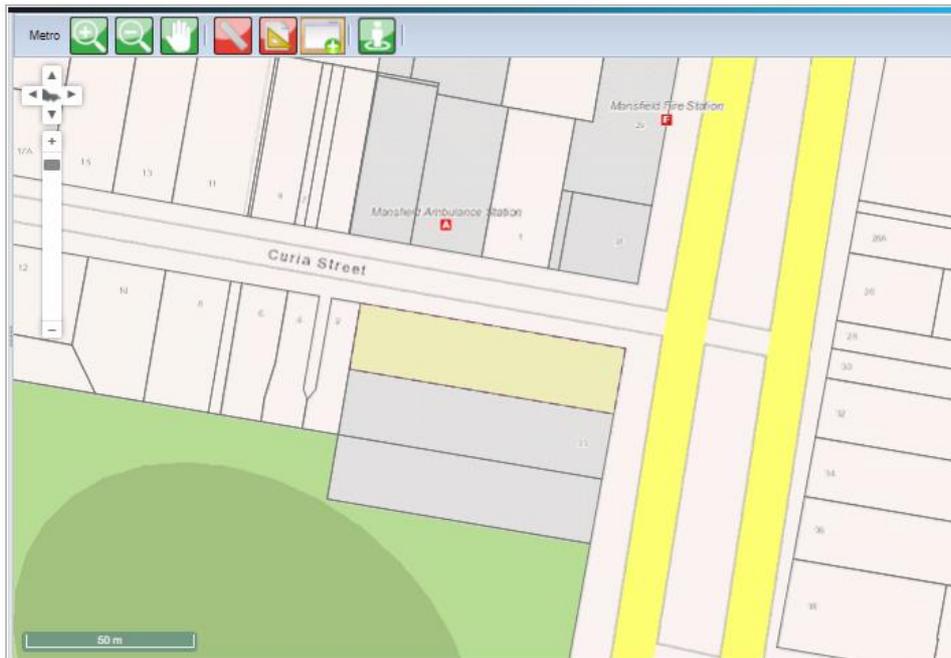


Step 2a of 5: Confirm Property - view and confirm on a map

Map for Street Address - Is the correct property highlighted on the map?

Yes Click on the "Confirm Property Detail" button on the bottom right side of screen.

No Select the correct property and then click on the "Confirm Property Detail" button on the bottom right side of screen.



7. Select Certificates

- a. Select 'Register Search Statement (Title)' Certificate (highlighted in blue) and this will pre-populate other required certificate selections
- b. Make sure the following are selected (if listed): Instrument Search (Covenant) and Instrument Search (Agreement)

- 1. Specify Property
- 2. Confirm Property
- 3. Select Certificates
- 4. Delivery Details
- 5. Receipt

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"/>	Instrument Search ⓘ Inst AN525017V (DISPOSITION OF LAND)	5 minutes	5.18
<input type="checkbox"/>	Instrument Search ⓘ Inst AQ334487T (REGISTRAR'S CAVEAT)	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 TP873865B	5 minutes	6.99

8. The bottom of the table will indicate the total fees amount
 - a. Select next
 - b. Select Register if you do not already have an account or Login to make the payment

The screenshot shows the bottom portion of the certificate selection table. A modal dialog box from LANDATA is overlaid on the table, prompting the user to register or login. The table's total amount due is \$22.04.

<input type="checkbox"/>	Sewer Depth & Offset Plan ⓘ GOULBURN VALLEY WATER	10 days	9.79
<input type="checkbox"/>	Water Information Statement ⓘ GOULBURN VALLEY WATER	5 days	119.79
<input type="checkbox"/>	Spec GOU		119.79
<input type="checkbox"/>	Water GOU		174.79
<input type="checkbox"/>	Crow DELV		27.04
<input type="checkbox"/>	Natic		118.04
<input type="checkbox"/>	Extra Envir		20.79
			\$7.00
inc. Total GST			\$0.70
Total amount due			\$22.04

Once payment has been processed you will receive a receipt via email and separate emails for each selected Certificate. These may come through at different times (See delivery Turnaround column for guidance).

Once you have received all Certificates you will need to save them and submit all of them with your Planning Application.