

PREPARATION OF TITLE ENCUMBRANCE FORMS

INFORMATION SHEET

Council Contact Details

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Local Development Application Consent issued – conditions will specify the types of Covenants / Restrictions required

Once construction complete & inspections take place, Hydraulics Engineer issues certification & Registered Surveyor provides Works as Executed Plans. These documents are lodged with to lodge with your Covenant application.

Go to the City of Ryde Title Encumbrances webpage for Information and access to forms.

Update to www.ryde.nsw.gov.au/titleencumbrances

Complete the Title Encumbrance paperwork – you can prepare it yourself or have it prepared by an agent e.g. solicitor, builder, surveyor.

Have the Title Encumbrance signed by all relevant parties including proprietors (owners), company directors or mortgage providers as required by your circumstances.

Please note that bank signature is optional.

Complete the application form and work through the checklist to ensure that your application is complete.

Arrange a bank cheque for registration with the LRS if Council is registering the Covenant on your behalf.

Lodge complete application and pay lodgement fee to Council.

Engineering review.

Approved Instrument signed by Council and lodged with the LRS through Council's Lodging Agent or released to you for registration if you are undertaking it.

Once registered, Council will forward you the notice. If you undertook lodgment, you must provide a copy of the rego notice to Council.