Preparation of Title Encumbrance Forms

Local Development Application
Consent issued – check the Consent for any conditions regarding a Positive Covenant, Restriction on the Use of Land or 88B.

Construction Phase - Builder or PCA will arrange for inspection of site stormwater system and request Engineering Certification from the Hydraulic Engineers. Builder or PCA will arrange for a Registered Surveyor to survey for a Work-as-executed Plan. If you are an Owner Builder you will have to arrange this yourself. Be aware of these requirements and ensure that you obtain and keep the documents to lodge with your application for a positive covenant and/or restriction. Check with RPBC or Customer Service for other compliance conditions regarding the Title Encumbrances.

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

Go to the LPI On-Line Shop to find out who holds the Certificate of Title (if your bank doesn’t) and do a Title search on your property. If a Company owns the property do a Company search with ASIC that shows correct details of all Directors.

Apply for a Production Ticket Receipt from NSW Land Property and Information via your bank or if no mortgage, apply direct to LPI.

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.

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

Arrange a bank cheque for registration with the LPI.

Lodge complete application and pay lodgement fee to Council.

Engineering review.

Approved Instrument signed by Council and lodged with the LPI through Council’s Lodging Agent.

Land Dealing Instrument lodged with LPI by Council’s Agent and registered. Notification of registration will be advised by Council by email or mail.