

# APPLICATION FOR ENDORSEMENT OF TITLE ENCUMBRANCES

INCLUDES POSITIVE COVENANTS, (88E),  
88B INSTRUMENTS AND RESTRICTIONS AS TO USE



Lifestyle and opportunity @ your doorstep

## IMPORTANT:

- All annexure pages should be initialed at the bottom by all proprietors
- Annexures are to be single sided

## Council Contact Details

Customer Service Centre 1 Pope Street, Ryde NSW  
Post Locked Bag 2069, North Ryde NSW 1670  
Email [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)  
Phone (02) 9952 8222 TTY (02) 9952 8470  
Fax (02) 9952 8070

## PART 1 : PROPERTY DETAILS

Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Consent No:	<input type="text"/>	Lot No:	<input type="text"/>
		Deposited Plan No:	<input type="text"/>

## PART 2 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person Council will communicate with

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other
Given Name	<input type="text"/>		Family Name	<input type="text"/>	
Address	<input type="text"/>				
Suburb	<input type="text"/>	Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Postal Address <small>If different from above</small>	<input type="text"/>				
Suburb	<input type="text"/>	Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Preferred contact	<input type="checkbox"/> Mobile	<input type="checkbox"/> Phone	<input type="checkbox"/> Email		
Mobile	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Phone	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Email	<input type="text"/>				

(Correspondence will be via email to facilitate information exchange)

**COMPLETED DOCUMENTS:** After lodgement, a copy of the instrument lodged along with evidence of registration will be emailed to you.

## PART 3 : CONSENT AUTHORITY/DISCLAIMER

I/we  give, Council of the City of Ryde ("Council") authority to lodge

and register the Title Encumbrance with NSW Land Registry Services. I/we acknowledge that I will not make any claim against Council by reason of any act or omission, whether by Council or Council's employees, or agents. I/we acknowledge that Council does not act in the capacity of my agent. Should a requisition be issued by Land and Property Information, I/we acknowledge and warrant that I/we will take reasonable steps to comply with the requirements of any requisition, and I/we acknowledge that Council bears no liability for my failure to comply with the requirements of any requisition. Council reserves the right to refuse to process and lodge any documentation, which is incomplete or fails to comply with Council's Policy.

**OR**  
 I/we undertake to lodge and register the Title Encumbrance with NSW Land Registry Services. In this case, Council requires that you provide a Solicitor's Letter of Undertaking. The documents will be released to you once endorsed and **you will be required to provide proof of registration to Council.**

Signature

Date

## PART 4 : CHECKLIST

- Completed Land Dealing Instruments with all required signatures
  - 88E Instrument and/or Restriction on Use of Land with the relevant annexure(s) / or 88B Instrument
  - Relevant annexures to above instruments as required by consent
- Current Title Search or copy of current certificate of title
- Signed Work as Executed Plan from a registered surveyor
- Signed Hydraulic compliance report from a registered engineer
- NSW LRS registration fee - bank cheque made out to NSW Land Registry Services - \$146.40\* per instrument
- Council's fee - \$315.00\* (covers admin processing, engineering check, and endorsement)
- Completed application form

*\*Prices and information correct as at July 2020.*

*Please note that as of October 2016, Production Ticket Receipts and cheques to SAI Global are no longer required.*

INTERNAL USE ONLY

### TSO CHECK

LDA	<input type="text"/>	SCV	<input type="text"/>
Type	<input type="text"/>	Condition	<input type="text"/>
Notes	<input style="width: 100%; height: 100%;" type="text"/>		
Signature	<input style="width: 100%;" type="text"/>		Date <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>

### DEVELOPMENT ENGINEER CHECK

Notes	<input style="width: 100%; height: 100%;" type="text"/>		
Signature	<input style="width: 100%;" type="text"/>		Date <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

<b>OFFICE USE ONLY</b>	Receipt number <input style="width: 80%;" type="text"/>	Amount paid \$ <input style="width: 60%;" type="text"/>	Date received <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
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