

Subdivision Plan Process

Once the plans and documents are ready, the following steps are required to get the plan registered at NSW Land Registry Services:

Step 1

Take all paperwork provided by Axiom Spatial, along with a completed subdivision certificate application (available online) to Council

Step 2

All registered proprietors to sign the Administration Sheet and 88b (if required)

Step 3

Subdivision Certificate issued by Council (Approximately 3 weeks)

Step 4

Is there is a mortgage on the property?

Yes: Contact your banks 'Executions and Productions Department. They will require one copy of the completed Administration Sheets (signed by all parties registered on Title(s) and Council), Subdivision Plan and 88B (signed by all parties registered on the Title(s) to your bank. They will execute the documents and produce the Certificate of Title at NSW Land Registry Services (LRS)

No: Arrange for the Original Certificates of Title to be produced at NSW Land Registry Services. Then Go to **Step 6**

Step 5

Bank executes the documents and produce the Certificate of Title(s) at NSW Land Registry Services (LRS)

Step 6

Complete the attached lodging party checklist prior to returning original documents to **Axiom Spatial** for online lodgement to NSW Land Registry Services (LRS).

NSW Land Registry Services (LRS) can take up to 4 weeks to examine, complete the Registration process and produce Certificates of Title(s)

Step 7

Plan is registered and the new Certificates of Title returned to the bank or the registered proprietor. A copy of the registered plan is issued for use by your conveyancer or solicitor.