

**PRIOR TO ENGAGING
A CONVEYANCER
YOU WILL NEED
TO:**

**CONTACT THE
RELEVANT COUNCIL
AND ENQUIRE ABOUT
THEIR PLANNING
REQUIREMENTS.**

**"Conveyancing is a complex
series of tasks that require
knowledge and skill –
which is the reason that
Conveyancers must hold
special qualifications and be
licenced."**

NEED A CONVEYANCER?

Meet Natalie!



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**Looking to sub-divide
TORRENS OR
COMMUNITY TITLE
LAND DIVISION
PROCESS**

**You've come to the right
place!**

MEET WITH A SURVEYOR

- The surveyor will prepare the Development Application form and lodge it with the Development Assessment Commission for approval.
- The surveyor will carry out all the necessary surveys to identify the boundaries and advise if any easements need to be registered.
- The surveyor will then prepare for you a fully certified plan of division including any common property on this plan.
- The surveyor will monitor your application through the Development Assessment Commission.
- The surveyor will advise when fees need to be paid.

DEVELOPMENT ASSESSMENT COMMISSION

- Will need to consult and provide a report to the relevant council, SA Water and any other government body which may need to be consulted.
- Once all conditions are satisfied with all relevant departments the Development Assessment Commission will issue the final land division certificate of approval to your surveyor, who will then forward to your nominated conveyancer.

TORRENS TITLE

- The conveyancer will prepare the relevant land division documentation; this differs depending on how you are dividing your land and whether easements are being created.
- If there is a registered mortgage over the property then your conveyancer will need to send the application to the relevant bank for their consent to the land division.
- Your mortgagee will charge a fee to produce your Certificate of Title and attend settlement to register the land division.
- Relevant government fees will be invoiced.
- The application is then stamped and lodged at the Lands Titles Office for registration.
- Once the Lands Titles Office finalise registration of your application, they will issue the relevant number of Certificates of Title.
- If you have a mortgage registered, these title will issue to the bank, if you do not have a mortgage, the Certificates of
- Title will issue to your Conveyancer.

MEET WITH YOUR CONVEYANCER

COMMUNITY TITLE

- Your conveyancer will:
 - engage a valuer to prepare the Statutory Lot Entitlement Sheet.
 - prepare the relevant land division documentation (will factor in how you are dividing your land and whether easements are being created).
 - prepare By-Laws in accordance with the Community Division.
 - prepare a Scheme Description in accordance with the Councils approval.
 - need to send the application to the relevant bank for their consent to the land division (if there is a registered mortgage over the property).
- Your mortgagee will charge a fee to produce your Certificate of Title and attend settlement to register the land division.
- Relevant government fees will be invoiced.
- The application is then stamped and lodged at the Lands Titles Office (LTO) for registration.
- Once the LTO finalise your application, they will issue the Certificates of Title to either the (1) Bank, if you have a mortgage, or; (2) Your Conveyancer, if you have no mortgagee.