

Resumption Application affecting Land NOT under the Provisions of the Real Property Act 1900 form 00RA: Instructions for Completion

1. Complete the form in dense black or dark blue ink. If handwriting, use block capitals only.
2. Do not use an eraser or correction fluid to make alterations: rule through rejected material and initial the left-hand margin.
3. If the space provided at any point is insufficient, insert "See Annexure" at that point and include the required material on sheets of white A4 paper at least 80gsm (ordinary copier paper satisfies these requirements) using one side only. Insert a heading beginning "Annexure to ..." and specifying the type of form, the date and the parties to the transaction. Identify the material included, where possible by referring to the relevant marginal heading on the form. In the case of signatures which could not be fitted in the space provided, reproduce the text and layout used on the form. Number all pages in sequence with the form using the format "Page ... of ...", the number to be placed at the foot of the form in the centre. The first and last pages must be signed by the parties and any witness. Securely attach the additional pages to the upper left-hand corner of the form: a Nalclip is preferred; stapling should be avoided.
4. Insert the total number of pages, including any additional pages (see above), in the space provided at the foot of the form.
5. Lodge the completed form by hand at the Plan Lodgement counter, Department of Lands, Land and Property Information Division, Queens Square, 1 Prince Albert Road, Sydney (adjacent to Hyde Park Barracks).
6. The following instructions relate to the marginal letters on the form.

(A) LODGED BY

This section must be completed by the person or firm lodging the form at LPI ("the lodging party"). If the lodging party does not have a LPI document collection box, leave the relevant panel blank. If the lodging party has a Customer Account Number insert it as the first item of the first line in the relevant panel; use the following format: "Customer Acc. No.: 123456. Provision of a reference is optional.

(B) LAND DESCRIPTION

Specify the subject land by reference to a lot in a registered plan or a portion number, parish and county. In the case of a lot in a registered plan, also give the location of the land as shown on the plan; if no location is shown, specify the parish and county within which the land is located.

(C) DESCRIPTION OF EASEMENT (if applicable)

Complete this panel only if an easement appurtenant to the subject land and affecting Torrens title land has also been resumed (section 31A(2B) of the *Real Property Act* prohibits an application for the creation of a folio of the Register for an easement alone): insert the title reference for the servient tenement and the locality as shown on the folio of the Register; state whether the application affects the whole or part of the easement; and if the latter, describe the part affected.

If not applicable, leave this panel blank.

(D) APPLICANT

Insert the full name of the authority in which the land is vested.

(E) Insert the date and folio number of the Government Gazette notification, and specify the annexure containing the copy of the Gazette notification.

(F) CERTIFICATION

The certification must be made by an authorised officer of the applicant: in the appropriate location insert the full name of the signatory; the signature must be witnessed by an adult who knows the signatory personally.

If you have any questions about this form or privacy matters, please call the Department of Lands, Land and Property Information Division, Client Services on 02 9228 6713 or visit our website at www.lands.nsw.gov.au.