LOD-06 Issue of Instruments after Registration

Version 1 - 18/12/2017

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1 Overview

Documents of which there is only one copy, e.g. transfers and discharges of mortgages, are retained by Landgate.

The duplicate certificate of title (if any), Crown lease under the Land Act 1933 or leases of Crown Land under the LAA and duplicate copies of any other document are returned to the lodging party through a system of issuing boxes similar to Post Office Boxes.

Regular customers are allocated a numbered box in the Perth and Midland Offices and issued a key to it. Documents to issue to private customers are held in a series of alphabetically labelled boxes under staff supervision for collection by the customer. The customer must produce either the document receipt or some other form of proof of identity such as a driver’s licence before the documents are handed over. A computer record of the party receiving the document is maintained.

Where the documents are to issue to a person other than the person designated at the time of lodgement, an authority is required signed by the person entitled to receive the document or certificate giving specific instructions as to delivery.

Documents and certificates may be issued by ordinary mail if a request is made at the time the document is lodged. A full postal address for the addressee must be supplied.

2 Issuing Receipts

2.1 From 1897 to 1963
In the period 1897 to December 1963, whenever a duplicate title was issued, a receipt number was written on the original title on the front top left hand corner. If the duplicate title was issued more than once over a series of years a new number was added each time. The numbers consisted of a number and year, e.g. 1234/45.

Receipt books completed in the receipt number order are still held by Landgate in a secondary storage warehouse and access to the books or the information can be arranged by contact with the Land Registration Centre in the Landgate building in Midland or by telephone on +61 (0)8 9273 7314.

2.2 From 1964 to 1969

In the period 1964 to 1969, at the completion of the registration of a document, a receipt number was stamped on the front of it (the document) to create a record of the issuing of the title. Receipt books completed in the receipt order number are still held by Landgate in secondary storage warehouse and a microfilm copy of the books is also kept. A print of the information can be obtained by arrangement with the Land Registration Centre.

2.3 From 1970 to 30 April 1984

In the period 1970 to 30 April 1984, a separate issuing card was created for each duplicate title issued (and other items such as Grants of Probate and duplicate documents). The cards were allocated the same number as the number of the document with which the duplicate title was produced and microfilm records were made of the cards and the cards destroyed. A print of the information held on microfiche can be obtained by arrangement with the Land Registration Centre.

2.4 From May 1984 to March 1992

In the period 1 May 1984 to 22 March 1992, a separate issuing card was created for each duplicate title (and other items) issued. Issuing cards for items issued between this period of time were not microfilmed. After a period (usually 12 months) the cards were destroyed and the titles are deemed to have been issued in accordance with the issuing instructions made on the document at the time of lodgement.

2.5 From 23 March 1992 to 13 August 1993

In the period 23 March 1992 to 13 August 1993, a separate issuing card was created for each duplicate title (and other items) issued. The cards were allocated the same number as the number of the document with which the duplicate was produced and microfilm records were made of the cards and the cards destroyed. A print of the information held on microfiche can be obtained by arrangement with the Land Registration Centre.

2.6 From 14 August 1993 to 22 October 1993

In the period 14 August 1993 to 22 October 1993, no separate issuing records were created and duplicate titles (and other items) issued are deemed to have been issued in accordance with the
issuing instructions made on the document at the time of lodgement.

2.7 From 25 October 1993 to 17 January 1995

From 25 October 1993 to 17 January 1995, at the completion of the registration of a document a record was made of the issuing party to whom the duplicate title was issued. The duplicate title and a computer record printout showing the title number and recipient was placed in the appropriate customer’s locked issuing box.

If the customer collected the document from the box and left the Landgate premises without reference to the staff, the duplicate title was deemed to have been issued in accordance with the computer record. Access to the information held on record can be arranged by contact with the Land Registration Centre in the Landgate building in Midland or by telephone on +61 (0)8 9273 7314.

2.8 From 18 January 1995 to 13 January 2017

On 18 January 1995, the present Document Issuing System (DIS) was introduced. The main features of the new system are:

- a computer record of all items issued back to the Client from 18 January 1995;
- the production of Issuing Lists for signing by the Client detailing any items which have been collected; and
- free on-line enquiry facilities for My Landgate subscribers.

The Issuing Lists are uniquely numbered and produced in duplicate. Both copies of the Issuing List are placed in the Client’s issuing box with the items being issued. Clients are required to check that the items noted on the Issuing List have been received, then sign and date the Landgate copy and place it in the collection box located at the Issuing Counter.

2.9 From 16 January 2017 to present

On 16 January 2017, the present Document Issuing System (DIS) was introduced. The main features of the new system are:

- the removal of batch printing

and

- ceasing of Issuing Lists for signing by the Client from 16 January 2017.

The Issuing List is uniquely numbered. The Issuing List is placed in the Client’s issuing box with the items being issued. Clients are to check that the items noted on the Issuing List have been received.

The Client retains the Issuing List for their records.

3 Also See
- LOD-01 Lodging of Electronic Documents

- LOD-02 Lodging of Documents

- LOD-03 Fees and Transfer Duty

- LOD-04 Registration

- LOD-05 Request to Expedite the Processing of Plans and Documents

- LOD-07 Stopped Documents