

ADD-01 Change of address

Version 2 - 04/10/2018

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1 Overview

A registered proprietor is able to amend their address for service of notices as shown on the certificate of title by lodging a Change of Address form with Landgate. The Change of Address form is provided in electronic format (eForm). Alternatively, the existing PDF version of the NA1 form can be used if required. The form is available via the following link:
<https://www0.landgate.wa.gov.au/titles-and-surveys/forms-and-fees/land-titling-forms>.

Two addresses should not be given for any person. The address of a corporation is the address of the registered office of that corporation.

It is desirable, but not essential, that the duplicate title (if any) be produced with a Change of Address.

There are no document registration fees for the lodgement of a Change of Address or Notification to Amend Address form.

With the introduction of the Change of Address e-form, there is no longer an inbuilt statutory declaration component to the form or the requirement to lodge a supporting statutory declaration.

2 By a Registered Proprietor with or without a Mortgage

A Registered Proprietor (who is not a company) can amend their address using the Change of Address e-form or the NA1 form, available via the following link:
<https://www0.landgate.wa.gov.au/titles-and-surveys/forms-and-fees/land-titling-forms>. Multiple proprietors are able to apply on the same form.

If completing a Change of Address e-form, the following information will be required to be input:

- the Land Description, Extent, Volume and Folio numbers

- the name and former address of the Applicant(s) (this information can be pre-filled using the 'Derive' option)
- the name and current address of the Applicant(s) (this information can be pre-filled using the 'Derive from former applicant(s)' option)
- the date, and signature of the Applicant(s); and
- a witness to the signature(s) of the Applicant(s) and the witnesses full name, address and occupation.

If an NA1 form is being used, the following information is required to be completed:

- the Land Description, Extent, Volume and Folio numbers
- the name of the Registered Proprietor(s) changing their address
- the former and current addresses of the Registered Proprietor(s)
- the date, and signature of the Registered Proprietor(s); and
- a witness to the signature(s) of the applicant(s)/registered proprietor(s) and the witnesses full name, address and occupation.

3 By a Registered Proprietor who is a Company with or without a Mortgage

A Registered Proprietor, who is a company, can also amend their address using the Change of Address e-form or the NA1 form with the following differences to the above requirements:

- the name and address of the registered proprietor(s) is to include the ACN number of the company; and
- the document is executed by the company in accordance with the Corporations Act 2001.¹

¹ [Section 1-3 updated on 04/10/2018]

4 Amend Address for Service of Notice for a Caveator

The caveator may make application under s.240A of the Transfer of Land Act 1893 to change the address or fax number given on a caveat for service of notice. The address for service of notices to the caveator is most important. Caveators and persons acting on their behalf should ensure that such address is kept current.

The caveator's responsibility for the caveat does not end when the caveat is lodged. Caveators must deal with any statutory notice sent to them, as their rights will always be affected. If they do not understand the nature or effect of the notice, they should immediately seek legal advice.

The application must be made on an [Application Form](#) and contain:

- a description of the land caveated, Extent, Volume and Folio number
- the name and address of the caveator

- the document number of the caveat

- a request to amend the address or the number for a facsimile machine for service of notices from the old address or facsimile number to the new address or facsimile number

- the date and signature of the caveator and witness (where the caveator is a company, the appropriate execution under the Corporations Act 2001 will be required.).

Standard document lodgement fees are payable for this Application.

5 Also see

- [DOC-01 Document Preparation](#)
