

# Change Name due to a Simple Error

A guide to preparing the documents

Last updated August 2023



## Preparing an Application to Change Name due to a simple error when the property was first transferred to your ownership

This step-by-step guide is designed to show you how to prepare and lodge an application to **change a name**, where a **simple error** was made in the spelling of a name shown on a Certificate of Title.

A simple error is one where an existing registered proprietor's name is being amended due to an error or omission that was made on the transfer or applications document when the property was registered in the current ownership.

Examples of a simple error include:

- Where a proprietor's name has been incorrectly spelt on the title (e.g. Stephen being incorrectly shown as Steven).
- Where the order of the name shown on the title is incorrect (e.g. Jeffrey Robert Brown being incorrectly shown as Robert Jeffrey Brown).
- Where a Christian name has not been shown on the title (e.g. Brendan Philip Jones being incorrectly shown as Brendan Jones).

If you are completing the forms yourself, we advise you to exercise care as the documents involved are legally binding. A competent professional, such as a solicitor or settlement agent, should always be considered when preparing any land transaction document.

It is important to read through the whole of this information guide. Being familiar with the information provided will assist if you need to contact Landgate to clarify any part of the process. Useful contacts are listed on the back page

## What you should know about a Certificate of Title

Certificates of Title are created by Landgate usually as a result of registration or approval of a subdivisional plan. Original titles are always kept at Landgate.

It is recommended that a copy of the original Certificate of Title be obtained from Landgate, to assist in completing the application form and statutory declaration. We commonly refer to this as a 'title search'. A title search will show the spelling of the names of the registered proprietors/owners.

For a fee, you can conduct a title search and [obtain a copy of a Certificate of Title](#).

## What do I need for my application?

- Title Search (recommended) used to complete the application form
- Forms: Change of Name e-Form (or paper Application Form A5) and Statutory Declaration Form B3
- Registration fees payable to Landgate

## Title Search – a copy of the current Certificate of Title

A title search is optional, however highly recommended, as the search provides you with a complete up to date copy of the title at the date and time the title search is conducted.

For a fee you can conduct a title search online using an address and [order a copy of a Certificate of Title](#).

## Change of Name e-Form (or paper Application Form A5) and Statutory Declaration form B3

The Change of Name e-Form and the Statutory Declaration Form B3 are available via Landgate's Land Titling Forms web page. Alternatively, paper versions (Application Form A5 and Form B3) are available from a Landgate office. Please note that only original signed forms can be lodged for registrations and all forms must be printed on white A4 size paper in duplex style, so both sides of the paper are printed upon.

## Registration Fees

View the current Registration and Search Fees that can be paid by cash, credit card, EFTPOS, or by cheque/money order made payable to Landgate. Fees must be paid when lodging the document in person or included if posting the documents to Landgate.

## Further Reading

For further information on this transaction type and further document requirements, please see the following links:

- [Land Titles Registration Policy and Procedure Guides](#)
- A Guide to basic requirements for the preparation of paper documents "[Getting it Right - Reference Guide](#)"
- [Land Transaction Hub](#)

## Steps to lodging the application

1. Complete the application and statutory declaration forms by using the title search. Type or print legibly in dark ink (preferably black) to complete the application and statutory declaration forms using examples in this guide to assist you.  
Evidence is not usually required to be provided when changing a name due to simple error, the facts set out in the statutory declaration are usually sufficient as evidence, however this is subject to the examination of the application following lodgement of the application with Landgate. Evidence or additional information may be requested following the examination of the application.
2. Lodge the original signed forms with Landgate ensuring the registration fee payment is enclosed if lodging by post.
  - In person at one of Landgate's lodgement offices. NOTE: any person can lodge the application document with Land; the lodging party does not need to be one of the persons named in the application document.
  - By post to:  
Landgate Document Lodgement Section  
PO Box 2222  
MIDLAND WA 6936

*NOTE: Original evidence being returned by post will be posted in the normal mail. If you wish to have original evidence returned by registered post, you will need to provide a self-addressed, pre-paid registered post envelop to Landgate with the application document.*


## **Terms of Use**

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### **Important**


*The information in this document should not be regarded as legal advice. In all matters, users should seek legal advice from an independent legal practitioner.*



WESTERN AUSTRALIA

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, ~~encumbrances~~ and notifications shown in the second schedule.



**REGISTRAR OF TITLES**

**LAND DESCRIPTION:**

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

**A** LOT 1580 ON DEPOSITED PLAN 22396

**FREDERICK HOOVER**  
OF 344 DIET STREET SOUTH  
CANNINGTON

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

- SAVE AND EXCEPT THE RIGHTS TO MINES OF COAL OR OTHER MINERALS
- Z999999 MORTGAGE TO BANK OF WESTERN AUSTRALIA LTD REGISTERED 20/1/2005.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, ~~surveying~~ or other professional advice.

SKETCH OF LAND:	3332-339
PREVIOUS TITLE:	3332-000
PROPERTY STREET ADDRESS:	344 DIET STREET SOUTH CANNINGTON
LOCAL GOVERNMENT	CITY OF CANNING

This example is for paper forms only.

Please refer to Landgate's **Land Titling Forms** web page for the equivalent

- A** To be copied from Certificate of Title
- B** To be copied from Certificate of Title
- C** To be copied from Certificate of Title
- D** State full correct name and address of applicant
- E** Show incorrect name as currently shown of title, then the full correct name (include reference to change of address if applicable)
- F** Date to be shown
- G** Signature of applicant
- H** Signature of witness, then print full name, address and occupation

FORM A5

WESTERN AUSTRALIA  
TRANSFER OF LAND ACT 1893

**APPLICATION**

**A** DESCRIPTION OF LAND (Note 1)

Lot 1580 on Deposited Plan 22396

**B** **C**

E.TENT	VOLUME	FOLIO
Whole	3332	339

**D** APPLICANT (Note 2)

Fredrick Hoover of 344 Diet Street, South Cannington

**E** REASON FOR APPLICATION (Note 3)

THE APPLICANT HEREBY APPLIES

To amend the name of the registered proprietor from:

Fredrick Hoover to Fredrick Hoover

**F** Dated this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_

**G** SIGNATURE OF APPLICANT/S (Note 4)

Signed \_\_\_\_\_ Signed \_\_\_\_\_

**H** In the presence of \_\_\_\_\_ In the presence of \_\_\_\_\_

## Completing the Statutory Declaration

A statutory declaration is required by the person who is changing their name. The following statements should be included (**see point B below**):

1. State the capacity of the declarant, include reference to incorrect name shown on title, land description and former address (**only show former address if address has changed**)
2. State full correct name (**include new address if changed**)
3. State how incorrect name was shown on the title
4. State the person shown on the title (**incorrect name as shown on the title**) plus title reference as being one and the same person (**full correct name**) as the declarant.

FORM B3

WESTERN AUSTRALIA  
TRANSFER OF LAND ACT 1893 AS AMENDED  
OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

### STATUTORY DECLARATION

A

I. Fredrick Hoover of 344 Diet Street. West Cannington. Fitness Instructor

(name address and occupation of person (s) making the declaration)  
Sincerely declare as follows -

B

1. I am registered as the proprietor of the land being Lot 1580 on Deposited Plan 22396 being the whole of the land comprised in Certificate of Title Volume 3332 Folio 339, wherein I am incorrectly described as Frederick Hoover.
2. My true and correct name is Fredrick Hoover.
3. When the land was transferred to me, I did not notice that my Christian name had been incorrectly shown as Frederick.
4. The person described on Certificate of Title Volume 3332 Folio 339 as Frederick Hoover is one and the same person as Fredrick Hoover described in this declaration.

A

Full name, address and occupation of declarant(s)

B

Enter relevant details as required

C

Date Declaration signed and place where signed

D

Signature of declarant(s) (before signing, check the list of competent witnesses on the back of the Statutory Declaration form)

E

Print full name, address, occupation and/or competency of witness. If more than one declarant the witness must sign once for each person signing the declaration.

C

This declaration is true and I/ WE know that it is an offence to make a declaration knowing that it is false in a material particular.

D

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005  
at (place) on day of 20 by -

E

Signature of person making the declaration (sign in the space above)

In the presence of -

Signature of authorised witness (sign in the space above)

(Print the full name, Address and qualification of authorised witness in the space above)

SAMPLE ONLY – ACTUAL TEXT WILL VARY

## Contact List

### Landgate Contacts

**Landgate Office Hours 8.30am to 4.30pm**  
(Lodgement Hours 8.30am to 4.30pm)

**Landgate – Midland Head Office**  
1 Midland Square  
MIDLAND WA 6056

**TEL +61 (0)8 9273 7373**

**Email:** [customerservice@landgate.wa.gov.au](mailto:customerservice@landgate.wa.gov.au)

**Website:** [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au)

**Postal Address:** PO box 2222, MIDLAND WA 6936

### Document Lodgement Sites

Document lodgement hours strictly 8.30am to 4.30pm

**Landgate – Midland Head Office**  
1 Midland Square  
MIDLAND WA 6056

**Landgate – Perth Business Office**  
200 St Georges Terrace  
PERTH WA 6000



### Other Useful Contacts

**Department of Finance  
Revenue WA**  
3<sup>rd</sup> Floor, 200 St George Terrace  
PERTH WA 6000  
Tel: +61 (0)8 9262 1100  
Website: [www.wa.gov.au](http://www.wa.gov.au)

**Department of Planning**  
140 William Street  
PERTH WA 6000  
Tel: +61 (0)8 6551 9000  
Website: [www.planning.wa.gov.au](http://www.planning.wa.gov.au)

**Family Court**  
150 Terrace Road  
PERTH WA 6000  
Tel: +61 (0)8 9224 8222  
Website: [www.familycourt.wa.gov.au](http://www.familycourt.wa.gov.au)

**Probate Office**  
11<sup>th</sup> Floor, 28 Barrack Street  
PERTH WA 6000  
Tel: +61 (0)8 9421 5152  
Website: [www.supremecourt.wa.gov.au](http://www.supremecourt.wa.gov.au)

**Registry of Births, Deaths and Marriages**  
141 St Georges Terrace  
PERTH WA 6000  
Tel: +61 1300 305 021  
Website: [www.bdm.dotag.wa.gov.au](http://www.bdm.dotag.wa.gov.au)

**State Administrative Tribunal**  
6<sup>th</sup> Floor 565 Hay Street  
PERTH WA 6000  
Tel: +61(0)8 9219 3111  
Website: [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au)