

CONSENT TO FIRST TRANSFER
FORM 1

If this application is for a first transfer please complete this form. For second or subsequent transfers please complete FORM 2 – Consent to Second or Subsequent Transfer.

Note: A first transfer form should only be used where it is the first sale of the lease of undeveloped land by the person who provided the infrastructure on the lease

Lease details *please print*

Block/s	<input type="text"/>	Section	<input type="text"/>	Suburb	<input type="text"/>	Unit No.	<input type="text"/>
Street Address		<input type="text"/>					

Please note: If applying for multiple first transfers please attach a list which contains the block, section, suburb, transferee details and is signed by the applicant.

Applicant details *please print*

Surname	<input type="text"/>	First name	<input type="text"/>
Company name	<input type="text"/>		
Postal address	<input type="text"/>		
Phone number business hours	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

Lessee (property owners) details *please print*

FIRST LESSEE'S DETAILS

Surname	<input type="text"/>	First name	<input type="text"/>
Company name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company Number (ACN)	<input type="text"/>
Postal address	<input type="text"/>		
Phone number business hours	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

SECOND LESSEE'S DETAILS

Surname	<input type="text"/>	First name	<input type="text"/>
Company name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company Number (ACN)	<input type="text"/>
Postal address	<input type="text"/>		
Phone number business hours	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

All Lessees must sign authorising the lodgement of this application. In doing so the Lessee gives authority to the applicant to negotiate any dealings in relation to the application through to its determination.
If there are more than two Lessees please ensure that the details and authorisation are attached to the application.

BUYERS DETAILS - If there are more than two buyers for the land in this application please ensure that the details are attached to the application

FIRST BUYERS DETAILS

Surname	<input type="text"/>	First name	<input type="text"/>
Company name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company Number (ACN)	<input type="text"/>
Postal address	<input type="text"/>		
Phone number business hours	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

SECOND BUYERS DETAILS

Surname	<input type="text"/>	First name	<input type="text"/>
Company name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company Number (ACN)	<input type="text"/>
Postal address	<input type="text"/>		
Phone number business hours	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

Please note: To help you provide information a table titled “Documentation requirements – definitions and checklist” can be found at the end of this form.

Building covenants

Is there at least a minimum of six months left on the commencement covenant contained in the Crown lease for the land specified in this application?

YES

NO

Transfer form

Is the transfer form for the land specified in this application attached?

YES

NO

Schedule of blocks to be transferred (for multiple first transfers)

Is a schedule of blocks to be transferred for the land specified in this application attached?

YES

NO

Unregistered Crown lease

Has a letter been provided advising that the Crown lease for the land specified in this application will be registered at the Land Titles Office at the time of settlement?

YES

NO

Conflict of interest declaration

Does the applicant, lessee or buyer have any association with EPD staff??

YES

NO

If YES - please provide details:

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Planning Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Other requirements

Lodgment

A valid application for consent to first transfer comprises a completed application for consent to first transfer form accompanied by all of the required information or documents necessary for the application to be considered for approval.

Once an application for consent to first transfer is received, the documentation will be checked to ensure it meets the standard for lodgment. If the documentation provided is acceptable you will receive written confirmation that the application is ready for lodgment.

If the documentation is not acceptable for lodgment, you will receive written advice detailing additional information required and/or any issues with your application. Once these documents are provided, EPD will recommence the documentation check process outlined above.

Documents

All required documents must be provided in hard copy.

Applicant declaration

I the undersigned, hereby apply for approval for consent to first transfer on the land specified in this application.

I declare that this application is accompanied by all of the required information or documents for it to be considered for approval.

I understand that the information submitted with this application form will undergo a documentation check prior to the formal lodgment of the application. Further information may be required before acceptance of the application for consent to first transfer by EPD.

I understand that this application will be considered lodged once I have been advised by EPD.

I understand that the documentation provided will be considered to be the relevant documentation associated with this application.

I declare that all information given on this form and its attachments is true and complete.

If signing on behalf of a company or organisation:

I the undersigned, declare I have the appropriate delegation or authority to sign on behalf of the company or organisation.

Applicant signature

Date

Please make sure you complete the documentation requirements checklist at the end of this form

Documentation requirements – definitions and checklist	
Key: ✓ Required ❖ Required if relevant	
Building covenants (Provide a copy of the extension of time letter from EPD)	❖
Transfer form	✓
Schedule of blocks to be transferred (for multiple first transfers)	❖
Unregistered Crown lease (Required if Crown lease not registered at the Land Titles Office)	❖

Submission requirement	Required information	Office Use
Building covenants	If less than 6 months left on commencement covenant: Provide one or more of the following: <ul style="list-style-type: none"> evidence of extension of time approved by Land and Lease Regulation Unit and relevant fees paid to EPD a letter from the buyer(s) stating they are aware of the date the building is required to start (must state date) and if the building does not commence by that date, then they are responsible for making an application to EPD and paying for an extension of time to extend the development covenants if construction on the building has already commenced the signed inspection certificate issued by a registered certifier (e.g. footings inspection or first drainage test). <p><i>Please note: The completion covenant should allow enough time to complete the construction of the dwelling. If not completed by the date stated in the Crown lease or any extension granted, an extension of time from EPD is needed before a compliance certificate is issued.</i></p>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required
Transfer form	Available from the Office of Regulatory Services website at www.ors.act.gov.au/landtitles/index.html : <ul style="list-style-type: none"> block, section and suburb volume and folio numbers (where Crown lease is registered) consideration amount development status seller(s) details as registered on Crown lease buyer(s) details as to appear on Crown lease seller(s) signature and witness' signature buyer(s) signature and witness' signature 	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required

Submission requirement	Required information	Office Use
Schedule of blocks to be transferred (for multiple transfers)	<ul style="list-style-type: none"> Block, section and suburb of each block to be transferred Transferee details for each block to be transferred Signed by applicant 	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required
Unregistered Crown lease	<p>If the Crown lease is not registered at the Land Titles Office, the following information is required:</p> <ul style="list-style-type: none"> a letter from the applicant advising that the Crown Lease is not registered at the Land Titles Office and as a result all documents will be lodged at the Land Titles Office at the time of settlement for this transfer; and a copy of the front page of the contract of sale between the estate developer and the lessee of this transfer. 	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required

Privacy Notice

The personal information on this form is provided to the Environment and Planning Directorate (EPD) to enable the processing of your application. The collection of personal information is authorised by the *Planning and Development Act 2007*. If all or some of the personal information is not collected EPD cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office, the Registrar General's Office and other Government agencies with a direct interest in the lease transfer process. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. EPD's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found at www.planning@act.gov.au

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