

REGISTRATION SERVICES  
**Customer Information Bulletin**

**BULLETIN No. 203**  
**28 March 2011**

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**DOCUMENT LODGEMENT FEES AND REQUISITIONING OF  
UNDERPAYMENT OF DOCUMENT LODGEMENT FEES**

The first of the iLand releases was introduced by Landgate in August 2010. One of the initiatives introduced was the requirement to pay document registration fees, as assessed by Landgate, at the time of document lodgement.

Included in the iLand release were communications to customers advising that any shortfall in the registration fee would not be collected and requisitions for shortfalls in the registration fees paid would not be issued.

Generally, this practice has been maintained where documents are accepted for lodgement.

Following a review of the iLand release, it has been identified that a number of customers have failed to properly identify the correct number of lots on new title applications and are failing to indicate the production of duplicate Certificates of Title on documents, resulting in the underpayment of registration fees.

Landgate will be issuing notices requesting payment of the under payment of registration fees in the following circumstances:

- Customers have failed to instruct Landgate of the correct number of new lots / titles created.
- Customers have failed to make note of the production of duplicate Certificates of Title either on the Case Instruction Sheet or on the front of the document.

Notices will be provided to customers when lodging any application for new titles advising that additional fees may be requested by Landgate in the event that the number of new lots / titles is unclear on the application.



**Jean Villani**  
**Acting Manager**  
**REGISTRATIONS**  
**Delegated Registrar of Titles**