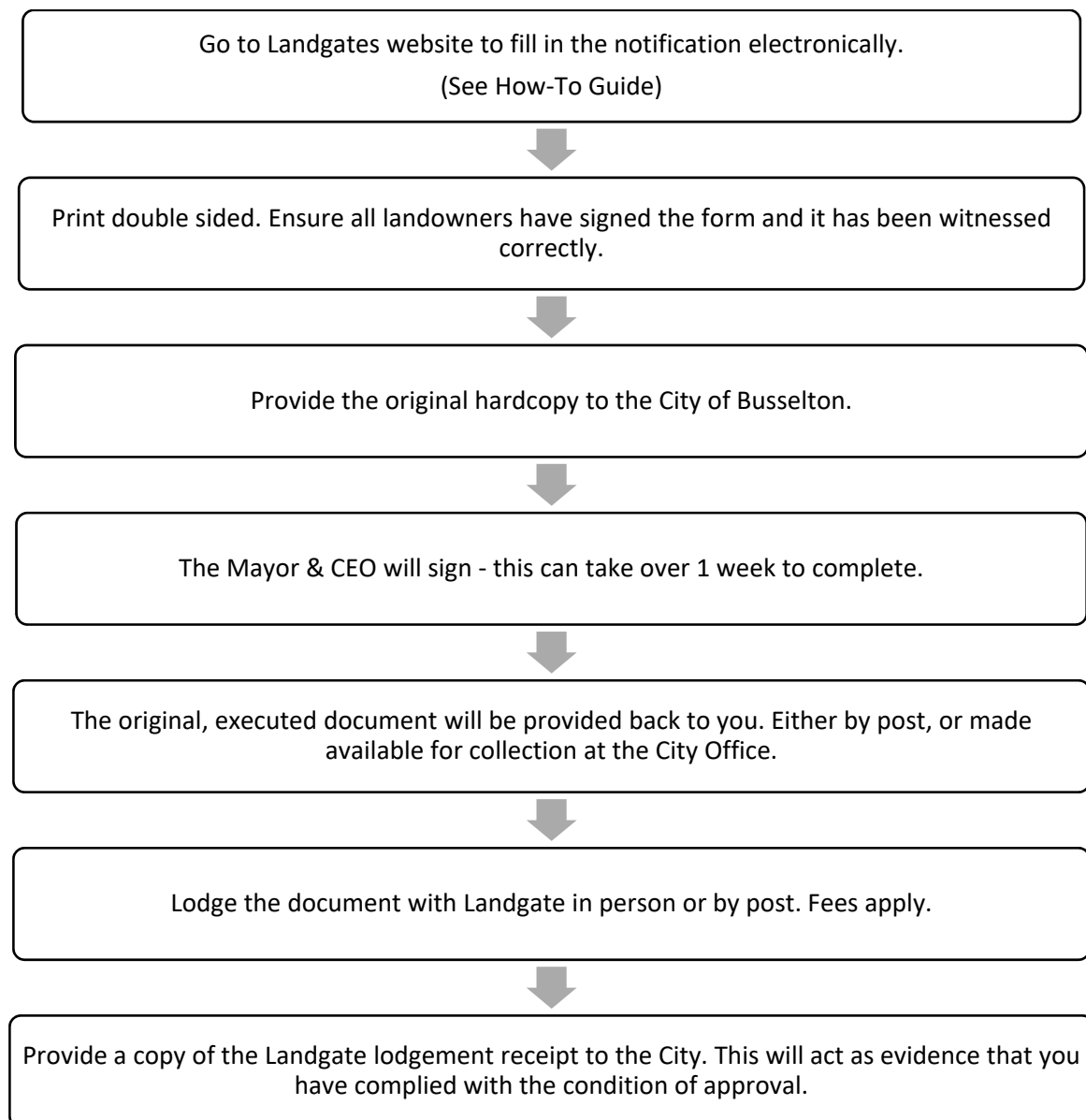


## Section 70A Notification Flow Chart

Section 70A is part of the *Transfer of Land Act 1893* that allows notifications to be placed on a property's Certificate of Title. This is done to ensure any current or future owners are aware of matters which may impact the enjoyment of that property.

It is the developer or landowners responsibility to undertake this process and pay for all associated cost with lodging the notification with Landgate.

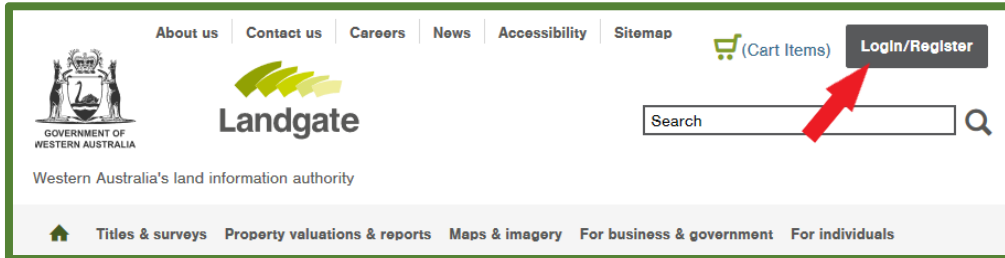
The flow chart, below, gives an overview of the process, while the How-To Guide attached will help you navigate Landgate's website.



## How To – Section 70A Notifications

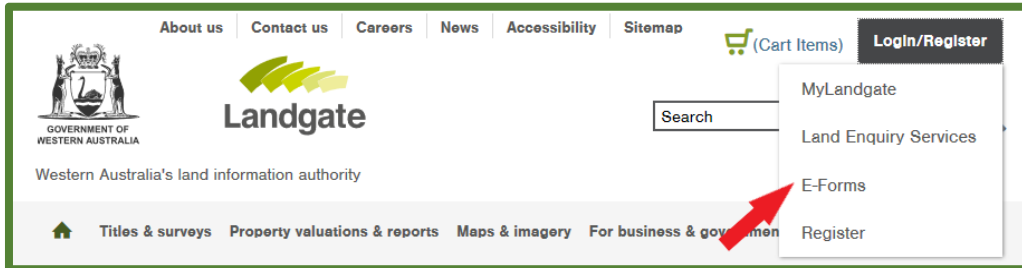
1. <https://www0.landgate.wa.gov.au/>

2. Are you a new user? Please register.

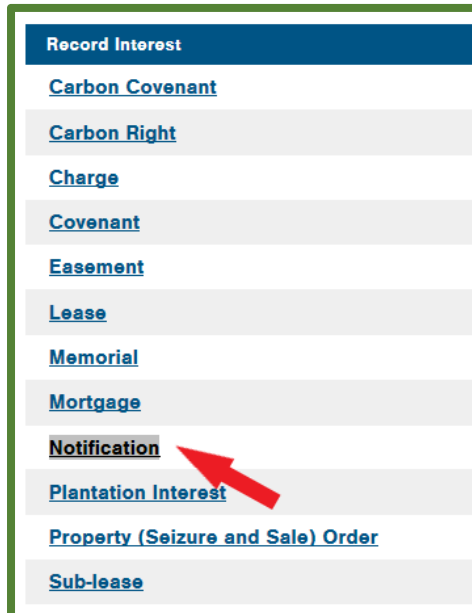


3. Complete your registration.

4. Login – select E-Forms



5. Land Titling Forms – scroll down to **Record Interest** and select **Notification**



## COMPLETING THE FORM

### 1. Check tick box

**Notification** ?

Approved form 2017-98207 Reg 3 of the Transfer of Land Regulations 2004

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

All the searches required to complete this form have been performed

### 2. Jurisdiction – Western Australia

**Jurisdiction** ?

Jurisdiction

State of Western Australia

### 3. Lodging Party Details – Yourself

**Lodging party details** ?

Name	<input type="text" value="Your Name"/>	Issuing box	<input type="text"/>
Address	<input type="text" value="Your Address"/>	Phone number	<input type="text" value="Your Contact Number"/>
	<input type="text"/>	Fax number	<input type="text"/>
	<input type="text"/>	Email address	<input type="text" value="Your Email"/>
	<input type="text"/>	Customer reference	<input type="text"/>

### 4. Preparer Details – Yourself

**Preparer details** ?

Name	<input type="text" value="Your Name"/>
Phone number	<input type="text" value="Your Contact Number"/>
Customer reference	<input type="text"/>

### 5. Notification Details – What is the notification about

- Change to Transfer of Land Act
- Section 70A
- Check your development approval for the wording of the condition.

**Notification details**

Act

Section

Factor affecting use or enjoyment of land

6. Land Interest – Add by Title. You will need the volume and folio number from your Certificate of Title. Entered as **VOLUME–FOLIO**

**Land / Interest** ?

Title (volume-folio)	Part of land affected	Land description	Interest
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

It will look similar to this

**Land / Interest** ?

Title (volume-folio)	Part of land affected	Land description	Interest
1234-567	Whole	LOT 1 ON DIAGRAM 12345	FEE SIMPLE <input type="button" value="edit"/> <input type="button" value="delete"/>

7. Registered Proprietor(s) (Land) – select Derive. This will pull through all the owners of the property.

**Registered proprietor(s)(Land)** ?

**Proprietor**

It will look similar to this

Registered proprietor(s)(Land) ?

**Proprietor**


JO BLOGGS OF 1 SESAME STREET BUSSELTON WA 6280  

Derive Add

8. Authorising Party – This is the City of Busselton. Select Add.

Authorising party ?

**Proprietor**

Add 

Complete as below and click save

Authorising party

**Party**

Person  Organisation

Legal entity name CITY OF BUSSELTON

ACN ABN ARBN ACLN GPR

**Address**

Address type Unstructured adc ▾

Address 2 SOUTHERN DRIVE

BUSSELTON WA 6280

Save Cancel

It will look similar to this



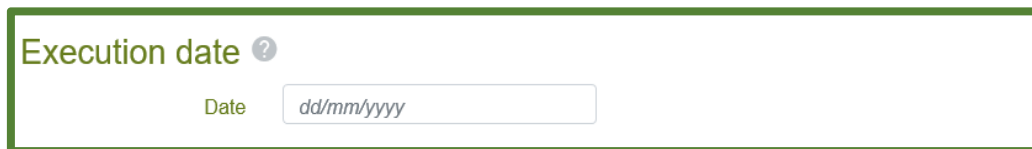
Authorising party ?

Proprietor

CITY OF BUSSELTON OF 2 SOUTHERN DRIVE BUSSELTON WA 6280

Add

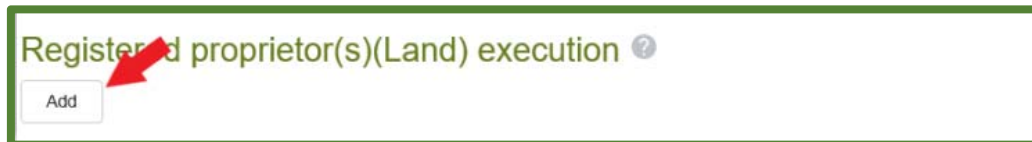
9. Execution Date – No change. Leave Blank.



Execution date ?

Date

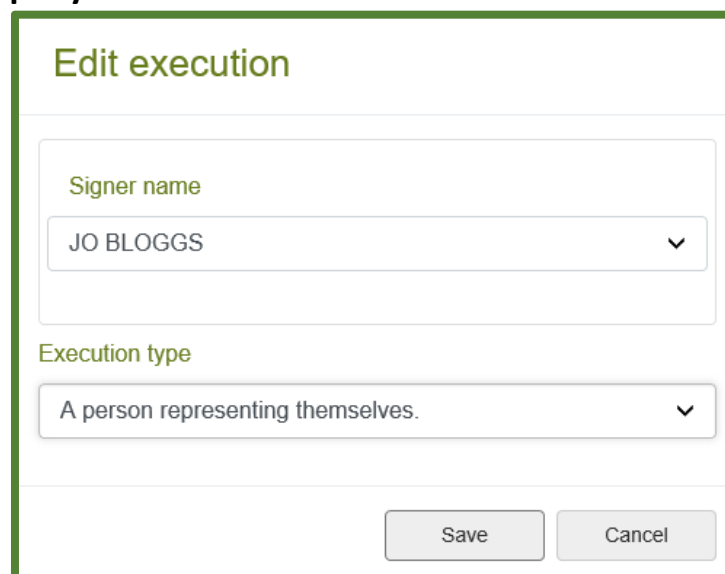
10. Registered Proprietor(s) Land Execution – click Add



Registered proprietor(s) Land execution ?

Add

- Note:
1. Where land is owned by more than one person, you will need to repeat this step for each
  2. Land owned by a person will always be execution type **A person representing themselves**
  3. Land owned by company will be execution type **A company with a Common Seal** or, **A Company without a Common Seal.**



Edit execution

Signer name

JO BLOGGS

Execution type

A person representing themselves.

Save Cancel

It will similar to this

**Registered proprietor(s)(Land) execution** ?

Witness must be an adult person. The witness must state their full name, address and occupation.

Witness signature	_____	Signature	_____
Witness full name	_____	Signer name	JO BLOGGS
Witness address	_____		
	_____		
	_____		
Witness occupation	_____		
Witness phone	_____		

### 11. Authorising Party Execution – Click Add

**Authorising party execution** ?

Select City of Busselton and A blank execution box

**Edit execution**

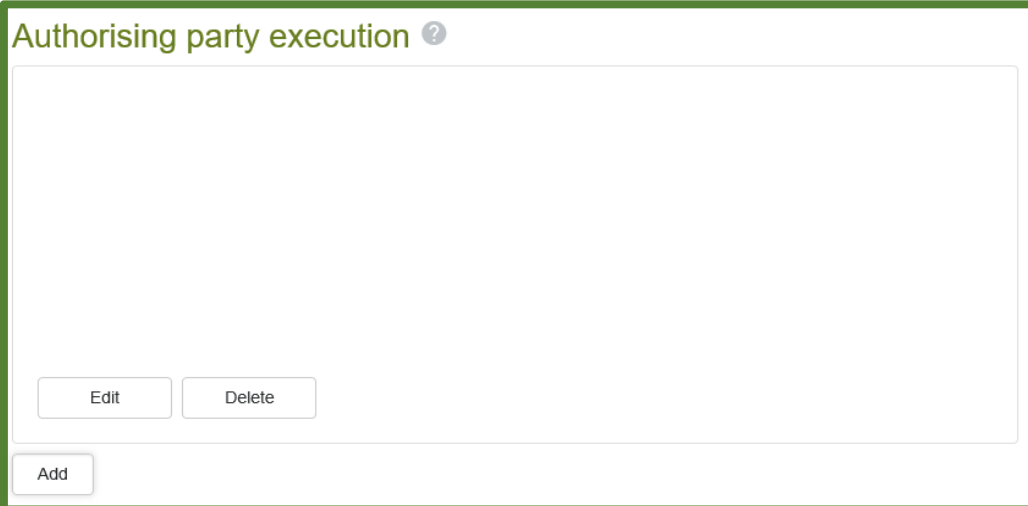
Party

CITY OF BUSSELTON ▼

Execution type

A blank execution block. ▼

It will look similar to this



The image shows a screenshot of a web application interface. At the top, there is a header with the text "Authorising party execution" followed by a small question mark icon. Below the header is a large, empty rectangular area, likely a table or list of items. At the bottom of this area, there are two buttons: "Edit" and "Delete". Below the main area, there is a separate button labeled "Add". The entire interface is enclosed in a green border.

12. Save

13. Print Form – In colour and duplex if possible

14. The form is to be signed by the proprietors and witnessed

15. Send completed, ink signed and ink witnessed ORIGINAL form to the City of Busselton

In Person at 2 Southern Drive, Busselton

By Post to Locked Bag 1 Busselton WA 6280