

**SUMMARY OF CHANGES TO LAND TITLE PRACTICE MANUAL  
PUBLISHED 22 APRIL 2025**

| <b>Part</b> | <b>Para</b>               | <b>Summary</b>   |
|-------------|---------------------------|--|
| 7           | 0000                      | Update text to clarify correct terminology and legislative references                                    |
| 7           | 0020                      | Update text regarding leases to a minor  |
| 7           | 0050                      | Update heading and text from Local Government to Planning Body   |
| 7           | 0080                      | Update text to clarify how a concurrent lease operates   |
| 7           | 2000                      | Update text to clarify requirements for version 7 of Form 7 and earlier versions of Form 7               |
| 7           | 2010                      | Update text to show correct items on Form 7 for execution  |
| 7           | 2020                      | Update heading and text to reflect amended item 7 on Form 7  |
| 7           | 2035                      | Update heading and text from Local Government to Planning Body   |
| 7           | 2100                      | Clarify requirements for noting a lease as being a concurrent lease                                      |
| 7           | 2110                      | Amend table to reflect updated requirements for dealing with a prior registered lease                    |
| 7           | 2150                      | Clarify that the registrar may remove expired leases   |
| 7           | 2205                      | Update text to clarify requirements  |
| 7           | 2210                      | Update text to clarify requirements  |
| 7           | 2211<br>(was 2350)        | Renumber section and update text to clarify requirements   |
| 7           | 2355<br>(deleted)         | Section deleted as no longer required  |
| 7           | 2212<br>(was 2370)        | Section renumbered   |
| 7           | 2220(new)                 | Inclusion of new section on how to describe leased premises  |
| 7           | 2230 (new)                | Inclusion of new section on dealing with leased area conflicts and completion of the relevant statements |
| 7           | 2240 (new)                | Inclusion of new section regarding available lease types   |
| 7           | 4000                      | Updated heading and insertion of an example of a completed Form 7 (version 7)                            |
| 7           | 4010                      | Clarify requirements for completion of Item 1  |
| 7           | 4020                      | Clarify requirements for completion of Item 2  |
| 7           | 4030                      | Clarify requirements for completion of Item 3  |
| 7           | 4040                      | Clarify requirements for completion of Item 4  |
| 7           | 4050                      | Clarify requirements for completion of Item 5  |
| 7           | 4051 (new)                | Inclusion of new section to provide guidance on completing Item 5 of the Form 7                          |
| 7           | 4051-1 to<br>4051-8 (new) | Inclusion of examples of completion of Item 5 for various lease types                                    |
| 7           | 4052 (new)                | Inclusion of new section to provide guidance on completing the Land Description field                    |
| 7           | 4053 (new)                | Inclusion of new section to provide guidance on completing the Lease Extent field                        |
| 7           | 4054 (new)                | Inclusion of new section to provide guidance on completing the Part of Land Area Description field       |
| 7           | 4055 (new)                | Inclusion of new section to provide guidance on completing the Building Premises Description field       |
| 7           | 4056 (new)                | Inclusion of new section to provide guidance on completing the Building Level field                      |
| 7           | 4057 (new)                | Inclusion of new section to provide guidance on completing the Building Identifier field                 |
| 7           | 4058 (new)                | Inclusion of new section to provide guidance on completing the Building Sketch Reference field           |
| 7           | 4060                      | Clarify requirements for completion of Item 6  |
| 7           | 4070                      | Clarify requirements for completion of Item 7  |
| 7           | 4070-1 (new)              | Inclusion of new section to provide guidance on completing the Rental/Consideration field                |

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|-------------|------------------------|---|
| 7           | 4070-2 (new)           | Inclusion of new section to provide guidance on completing the Lease Type field                                   |
| 7           | 4070-3 (new)           | Inclusion of new section to provide guidance on completing the Area/Volume field                                  |
| 7           | 4080                   | Clarify requirements for completion of Item 8   |
| 7           | 4090                   | Clarify requirements for completion of Item 9   |
| 7           | 4090-1 to 4090-3 (new) | Inclusion of examples of completion of Item 9 for different scenarios   |
| 7           | 4100 (new)             | Inclusion of new section to provide guidance on the completion of Item 10   |
| 7           | 4500 (new)             | Inclusion of new section and example relating to Form 20 – Lease Declaration                                      |
| 7           | 4510 (new)             | Inclusion of new section to provide guidance on the completion of Paragraph 1                                     |
| 7           | 4520 (new)             | Inclusion of new section to provide guidance on the completion of Paragraph 2                                     |
| 7           | 4530 (new)             | Inclusion of new section to provide guidance on the completion of Paragraph 3                                     |
| 7           | 4540 (new)             | Inclusion of new section to provide guidance on the completion of Paragraphs 4-7                                  |
| 7           | 4550 (new)             | Inclusion of new section relating to the execution of the lease declaration                                       |
| 7           | 7030 (deleted)         | Deletion of section as no longer required   |
| 7           | 9000                   | Removal of further reading references and inclusion of relevant cross references                                  |
| 14          | Examples 4 and 21      | Update examples to reflect correct completion of item 3   |
| 20          | 2019 (new)             | Insertion of new section relating to Form 20 – Lease Declaration  |
| 59          | 2040                   | Include changing a statement about a previous lease as an example of an alteration                                |
| 59          | 2040                   | Clarify that an alteration can be completed on the face of the form or by using a Form 20 - Enlarged Panel        |
| 59          | 4000                   | List of current forms updated to include Form 7, Version 7 and Form 12, Version 5 and Form 20 – Lease Declaration |