

Part 59 – Forms

LAND TITLE PRACTICE MANUAL

Updated: 1 August 2025



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Part 59 - Forms

[59-0000] General Law

Section 194 of the *Land Title Act 1994* and s. 444 of the *Land Act 1994* provide that the Chief Executive of the Department administering the Act may approve Forms required to be lodged in the Titles Registry.

Section 7 of the Electronic Conveyancing National Law (Queensland) provides for forms to be lodged electronically under that Law, to be approved by the Registrar.

Section 10 of the Land Title Act and s. 286 of the Land Act provide that a lodged form must be in the appropriate form and comply with the directions of the Registrar about how the form is completed and how information is to be included in or given with the form.

[59-0010] eConveyancing

Electronic Conveyancing (or eConveyancing) is the term used to refer to the electronic preparation, lodgement, processing and registration of instruments and other documents (Electronic Conveyancing Documents) in accordance with the *Land Title Act 1994* (Qld) and the Electronic Conveyancing National Law (Queensland) (the ECNL). eConveyancing is the primary method of conveyancing in Queensland, and its use is mandated for a number of instruments and documents. Refer to part [62-6000] for further information on the application of the eConveyancing mandate.

An Electronic Conveyancing Document is a document under the ECNL that is lodged electronically through an Electronic Lodgment Network (see s. 14B of the Land Title Act and s. 7 of the ECNL). A document that is lodged as an Electronic Conveyancing Document will have a label that is burnt into the image (similar to an eLodged document) and can be identified on the image of the document by the Office code of the relevant Electronic Lodgment Network Operator (e.g. "PX" for PEXA or "SY" for Sympli).

For more information refer to Part 62 – eConveyancing.

The terms Electronic Conveyancing and eConveyancing are used interchangeably in this Part and throughout the Land Title Practice Manual.

[59-1000] **Legislation**

Application of the Land Title Act 1994 to the Water Act 2000^{2,3}

Under the provisions of the Water Act, an interest or dealing may be registered in a way mentioned in the Land Title Act, subject to some exceptions.

A relevant interest or dealing may be registered in a way mentioned in the Land Title Act:

- a. as if a reference to the freehold land register is a reference to the water allocations register; and
- b. as if a reference to freehold land or land is a reference to a water allocation; and
- c. as if a reference to a lot is a reference to a water allocation; and
- d. with any other necessary changes.

Reference to the registrar of titles in the Land Title Act 1994 and Land Act 1994 and reference to the registrar of water allocations in the Water Act 2000

Refer to [0-8100] and [0-8200] and [0-8300].

[59-2000] Practice

[59-2000] General Requirements for Titles Registry Forms

A form (other than a plan of survey) must meet titles registry requirements.

A paper form must be printed on paper that is international sheet size A4 and white bond of density at least 80gm to a square metre and be free from discolouration and blemishes.

With the exception of the National Mortgage Form, Priority Notice, Withdrawal of Priority Notice and Extension of Priority Notice, there must be margins free from printing and writing of not less than 10mm on all sides of the form.

Leave a space of not less than 35mm from the top edge of the form to accommodate any duty notation and dealing label.

The form must be clearly printed (in dense blue or black ink) on one side of the sheet only and be produced in a way that is permanent and allows reproduction to the satisfaction of the Registrar in a print size no smaller than 1.8mm (10 point). An electronic form that is produced by a firm must retain the Arial font (or a similar font acceptable to the Registrar) and other formatting embedded within fields of the original file obtained from the Titles Queensland web site.

The whole of the Form, whether printed or processed, must appear on one side of one sheet only. Panels may be contracted or expanded to assist with this requirement, but no panel may be removed (i.e., the item must be shown in full even if not used).

Forms must not be folded.

A Titles Registry Form that has obviously been transmitted electronically (e.g. by facsimile) and presented for lodgement may be accepted provided all the following criteria are met:

- all signatures are originally signed and dated on the form lodged; and
- the form is presented on plain white paper (ie, sensitised or coloured paper is not acceptable); and
- the completed form presented meets the quality standards of Titles Registry Forms.

An Australian company name must in all circumstances be followed by its Australian Company Number, whether acquiring or disposing of an interest.

An acronym must not be used if it is not in common use as it may be unclear to a person conducting a search of the public register. For example, ATF is not acceptable in place of "as trustee for" or "as trustee", however ACN may be used in place of Australian Company Number and JP may be used in place of Justice of the Peace.

Lodgers may include the lodger's internal reference in the lodger section of an instrument or document; however, any internal reference included by the lodger must comply with the requirements set out in part [59-2030].

[59-2010] Items/Panels

All panels or numbered Items are to be completed, or if not applicable, to be either ruled through diagonally or marked N/A. (No panel/item is to be removed.)

Only in circumstances where there is insufficient space to include the necessary information in any item in any form, a Form 20 – Enlarged Panel may be used. For further information see Part 20 – Schedule, Enlarged Panel, Additional Page, Declaration, or Standard Terms Document.

Optional Items marked * # to be deleted must be ruled through if they do not apply in a particular form. Initialling is not required for these deletions.

Fields within Items for parties acquiring interests should be used to record Given Name, Surname and Tenancy.

The full given name/s and surname/s of each individual must be shown.

[59-2020] Interests

Shares in an Interest

An interest that is less than the whole (i.e. share) must be shown as a fraction and not expressed as a proportion or percentage, e.g.:

1/2 is acceptable, but 1:2 or 50% is not.

In cases where more than one share is involved, fractions must have a common denominator, e.g.:

6/12, 2/12, 1/12, 3/12.

Dealing with Different Interest Types

The Registrar will allow one form to be used for multiple interest types provided:

- the parties in the transaction are the same for each interest; and
- the interests are either all of a primary nature or all of a secondary nature. For example, a single transfer from A to B of a freehold lot and a State lease is acceptable as both interests are considered primary. However, a transfer from A to B of a freehold lot and transfer from A to B of a freehold lease (interest of a secondary nature) are not acceptable in a single form.

Where a single form is inadvertently prepared with primary and secondary interests, the form may be lodged only with prior approval of the Registrar.

Where a single form is used for multiple secondary interests separate lodgement fees will apply to each secondary interest as if each secondary interest was being dealt with in a separate form. Refer to the Titles Fee Calculator available online for more information.

[59-2030] Lodger

The lodger details must contain the minimum information necessary for positive identification and contact by mail, email, and telephone. However, in extenuating circumstances the Registrar may approve this panel to remain uncompleted, if requested in writing prior to lodgement and there is a substantive reason.

The lodger code (if applicable) should always be shown.

Lodger Reference

Lodgers may include an internal reference (relevant to their lodgement), in the lodger section of the form, to assist the lodger to identify the matter or transaction for which the lodgement is being made. However, this internal lodger reference must be confined to a single line of text, and may be made up of letters, numerals, and standard punctuation marks (full stops, commas, colons, semicolons, hyphens, etc) only. Lodgers must not use special symbols, QR Codes, barcodes, or link generators as an internal reference, or for any other purpose on any instrument or document lodged in the registry. Any instrument or document lodged with an internal lodger reference that is not made up of letters, numerals, and standard punctuation marks only, may be requisitioned, and will require the lodger to redact any internal reference that is not compliant with these requirements before relodging.

Amending Lodger details

Only the lodger of the instrument or document can request a change to the lodger details. The request must be made before the dealing is registered. Lodger details can be changed by sending the request using our online enquiry form or by email or letter.

[59-2040] Alterations and Minor Corrections to Titles Registry Forms

General

In this part the following applies:

Alteration means change to some detail which may alter the nature and effect of the instrument or document or is of a substantial nature—for example:

- adding or deleting a lot;
- adding or deleting a party;
- adding or deleting an interest;
- adding or deleting a middle name of a party;
- changing a title reference other than by one digit or a transposition of two digits;
- changing a statement about a previous lease; or

inserting or changing the tenancy or shares of parties.

Minor correction means a change to correct a minor error—for example, a correction of:

- a digit or a transposition of two digits in a title reference;
- a digit or a transposition of two digits in a plan number;
- the spelling of part of the name of an individual or corporation; or
- a digit or a transposition of two digits in an Australian Company Number.

An alteration or a minor correction must be made in the following manner:

- a deletion must be ruled through and not erased or obliterated by painting over; and
- any addition must be clearly printed in the correct item on the form itself, or if insufficient space is available, on a Form 20 Enlarged Panel. See Part [20-2020] for further information.

Titles registry forms do not include the following:

- Form 21 Survey Plan (Main Plan)
- Form 21A Survey Plan (Additional Sheet)
- Form 21B Survey Plan (Administration Sheet)
- Form 24 Property Information (Transfer)
- Form 24A Property Information (Transmission Application)
- Form 25 Foreign Ownership Information
- First CMS First Community Management Statement
- New CMS New Community Management Statement
- Power of Attorney instrument

Each party and each witness to a Titles Registry form must initial any alteration. However, as the Registrar has discretion under s. 10 of the *Land Title Act 1994* to waive a requirement relating to a form where it is considered reasonable to do so, the Registrar will not usually require a witness to initial a change to a form. The witness will be required to initial an alteration where it may impact on their responsibilities under s. 162 of the Land Title Act or s. 311 of the *Land Act 1994*. It is advisable to have the alteration initialled by the witness if there is doubt on whether or not the alteration impacts on the witness's responsibilities.

The Registrar may require further evidence to substantiate who has made an alteration or a minor correction to an instrument or document and the nature of their authority.

If there is doubt on whether a change is considered an alteration or a minor correction, it is advisable to have the changes made in accordance with the practice for an alteration.

Please note that Survey Plan Forms 21, 21A and 21B can only be amended by the surveyor in accordance with Direction 23 of the Registrar of Titles Directions for the Preparation of Plans.

Alterations or Minor Corrections Made Before Lodgement

The following applies whether the alteration or minor correction was made before or after execution.

Alterations Made Before Lodgement

An alteration made to a form before lodgement must be initialled by:

each party to the form who executed the document—except where the change is of no consequence to a party, then
that party's initial is not required, for example inserting or changing the tenancy of transferees would not require the
transferor's initials.

Note: A solicitor who signed on behalf of a party is not a party to the form; or

• a person authorised to alter the instrument or document—provided that a statement about the alteration is deposited with the instrument or document when lodged (see below).

Minor Corrections Made Before Lodgement

A minor correction made before lodgement must be initialled by at least:

- one of the parties to the form who executed the document; or
- a solicitor for one of the parties; or
- another person authorised to make a minor correction to the instrument or document—in this case, a statement about the minor correction must be deposited with the instrument or document when lodged (see below).

Alterations or Minor Corrections Made After Lodgement

Alterations Made After Lodgement

The practice stated above for *alterations* made before lodgement, also applies to *alterations* made to an instrument or document after lodgement, that is, where a dealing is under requisition. However, additional requirements apply to:

- adding a party— the following are required:
 - The additional party must execute the instrument or document; and
 - the lodger must provide a letter requesting that the dealing be withdrawn and re-lodged under s. 159 of the Land Title Act 1994 or s. 308 of the Land Act 1994.
- withdrawing a lot or an interest from the instrument or document before the dealing is registered—the lodger must also provide a letter requesting that the dealing be withdrawn only so far as relates to the lot/interest
- adding a lot or an interest to an instrument or document before the dealing is registered—the following are required:
 - the instrument or document must be re-executed by all parties—if the instrument or document is unable to be re-executed a written submission, supported by a statutory declaration stating the facts, must be deposited; and
 - any additional lodgement fee for extra lot/interest must be paid; and
 - the lodger must provide a letter requesting that the dealing be withdrawn and re-lodged under s. 159 of the Land
 Title Act or s. 308 of the Land Act.

Minor Corrections Made After Lodgement

The practice stated above for *minor corrections* made before lodgement, also applies to *minor corrections* made to an instrument or document after lodgement, that is, where a dealing is under requisition.

Statement by Authorised Person

A statement providing information about an *alteration* or a *minor correction* that is required to be deposited with an instrument or document may be made by:

- a solicitor for either party to the instrument or document; or
- at least one person who was authorised to make changes.

The statement must include:

- the title reference and the form number/name; and
- the name of the authorised person/s and the name of their firm, institution or settlement agency; and
- the details of the alteration and/or minor correction; and
- the name of the party represented where the statement is signed by a solicitor; and
- the signature of the person/s who made the statement.

A pro forma Form 20 – Schedule with relevant blank fields is shown below and is available on the Titles Queensland web site.

Title reference:		
Form being altered or corrected:		
Name of authorised person or solicitor:		
Name of authorised person's firm or employer (legal practice, commercial lender or settlement agency):		
Item/s being altered or corrected:		
Details of alteration or correction:		

Party represented (where signed by solicitor):			

Authorised person's or Solicitor's Signature

The statement may be on either letterhead or a Form 20 – Schedule, if the authorised person is a solicitor or an employee (whether authorised directly or by chain of authority) of a legal practice, a commercial lender or a settlement agency.

If the authorised person is not one of the above, the statement must be on a Form 20 - Schedule.

[59-2050] Annexures

An annexure (for example a declaration, an enlarged panel or a schedule) must be prepared on a Form 20 and form part of the completed Titles Registry form. Other documentation (for example an original will, certificate of death, Form 24 – Property Information (Transfer), Form 25 – Foreign Ownership) accompanying the Titles Registry form are only deposited with the form.

For further information see part 20 - Schedule, Enlarged Panel, Additional Page, Declaration, or Standard Terms Document.

[59-2060] Binding

The form and its supporting documents may be bound with one staple at the top left corner. An original will must not be stapled or otherwise attached to another document including by a paper clip.

[59-2070] deleted

[59-4000] Current Forms

Chronological List of Dates of Effect – Based on Date of Signing of the Particular Form/Version

1 September 1986	Real Property Act Panel Forms commenced
1 May 1992	Form 100s commenced
24 April 1994	Land Title Act forms commenced (Real Property Act repealed)
1 August 1994	Real Property Act forms no longer acceptable
24 October 1994	Land Title Act Version 2 forms commenced
1 December 1994	Forms executed in Version 1 not acceptable
6 February 1995	Form 23 Version 1 (Settlement Notice) commenced
30 October 1995	Form 24 Version 1, Form 23 Version 2 and Version 3 of Forms 1, 4, 5, 6, 7, 13 and 18 commenced
1 January 1996	Common Form 100, Version 1 of Form 23 and Version 2 of Forms 1, 4, 5, 6, 7, 13, 18 are no longer acceptable
12 July 1997	Version 4 of Form 13, Version 2 of Form 21and Version 1 of Forms 21A, 29 to 34 and CMS commenced
13 September 1997	Form 21 Version 1 no longer acceptable
1 December 1997	Form 13 Version 3 no longer acceptable
18 February 2000	Form 7 Version 4 commenced
1 July 2000	Form 7 Version 3 no longer acceptable
1 September 2002	Form 24 Version 2 commenced
1 September 2003	Version 2 of Forms 20, 25, 29 to 34 and CMS, Version 3 of Forms 2, 3, 5A, 8 to 12, 14 to 17, 19, 23 and 24, Version 4 of Forms 1, 4, 5, 6 and 18, Version 5 of Forms 7 and 13 commence

1 December 2003	Version 1 of Forms 20, 25, 29 to 34 and CMS, Version 2 of Forms 2, 3, 5A, 8 to 12, 14 to 17, 19, 23 and 24, Version 3 of Forms 1, 4, 5, 6 and 18, Version 4 of Forms 7 and 13 no longer acceptable
1 April 2006	Version 4 of Form 5A, Version 5 of Forms 5 and 6 commence
1 July 2007	Version 1 of Form 24A, Version 3 of Forms 25, 29 to 34 and CMS, Version 4 of Forms 2, 3, 8 to 12, 14 to 17, 19, 23 and 24, Version 5 of Forms 1, 4, 5A and 18, Version 6 of Forms 5 to 7 and 13 commence
1 October 2007	Versions of forms prior to those that commenced 1 July 2007 no longer acceptable
10 October 2011	Form 24 Version 5 and Form 24A Version 2 commenced
1 March 2012	Version 4 of Form 24 and Version 1 of Form 24A no longer acceptable
14 December 2012	Version 3 of Form 21 and Version 1 of Forms 36, 37, 38 and 38A commenced.
10 May 2013	Version 6 of Form 5A, Version 7 of Form 6 and Version 5 of Form 23 commenced.
31 May 2013	Version 1 of Forms 39 and 40 commenced.
27 September 2013	Version 1 of Forms 41 and 42 commenced
11 December 2013	Version 1 of Form 2 (Electronic) and Form 3 (Electronic) commenced.
21 March 2014	Version 4 of Form 25 commenced
1 July 2014	Version 6 of Form 24 commenced
25 May 2015	Version 1 of Form 11 (Electronic), Form 14 (Electronic) and Form 23 (Electronic) commenced
1 December 2015	Version 4 of Form 21, Version 1 of Form 21B, Version 2 of Form 38 and Version 1 of Form 38B commenced
1 December 2015	County and Parish fields removed from Forms 1,2,3,4,5,5A,6,7,8,9,10,11,12,13,14,15, 17,18,19,23,29,30,31,32,33,34,36,37,39,40,41,42 and Form CMS
21 March 2016	Version 7 of Form 24 and Version 3 of Form 24A commenced
29 May 2017	National Mortgage Form (NMF) commenced
30 June 2017	Form 38, Form 38A and Form 38B no longer used following the decommissioning of the eSurvey system
17 July 2017	Version 7 of Form 5A and Version 8 of Form 6 commenced
18 September 2017	Version 8 of Form 24 commenced
16 October 2017	Version 1 of Priority Notice Form approved
(1 January 2018)	(accepted for deposit from 1 January 2018)
16 October 2017	Version 1 of Extension of Priority Notice Form approved
(1 January 2018)	(accepted for deposit from 1 January 2018)
16 October 2017	Version 1 of Withdrawal of Priority Notice Form approved
(1 January 2018)	(accepted for deposit from 1 January 2018)
1 January 2018	Form 23 Version 1 (Settlement Notice) no longer accepted for deposit irrespective of when signed (replaced with Priority Notice mechanism)
	Version 1 of Priority Notice Form (electronic) accepted for deposit
	Version 1 of Extension of Priority Notice Form (electronic) accepted for deposit
	Version 1 of Withdrawal of Priority Notice Form (electronic) accepted for deposit
5 March 2018	Form 2 – Mortgage (version 4) forms executed by all parties after this date no longer accepted (forms executed by at least one party prior to this date still accepted)

24 April 2018	Version 1 of Form 5 Transmission Application by Personal Representative (electronic) approved
	Version 1 of Form 20 Trust Details Form (electronic) approved
27 April 2018	Version 7 of Form 5 and Version 8 of Form 5A commenced
30 September 2018	Version 6 of Form 5 and Version 7 of Form 5A no longer accepted
1 October 2019	Form 17, Form 19 and Form 22 no longer used following the discontinuance of Paper Certificates of Title
24 April 2020	Version 1 of Form 18A Registered Owners/Lessees Consent to Survey Plan and
	Version 1 of Form 18B Planning Body Approval of Survey Plan commenced
24 April 2020	Version 2 of Form 21B commenced
8 June 2020	Version 1 of Form 21Z (Plan Cover Sheet) commenced
1 July 2020	Version 7 of Form 13 and Version 5 of Form 25 commenced
30 November 2020	Version 4 of CMS commenced
	Version 1 of Form 18C Planning Body Community Management Statement Notation commenced
	Version 2 of Form 21Z commenced.
1 January 2021	Version 6 of Form 13 executed by all parties after this date no longer accepted (forms executed by at least one party on or before this date still accepted)
	Version 4 of Form 25 signed after this date no longer accepted (forms signed on or before this date still accepted)
28 February 2021	Version 3 of CMS signed after this date no longer accepted (forms signed on or before this date still accepted)
	Version 1 of Form 21Z no longer accepted for deposit after this date.
6 February 2023	Version 1 of Form 4 (electronic) commenced
20 December 2023	Form 20 Declaration introduced
28 August 2024	Form 20 BCCM Execution introduced
28 August 2024	Version 1 of First CMS commenced
28 August 2024	Version 1 of New CMS commenced
23 October 2024	Version 4 of CMS removed
9 December 2024	Version 3 of Form 21Z commenced
9 December 2024	Form 20 – Responsible Entity Details Form introduced
20 March 2025	Version 5 of Form 12 commenced
31 March 2025	Version 7 of Form 7 commenced.
31 March 2025	Form 20 – Lease Declaration introduced
1 August 2025	Privacy Statement on all Forms updated

List of Forms

Paper Forms

Form 1	Version 5	Transfer
Form 3	Version 4	Release of Mortgage
Form 4	Version 5	Request to Record Death
Form 5	Version 7	Transmission Application by Personal Representative (Grant in Queensland or Queensland recognised grant)

Form 5A	Version 8	Transmission Application by Personal Representative (No Grant in Queensland or no Queensland recognised grant)
Form 6	Version 8	Transmission Application for Registration as Devisee/Legatee
Form 7	Version 7	Lease/Sub-Lease
Form 8	Version 4	Surrender of Lease
Form 9	Version 4	Easement
Form 10	Version 4	Surrender of Easement
Form 11	Version 4	Caveat
Form 12	Version 5	Request to Register Writ/Warrant of Execution
Form 13	Version 7	Amendment
Form 14	Version 4	General Request
Form 15	Version 4	Request to Amalgamate
Form 16	Version 4	Request to Register Power of Attorney/Revocation of Power of Attorney
Form 18	Version 5	General Consent
Form 18A	Version 1	Registered Owners/Lessees Consent to Survey Plan
Form 18B	Version 1	Planning Body Approval of Survey Plan
Form 18C	Version 1	Planning Body Community Management Statement Notation
Form 20	Version 2	Schedule/Enlarged Panel/Additional Page/Declaration
Form 21	Version 4	Survey Plan (Main Plan)
Form 21A	Version 1	Survey Plan (Additional Sheet)
Form 21B	Version 2	Survey Plan (Administration Sheet)
Form 21Z	Version 3	Plan Cover Sheet
Form 24	Version 8	Property Information (Transfer)
Form 24A	Version 3	Property Information (Transmission Application)
Form 25	Version 5	Foreign Ownership Information
Form 29	Version 3	Profit a prendre
Form 30	Version 3	Mortgage Priority
Form 31	Version 3	Covenant
Form 32	Version 3	Building Management Statement
Form 33	Version 3	Release of Covenant/Profit a prendre
Form 34	Version 3	Extinguishment of Building Management Statement
Form 36	Version 1	Carbon Abatement Interest
Form 37	Version 1	Surrender of Carbon Abatement Interest
Form 39	Version 1	High-density Development Easement
Form 40	Version 1	Surrender of High-density Development Easement
Form 41	Version 1	Indigenous Cultural Interest
Form 42	Version 1	Surrender of Indigenous Cultural Interest
First CMS	Version 1	Format for First Community Management Statement
New CMS	Version 1	Format for New Community Management Statement
NMF	Version 1.5	National Mortgage Form
PNN	Version 1	Priority Notice Form
PNE	Version 1	Extension of Priority Notice Form
PNW	Version 1	Withdrawal of Priority Notice Form

Electronic Conveyancing (electronic) Forms

Form 1	Version 2	Transfer (electronic)
Form 3	Version 2	Release of Mortgage (electronic)
Form 4	Version 1	Request to Record Death (electronic)
Form 5	Version 1	Transmission Application by Personal Representative (electronic)
Form 11	Version 2	Caveat (electronic)
Form 14	Version 1	General Request (electronic)
Form 20	Version 1	Trust Details Form (electronic)
Form 24	Version 3	Property Information (Transfer) (electronic)
Form 25	Version 2	Foreign Ownership Information (electronic)
NMF	Version 1.5	Mortgage Form (electronic)
PNN	Version 1	Priority Notice Form (electronic)
PNE	Version 1	Extension of Priority Notice Form (electronic)
PNW	Version 1	Withdrawal of Priority Notice Form (electronic)

[59-9000] Cross References and Further Reading

Part 62 - eConveyancing.

[59-9050] Notes in text

Note¹ – This numbered section, paragraph or statement does not apply to water allocations.

Note² – This numbered section, paragraph or statement does not apply to State land.

Note³ – This numbered section, paragraph or statement does not apply to freehold land.