

Guide to completing *Form 24A—Property Information (Transmission Application)*

To be used with Land Registry *Form 6—Transmission Application* only)

This Guide for Completion is not part of the Form 24A and must not accompany the Form 24A and *Form 6—Transmission Application* when lodged in the Titles Registry.

The information on the Form 24A is required for the Office of State Revenue and to monitor compliance with legislative requirements relating to electrical safety switches (Department of Justice and Attorney-General) and smoke alarms (Department of Community Safety), and to update information held on the valuation and sales database and water management systems (Department of Environment and Resource Management), and local authority rate records. Each agency is provided only with information relevant to their area of responsibility.

General Notes

Two versions of this form are available –

- The electronic version has embedded fields and may be completed in Microsoft Word or Adobe Acrobat before printing. (Word version – if an embedded field expands, enter a space in it to reduce its width.)
- The printed version has visible broken lines. It must be printed and then completed by hand.
- Form 24A must accompany Land Registry *Form 6—Transmission Application* by a devisee/legatee of freehold (fee simple), State lease, water allocation or lease under South Bank Corporation Act 1989.
- The applicant referred to in the Form 24A is the applicant (devisee/legatee) in the Transmission Application.
- For YES, NO or N/A (NOT APPLICABLE) answers, mark appropriate [] with an 'X'.
- Insert information in the areas provided.
- If insufficient space for any item, complete and attach a Land Registry *Form 20—Enlarged Panel*.
 - In the relevant item of the Form 24A, insert the words 'See Enlarged Panel' only.
 - A Form 20 may contain more than one item.
 - The Form 20 must refer to the first title reference mentioned in the *Form—Transmission Application*, show consecutive page numbering in the top right hand corner and repeat the relevant item number and heading from the Form 24A.
- Contact details for each agency are listed at the end of the guide.

Item 1 - Deceased's last residential address - Must be completed

- Insert the last residential address of the deceased.

Item 2 - Applicant

- Items 2(a), (b) and (c) have separate rows for each applicant (max. four).
- If insufficient space, complete and attach Land Registry *Form 20—Enlarged Panel*.

(a) Given Names & Surname or Company & ACN/ABN – Must be completed

- Complete full name of each applicant in upper case as shown on the Transmission Application.
- For a natural person, insert name in the format [GIVEN NAMES] [SURNAME].
- For a company, insert company name and ACN or ABN in the format [COMPANY NAME] [ACN or ABN].

(b) Date of Birth - Must be completed where the applicant is a natural person

- Date of birth is used only for Office of State Revenue purposes.
- Complete date of birth in the format [dd/mm/yyyy] beside the corresponding name of each natural person.

(c) Residential or Business Address after possession - Must be completed

- On the line beside each applicant complete the residential or business address after possession.
- Where the address is the same as the applicant on the line above, insert 'AS ABOVE' on the relevant line.
- For a natural person, complete the residential address where the applicant will reside after possession.
- For a company, complete the registered business address where business will be conducted after possession. Do not use an agent's address (eg. not an accountant's or solicitors details) or post office box.

(d) Contact details after possession - Must be completed

1. Phone number

- Insert the applicant's or authorised representative's contact telephone number or mobile telephone number after possession to allow ready contact for correction of information on the form or to obtain further details.

2. Postal Address

- Complete a postal address after possession to enable authorised notices to be forwarded to the applicant (eg. rate notice, valuation notice or land tax assessment).
- If the postal address is the same as the residential or the business address, mark **As above** [].

(e) Is applicant a foreign person / corporation? - Not applicable to a water allocation

- The Foreign Ownership of Land Register Act 1988 only applies to land.
- If the applicant is a foreign person or foreign corporation as defined in the Foreign Ownership of Land Register Act 1988, a Form 25 is required to be completed and attached to the Form 24A when submitted to the Titles Registry.
- If not applicable, mark **N/A** [].

Definitions of Foreign Person and Foreign Corporation	
<p>Foreign person means:</p> <ul style="list-style-type: none"> - a foreign natural person; and - a foreign corporation (including any body corporate); and - a corporation in which, on its last accounting date, a foreign natural person or a foreign corporation holds a controlling interest; and - a corporation in which, on its last accounting date, 2 or more persons, each of whom is either a foreign natural person or a foreign corporation, hold an aggregate controlling interest 	<p>Foreign natural person means a person:</p> <ul style="list-style-type: none"> - who is not an Australian citizen within the meaning of the <i>Australian Citizenship Act 1948 (Cwlth)</i>; and - whose continued presence in Australia is subject to a limitation as to time imposed by law; or - who is not domiciled in Australia. <p>Foreign corporation means a body (whether incorporated or unincorporated) that is formed outside Australia and its external Territories.</p>
<p>A foreign person does not include persons who have permanent residency status in Australia and are domiciled in Australia.</p>	

For more information contact the Department of Environment and Resource Management, Foreign Ownership of Land Register.

(f) Does applicant ordinarily reside in Australia? - Not applicable to a water allocation

- Under the Land Tax Act 1915, a person does not ordinarily reside in Australia if that person has been absent for 6 months during a year or was absent from Australia as at the last 30 June.
- If not applicable, mark **N/A** [].

For more information contact the Office of State Revenue.

Item 3 - Property Details

(a) Land/Water Allocation Description – Must be completed

- There are two rows for land and/or water allocation descriptions.
- If insufficient space complete and attach Land Registry *Form 20—Enlarged Panel*.
- Complete the lot number/s, the plan type and the plan number/s being transmitted as shown on a Current Title Search for the lot eg Lot 2 on SP102938.

(b) Property Address - Not applicable to a water allocation

- Complete the address of the property beside the corresponding lot/s
- Properties with multi-unit dwellings should show the unit number as well as the street number (eg. 2/24 Smith St).
- If there is **no street number**, insert N/A — **do not enter the lot number** associated with the plan as the street number.
- If the property is a water allocation only, leave blank.

(c) Property Transferred includes - Must be completed for all transmissions involving land

- Mark the inclusion/s appropriate to the property.
- Specify further inclusion/s in the 'Other' field where necessary.
- If not applicable, leave blank eg. transmission of only a water allocation.

For more information contact the Dept of Environment and Resource Management, State Valuation Services.

(d) Current Land Use - Not applicable to a water allocation

- Mark the land use/s appropriate to the property.
- Where the relevant land use is not listed on the form (eg. time share) specify the appropriate land use in the 'Other' field.
- If the property being transmitted is a water allocation only, leave this item blank. For any other property, it must be completed.

Land Use Definitions	
<p>Vacant Land: Property/Land without visible improvement eg: structures.</p>	<p>Farming: Means the business or industry of grazing, dairying, pig farming, poultry farming, viticulture, orcharding, apiculture, horticulture, aquaculture, vegetable growing, the growing of crops of any kind, forestry or any other business or industry involving the cultivation of soils, the gathering in of crops or the rearing of livestock.</p>
<p>Dwelling: House used for single unit residential habitation usually by a family unit.</p>	
<p>Multi-unit: A structure which has been registered as (a) a Building Unit or Group Title under the Building Unit and Group Titles Act or (b) a community title scheme under the Body Corporate and Community Management Act 1997. The structure may be used for residential, industrial, commercial or mixed purposes.</p>	<p>Industrial: Includes properties used for general industry, light industry, noxious/offensive industry, harbour industry, extractive purposes and may include the following where not used for retail purposes: warehouses, bulk stores, transport terminals, service stations, oil depots, wharves, builders yards and cold stores.</p>
<p>Flats: A structure containing two or more areas designed for self contained residential occupation including groups of units held by a single Company but not registered as (a) a Building Unit or Group Title under the Building Units and Group Titles Act or (b) a community title scheme under the Body Corporate and Community Management Act 1997.</p>	

<p>Guest House/Private Hotel:</p> <p>An accommodation building where room only or room and meals are provided and having shared facilities (not a motel).</p>	<p>Commercial:</p> <p>Includes properties used for shops or shop/dwelling, shopping group, drive in shopping centres, restaurants, motels, special tourist attractions, marina, residential institutions, car parks, retail warehouse, sales area outdoor (dealers, boats, cars), offices (professional offices, finance, banks, lending agents and brokers), funeral parlours, hospitals, convalescent homes, predominantly medical care, child care, hotels/taverns, nurseries, theatre/cinema, drive in cinemas, licensed clubs, sporting facilities/clubs, caravan parks and advertising hoardings.</p>
<p>Other, specify:</p> <p>Those not covered above. If there is any doubt as to what land use the property may be included please specify the usage here.</p>	

For more information contact the Department of Environment and Resource Management, State Valuation Services.

(e) Water Allocation – Not applicable to land

If not applicable, mark **N/A** [].

1. Is water allocation unsupplemented?

- Unsupplemented i.e. a water supply for an allocation where the reliability is not enhanced or supplemented by releases from water storage infrastructure.
- Indicate if the water allocation is Unsupplemented.

2. Reference number of the Water Allocation Dealing Certificate - Unsupplemented

- If the water allocation is unsupplemented complete the certificate reference of the Notice of Proposed Transfer of Unsupplemented Water Allocation.
- If water allocation is a supplemented allocation leave blank.

For more information contact the Department of Environment and Resource Management, Water Allocation and Planning.

(f) Safety Switch – Applicable to domestic residence only

- Domestic residence means a building or part of a building that is used, or designed to be used, as a single dwelling eg a dwelling house, a home unit in a multi-unit development or a flat.

1. Is an electrical safety switch installed?

- There is a requirement under law that an electrical safety switch must be installed for all general purpose socket outlets in every domestic residence.
- If not applicable, mark **N/A** [].

2. Has applicant been informed in writing about its existence?

- There is a requirement under law that the personal representative must inform the applicant in writing about the existence or otherwise of an electrical safety switch in the home.
- If not applicable, mark **N/A** [].

For more information contact the Department of Justice Attorney-General, Electrical Safety Office.

(g) Smoke Alarm – Applicable to domestic dwelling only

- Domestic dwelling means a Class 1a building (a detached house or one or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, townhouse or a villa unit) or a Class 2 building (a building containing 2 or more sole-occupancy units each being a separate dwelling).

1. Is a compliant smoke alarm/s installed?

- There is a requirement under the Fire and Rescue Service Act 1990 that from 1 July 2007 the required number of smoke alarm/s that comply with Australian Standard 3786 have been installed in the domestic dwelling.
- If not applicable, mark **N/A** [].

2. Has applicant been informed in writing about its existence?

- There is a requirement under law that the personal representative must inform the applicant in writing about the existence or otherwise of a smoke alarm/s in the domestic dwelling.
- If not applicable, mark **N/A** [].

For more information contact the Department of Community Safety, Queensland Fire and Rescue Service.

Contact Details for Further Information

Queensland Treasury Office of State Revenue www.osr.qld.gov.au	Dept Environment and Resource Management www.derm.qld.gov.au		Dept of Justice and Attorney-General www.justice.qld.gov.au	Dept of Community Safety www.emergency.qld.gov.au
Client Contact Centre Ph. 1300 300 734	State Valuation Services See note below	Water Allocation and Planning Ph. (07) 3330 6012	Electrical Safety Office Ph. 1300 650 662	Queensland Fire and Rescue Service www.fire.qld.gov.au Ph: 1300 369 003
	Foreign Ownership of Land Register Ph. (07) 3227 7262			

Note - For all enquiries related to information required for the valuation roll contact your local office of the Department of Environment and Resource Management and request to speak to a valuations administration officer.