

Part 24 – Property Information (Transfer) and Property Information (Transmission Application)

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Part 24 – Property Information (Transfer) and Property Information (Transmission Application)

General Law

[24-0000]

Form 24 – Property Information (Transfer) and Form 24A Property Information (Transmission Application) are common forms deposited with the Land Registry to collect information on behalf of government agencies other than the Land Registry.

The information is required by the following agencies and for the purposes stated:

- Office of State Revenue – to assist with statutory obligations for the administration and collection of land tax and duty on land
- Office of Electrical Safety (Department of Employment and Industrial Relations) – to monitor compliance with legislative requirements relating to electrical safety switches
- Queensland Fire and Rescue Service (Department of Emergency Services) – to monitor compliance with legislative requirements relating to smoke alarms
- State Valuation Service (Department of Environment and Resource Management) – to update information held on the valuation and sales database
- Water Catchment Services (Department of Environment and Resource Management) – to assist with the maintenance of the water management system
- local governments – to assist with the updating of local government rates records.

Each agency is provided only with information relevant to their area of responsibility.

Form 24 version 1 was introduced on 30 October 1995 to replace Form 100, which had previously replaced various forms that were used when land was being transferred. Version 4 of Form 24 and version 1 of Form 24A the versions, current at the time of publication of this manual, were introduced for use on 1 July 2007. Supplementing the Form 24 and Form 24A is a Form 25 – Foreign Ownership Information (see part 25 – Foreign Ownership Information).

Legislation

[24-1000]

Application of the *Land Title Act 1994* to the *Water Act 2000*

Under the provisions of ss 150(1) and 151 of the *Water Act 2000*, subject to the exceptions provided in ss 150(2), 151(1) and (5) of the *Water Act 2000*, the *Land Title Act 1994* applies to the registration of an interest or dealings for a water allocation on the water allocations register.

Under s 151(3) of the *Water Act 2000* an interest or dealing mentioned in s 150 may be registered in a way mentioned in the *Land Title Act 1994* and the Registrar of Water Allocations may exercise a power or perform an obligation of the Registrar of Titles under the *Land Title Act 1994*:

- (a) as if a reference to the Registrar of Titles were a reference to the Registrar appointed under Chapter 2 Part 4 Division 6 of the *Water Act 2000*; and

- (b) as if a reference to the freehold land register were a reference to the water allocations register; and
- (c) as if a reference to freehold land or land were a reference to a water allocation; and
- (d) as if a reference to a lot were a reference to a water allocation; and
- (e) as if a reference to an indefeasible title were a reference to a title; and
- (f) with any other necessary changes.

Practice

¶[24-2000] deleted

Lodgement

[24-2010]

The Guides to Completion of the Form 24 or the Form 24A are not to be deposited in the Land Registry with the respective form.

Form 24 must accompany the Form 1 – Transfer while the Form 24A must accompany the Form 6 – Transmission Application for Registration as Devisee/Legatee of:

- ²land where the registered proprietor is responsible for the payment of local government rates and charges (namely the fee simple, a State lease or a lease under *South Bank Corporation Act 1989*); or
- a water allocation.

²However, a Form 24 is not required to be deposited with a transfer pursuant to s 327 of the *Land Act 1994* (an absolute surrender to the State) or a transfer that temporarily surrenders land to the State to allow action under s 358 of the *Land Act 1994*.

A Form 1 – Transfer with an intermediate party will necessitate a Form 24 for each contract, to supply details of the intermediaries. Only the current owner and new registered owner details are to be contained on the Form 1.

Version 2 of Forms 1 or 6 will be accepted with a Form 100 – Common Form, provided both were executed before 31 December 1995. Instruments of transfer, record of death or transmission by death of the fee simple that were executed between 1 May 1992 and 24 April 1994 must also be deposited with a Form 100. A Form 100 is processed as if it were a Form 24.

¶[24-2020] deleted

Supply of Correct or Additional Information

[24-2030]

Regional Land Management and Use staff of the department examine details on the Form 24 and Form 24A when received from the Automated Titles System. If information is subsequently found to be deficient when examined the Chief Executive or delegate may issue a requisition to obtain the necessary information to complete the form (s 81 of the *Valuation of Land Act 1944*).

The lodger of the Form 24/Form 24A or the registered owner may provide correct or additional information relevant to the form to either Land Information and Titles or Land Management and Use.

The following procedures will apply for notification of correct or additional information:

- (A) If the notification is from a lawyer it may be either by –
- a statutory declaration signed by a lawyer; or
 - a letter on the firm’s letterhead signed by a lawyer.
- (B) If the notification is from a private individual it must be by way of a statutory declaration.
- In either case a new Form 24/Form 24A may be also deposited but is not mandatory.
 - Following formal notification of correct or additional information –
 - The original data in the Automated Titles System is updated by regional Land Management and Use, Valuations Administration support staff or Land Registry staff depending on where the notification was received.
 - A copy of the originally deposited Form 24/Form 24A together with the notification and any supporting documentation are scanned in to the registry imaging system.
 - An Update Report will be produced by the Automated Titles System and be supplied with the next data distribution to relevant agencies.

Forms

General Guide to Completion of Forms

[24-4000]

For general requirements for completion of forms see part 59 – Forms, esp ¶[59-2000].

(This form must accompany **Land Registry Form 1 – Transfer** when lodged in the Land Registry)

Duties Act 2001; Valuation of Land Act 1944; Land Tax Act 1915; Local Government Act 1993; Water Act 2000, Electrical Safety Act 2002; Fire and Rescue Service Act 1990

PART A – Transferee to complete

Title reference [14365032] Page 1 of 2

Electronic version – for completion before printing.

Where insufficient space in an item, use Form 20 (Enlarged Panel).

Mark appropriate [] with 'X'

Refer to guide for completion for further information.

Official use only**1. Transferee**

(a) Given names & surname or Company & ACN/ABN	(b) Date of birth (dd/mm/yyyy)	(c) Residential or business address after possession
ANN MAREE FRASER	23/5/1965	6 HOWSON ST, MT GRAVATT 4122
JOHN ANDREW FRASER	15/6/1962	6 HOWSON ST, MT GRAVATT 4122

(d) Contact details after possession

(i) Phone number - 07 3222 5151

(ii) Postal address - As above [] OR complete address below
PO BOX 359, BULIMBA QLD 4121(e) Name of trust - **N/A** [X] OR complete -(f) Is transferee a foreign person / corporation? **N/A** [] **NO** [] **YES** [X] ➤ Attach completed Form 25 (Foreign Ownership Information)(g) Does transferee ordinarily reside in Australia? **N/A** [] **NO** [] **YES** [X]**2. Transaction**

(a) Date of possession (dd/mm/yyyy) – 30/10/2007

(b) Date of settlement (dd/mm/yyyy) – 30/10/2007

This form is comprised of two Parts -

- Part A – Transferee to complete
- Part B – Transferor to complete

**BOTH parts must be submitted
with the Form 1 Transfer.**

(This form must accompany **Land Registry Form 1 – Transfer** when lodged in the Land Registry)

PART B – Transferor to complete

Title reference [14365032] Page 2 of 2

Electronic version – for completion before printing.
Where insufficient space in an item, use Form 20 (Enlarged Panel).

Mark appropriate [] with 'X'
Refer to guide for completion for further information.

3. Transferor's residential or business address after settlement

357 VICTORIA RD, WYNNUM QLD 4170

4. Details of sale price

(a) Property excluding water allocation		(b) Water allocation - N/A [X] <u>OR</u> complete below	
Cash	\$460,000.00	Cash	\$
Vendor terms	\$	Vendor terms	\$
Assumption of liabilities	\$	Assumption of liabilities	\$
	\$		\$
Other (specify above)		Other (specify above)	
Total		Total	
		\$	
\$460,000.00			

5. Property details

(a) Land / Water allocation description		(b) Property address			
Lot	Plan type & no.	Street no.	Street name	Suburb/Town/Locality	Postcode
16	RP888123	15	JOHNSON RD	CLEVELAND	4163

(c) Property transferred Includes		(d) Current land use		(e) Water allocation - N/A [X] <u>OR</u> complete below	
Plant & machinery	[]	Vacant land	[]	(i) Is water allocation unsupplemented?	
Livestock	[]	Dwelling	[X]	NO [] YES [] > complete (ii) below	
Crops	[]	Multi-unit	[]	(ii) Reference number of the water allocation	
Existing right	[]	Flats	[]	dealing certificate - unsupplemented	
Movable chattels	[]	Guest house /	[]		
Water licence	[]	Private hotel	[]		
Interim water allocation	[]	Farming	[]		
	[]	Industrial	[]		
Other (specify above)		Commercial	[]		
			[]		
		Other (specify above)			

(f) Safety switch	
(i) Is an electrical safety switch installed?	N/A [] NO [] YES [X]
(ii) Has transferee been informed in writing about its existence?	N/A [] NO [] YES [X]
(g) Smoke alarm	
(i) Is a compliant smoke alarm/s installed?	N/A [] NO [] YES [X]
(ii) Has transferee been informed in writing about its existence?	N/A [] NO [] YES [X]

6. Transaction information

(a) Has an agreement in writing for the transfer of dutiable property been entered into?	NO [] YES [X] > If Yes, complete (b) below
(b) Date of written agreement (dd/mm/yyyy) -	1/10/2007
(c) Are the transferor and transferee related or associated at the date of the transfer?	NO [X] YES [] > If Yes, complete (d) below
(d) State the degree of relationship or association and supply evidence of value to Office of State Revenue -	> See guide for completion
.....	
(e) Is the consideration less than the unencumbered value of the property included in this transaction?	NO [X] YES [] > See guide for completion
(f) Does this transaction form part of an arrangement that includes other dutiable transactions?	NO [X] YES [] > See guide for completion

Guide to Completion of Form 24

[24-4010]

This Guide for Completion is *not* part of the Form 24 and must *not* accompany the Form 24 and Form 1 – Transfer when lodged in the Land Registry.

The information on the Form 24 is required for the Office of State Revenue and to monitor compliance with legislative requirements relating to electrical safety switches (Department of Employment and Industrial Relations) and smoke alarms (Department of Emergency Services); 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 24 must accompany Land Registry Form 1 – Transfer of either freehold (fee simple), State lease, water allocation or lease under *South Bank Corporation Act 1989*.
- The transferee is responsible for the completion of items 1 and 2.
- The transferor is responsible for the completion of items 3 to 6.
- 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 24, insert the words ‘See Enlarged Panel’ only.
 - A Form 20 may contain more than one item.
 - The Form 20 must refer to the same title reference mentioned in the Form 24, show consecutive page numbering in the top right hand corner and repeat the relevant item number and heading from the Form 24.
- Contact details for each agency are listed at ¶[24-4120].

Part A – Page 1

Title Reference – Must be completed.

- Insert the title reference mentioned in the Form 1 – Transfer (if more than one, use the first title reference only).

- The title reference inserted in Part A must be the same title reference as inserted in Part B.

Item 1

[24-4020]

Transferee

- Items 1(a), (b) and (c) have separate rows for each transferee (maximum four).
 - If insufficient space complete and attach a Land Registry Form 20 – Enlarged Panel.
- (a) **Given Names and Surname or Company and ACN/ABN** – Must be completed
- Complete full name of each transferee in upper case as shown on the transfer.
 - 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 transferee 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.
 - Where the transferee is other than a natural person (eg trustee) leave field blank.
- (c) **Residential or Business Address after possession** – Must be completed
- On the line beside each transferee complete the residential or business address after possession.
 - Where the address is the same as the transferee on the line above, insert ‘AS ABOVE’ on the relevant line.
 - For a natural person, complete the residential address where the transferee 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 solicitor’s details) or post office box.
- (d) **Contact details after possession** – Must be completed
- (i) Phone number
- Insert the transferee’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.
- (ii) Postal Address

- Complete a postal address after possession to enable authorised notices to be forwarded to the transferee (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) **Name of Trust** – Must be completed for transfers where the transferee is a trustee
- Where transferee acts as a trustee, insert the name of the trust as shown on the instrument of trust.
 - If not applicable, mark N/A [].
- (f) **Is transferee a foreign person/corporation?** – Not applicable to a water allocation
- The *Foreign Ownership of Land Register Act 1988* only applies to land.
 - If the transferee 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 24 when submitted to the Land 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, two 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</i> (Cth); 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.

- (g) **Does transferee 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 six 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 2

[24-4030]

Transaction

(a) **Date of possession** – Must be completed for *every* transfer

- This includes a transfer where:
 - the transferee already resides in the premises; or
 - where there is no written contract of sale (eg a transfer pursuant to gift or natural love and affection; transfer pursuant to an agreement or a Court Order); or
 - the transferee does not physically move on to the property on that date (eg transfer of property in a time share scheme, where the transferee is letting the property to another party or where the premises are left vacant).
- The date of possession is the actual date the transferee has legal control or ownership of the property. Usually, this is the date of settlement, or the date as agreed to by both parties. That is, the date when the transferee is legally entitled to possession not the date when physical occupation of the property is to commence.

For more information contact the Office of State Revenue.

(b) **Date of settlement** – Must be completed for *every* transfer

- The *date of settlement* **must** be completed even where it is the same as the *date of possession*.

For more information relating to land contact the Department of Environment and Resource Management, State Valuation Service.

For more information relating to a water allocation contact the Department of Environment and Resource Management, Water Allocation and Planning.

Part B – Page 2

Title Reference – Must be completed

The title reference inserted in Part B must be the same title reference as inserted in Part A.

Item 3

[24-4040]

Transferor's residential or business address after settlement

Item 3 – Transferor's residential or business address after settlement – Must be completed

- For a natural person, complete the anticipated residential address (street address not post office box) where the transferor will reside after settlement.

- Where the transferor does not intend to have a permanent residential address after settlement; or does not yet know their new residential address, item 3 must be completed to reflect the circumstance eg ‘no permanent residential address’ or ‘new address not known’. In these circumstances, and where a transferor has a post office box, the details of this also must be completed in addition to the above statement.
- For a company, complete the registered business address where business will be conducted after settlement. Do not use an agent’s address (eg **not** an accountant’s or solicitor’s details) or post office box.

Item 4

[24-4050]

Details of Sale Price

(a) Property excluding water allocation

- Complete the details of the sales price in the field/s provided.
- ‘Details of sale price’ refers to the actual terms of the transfer of the property, ie what was given for the property mentioned in the transfer or what actions or events had to be carried out.
- The field ‘Cash’ refers to **any exchanging of money** for the property, whether under a contract of sale or deed; or any form of other written or verbal agreement/arrangement.
- Where details of sale price is **other** than cash (see point above), vendor terms or assumption of liabilities use the field ‘Other’ and complete the applicable terms of the transfer.
- In the ‘Other’ field do **not** insert ‘contract of sale’, ‘agreement’ or ‘verbal agreement’ etc where the terms of the sale include the exchange of cash (see definition above).
- For convenience, listed below are abbreviations that may be used in lieu of terms of the transfer to be inserted in the ‘Other’ field where cash, the assumption of liabilities or vendor terms does **not** apply.
- Where an abbreviation relevant to the terms of the transfer is not listed in the table below, insert appropriate details in the ‘Other’ field (eg ‘EXCHANGE OF A CAR AND BOAT FOR THE LAND’, ‘EXCHANGE OF LOT 1 ON SP 241369 FOR LOT 63 ON RP 136941’, etc).
- Where the terms of the sale include items that may be attributed a value (eg car or other property), insert the value of these items, in the area provided.
- Do not separate the Goods and Services Tax component of the sale price (if any). GST must be included as part of the sales price.
- Inclusions that are being sold with the land (eg furniture, dishwasher, etc) should **not** be inserted in this item. See item 5(c).
- The interest being transferred (eg ½ share) should **not** be shown on the Form 24. This information must be shown in the Form 1 – Transfer only.

Sales price 'Other' field – abbreviations

Brief description of terms of the transfer	Abbreviation	Brief description of terms of the transfer	Abbreviation
Change/correction of tenancy (not severance) or to resolve ownership (inc boundary realignment)	CHANGE/CORRECTION	Retirement/resignation and/or appointment of trustee, or declaration of a trust	TRUST
Court Order inc an order under the Family Law Act	COURT ORDER	Gift or Natural love and affection	GIFT
Prize in an art union	PRIZE	Severance of joint tenancy under s 59 of <i>Land Title Act 1994</i>	SEVERANCE OF TCY
Pursuant to terms of a will (no mention of valuable consideration)	WILL		

For more information contact the Office of State Revenue.

(b) **Water Allocation**

- See 4(a) above.

Item 5

[24-4060]

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 a Land Registry Form 20 – Enlarged Panel.
- Complete the lot number/s, the plan type and the plan number/s being transferred as shown on a Current Title Search for the lot, eg for Lot 2 on SP 102938.

(b) **Property Address** – Not applicable to a water allocation

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

(c) **Property Transferred includes** – Must be completed for all transfers involving land

- Mark the inclusion/s appropriate to the property.

- Movable chattels include movable articles or goods included with the transfer of the land, eg furniture.
- Specify further inclusion/s in the ‘Other’ field where necessary.
- If not applicable, leave blank, eg transfer of only a water allocation.

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

(d) **Current Land Use** – Not applicable to water allocation

- Mark the land use/s appropriate to the property.
- Where the relevant land use is not listed on form (eg time share) specify the appropriate land use in ‘Other’ field.
- If the property being transferred 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>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 <i>Building Unit and Group Titles Act</i>, or (b) a community title scheme under the <i>Body Corporate and Community Management Act 1997</i>. The structure may be used for residential, industrial, commercial or mixed purposes.</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 <i>Building Units and Group Titles Act</i>, or (b) a community title scheme under the <i>Body Corporate and Community Management Act 1997</i>.</p> <p>Guest House/Private Hotel: An accommodation building where room only or room and meals are provided and having shared facilities (not a motel).</p> <p>Other, specify: 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>	<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>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>Commercial: 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>
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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 [].

(i) **Is water allocation unsupplemented?**

- Unsupplemented is 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.

(ii) **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.

(i) **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 [].

(ii) **Has transferee been informed in writing about its existence?**

- There is a requirement under law that the transferor must inform the transferee 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 Industrial Relations, Electrical Safety Office.

(g) **Smoke Alarm** – Applicable to *domestic dwellings* 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 two or more sole-occupancy units each being a separate dwelling).

(i) **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 [].

(ii) **Has transferee been informed in writing about its existence?**

- There is a requirement under law that the transferor must inform the transferee 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 Emergency Services, Queensland Fire and Rescue Service.

Item 6

[24-4070]

Transaction Information

(a) **Has an agreement in writing for the transfer of dutiable property been entered into?** – Must be completed

- Examples of an agreement in writing include a contract of sale or any agreement in writing that has provision for the transfer of the property.
- If a written agreement has been entered into for the property being transferred, mark **YES** [].
- If there is no written agreement, mark **NO** [].

(b) **Date of written agreement** – Must be completed if an agreement has been entered into

- State the date the written agreement was executed.
- If there is no written agreement, leave blank.

For more information contact the Office of State Revenue.

(c) **Are the transferor and transferee related or associated at the date of the transfer?** – Must be completed

- A relationship includes by blood or marriage or de facto to the third degree (eg father to son, uncle to niece). An association may be with a person as individual or in the capacity of a related body corporate, director, shareholder or through a partnership agreement or as trustee or beneficiary of the same or another trust.
- If the transferor and transferee are related or associated at the date of the transfer, mark **YES** [].
- If there is no relationship or association at the date of the transfer, mark **NO** [].

For more information contact the Office of State Revenue.

(d) **State the degree of relationship or association and supply evidence of value** – Must be completed where the transferor and transferee are related or associated at the date of the transfer

- If the transferor and transferee are related or associated at the date of the transfer, state the relationship.

- If the transferor and transferee are related or associated at the date of the transfer, independent evidence of value of the property must be provided to the Office of State Revenue.
- For residential property only, the Office of State Revenue accepts as evidence of value a written opinion or market appraisal as at the date of the transfer, including three comparable sales, from a local real estate agent.
- If there is no relationship or association at the date of the transfer, leave blank.

For more information contact the Office of State Revenue.

(e) **Is the consideration less than the unencumbered value of the property included in this transaction?** – Must be completed

- Unencumbered value is the value of the property without regard to any encumbrance/liability (eg mortgage or lien), and it is the value the property would achieve if sold on the open market.
- Where the consideration is less than the unencumbered value of the property, provide independent evidence of value of the property to the Office of State Revenue. See 6(b) above for further information.
- If the consideration is equal to or more than the unencumbered value of the property, mark **NO** [].

For more information contact the Office of State Revenue.

(f) **Does this transaction form part of an arrangement that includes other dutiable transactions?** – Must be completed

- If this transaction forms part of an arrangement that includes other dutiable transactions, provide the Office of State Revenue full details of the other transactions.
- If there are no other transactions relating to this property transfer, mark **NO** [].

For more information contact the Office of State Revenue.

PROPERTY INFORMATION (TRANSMISSION APPLICATION)

(This form must accompany **Land Registry Form 6 – Transmission Application** when lodged in the Land Registry)

Valuation of Land Act 1944; Land Tax Act 1915; Local Government Act 1993; Water Act 2000, Electrical Safety Act 2002; Fire and Rescue Service Act 1990

Applicant (devisee/legatee) to complete

Electronic version – for completion before printing.

Where insufficient space in an item, use Form 20 (Enlarged Panel).

Official use only



Mark appropriate [] with 'X'

Refer to guide for completion for further information.

1. Deceased's last residential address

25 BLACKWOOD STREET, STAFFORD QLD 4053

2. Applicant

(a) Given names & surname or Company & ACN/ABN	(b) Date of birth (dd/mm/yyyy)	(c) Residential or business address after possession
JOHN EDWARD SIMPSON	15/6/1960	14 VIEW DRIVE, FERNY GROVE QLD 4055

(d) Contact details after possession

(i) Phone number – 07 3851 0022

(ii) Postal address - As above [X] OR complete address below

(e) Is applicant a foreign person / corporation? **N/A** [] **NO** [X] **YES** [] ➤ Attach completed Form 25 (Foreign Ownership Information)

(f) Does applicant ordinarily reside in Australia? **N/A** [] **NO** [] **YES** [X]

3. Property details

(a) Land / Water allocation description		(b) Property address			
Lot	Plan type & no.	Street no.	Street name	Suburb/Town/Locality	Postcode
12	RP343922	25	BLACKWOOD STREET	STAFFORD	4053

(c) Property transferred includes	(d) Current land use	(e) Water allocation - N/A [X] <u>OR</u> complete below
Plant & machinery []	Vacant land []	(i) Is water allocation unsupplemented? NO [] YES [] ➤ complete (ii) below
Livestock []	Dwelling [X]	(ii) Reference number of the water allocation dealing certificate - unsupplemented
Crops []	Multi-unit []	
Existing right []	Flats []	
Movable chattels []	Guest house/ Private hotel []	
Water licence []	Farming []	
Interim water allocation []	Industrial []	
Other (specify above) []	Commercial []	
	Other (specify above) []	

(f) Safety switch

(i) Is an electrical safety switch installed? **N/A** [] **NO** [] **YES** [X]

(ii) Has applicant been informed in writing about its existence? **N/A** [] **NO** [] **YES** [X]

(g) Smoke alarm

(i) Is a compliant smoke alarm/s installed? **N/A** [] **NO** [] **YES** [X]

(ii) Has applicant been informed in writing about its existence? **N/A** [] **NO** [] **YES** [X]

Guide to Completion of Form 24A

[24-4080]

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 Land 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 Employment and Industrial Relations) and smoke alarms (Department of Emergency Services), 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 6 – 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 ¶[24-4120].

Item 1

[24-4090]

Deceased’s last residential address – Must be completed

- Insert the last residential address of the deceased.

Item 2

[24-4100]

Applicant

- Items 2(a), (b) and (c) have separate rows for each applicant (maximum four).
 - If insufficient space, complete and attach Land Registry Form 20 – Enlarged Panel.
- (a) **Given Names and Surname or Company and 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**
- (i) **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.
- (ii) **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 Land 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, two 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</i> 1948 (Cth); 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.

Item 3

[24-4110]

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 SP 102938.

(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 Department 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>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 <i>Building Unit and Group Titles Act</i>, or (b) a community title scheme under the <i>Body Corporate and Community Management Act 1997</i>. The structure may be used for residential, industrial, commercial or mixed purposes.</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 <i>Building Units and Group Titles Act</i>, or (b) a community title scheme under the <i>Body Corporate and Community Management Act 1997</i>.</p> <p>Guest House/Private Hotel: An accommodation building where room only or room and meals are provided and having shared facilities (not a motel).</p> <p>Other, specify: 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>	<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>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>Commercial: 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>
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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 [].
- (i) **Is water allocation unsupplemented?**
 - Unsupplemented, ie 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.
- (ii) **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.
- (i) **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 [].
- (ii) **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 Industrial Relations, 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 two or more sole-occupancy units each being a separate dwelling).

(i) **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 [].

(ii) **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 Emergency Services, Queensland Fire and Rescue Service.

Contact Details for Further Information

[24-4120]

Office of State Revenue

www.osr.qld.gov.au

Dept of Environment and Resource Management

www.nrw.qld.gov.au

Client Contact Centre

Ph 1300 300 734

State Valuation Services

See note below

Water Allocation and Planning

Ph 07 3224 7810

Foreign Ownership of Land Register

Ph 07 3227 7262

Dept of Employment and Industrial Relations

www.dir.qld.gov.au

Dept of Emergency Services

www.emergency.qld.gov.au

Electrical Safety Office

Ph 1300 362 320

Queensland Fire and Rescue Service

www.fire.qld.gov.au

Ph 1300 369 003

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.

Cross References and Further Reading

[24-9000]

Nil.

Notes in text

[24-9050]

Note ¹ – This numbered section is not applicable to water allocations or the Water Allocations Register.

Note ² – This paragraph or statement is not applicable to water allocations or the Water Allocations Register.