

User Guide 11 Lodging an application at Land Use Victoria

Purpose of this User Guide

The purpose of this guide is to provide information on how to electronically lodge a SPEAR application. This includes creation of the application lodgment forms, provision of supporting documentation, payment of lodgment fees and electronic lodgment at Land Use Victoria.

Who should read this guide?

Primary audience: **Lodging Parties**

For information: **Applicant Contacts** and **Land Use Victoria**

Introduction

The SPEAR Electronic Lodgment Network allows lodging party subscribers to electronically create and lodge their applications at Land Use Victoria instead of physically attending and providing paper documents. Electronic lodgment through SPEAR is Land Use Victoria's preferred lodgment method for *Subdivision Act* applications.

Accepted methods for the payment of lodgment fees to Land Use Victoria are:

- **Credit card** – You will enter your credit card details on the Westpac Secure Payments screen during lodgment
- **Direct Debit (VOTS customer account)** – Your account will be automatically debited at the time of lodgment.

An electronic lodging party may request access to an application. This can occur at any stage between the application being accepted at council and the plan being released for lodgment. If the Applicant Contact accepts the request, access to the application will be granted and the requestor will be nominated as the electronic lodging party for the application.

An email notification will be sent to lodging parties when they are nominated. They can view the application immediately, but must wait until the plan is certified by council before they can create the application lodgment forms and attach supporting documents.

Once the Applicant Contact has released the application for lodgment, it can be submitted to Land Use Victoria.

NOTE: This guide uses a Section 22 subdivision as an example. The data required to be entered on application lodgment forms will vary for other dealing types, but the process is largely the same.

11.1 Creating an application lodgment form

Once the plan has been certified by council, you will be able to create your application lodgment form via the 'Other Actions...' drop-down list. If not already completed, this will become a mandatory action once the application is released for lodgment by the Applicant Contact.

▼ Lodging Party - **Actions required** (hide)

Actions

- ▶ [Create Application Lodgment Form](#) Action required
- ▶ [Submit for Pre-Lodgement Check](#) Action required
- ▶ [Other Actions...](#) **go**

Step 1 – Lodged By

Information is prepopulated based on the organisation's information in SPEAR, however it can be altered if required. The details provided will form the lodging party contact information, which Land Use Victoria will use if they need to contact you.

▼ **Lodged By**

Lodging Party Name *
XYZ Conveyancing

Phone *
8636 3000

Lodging Party Reference
102382

Customer Code*
17927T

Step 2 – Land

To fulfil the land information requirement, you have the option to add Volume and Folio information. Otherwise, where a title does not exist, the 'add reference' option will allow you to provide a General Law, Government Gazette or Common Property reference.

▼ **Land**

Volume **Folio ***

1. / [delete](#)

Part of Land

General Law / Government Gazette / Common Property Reference *

2. [delete](#)

add a volume and folio **add range** **add reference**

Step 3 – Applicant

To provide applicant information, click 'add applicant.' You can add as many applicants as required.

NOTE: If this application is for your own land, select 'The Lodging Party is the sole Applicant' and enter your details into the applicant section in SPEAR.

▼ Applicant

[add applicant](#)

The Lodging Party is the sole Applicant

Choose the relevant applicant type and enter the applicant details, including any relevant name change justifications, into the fields provided.

Applicant

Applicant Type *

Person
 Company
 Government Body
 Mortgagee in possession
 Other Organisation

Given names Surname *

Name differs from name on Register

Address

Select Address *

Address Type *

Australian Street Address
 Overseas Address

Property Name

Unit Type Unit No. [add range](#)

Floor Type Floor No.

Road No. [add range](#)

Road Name * Road Type * Road Suffix

Locality * State * Postcode *

[add](#) [cancel](#)

NOTE: You can click 'save' at any time to save your progress and return later to complete the application.

After clicking on 'save and close' you will be prompted to attach evidence of any name changes, if applicable.

11.2 Creating owners corporation forms

After you have created your application lodgment form, you can create owners corporation forms, including the owners corporation rules. If the Applicant Contact has supplied electronic owners corporation data, you will be prompted to create the relevant owners corporation forms. Otherwise, you can create them as required.

The top sections of the form will be prepopulated. You may be required to enter the owners corporation number, address for service of notices and other owners corporation details.

▼ Owners Corporation details

The purposes of the Owners Corporation are: *
Section 27B(2) Subdivision Act 1988

The purpose of Owners Corporation 1 PS745698X is to manage the land affected by the owners corporation (except the use of any common property affected by a limited owners corporation).

The basis for the allocation of lot entitlement and lot liability is: *
Section 27F(2)(a) Subdivision Act 1988

In determining the lot entitlement, regard has been had to the value of each lot and the proportion that value bears to the total value of the lots affected by the owners corporation.
In determining the lot liability, regard has been had to the amount that is just and equitable for the owner of each lot to contribute towards the administrative and general expenses of the owners corporation.

Additional functions or obligations that are to be carried out or complied with by the unlimited Owners Corporation are: *
Section 27C(4) Subdivision Act 1988

Not applicable
 Functions or obligations

[save](#) [save & close](#) [cancel](#)

If creating owners corporation rules, you will be required to attach your rules in PDF format.

11.3 Adding supporting documents

If supporting documents are required, they can be attached via the 'other actions' drop-down list.

Actions

[Submit for Pre-Lodgement Check](#) Action required

- Land**
 - Add Caveator Consent**
 - Add Chargee Consent
- VC/**
 - Add GAIC - consent/exemption
 - Add Government Gazette
 - Add Lessee Consent
 - Add Mortgagee Consent
 - Add Other Document Type
 - Add Other Supporting Document
 - Add Owners Corporation Form (OC1)
 - Add Owners Corporation Form (OC2)
 - Add Owners Corporation Form Notification of Making Rules (OC5)
 - Add Statutory Declaration

[Disclaimer](#)
[Copyright](#)
[SPEAR](#)

Attach the file and enter identifying information.

Add Mortgagee Consent

Attach a Mortgagee Consent document to the application.

Mortgagee Consent to be attached

Attach file (PDF, A4, Max file size 10240 KB)
 NAB-293802-2016.pdf

Person/Organisation issuing the supporting document

Document Description

11.4 Authenticating documents

Once all required documents have been supplied, they must be authenticated. This includes the Lodgment Instructions, which are automatically generated from the data entered into SPEAR.

Some documents require password level authentication and can be completed by most users. Application lodgment and owners corporation forms require a digital signing certificate, which is typically held by a solicitor or licensed conveyancer.

▼ Lodging Party - Actions required (hide)

▶ Application Lodgement Form (02/11/2016 02:47 pm, Subdivision or Consolidation)	Not Authenticated	02/11/2016	<input type="button" value="Authenticate - Sign"/> <input type="button" value="go"/>
▶ Lodgment Instructions (02/11/2016 03:01 pm)	Not Authenticated	02/11/2016	<input type="button" value="Authenticate - Sign"/> <input type="button" value="go"/>
▶ Owners Corporation Form (OC1) (Owners Corporation Number: 1)	Not Authenticated	02/11/2016	<input type="button" value="Authenticate - Sign"/> <input type="button" value="go"/>
▶ Mortgagee Consent (02/11/2016 05:29 pm, National Australia Bank, AM828738D)	Not Authenticated	02/11/2016	<input type="button" value="Authenticate - Password"/> <input type="button" value="go"/>

Actions

▶ [Submit for Pre-Lodgment Check](#) Action required

⊞

If you do not have the required access level, you can request someone else in your organisation to authenticate a document.

▶ [Application Lodgement Form \(02/11/2016 02:47 pm, Subdivision or Consolidation\)](#) Not Authenticated 02/11/2016

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11.5 Submitting for pre-lodgment check

Once you have attached and authenticated the required documents, click on the mandatory action 'Submit for Pre-Lodgment Check'.

Actions

▶ [Submit for Pre-Lodgment Check](#) Action required

⊞

Depending on the application type, you may be required to enter the number of parcels being created by the plan or the purpose/s of the plan. You can also provide details of any leader or follower dealings that will be lodged with the plan.

Submit for Pre-Lodgement Check

Please enter the following fee components for your application. Land Victoria will verify and confirm the fee amount to be paid.

Number of parcels being created by the plan* [?](#)

Please list any leader or follower dealings you intend to submit with this application:

Stage plan PS764948X will precede this subdivision.

submit application
[cancel](#)

Once the application is submitted, Land Use Victoria will check it to ensure it is fit to be lodged. You will be notified by SPEAR when the application is ready to be lodged. A fee estimate will be included in the notification email.

11.6 Pay and lodge

Click 'Pay and Lodge' to display the lodgment fee due.

Actions

[Pay and Lodge](#) Action required

[Other Actions...](#) go

Select your preferred payment method and click on the 'pay and lodge' button to submit the lodgment. If you selected to pay by credit card, you will be directed to Westpac Secure Payments to enter your credit card details. A receipt will be available in SPEAR following successful payment.

Pay and Lodge

Land Victoria have determined a Lodgement Fee of \$1,486.30 is payable.

Please select your payment method.

Direct Debit
 Credit Card

Breakdown of Fees

Dealing Type	Total
PLAN OF SUBDIVISION	\$1,486.30
OWNERS CORPORATION ADDITIONAL INFORMATION	\$0.00
Lodgement fee :	\$1,486.30

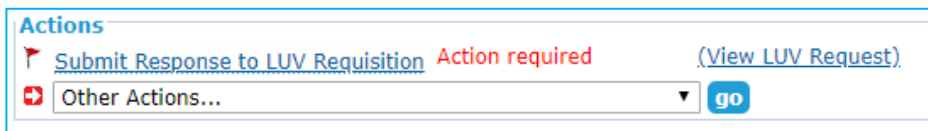
By clicking the "Pay and Lodge" button you have authorised Land Victoria to arrange funds to be direct debited from your account and the application will be submitted for lodgement at Land Victoria. After successful lodgement a Lodgement Summary will be issued to you which will include details of the payment made.

pay and lodge
[cancel](#)

Once the application has been lodged, the status in SPEAR will change to 'Lodged at Land Victoria' and you will receive an email notification containing the lodgment summary.

11.7 Land Use Victoria requisitions

If Land Use Victoria requires changes to your application, you will be notified by SPEAR. You will then be able to add, amend or delete any supporting documents as required, or direct Land Use Victoria to make minor amendments to the application lodgment and owners corporation forms.

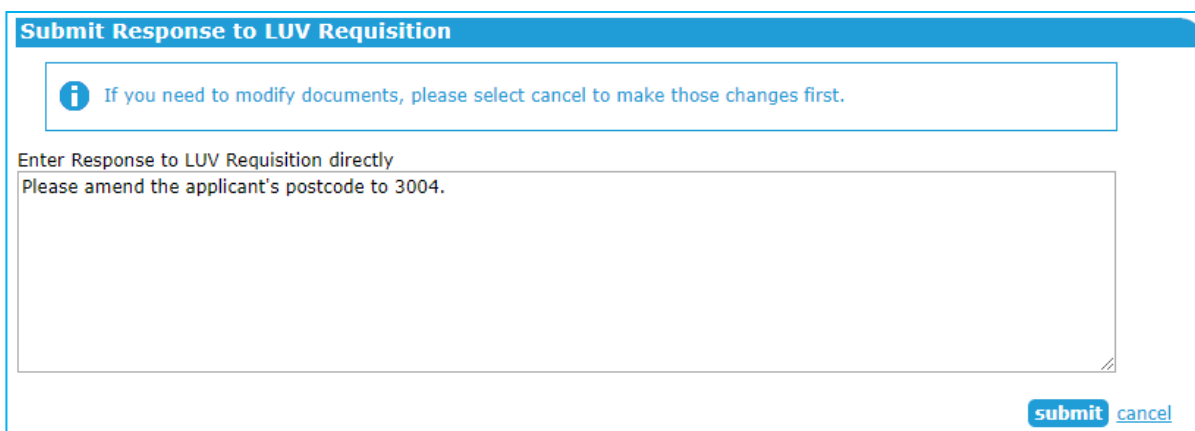


Actions

[Submit Response to LUV Requisition](#) Action required [\(View LUV Request\)](#)

Other Actions...

Ensure you have made changes to supporting documents as required before you enter your response to Land Use Victoria. If no document changes are required, simply detail your direction to Land Use Victoria.



Submit Response to LUV Requisition

If you need to modify documents, please select cancel to make those changes first.

Enter Response to LUV Requisition directly
Please amend the applicant's postcode to 3004.

Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website www.spear.land.vic.gov.au/SPEAR
- Contacting the SPEAR Service Desk on 9194 0612 or email spear.info@delwp.vic.gov.au
- Selecting the Help link in the relevant area of the SPEAR system.
- Referring to:
 - User Guide 9 – Releasing for lodgment at Land Use Victoria
 - User Guide 34 – Testing your digital certificate
 - User Guide 42 – User Authentication Levels and Document Authentication in SPEAR