

# FORM NOTICE OF TRANSFER OF LAND



**Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10)** - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

<b>1 INFORMANT'S DETAILS</b>				<i>Please see reverse for information about this form</i>	
Your Reference			Our Reference		
Purchaser's Agent	Name				
	Address				
	Phone	Fax	Email		

<b>2 PROPERTY LOCATION</b>		
Suburb	House No	Street Name
Nature of Property <i>Residence/Business/Other</i>		

<b>3 LAND DESCRIPTION</b> <i>Lot/Section (if applicable/DP or SP)</i>	
Lot No	DP/SP

<b>4 TRANSACTION DETAILS</b>		
Vendor's FULL Name/s and Post-Sale Mailing Address		
1	Name	
	Address	
2	Name	
	Address	
Purchaser's FULL Name/s, Mailing Address and Date of Birth <i>(if more than two please attach separate sheet)</i>		
1	Name Mr/Mrs/Ms	DOB
	Address	
2	Name Mr/Mrs/Ms	DOB
	Address	
Date of Contract		Date of settlement
Purchase Price		Dealing Type <i>Sale/Survivorship/Other</i>
The information supplied is complete and accurate at the time of preparation		
Informant's Signature		Date

Office Use:	Dealing Number	Official Transfer Report
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## **Why does Council require that this form is completed and submitted?**

From the time of settlement to the time that Council receives the official Transfer Report from NSW Department of Lands, there is a delay. Typically, this delay is anywhere from three to six weeks, however it is not unusual to take eight weeks or even longer.

To avoid this delay and expedite the process of changing ownership details within Council's systems, please complete and submit this form to Council at the time of settlement.

This form has been designed to capture all of the information that will eventually be supplied to Council from the NSW Department of Lands.

Wollongong City Council encourages your cooperation with this process to ensure that Council's ownership register is updated in a timely manner.

***Council will only act on these details if they are provided, in full, in the format provided. Council will not act on any other forms of correspondence advising Council of transfer of land.***

If you require any further information, please contact Council's Revenue Section on telephone number (02) 4227 7490.