

Form CS1

Application for conveyancing search

Mining Act (1992) and Petroleum (Onshore) Act (1991)

How to submit this form

- **By email:** Send an electronic copy of the form (PDF preferred) including any attachments and proof of payment to drafting.services@planning.nsw.gov.au. Please include an applicant's reference and preferred service option (express or standard) in the email subject line and filename.
- **By mail:** Mail your form, attachments and proof of payment to: **Titles Services, PO Box 344, Hunter Region Mail Centre NSW 2310.**
- **In person:** Submit your application in person at the Division of Resources and Geoscience's Titles Services office, 516 High Street, Maitland, New South Wales. Office hours are 9.30am to 4.30pm.

Important

Incomplete applications or those lodged without the correct fee will be returned unacted upon.

A plan or diagram showing the location of the property in relation to Lot and Deposited Plan numbers may be required to enable identification of the land from departmental records. The applicant will have 30 days from request to supply a diagram after which time the application will be cancelled without refund.

More information

For help with lodging this application, or for more information about authorisations in New South Wales, contact:

Division of Resources and Geoscience - Drafting Services Customer Assistance Line

Phone +61 2 4063 6688

drafting.services@planning.nsw.gov.au

© State of New South Wales through the NSW Department of Planning and Environment – Resources & Geoscience

This publication is copyright. You may download, display, print and reproduce this material providing that the wording is reproduced exactly, the source is acknowledged, and the copyright, update address and disclaimer notice are retained.

The information contained in this publication is based on knowledge and understanding at the time of writing. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the NSW Department of Planning & Environment or the user's independent advisor.

Privacy statement

This information may also be used by the department to confirm applicant details in the event that subsequent applications are made, and may also be used to establish and maintain databases to assist the department with its work generally.

Except for purposes required by law, the information will not be accessed by any third parties in a way that would identify the person without the consent of that person.

You may apply to the department to access and correct any information the department holds if that information is inaccurate, incomplete, not relevant or out of date.

1 Applicant details

Applicant's reference	<input type="text"/>	Date	<input type="text"/>
Applicant's name	<input type="text"/>		
Postal address or DX	<input type="text"/>		
Phone	<input type="text"/>		
Email	<input type="text"/>		
Preferred return method	<input type="checkbox"/> Email <input type="checkbox"/> DX <input type="checkbox"/> Post		
Preferred service option	<input type="checkbox"/> Express – 2 days* (\$72.50 incl. GST) <input type="checkbox"/> Standard – 10 days* (\$55.00 incl. GST)		

2 Fee payment

There are two fee options depending on the urgency of your request.

- **Express processing fee** (returned within 2 business days) – \$72.50 (incl. GST)
- **Standard processing fee** (returned within 10 business days) – \$55.00 (incl. GST)

Note: While every effort is made to complete all work within a timely manner, the department bears no liability for any delay under any circumstance. In the event that we are unable to complete all work within the stated timeframe the department may, in its absolute discretion, refund the difference in cost between the express and standard service delivery option upon the request of the applicant.

Select your payment method

<input type="checkbox"/>	Direct deposit Account name: NSW Department of Planning & Environment – Resources & Geoscience BSB: 032001 Account: 180732 Reference: CSA [your company name or last name] (e.g: CSA Company) Direct deposits will require a copy of the deposit receipt issued by the banking authority as evidence to accompany the application form. Failure to provide a payment reference may result in lost payment and an invalid application.
<input type="checkbox"/>	Cheque made payable to 'NSW Department of Planning & Environment – Resources & Geoscience'
<input type="checkbox"/>	Credit Card – (enter details below) Credit Card surcharges may apply
Payment amount	\$ <input type="text"/>
Type of card	<input type="text" value="Select card type..."/>
Cardholder's name:	<input type="text"/>
Card number:	<input type="text"/>
Expiry date (mm/yy):	<input type="text" value="mm / yy"/>

3 Property details

One application covers adjoining lots up to a total of 30 lots. Applications greater than 30 lots will be charged at an hourly rate of \$165 per hour or part thereof - Contact Drafting Services for a quote.

If additional space is required, attach a MS Excel file (.xlsx), the filename must include the applicant's reference.

Address <input type="text"/>		
Plan number (DP/SP)	Section number (if applicable)	Lot numbers (comma separated)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Office use only

Title/s and/or application/s

The subject area is affected by the following title/s and/or application/s. For more information, see commonground.nsw.gov.au

Title/application	Term	Holder/applicant and address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment Received Date	<input type="text"/>	Receipt	<input type="text"/>
Search Performed by	<input type="text"/>	Date	<input type="text"/>