

# Notice of acquisition of an interest in land

We would like to make your contact with the State Revenue Office (SRO) of Victoria more effective by helping you to understand and comply with the requirements to lodge a Notice of Acquisition of an Interest in Land. This form is used by the SRO and municipal councils.

The majority of land in Victoria does not attract Land Tax, however, every person who acquires land in Victoria must give notice to the Victorian Registrar of Titles. **This must be done within one month of acquiring the land. Failing to lodge the acquisition notice within one month may result in penalties.**

Ensure that all details are accurately recorded. The SRO can then process your notice immediately.

## Part 1 – Transferor (Seller)

### *Names*

Include all parties that were registered on title. State surname, first name and other given names in full.

If a trust is involved, state the full name(s) of the trustee and the trust. For example, John Smith as trustee for the Smith Family Trust.

If a company is involved, state the full name of the company and its Australian Company Number (ACN) or Australian Business Number (ABN).

### *Transferor's contact details*

Supply the transferor's email address, address at the time of transfer and the future address for correspondence. If there is insufficient space for the names and addresses, please attach a list.

### *Contact details of Transferor's representative*

Supply the name(s), contact number and email address of the transferor's solicitor, conveyancer or agent. If a solicitor, conveyancer or agent is not involved, write N/A.

## Part 2 – Transferee (Buyer)

### *Names*

Include all parties to be registered on title. State surname, first name and other given names in full. Provide date of birth for each buyer who is an individual person.

If a trust is involved, state the full name(s) of the trustee and the trust. For example, John Smith as trustee for the Smith Family Trust. In addition, the trustee must lodge a Notice of trust acquisition of an interest in land (LTX Trust 8).

If a company is involved, state the full name of the company and its Australian Company Number (ACN) or Australian Business Number (ABN).

If more than one transferee is involved and their interest in the land are not equal, include the percentage of their interest against each owner. For example, Brown 30 per cent, Smith 45 per cent, Nguyen 25 per cent.

Only one joint owner will receive the joint assessment on behalf of all joint owners. You may nominate the person to receive the joint assessment.

If you wish to do this, please attach a separate notification signed by all the joint owners. If you do not make a nomination the first party named as the transferee on this Notice of Acquisition of an Interest in Land will receive the joint assessment.

### *Transferee's contact details*

Supply the transferee's address at the time of transfer, the future address for correspondence, a contact number and email address. If there is insufficient space for the names and addresses, please attach a list. Note: Address at the time of transfer is required to ensure correct matching of data.

### *Principal place of residence*

If the property will be the transferee's principal place of residence, indicate 'Yes'. If not, indicate 'No' and provide the address of the transferee's principal place of residence.

Refer to the SRO website ([www.sro.vic.gov.au](http://www.sro.vic.gov.au)) for further information about the principal place of residence exemption.

## Part 3 – Details of title

To complete Part 3, you should refer to the following documents:

- certificate of title;
- plan of the property;
- transfer of land documentation; and
- municipal rates notice.

### *Address of property being transferred*

Include all property location details, for example, unit, office, suite or factory number if applicable.

*Lot and Plan number, Volume, Folio, Crown allotment, Section or portion, Parish name*

Refer to the plan and transfer of land documentation.

### *Municipality name and property number*

This is the local government municipality in which the land is located, for example, City of Banyule, City of Hume or Shire of Southern Grampians and the number by which your municipality identifies the land. This number can be found on the rates notice or by inquiry to your municipality.

### *Area of land*

Supply the total area of the land being transferred and the unit of measure used, where relevant. For example, 5000 sq metres or 200 hectares.

### *Unit of entitlement*

Supply the unit of entitlement of the land of floor space being transferred. This refers to your share of ownership of the common property. For example, 100:800

## Part 4 – Details of transaction

### *Total sale price (including GST)*

This is the total amount paid or payable for the property. If no sale is involved, for example a transfer under a will, write N/A.

### *Deposit*

This is the amount paid as a deposit to secure the property.

### *GST amount*

This is the amount of GST included in the sale price for the property.

### *Date of contract*

This is the date the contract was signed. If no contract, write N/A.

### *Date of possession/transfer*

State the date legal possession of the property was transferred. In most cases this will be the date of settlement.

### *Terms sales*

This information will determine when the transferee becomes liable (if at all) for land tax under a vendor terms sale contract.

### *Number of bedrooms*

This information is used by the Valuer General. If there are no bedrooms, write N/A.

### *Description of property*

Refer to the land use codes under the 'Description of Property' on page 2 of this notice. This information is used by the Valuer-General.

### *Construction of main structure*

This information is used by the Valuer-General.

## Part 5 – Certification

### *Representative's name and contact details*

Supply the name(s), contact number and email address of your solicitor, conveyancer or agent. If a solicitor, conveyancer or agent is not involved, write N/A.

### *Certification*

You (or your solicitor/conveyancer/agent on your behalf), are required to confirm the accuracy of the information provided.

### **Where do you send the Notice of Acquisition of an Interest in Land?**

*Mail or deliver with the Transfer of Land document to*  
Land Victoria  
Marland House Level 27  
570 Bourke Street  
Melbourne, Vic 3000  
*and the relevant municipal council*

### **Further information**

If you have any questions on how to complete the Notice of Acquisition, contact the State Revenue Office on 13 2161 and you will be guided to a customer service officer.

DESCRIPTION OF PROPERTY – The following land use code numbers are to be used when completing 'Description of Property' field.

Note: Where the property combines more than one of the descriptions, please show all code numbers.

### Residential Land

100	Vacant site
101	Development site
102	Subdivisional land
103	Rural lifestyle site

### Single Residential

110	Dwelling
112	Row house/terrace
117	Rural lifestyle

### Multiple Occupation

120	Unit
125	Flat
126	Car park

### Retirement/Aged care

140	Retirement unit
141	Retirement complex
142	Aged Care complex

### Commercial

200	Commercial site
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### Retail

210	Single retail
211	Multi. retail
212	Mixed use
213	Shopping centre
214	National retail
215	Service station
216	Multi-service station

### Office

220	Office premises
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### Tourist accommodation

230	Hotel/motel
234	Caravan park

### Hospitality

240	Licensed premises/restaurant
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### Entertainment

250	Entertainment complex
251	Cinema complex

### Personal Services

270	Health surgery
271	Health clinic
275	Veterinary clinic

### Vehicle Parking/sales

280	Ground parking
281	Multi-level parking
284	Car yard

### Industrial

300	Industrial site
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### Manufacturing

310	Factory
311	Processing factory

### Warehouse

320	General warehouse
321	Open storage
325	Coolstore/coldstore
331	Abattoirs

### Extractive industries

#### Quarry

410	Sand
411	Gravel/stone
412	Manufacturing materials
413	Soil

### Primary production

#### Native Vegetation

500	Bush
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#### Agriculture

510	Cropping
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#### Livestock Grazing

520	Domestic grazing
521	Non-native animals
522	Native animals
523	Sheep
524	Beef cattle
525	Dairy cattle

### Livestock – special purpose

540	Feed lot
541	Poultry
544	Horse stud/stables
545	Piggery
546	Kennel/cattery

### Horticulture

550	Market garden
551	Orchard/groves
561	Vineyard
562	Plant/nursery

### Infrastructure

600	Vacant land
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### Gas or Fuel

610	Wells
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### Electricity

620	Power Station
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### Community services

#### Health

710	Public hospital
711	Private hospital

#### Education

720	Kindergarten
721	Government school
722	School camps
723	Private school
725	University
726	TAFE

#### Religious

740	Place of worship
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#### Community

750	Hall
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#### Sport

800	Sport vacant
820	Indoor sports
821	Outdoor sports

Where do you send the Notice of Acquisition of an Interest in Land?  
Mail or deliver with the *Transfer of Land* document to  
Land Victoria, Marland House Level 27, 570 Bourke Street, Melbourne, Vic 3000  
and  
to the relevant municipal council

Internet [www.sro.vic.gov.au](http://www.sro.vic.gov.au)  
E-mail [contact@sro.vic.gov.au](mailto:contact@sro.vic.gov.au) (ATT Land Tax Branch)  
Telephone 13 21 61  
Facsimile 03 9628 6222

A copy of this form must be lodged with a Transfer of Land Form to the Registrar of Titles (Land Tax Act 2005)  
AND a copy of this form must be sent to the relevant municipal council (Local Government Act 1989)

The State Revenue Office (SRO) uses information received on this form to update its property ownership records for the purpose of calculating and assessing land tax. Information received is used for the purposes of the Acts administered by the SRO and by local councils in the administration of the Local Government Act 1989. Information collected, retained and used by the SRO is protected by secrecy provisions in Acts administered by the SRO, which also provide that protected information is not disclosed to third parties unless authorised by law, or with your consent. In addition, personal information is protected by the Privacy & Data Protection Act 2014. Please refer to the SRO's Privacy Policy at [www.sro.vic.gov.au](http://www.sro.vic.gov.au) for further details.



# Notice of acquisition of an interest in land

## PART 1 – TRANSFEROR (SELLER)

Company name or trust/trustee		ACN/ABN
Title	Surname	First and given names in full
Transferor's email address		
Address at time of transfer		State Postcode
Address for future correspondence		State Postcode
Name of transferor's representative	Transferor's representative telephone number	Transferor's representative email address

## PART 2 – TRANSFEREE (BUYER)

Company name or trust/trustee		ACN/ABN		
Title	Surname	First and given names in full	Date of birth	
			D D	M M Y Y
			D D	M M Y Y
Address at time of transfer		State	Postcode	
Address for future correspondence		State	Postcode	
Transferee telephone number	Transferee email address			
Will the property acquired be your principal place of residence No <input type="checkbox"/> Yes <input type="checkbox"/>				
Address of your principal place of residence (if you answered 'No' previously)		State	Postcode	

## PART 3 - DETAILS OF TITLE

Address of property being transferred				
Flat/Unit no.	Street no.	Street/road/etc. name	Town or suburb	State Postcode
				VIC
Plan number	Lot number	Municipality name	Municipal property number	Area of land (in sq m or ha) or unit of entitlement (as applicable)
Volume	Folio	Section or portion	Crown allotment	Parish

## PART 4 – DETAILS OF TRANSACTION

Total sale price (including GST)	Deposit	GST amount	Date of contract	Date of possession/transfer		
	\$	\$	D D M M Y Y Y Y	D D M M Y Y Y Y		
Is this purchase a terms sale? No <input type="checkbox"/> Yes <input type="checkbox"/>		If a residential property, state number of bedrooms	Description of property (see overleaf for land use codes)			
Construction of main structure (if applicable)		Brick <input type="checkbox"/>	Brick veneer <input type="checkbox"/>	Timber <input type="checkbox"/>	Fibro cement <input type="checkbox"/>	Other <input type="checkbox"/>

## PART 5 - CERTIFICATION

Name of transferee's representative	Representative's telephone number	Representative's email address	Solicitor/agent client reference
I state that to the best of my knowledge, the particulars supplied in this form are accurate			
Signature			
D D M M Y Y Y Y			

