



How to order a Land Information Certificate online

We are aware that at this present time solicitors cannot put in their own reference number. We have flagged this as a priority upgrade with our technology team and this should be fixed shortly.

Initial set up

Solicitor's must [create an Online Services account](#).

Once an account is created you will not have to create it again. This is just for the initial set up on the new system. Save your log in details for next time you need to order a Land Information or Building Certificate and use the above link to log in again.

myPortPhillip

Log on using your details

User name or email address

Password

Log On

Keep me logged on Accessibility Mode 

[Don't have an account?](#)

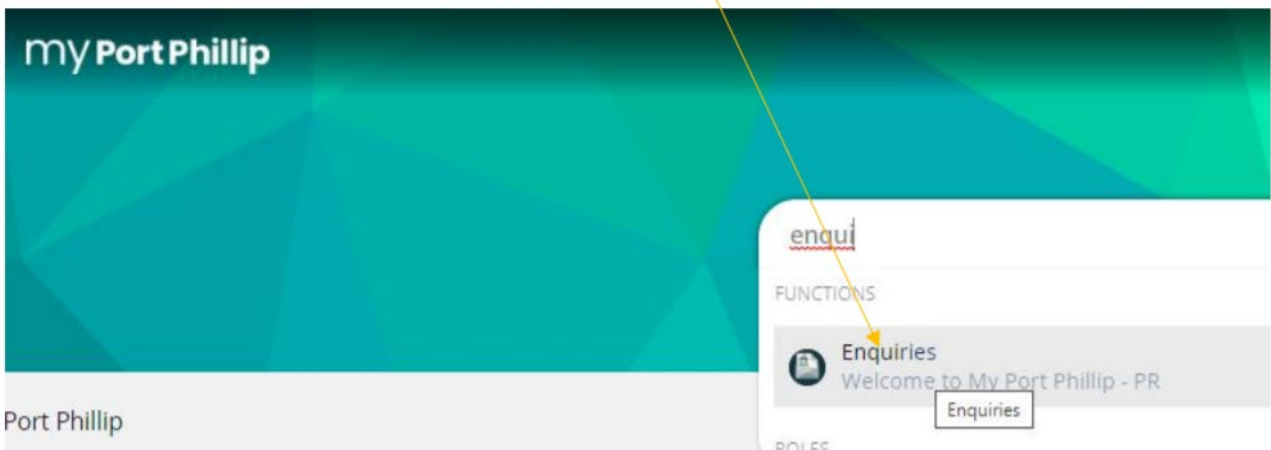
[Forgotten password?](#)

[View Terms and Conditions](#)

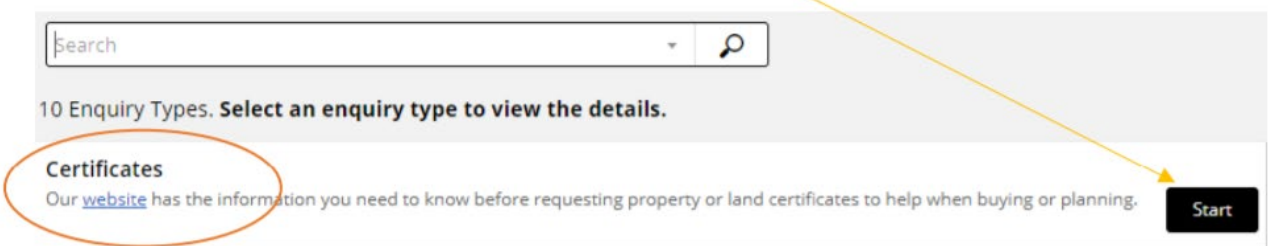
Selecting certificates

Once you have confirmed your log in with the new account, you are ready to order.

1. Log in and in the next screen in the search box type 'Enquiries'.



2. Land Information Certificate are the first on the list. Select 'Start'.



Please note: Priority Land Information Certificates are not available yet. Only select the normal certificate with the fee \$24.70. If the settlement is within the next 5 business days, contact us directly so we can organise to get your application to you within 72 business hours as a priority:

Email: rates@portphillip.vic.gov.au

Phone: [03 9209 6777](tel:0392096777)

The fees charged should be paid as soon as possible.

Land Information Certificate - Certificate			
The following fees and charges apply:			
Land Information Certificate	\$ 27.40	(Tax:	\$ 0.00)
Total	\$ 27.40		

3. Select which type of certificate you require. You can select multiple certificates by selecting 'Add another'.

Step 1
Certificates

Step 2
Further Details

Step 3
Summary

Details

Type of Certificate Required

Select from list *

Add another

Description
Building Property Information - 51(1) - Building Permit History
Building Property Information - 51(2) - Flood/Fire/Termite Information
Building Property Information - 51(3) - Inspection Details Information
Land Information Certificate
Stormwater Drainage - Legal Point of Discharge

Next >

4. Search the property address you require.

Step 1
Certificates

Step 2
Further Details

Step 3
Summary

Details

^ Type of Certificate Required

Select from list *

Land Information Certificate

^ Where

By address By land parcel

Search for property *

ST KILDA TOWN HALL 99A CARLISLE STREET

ACLAND STREET PLAZA ST KILDA VIC 3182

all of St Kilda Ward section ACLAND STREET ST KILDA VIC 3182

intersection with Esplanade, south side ACLAND STREET ST KILDA VIC

intersection with Esplanade, north side ACLAND STREET ST KILDA VIC

intersection with Carlisle St ACLAND STREET ST KILDA VIC 3182

Carlisle St to Robe St ACLAND STREET ST KILDA VIC 3182

Robe St to Eildon Rd ACLAND STREET ST KILDA VIC 3182

intersection with Eildon Rd ACLAND STREET ST KILDA VIC 3182

5. Select 'Next' (top right corner).

↩ Previous Next ➔

5

6. Select 'Land Information Certificate (5 days)'.

The screenshot shows a multi-step web form. On the left, a sidebar lists three steps: Step 1 (Certificates, marked with a green checkmark), Step 2 (Further Details), and Step 3 (Summary). The main content area is titled 'Answer questions to provide further detail'. It features a section for 'Land Information Certificate Type' with a dropdown menu. The dropdown is open, showing two options: 'Land Information Certificate (5 days)' and 'Land Information Certificate - Priority (2 days)'. Below this is a section for 'Land Information Certificate Details' containing a text input field for 'Expected Settlement Date'. A warning message states: 'Warning: Certificate of Title and Locality Plan are mandatory attachments for this Certificate Type. Select Yes to indicate you have those attachments and wish to proceed. Otherwise, cancel. *'. At the bottom of the form is a 'Next >' button.

7. Add in your settlement date, if there is one.

- In the drop down for *Warning* select 'Yes' - this is a prompt for titles and plans which will be required for every application in upcoming steps.

^ Land Information Certificate Details

Expected
Settlement Date

26-Aug-2021

Warning: Certificate of Title and Locality Plan are mandatory attachments for this Certificate Type. Select Yes to indicate you have those attachments and wish to proceed. Otherwise, cancel. *

Yes



Next >

- Select 'Next'.

10. In the next screen you will find the summary for the order. Please check to make sure you're ordering the correct certificate on the correct property.

Summary of Enquiry: Certificates

Enquiry Date: 12/08/2021

ST KILDA TOWN HALL 99A CARLISLE STREET ST KILDA VIC 3182

The following is a summary of applications to be lodged:

Land Information Certificate

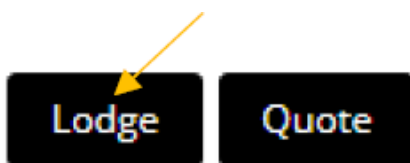
Activities: Land Information Certificate, Settlement Details, Planning - adh

Land Information Certificate - Certificate

The following fees and charges apply:

Land Information Certificate	\$ 27.40
Total	\$ 27.40

11. Select 'Lodge' on the top right.



12. Select 'Accept' or 'Decline' for the *Terms and Conditions*.

Note: you cannot order a certificate if you decline.

Summary

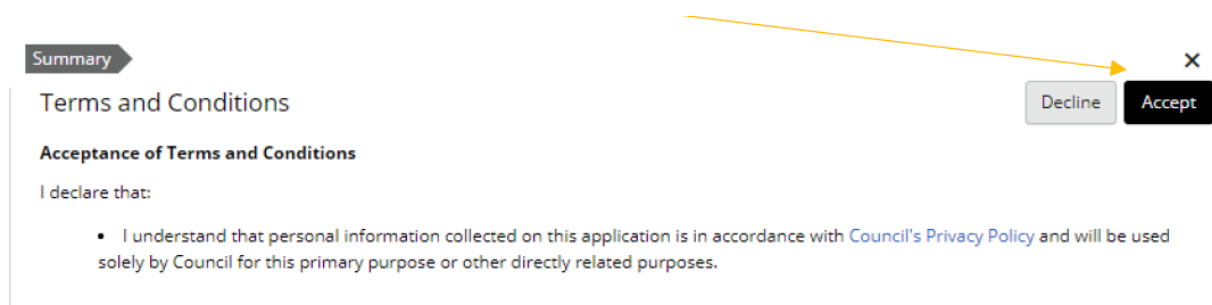
Terms and Conditions

Acceptance of Terms and Conditions

I declare that:

- I understand that personal information collected on this application is in accordance with [Council's Privacy Policy](#) and will be used solely by Council for this primary purpose or other directly related purposes.

Decline Accept



Application progress summary

You can keep track of where you are up to in the process by checking the summary below the list of steps in Online Services.

Any sections marked as 'Required' must be completed to finalise your order.

Any sections marked as 'Actions required' need to be checked by you.

Anything marked as 'Actions completed' indicate you have completed that section.

Reference: Certificates
991601675 | ST KILDA TOWN HALL 99A CARLISLE STREET ST KILDA VIC 3182

Details

Applications
1 application to lodge

Applicants
1 applicant

Other People
0 added

Fees
1 item

Attachments

Summary
2 Actions Required
3 Actions Completed

Details

Application Details

Enquiry Reference
Certificates

Description
Land Information Certificate
Settlement Details
Planning - adhoc fees
Building adhoc fees
Land Information Certificate (5 days)

Type of Certificate Required

Select from list
Land Information Certificate
Settlement Details
Planning - adhoc fees
Building adhoc fees
Land Information Certificate (5 days)

Property

Search for property
ST KILDA TOWN HALL 99A CARLISLE STREET ST KILDA VIC 3182

Summary
5 records.

Attachments: Certificate of Title is required Land Information Certificate Default category	REQUIRED Go
Attachments: Locality Plan is required Land Information Certificate Default category	REQUIRED Go
Mandatory details questions have been answered Land Information Certificate Default category	COMPLETED
Applicant: Kahilla Russell Land Information Certificate Default category	COMPLETED
Debtor account: Kahilla Russell Land Information Certificate Default category	COMPLETED

Attaching Plan and Title

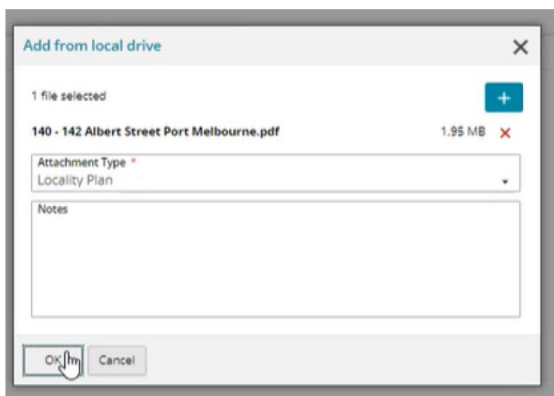
In this section you will be attaching Copy of Plan and Copy of Title. You will need to attach a Copy of Title and Copy of Plan separately.

To attach your files:

1. Locate 'Certificate for Title' under 'Attachments'.
2. Select '+ Add' then 'Add form local drive'.



3. Add your file then select 'OK'



4. Repeat the first three steps for your Copy of Title.

Adding contact details

Contact details are required so that Council can issue the certificates to you. You will only need to add your contact details once as Online Services will automatically save your details and reuse them in future applications.

1. Navigate to the 'Applicants' step'.
2. Complete the form with your contact details including:
 - email address
 - business address
 - phone number.
3. Once all required fields have been filled in, select 'Finalise and lodge' to progress to the payment section.

Note: online payments are made by credit card.

The screenshot displays the 'Applicants' section of an online services portal. On the left, a navigation menu includes 'Details', 'Applications', 'Applicants', 'Other People', 'Fees', 'Attachments', and 'Summary'. The main content area shows a search for 'Applicants' with the result 'No records found.' and a magnifying glass icon. To the right, there is a form titled 'Add New Applicant' with two sections: 'Contact Details' and 'Address Details'. The 'Contact Details' section includes fields for 'Email Address', 'Country Code' (set to Australia), 'Mobile Phone', 'Home Phone', 'Work Phone', and 'Fax'. The 'Address Details' section includes fields for 'Country' (set to Australia), 'Post Address', 'Street line 1', 'Street line 2', 'Street line 3', 'Suburb', 'State', and 'Postcode'.