

Appendix F: Formats and Validations

This appendix provides descriptions and validation rules for documents and dealings that may be enquired on in VOTS or the image system.

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Titles

A title document is most commonly identified by a Volume and Folio reference number (popularly called the title's "vol fol"). The title reference is written in the form:

<volume>/<folio>

where <volume> is the Volume number with up to 5 digits (any leading zeroes usually omitted) and <folio> is the Folio number with up to 3 digits (usually shown as a 3-digit number, e.g. 009).

Now, a "Volume and Folio" style of reference numbers is also used to identify Crown Lease documents and Mineral Lease documents; but the numbers are not mutually distinct from title documents' numbers. So, whenever retrieving a lease document, distinguish it from a title document by appending to its Folio number a suffix letter of K (for a Crown lease) or L (for a Mineral lease).

Quite separately, title documents were sometimes given identical Volume and Folio numbers by mistake; to distinguish these valid titles from one another, suffix letters of A or B or C were later assigned to the "duplicated" folio number(s). In these cases, the suffix letter is an integral part of the document's Volume/Folio reference number.

Thus, the fully generalised title document reference is written in the form: <volume>/<folio><suffix>

where <volume> is the Volume number with up to 5 digits (any leading zeroes usually omitted); <folio> is the Folio number with up to 3 digits (usually shown as a 3-digit number, e.g. 009); and <suffix>, when needed, is one of the letters K or L (when retrieving a lease), or A, B or C (for just a few titles).

For Crown and Mineral leases, the valid Folio range is 000 to 999 for all Volumes. For title documents, Table 1 shows the valid Folio ranges for various Volume numbers.

Table 1

Valid Folio number ranges for various Volume number ranges in title document references:

| Volume range | Volume ending in | Valid Folios |
|-----------------|--|---|
| 1 to 7450 | 1 or 6 2 or 7 3 or 8 4 or 9 5 or 0 | 001 to 200 201 to 400 401 to 600 601 to 800 801 to 999, and 000 |
| 7451 to 8029 | (All digit values) | 001 to 200 |
| 8030 to 9548 | (All digit values) | 001 to 999 |
| 9549 to Current | (All digit values) | 000 to 999 |

Dealings and Documents

Table 2 contains the various formats for the full range of dealings or documents recognised in VOTS. Since the commencement of VOTS (December 2001), both application-type dealings and applications to lodge plan have been imaged. Thus, some of the plan and application-type references can be retrieved –

- as an Instrument;
- as a Plan; or
- as survey information.

Due to the varying survey document ranges, survey information documents that are not of type subdivision or consolidation are dealt with separately in Table 3.

Table 2 - Document and Dealing References

Note: Most Document numbers that do not have a Check letter may have a Suffix letter in the range A-C.

| Number Type | Description | Format | Check Letter | Notes |
|---------------------|---|---|--------------|--|
| VOTS Dealing Number | A system-generated number is assigned to a dealing when a case is accepted and dealing type requires a system-generated dealing number. | Format: aannnnnnx aa – 2 letters nnnnnn – up to 6 digits x – check letter | Yes | Some dealings with an AA number have already been allocated to MCPs. The first VOTS-allocated number was AB1U. Valid prefix ranges are AA to AO, AQ to BO, BQ to CO, CQ, CR, CT to FR, FT to MR, MT to OO (except OC), OQ to QZ, RD, RF to TO, TQ to YE, YG to ZZ. |
| OC | Owners Corporation Dealing. | OCnnnnnnx x – check letter | | |
| PC | Plan of Consolidation. Number is pre-allocated prior to lodgement. (PC plans do not have stages.) See below for CP range. | Format: PCnnnnnnx nnnnnn – up to 6 digits x – check letter | Yes | VOTS pre-allocated ranges: 350001 – 400000 450001 – 500000 550001 – 600000 650001 – 700000 750001 – 800000 850001 – 900000 950001 – 999999 |
| CP | Consolidation Plan. | Format: CPnnnnnnx nnnnnn – up to 6 digits x – check letter | See range | Ranges: 100000 – 109999 (no check letter; may have suffix A or B) 150000 – 157284 (no check letter; may have suffix A or B) 157285 – 199999 (check letter). The highest known CP is CP174935. |

| Number Type | Description | Format | Check Letter | Notes |
|-------------|---|--|------------------------------|--|
| PS | Plan of Subdivision. Number is pre-allocated prior to lodgement. (PS plans can have stages.) When used for X32, can have a D suffix. See below for LP range. | Format: PSnnnnnnx/snnn or PSnnnnnnx nnnnnn – up to 6 digits x – check letter /s – S (stage) or D (development) nnn – up to 3 digits (omit leading zeroes: eg Devel. 2 is /D2; Stage 10 is /S10.) | Yes | VOTS pre-allocated ranges: 300001 – 350000 400001 – 450000 500001 – 550000 600001 – 650000 700001 – 750000 800001 – 850000 900001 – 950000 |
| LP | Plan of Subdivision. | Format: LPnnnnnnx nnnnnn – up to 6 digits x – check letter | See range | Ranges: 1 - 99999 no check letter; may have suffix of A or B. (Note:LP48582 to LP50000 are unused numbers.) 110000 – 145851 no check letter; may have suffix of A or B. 145852 – 149999 (check letter). 200000 – 299999 (check letter). The highest known LP is LP222655. |
| BP | Boundary Plan. Number is allocated at lodgement. | Prior format: BPnnnnnn VOTS format: BPnnnnnnx nnnnnn – up to 6 digits x – check letter | Prior: No VOTS: Yes | VOTS-allocated numbers have a check letter. Upon registration, plan is "Approved". Check letters started at BP1700. |
| RA | Road Alignment. Number is allocated at lodgement. | Prior format: RAnnnnnn VOTS format: RAnnnnnnx RA nnnnnn – up to 6 digits x – check letter | Prior: No VOTS: Yes | VOTS-allocated numbers have a check letter. Upon registration, plan is "Approved". |
| S, MS | Miscellaneous Plan. Number is allocated at lodgement. | Prior format: Snnnnnn VOTS format: MSnnnnnnx nnnnnn – up to 6 digits x – check letter | Prior: No VOTS: Yes | VOTS-allocated numbers have a check letter. All 'S' plans were changed from S to MS to avoid duplication with S-range dealings. Upon registration, plan is "Completed". (This series not activated as plans on 1/8/03) |
| CS | Cluster Plan. Can have a redevelopment lodged. | Format: CSnnnnnnx/Ddd d or CSnnnnnnx nnnnnn – up to 6 digits x – check letter /D – redevelopment ddd – up to 3 digits (omit leading zeroes: eg Dev. 2 is /D2; Dev. 10 is /D10.) | See range | Ranges: 1000 – 1386 (no check letter; no suffix) 1387 – 9999 (check letter). The highest known CS is CS1785. |

| Number Type | Description | Format | Check Letter | Notes |
|--|--|---|-------------------------------------|---|
| RP, SP | Strata Plan. Can have a redevelopment lodged. | Format: RPnnnnnn or RPnnnnnn/Dnnn or SPnnnnnn or SPnnnnnnx/Dnnn nnnnnn – up to 6 digits x – check letter /D – redevelopment nnn – up to 3 digits (omit leading zeroes: eg Dev. 2 is /D2; Dev. 10 is /D10.) | See range | Search must allow for either SP or RP to return SP plan. With redevelopment plans, VOTS to derive the next Development number Range: 1 – 20335 (no check letter; no suffix) 20336 – 99999 (check letter). The highest known SP is SP37825. |
| TP | Title Plan. Internally allocated by Land Registry | Format: TPnnnnnnx nnnnnn – up to 6 digits x – check letter | Yes | Range: 1 – 999999 |
| AP | Application. | Format: APnnnnnnx nnnnnn – up to 6 digits x – check letter | Prior: see range VOTS: Yes | Range: 1 – 59999 (no check letter; may have suffix A, B or C) Check letters started at AP60000. The range 80000 – 119999 (inclusive) has been allocated to General Law conversion. See table 3 for more information on Application numbers relating to survey information. |
| AA | Used for MCP dealings — Memorandum of Common Provisions. | Format: AAnnnnn nnnnnn - up to 6 digits | No | Range is limited to 1 – 999999. |
| URDS Dealings | Dealing number allocated in URDS (1984-2001) | Format: annnnnnx a – letter nnnnnn – 6 digits x – check letter | Yes | Some Knnnnn may have a check letter. Dealings Lnnnnnn onwards must have a check letter. |
| Pre-URDS | Dealing numbers allocated prior to URDS (Pre 1984) | Format: annnnnn a – letter nnnnnn – 6 digits | No | May have suffix A, B or C. Some Knnnnn may have a check letter. |
| Pre-1955 (also known as Numeric Dealing numbers) | Mortgages, transfers and caveats may exist with the same dealing number. Prior to migration to VOTS, these will be unique, identifiable with a suffix. | Format: nnnnnn nnnnnn – 7 digits | No | Range 1 – 2750000. May have suffix A, B or C. No new ones will be lodged in VOTS. |
| RB | Register Book/Page. General Law Mortgages identified by a reference to the Register Book and page number. | Format: RBnnn/pppp nnn – register book pppp – page number | No | Every RB reference must have a page number. No new ones will be lodged in VOTS. RBs are now recorded in VOTS as an encumbrance against a new folio, General Law Applications. |
| GG | Government Gazette. Seen as the derivation for a folio. The year and page number | Format: GGyyy/pppp yyy – year pppp – page number | No | Every GG reference must have a page number. |
| DD | Deposited Deeds. | Format: | No | Manually allocated a number. |

| Number Type | Description | Format | Check Letter | Notes |
|------------------------|---|--|--------------|---|
| | | DDnnnnnn nnnnnn – up to 5 digits | | |
| RC | Record Book. | Format: RCnnnnnn nnnnnn – up to 5 digits | No | No new ones will be lodged in VOTS. |
| LGD Reference | Local Government Dealings. Currently derivation may be represented by a LGD reference. No new LGD's will be lodged or recorded in VOTS. | | | Not currently used for document retrieval. |
| Red Ink Dealing Number | Red Ink dealing numbers are pre-existing dealing numbers that have been suffixed with 'R'. | Format: nnnnnnnR nnnnnn – up to 7 digits | No | Range 1 – 6000000. No new ones will be lodged in VOTS. |
| GL | General Law Plans of Subdivision | Format: GLnnnnnn nnnnnn – up to 6 digits | Yes | Range: 1 – 5000 May have suffix A or B |
| CD | Crown Diagram | Format: CDnnnnnn nnnnnn – up to 6 digits | Yes | only available as a plan |

Survey Information

Document types other than subdivision plans and plans of consolidation may contain survey information. These additional document types are included in Table 3.

Table 3 - Survey Information Ranges

| Document Prefix | Range From | Range To | Section number | Comments |
|------------------------|---------------------------|------------------------------|-------------------------|--|
| AP | 1 | 999999 | | Applications identified without a section number; e.g. AP59123, AP115942C. Generally, they are applications under section 9. Check letters start at AP60000. Series is ongoing. |
| | 1 2304 13683 | 2303 13682 22101 | 194 233 103 | |
| | 1 1040 1201 | 1039 1200 4242 | 87 60 or 87 60 | Applications identified with a Section number; e.g. AP11072/233. Series is completed. |
| | 1 1101 3070 6132 | 1100 3069 6131 8160 | 872 176 215 99 | |
| FS | 39 | 3932 | | Forests Commission Surveys. |
| RA | 1 | 999999 | | Road Alignments. RA1493 was highest pre-VOTS. VOTS ones have a check letter. Series is ongoing |
| BP | 1 | 999999 | | Boundary Plans. Check letters start at BP001700E. Series is ongoing. |
| A to R | 1 1 | 1000 3343 | | Miscellaneous 'Letter' Plans (I, L and Q unused). |
| S | 5000 | Onward | | |
| MS | 1 | Onward | | MS is a VOTS series to extend this plan series. |
| RE | 1 | 999999 | | Survey Re-establishment Plans. No check letters. Series is ongoing. |
| OP | 1 | 999999 | | Original Plans (Crown Land surveys), a Surveyor General Victoria series. May have an alpha suffix. |
| YF | | | | Yearly Field Notes. Format is nnnn/yyyy where nnnn is between 1 and 9999 and yyyy is between 1850 and 1941. |

Water Share Records

Water Share Records are registered and managed by DSE.

The format of these documents is a three letter prefix followed by a (non-zero) number of up to six digits.

Two Water Share Record types exist:

- Prefix WEE – this identifies a Water Share Record eg “WEE123456”.
- Prefix LTE – this type of Water Share Record is termed a Limited Term Entitlement.

Water Register Documents

Water Register documents are maintained in the imaging store as scanned images and can be delivered through the existing on-line and property certificate delivery systems.

The format of these documents is a three letter prefix followed by a (non-zero) number of up to six digits. Valid prefixes are WET, LTT, LTS, MOR, MOD, MOV, MOT, MOP, LPR, SUR and TIB.

Additional prefix types may be added without notice.