INTEGRATED LAND INFORMATION SYSTEM OF THE NORTHERN TERRITORY

LAND SEARCH
incorporating the Land Titles Register and the Record of Administrative Interests and Information
ILIS LAND SEARCH

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## Glossary

| **Dialog Box** | Data entry required. |
| **Historical Reference Check Box** | Used to display cancelled parcels and parcels without a current owner. The results are displayed in the following order: Current, Proposed and Historical titles. |
| **Hyperlink** | A link from one application to another application. A web browser usually displays a hyperlink in some distinguishing way, e.g. underlined in blue. When the user clicks the link the browser will display the target of the link. |
| **ILI SMaps** | Display of Spatial Data |
| **Information Messages** | Examples include “No matching results were found.” “No title exists” “Dealings pending registration” and “Information is not yet available” |
| **Interface** | Display or data entry screen |
| **Navigation** | Move from one process to another |
| **Order** | Relationship between title records. Displayed as Order 1, Order 2 etc. |
| **Password** | Used to authenticate the user when attempting to log on, in order to prevent unauthorised access to the system. |
| **Radio buttons** | Next to each result is a white circle; the first result is automatically selected, indicated by the black dot. This is called a “radio button”. Any result can be selected by clicking in the white circle beside the required result, with the resultant black dot appearing. |
| **Records** | Information relating to a particular search |
| **Search Results** | List of records matching the search parameters |
| **Web Browser** | Application used to access websites on the internet/intranet. A program that accesses and displays files and other data available on the Internet and other networks. |
| **Wildcard** | Wildcard searches can be used using the following method: At least four letters must be identified. Full%ton would give all names that included “Full” and ending with “ton”. |
Web Interface
Update personal details
Using the new update Personal Details process it is now possible to have the password renewed via automatic email.

Personal Details Dialog Box
Six fields are updatable – First and last name, Phone, e-mail and the challenge question and answer.
Be mindful that the e-mail address you enter when requesting a new password has to match the one you enter here.
Password renewal
Login interface now allows for password renewal.

Select “Forgot your password?” Hyperlink to display following screen

Recover Password Dialog Box

Enter your user ID and click Continue
Answer Challenge Question Dialog Box

Answer Challenge Question

Password Recovery - Step 2 of 3

To recover the password for user , you need to answer your challenge question and verify your email address.

* Question

* Answer

* Email

Recover

Answer your challenge question, enter your e-mail address. Click recover and ILIS will e-mail a new password to you.

A new password has been sent to your nominated email address.

Recovery Complete

Password Recovery - Step 3 of 3

Thanks, your identity has been verified and a new password generated. Your temporary password has been emailed to .

Click here to return to the login page.

Click return to login and you will be sent back to the login screen.
Check your e-mail.
Copy the password from your e-mail into the password field and click Login

You are required to enter and confirm a new password. Note that before this process will work, you will need to update your personal details. Once you have decided on a new password, click update password and you will be taken to the main ILIS screen.
Welcome Interface

Screen Explanation
Top Right hand side -
Welcome message with logged on userid displayed
Log Out hyperlink
Left hand panel is the list of processes available all the time they are displayed.
ILIS Land Search

Background
Land Search contains the record of administrative interests and information, title (search) certificate. Additional information is accessed by hyperlink to Survey, Unit and LTO plans, and registered dealings. Full tenure history is available.

Available searches are by Address, Owner Name (see below), Parcel/Unit, Title Reference, Property, Survey Plan and Tenure Type.

*Special Condition*
Owner Name Search - Access to search by Owner name is only provided on application and approval by the Registrar-General.

Land Search Parameters
The following parameters are used to search for title register and record of Administrative interests and information details

<table>
<thead>
<tr>
<th>Address</th>
<th>Street Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel/Unit</td>
<td></td>
</tr>
<tr>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>Title Reference</td>
<td></td>
</tr>
<tr>
<td>Property</td>
<td></td>
</tr>
<tr>
<td>Survey Plan</td>
<td></td>
</tr>
<tr>
<td>Tenure Type</td>
<td></td>
</tr>
<tr>
<td>Street Name</td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td></td>
</tr>
<tr>
<td>Unit Number</td>
<td></td>
</tr>
<tr>
<td>Historical</td>
<td>Search</td>
</tr>
</tbody>
</table>
Search by Address

Enter the street address of the property. Street Name Field is mandatory. The example is selected by number and street name, the suburb is not required, but if the suburb is not provided the search results will list addresses for the entire Northern Territory. Only the most recent title details are displayed, if no title has been registered, “No title exists” will be displayed.

Search Parameters
Number and Street Name

Search Results
The Land Search Results screen is displayed once a search is conducted.
Owner
Special condition: The Registrar General authorises access to search by name.

Specifying the name of the owner by one of the following methods returns a current record or list of records for that person(s):

Search Parameters
In the first owner name box type Surname, First Name

Alternatively, in the first owner name box type the Surname, then in the second box type the First Name.

Name searches with apostrophes will also work eg: O'Regan.
**Company**

Search Parameters

Enter the first word of the company name or the whole company name in the first eg “Darwin Port Corporation”.

Search Results

All titles in this name are returned in a list as shown with the numbers or records indicated, ie: 1 to 7.

<table>
<thead>
<tr>
<th>Parcel:</th>
<th>Location:</th>
<th>Survey:</th>
<th>Parcel Status:</th>
<th>Tenure Reference:</th>
<th>Owner:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUTF 630 509</td>
<td>N.T. Portion 05986</td>
<td>S2000/208</td>
<td>CURRENT</td>
<td>ESTATE IN FEE SIMPLE</td>
<td>Darwin Port Corporation</td>
</tr>
<tr>
<td>0 EAST ARM</td>
<td>000 Lot 05986 LTO Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Interests</td>
<td>Title Register</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUTF 640 642</td>
<td>N.T. Portion 05987</td>
<td>S2000/208</td>
<td>CURRENT</td>
<td>ESTATE IN FEE SIMPLE</td>
<td>Darwin Port Corporation</td>
</tr>
<tr>
<td>870 BERRIMAH RD</td>
<td>000 Lot 05987 LTO Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAST ARM</td>
<td>Survey Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Interests</td>
<td>Title Register</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUTF 628 782</td>
<td>Lot 05677 Town of Darwin</td>
<td>S 977212A</td>
<td>CANCELLED</td>
<td>ESTATE IN FEE SIMPLE</td>
<td>Darwin Port Corporation</td>
</tr>
<tr>
<td>17 ESPLANADE</td>
<td>200 Lot 05677 LTO Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DARWIN CITY</td>
<td>Survey Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Interests</td>
<td>Title Register</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUTF 628 353</td>
<td>Section 03165 Hundred of Bagot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>055 Lot 03165 LTO Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Version 2**

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**Wildcard**

Wildcard name searches can be used using the following method:
At least four letters must be identified. Full%ton would give all names that included “Full” and ending with “ton”. If there are more that 10 results found the “PREVIOUS” and “NEXT” buttons can be used to scroll through the records with 10 titles listed per page.

**Search Parameters**
- **Wildcard Example**
  - Fullarton - not sure if it is spelt with an “a” or “e”, type in Full% or Full%n

**Search Results**
- **Search for Full%ton**

<table>
<thead>
<tr>
<th>Parcel</th>
<th>Location</th>
<th>Survey</th>
<th>Parcel Status</th>
<th>Tenure Reference</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFT 614 22</td>
<td>Lot 04458 Town of Nightcliff (Show Map)</td>
<td></td>
<td>CURRENT</td>
<td>ESTATE IN FEE SIMPLE</td>
<td>Fullarton, Steven John Fullarton, Nicola Thea</td>
</tr>
<tr>
<td>10 AMSTERDAM CCL WAGAMAN</td>
<td>950 Lot: 04458 LTO Plan: Part: Unit: 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUFT 338 11</td>
<td>N.T. Portion 02552 (Show Map)</td>
<td></td>
<td>CURRENT</td>
<td>ESTATE IN FEE SIMPLE</td>
<td>Fullarton, Steven John Fullarton, Nicola Thea</td>
</tr>
<tr>
<td>25 BRAY RD KATHERINE</td>
<td>000 Lot: 02552 LTO Plan: Part: Unit: 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUFT 498 29</td>
<td>Lot 02526 Town of Alice Springs (Show Map)</td>
<td></td>
<td>CURRENT</td>
<td>ESTATE IN FEE SIMPLE</td>
<td>Fullarton, Alice Martha Maisie Cook, Dawn Elizabeth Joan</td>
</tr>
<tr>
<td>31 CLARKE ST ALICE SPRINGS</td>
<td>010 Lot: 02526 LTO Plan: Part: Unit: 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Parcel/ Unit
Search Parameters
Specify the Location Code, Lot No, LTO Plan, Part Parcel and Unit. The Location Code and Lot Number fields are the minimum mandatory fields required for this search.

Access the location code list by clicking on the button to the right of the location code field. A listing of the code number and description is available. The location code for Town of Darwin is used in the following example.

Click on the highlighted choice and you will be returned to the search screen.
Enter the lot number you're searching for and click the search button.
Enter a reference in the billing details field.
Search Results
Displays a list of current records.

<table>
<thead>
<tr>
<th>Parcel</th>
<th>Location</th>
<th>Survey</th>
<th>Parcel Status</th>
<th>Tenure Reference</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUTF 654 765</td>
<td>6 MARINA BVD LARRAKYNT</td>
<td></td>
<td>CURRENT</td>
<td>ESTATE IN FREE SIMPLE</td>
<td>Brian, Sarina Richmond</td>
</tr>
<tr>
<td>CUTF 611 999</td>
<td>Unit 2 6 MARINA BVD LARRAKYNT</td>
<td></td>
<td>CURRENT</td>
<td>ESTATE IN FREE SIMPLE</td>
<td>Russell, Allan John Russell, Ian Friends</td>
</tr>
<tr>
<td>CUTF 682 766</td>
<td>Unit 1 6 MARINA BVD LARRAKYNT</td>
<td></td>
<td>CURRENT</td>
<td>ESTATE IN FREE SIMPLE</td>
<td>Tagelii Ian Thomas Tagelii Tovel Blang</td>
</tr>
<tr>
<td>CUTF 641 28</td>
<td>5 MARINA BVD LARRAKYNT</td>
<td></td>
<td>CURRENT</td>
<td>ESTATE IN FREE SIMPLE</td>
<td>The Proprietors Units Plan U1599B115</td>
</tr>
<tr>
<td>Lot 05982 Town of Darwin (Show Map)</td>
<td>209 Loc 35982 LTO Plans Part: Unit 0</td>
<td>S 54189A</td>
<td>CURRENT</td>
<td>ESTATE IN FREE SIMPLE</td>
<td></td>
</tr>
<tr>
<td>Lot 05982 Town of Darwin (Show Map)</td>
<td>209 Loc 35982 LTO Plans Part: Unit 1</td>
<td>S 54189A</td>
<td>CURRENT</td>
<td>ESTATE IN FREE SIMPLE</td>
<td></td>
</tr>
<tr>
<td>Lot 05982 Town of Darwin (Show Map)</td>
<td>209 Loc 35982 LTO Plans Part: Unit 2</td>
<td>S 54189A</td>
<td>CURRENT</td>
<td>ESTATE IN FREE SIMPLE</td>
<td></td>
</tr>
<tr>
<td>Lot 05982 Town of Darwin (Show Map)</td>
<td>209 Loc 35982 LTO Plans Part: Unit 3</td>
<td>S 54189A</td>
<td>CURRENT</td>
<td>ESTATE IN FREE SIMPLE</td>
<td></td>
</tr>
<tr>
<td>Lot 05982 Town of Darwin (Show Map)</td>
<td>209 Loc 35982 LTO Plans Part: Unit 4</td>
<td>S 54189A</td>
<td>CURRENT</td>
<td>ESTATE IN FREE SIMPLE</td>
<td></td>
</tr>
</tbody>
</table>

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Property
This search is for pastoral property names

Search Parameters
Search for parcels by property name.

Search Results
Displays title for selected property.
**Survey Plan**

Search the survey plan reference. It is included to satisfy the legal definition of land as a lot defined on a survey plan. Prior to the year 2000 plans named with the year eg 99/001 - post 2000 the century year has been used eg 2001/001.

**Search Parameters**
Specify the Survey Plan and lot number (mandatory).

**Search Results**
Displays all titles associated to the selected survey plan.
Tenure Type

Search Parameters
Allows the tenure reference to be searched.
Clicking on the button will provide the list of tenure type codes.
Select the appropriate code and provide the associated number.
Search Results
Displays the results associated to the selected Tenure type.
Title Reference

Search Parameters
Search for titles by supplying the volume and folio numbers and the Register Book type. The volume and folio fields are mandatory. The default register book is “CUFT”. Select the appropriate Register Book type from the drop down list to change from CUFT.

Search Results
Only that specific volume/folio is available. To further search within that parcel of land you can move forward and back between any titles by using the hyperlinks and print any of them.
Display of Information

When the search results are displayed there is an option to select either the Record of Administrative Interests or the Title Register.

The navigation buttons provided by Internet Explorer can now be used. Thus the back and forward buttons are active.

If you wish to do another search, use the Back button within Internet Explorer to return to the previous screen.
Record of Administrative Interests and Information

The page layout has been changed to provide as much information as possible about the parcel of land selected. Menus are maintained in the left hand panel for ease of navigation between processes.

The Record of Administrative Interests and Information provides a summary of interest and information regarding a particular parcel of land.

Each data custodian is clearly identified and a contact phone number supplied. If additional information is available, a hyperlink is provided. For details on Survey hyperlink, please refer to page 21. Buttons for PDF creation and Show Map are provided at the top of the page.
Show Map
Select the SHOW MAP button to display the map of the parcel (linked to ILIS Maps).

For ILIS Maps assistance, click the Help hyperlink at the upper right corner.

To return easily to ILIS click the “black i” on the toolbar and when known identifiers are displayed use the ILISLink to get back to ILIS.
**Search Certificate**

Hyperlinks

The current Survey, LTO or Unit Plan is displayed on the search certificate, if it has recently been titled there can be a delay in the hyperlink occurring but most hyperlinks are available within 3 days. This link displays an image of the required plan that can be zoomed for better detail of the parcel or unit.

The dealing number hyperlinks to the scanned image of lodged dealing documents which are usually available within 24 hours.

**Viewone Software**

The print facility of the VIEWONE software used to display the images can provide a print of just the required area or the nominated printer capability.

The hyperlinks appear as pink characters underlined. The following example is displaying a hyperlink to a survey plan. The following screen is displayed.

If that view is suitable you can then print by selecting the PRINT icon within that window.
ILIS
Integrated Land Information System

Alternatively you can select the yellow box/pointer ZOOM AREA icon and mark the area that you would like to print.

Right click and select Print/Print Visible from the list of options and this will print the selected area only.
This selection may also be supplemented by zooming on the notes and printing them.

You will need to ensure that you type .jpeg after the file name so it will be recognised and displayed as a jpeg file.
Open/ Save Generated PDF

When the PDF dialog box appears there is the choice to open or save the PDF file.

You can also save the PDF file to enable future use of the same data.

When saving this file it can be named and stored in the nominated client folder so the records can be located easily.

Next/ Previous Buttons

Shows the Search Certificate for the previous or next title on the selected parcel.
Printing

Printing is actioned either by selection through the navigation panel. Further selection can be made by the user to print all or only selected pages of the displayed document.

The Windows default printer is used by ILIS. Portable document format (PDF) is created for printing from ILIS. These documents are automatically formatted as A4 portrait and, depending on the printer, may be printed single or double sided. The whole document or individual pages can be printed.

The previous PDF window needs to be closed by using the ‘X” in the top right hand corner before proceeding to the next search or exiting the process.