

**Note:**

- If any of the following documents are included in this application:
  - ▶ Contract for the sale of land
  - ▶ Contract for the sale of land – off the plan
  - ▶ Transfer of realty
- Please complete the Doc. Type, Postcode and Land use columns on page 3.
- Duty must be paid within three months of first execution of the documents/ instruments. **Failure to comply with the above may result in interest being incurred.**
- Under the *Taxation Administration Act 1996*, you are required to provide all relevant information to enable duty to be assessed on a document or transaction. It is an offence to provide false or misleading information.
- Print clearly in the boxed spaces.
- Read the explanatory notes and definitions below and on page 2 before completing this form.

## Explanatory notes

- **Definitions**
  - ▶ Execution date – is the date the document was first signed
  - ▶ Dutiable amount – is the amount on which duty is calculated
- **Document types**  
If you are lodging an application for:
  - ▶ CT2 – Contract for the sale of land
  - ▶ CT6 – Transfer of realty
  - ▶ CT2B – Contract for the sale of land – off the plan
 please indicate the document type code in the document details section on page 3.
- **Land use codes**  
If you are lodging an application for a contract for the sale of land (including off the plan) or for transfer of realty, please indicate in the 'Document details' section on page 3 the code of the use of the property. The various uses and their codes are shown in the table below.
- There will be instances where the property has mixed uses, e.g. a shop with a house/flat attached. In such instances, the predominant use of the property should determine whether it is classified as residential or non-residential. The predominant use may be determined by using the floor area, the separate valuations of each of the respective uses or the use that is currently most active.

Residential use	Non-residential use
A – House – Owner occupied	D – Office
L – House – Rental purpose	E – Industrial (factory warehouse)
B – Unit, townhouse, flat, apartment or villa – owner occupied	F – Retail
M – Unit, townhouse, flat, apartment or villa – rental purpose	G – Farm or other primary production land if predominantly used for primary production
C – Vacant land zoned as residential use	H – Vacant land zoned as non-residential
K – Farm or other primary production land if predominantly for residential use	I – Other, e.g. hotels, motels, short stay residential apartments, hostels, boarding houses, residential colleges/halls of residence, school boarding houses, nursing homes, retirement villages, caravan parks and camping grounds, marina berths
J – Other, e.g. holiday homes, permanent houseboat moorings, permanent caravan park sites	

▪ **Folio ID details**

For documents listed relating to transfer of realty only, please insert the title reference details in the column headed 'Folio ID'. This is the reference information required by the NSW Department of Lands on transfer of realty documents.

Examples:

Full property description	Enter in folio ID column as
Lot 34 DP 123456	34/123456
Lot 34 section 654 DP 123456	34/654/123456
Lot 10 strata plan 987654	10/SP987654
Volume 123 folio 963	123-963

▪ **Personal cheques**

OSR only accepts personal cheques on Duties transactions for amounts up to \$600.

Read more about OSR Cheque Acceptance Policy (Duties) at [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)

**Privacy statement**

Information collected from you on this form is required by the Office of State Revenue (OSR) to determine your liability for duty on a contract for sale of land or a transfer of realty. The information may be provided to third parties with your consent or as required or permitted by law. OSR will correct or update your personal information at your request.

**Contact details**

 1300 139 814\* (Monday – Friday, 8.30 am – 5.00 pm) \*Interstate clients please call (02) 9689 6200  
 [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)       [duties@osr.nsw.gov.au](mailto:duties@osr.nsw.gov.au)       Help in community languages is available.

**Offices** (Monday – Friday, 8.30 am – 4.30 pm)

Lang Centre, Cnr Hunter and Marsden Streets, Parramatta	GPO Box 4042 Sydney NSW 2001	DX 456 Sydney	Fax: (02) 9689 8280
Level 2, 97 Scott Street, Newcastle	PO Box 511 Newcastle NSW 2300	DX 7860 Newcastle	Fax: (02) 4925 5300
Level 6, 90 Crown Street, Wollongong	PO Box 666 Wollongong NSW 2520	DX 5245 Wollongong	Fax: (02) 4253 1066

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# Duties Application



Office of  
State Revenue

## Client details

Client ID*	Application ID
Agent number (if known)	Your reference

\*If you are registered as a client with OSR, please enter your client ID.

## Lodging details

Applicant's name	Your reference
DX number	Location
Postal address	
Suburb	Postcode
Fax number ( )	Daytime phone number ( )

## Document details ➤ Please list one document per line

	Doc Type** <small>➤ see page 1</small>	Execution date	Name of parties	Dutiable amount \$	Duty \$	Post Code**	Land Type**	Folio ID If known <small>➤ see page 2</small>
1		/ /						
		/ /						
2		/ /						
		/ /						
3		/ /						
		/ /						
4		/ /						
		/ /						
5		/ /						
		/ /						
6		/ /						
		/ /						
7		/ /						
		/ /						
8		/ /						
		/ /						
9		/ /						
		/ /						
10		/ /						
		/ /						
11		/ /						
		/ /						
12		/ /						
		/ /						
					Total duty \$			

\*\*Please complete only if you are lodging an application for a contract for the sale of land (including off the plan) or for transfer of realty.