

## ADMINISTRATIVE REVIEW

### What Decisions can be the subject of an Administrative Review by the Registrar General?

Under section 121 of the *Real Property Act 1900*, a person aggrieved by a decision of NSW Land Registry Services (NSW LRS) may apply to the Registrar General for a review of the decision.

The decision must be a decision that was made in the exercise of a titling and registry function. Examples of decisions made in the exercise of a titling or registry function are:

- refusing to register a document;
- refusing to register a plan; or
- refusing to waive a requisition.

### What can the Registrar General do?

The Registrar General may either affirm NSW LRS's decision or set NSW LRS's decision aside and substitute it with a different decision. NSW LRS will be required to give effect to any decision made by the Registrar General under review.

### How much does an Application cost?

An Application fee of **\$277** applies. There are three options to make payment. You can:

1. [Pay online](#).
2. Make a bank deposit and provide a copy of your payment confirmation with your Application. Account particulars are:

**Account Name:** *DFSI Operating Account*  
**BSB:** *032 001*  
**Account Number:** *206 525*

3. Send a cheque or money order for \$277.00, payable to the 'Office of the Registrar General'.

Attention: Administrative Reviews  
Office of the Registrar General  
McKell Building  
2-24 Rawson Place  
Sydney NSW 2000

**Note:** Please use the Applicant's surname as payment reference.

### How do you submit an Application?

Complete and sign the [Application for Administrative Review form](#). The Application must be supported by all information and evidence that the applicant seeks to rely on in the review. All fields in the Application form must be completed. Failure to complete a field may lead to a rejection of the Application.

There are two options to send your application. You can send it by:

1. Email to [ORG-Admin@finance.nsw.gov.au](mailto:ORG-Admin@finance.nsw.gov.au)
2. Post to:

Attention: Administrative Reviews  
Office of the Registrar General  
McKell Building  
2-24 Rawson Place  
Sydney NSW 2000

### What happens when the Registrar General receives your Application?

The Office of the Registrar General will contact you to confirm that your Application has been received. We may also contact you if we require more information.

The Registrar General may give notice of the Application to any person that the Registrar General considers would be affected by the decision. That person is then entitled to submit material for the Registrar General's consideration.

### How long will the Review Process take?

The review will be finalised within 42 days of lodgment of your Application.

If you have not received a review from the Registrar General within 42 days of lodgment of your Application, the review is taken to have been finalised.

The 42-day period begins once all of the supporting information and evidence is received.