

How to Request Section 7 and Section 187 Certificates

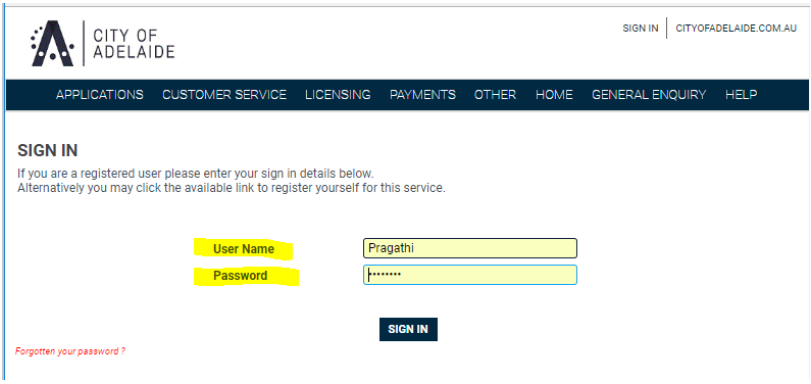
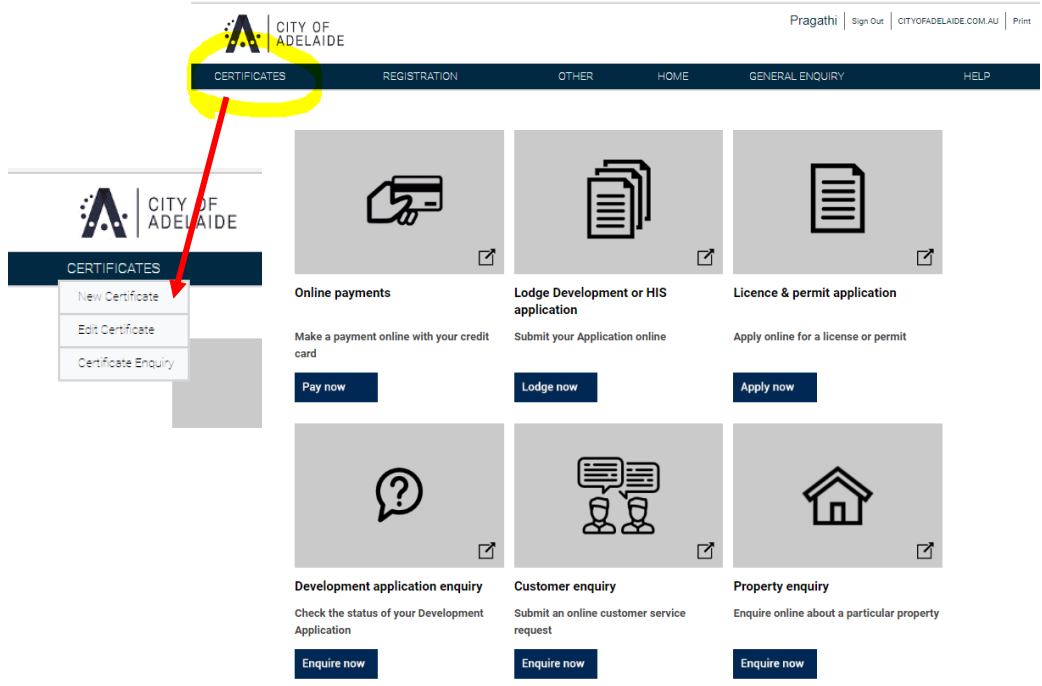
This guide explains the process of requesting and paying for Section 7 and Section 187 certificates online through ePathway. This option is available for registered users only.

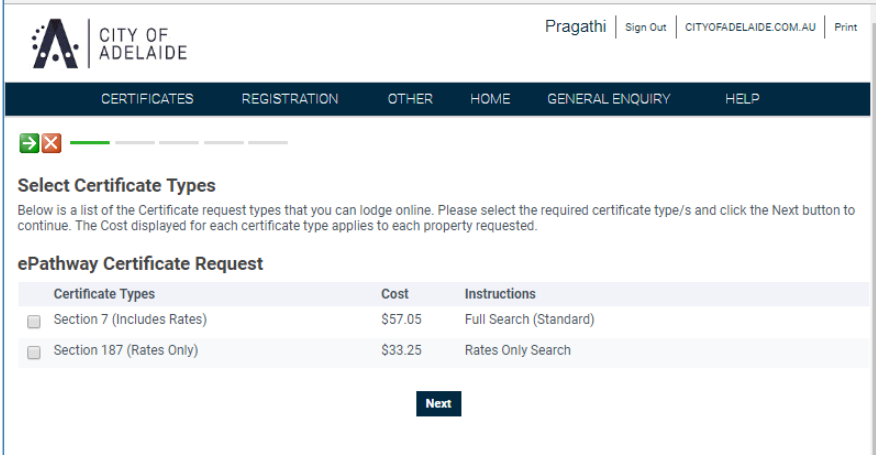
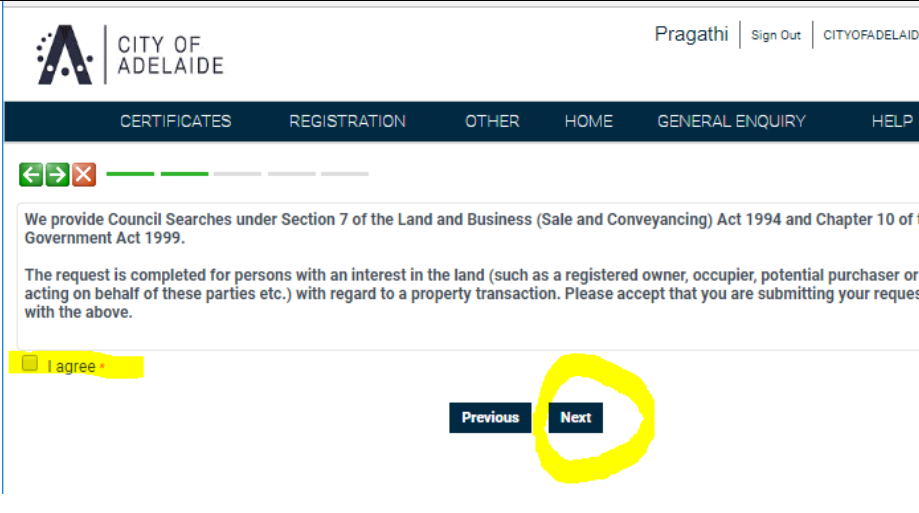
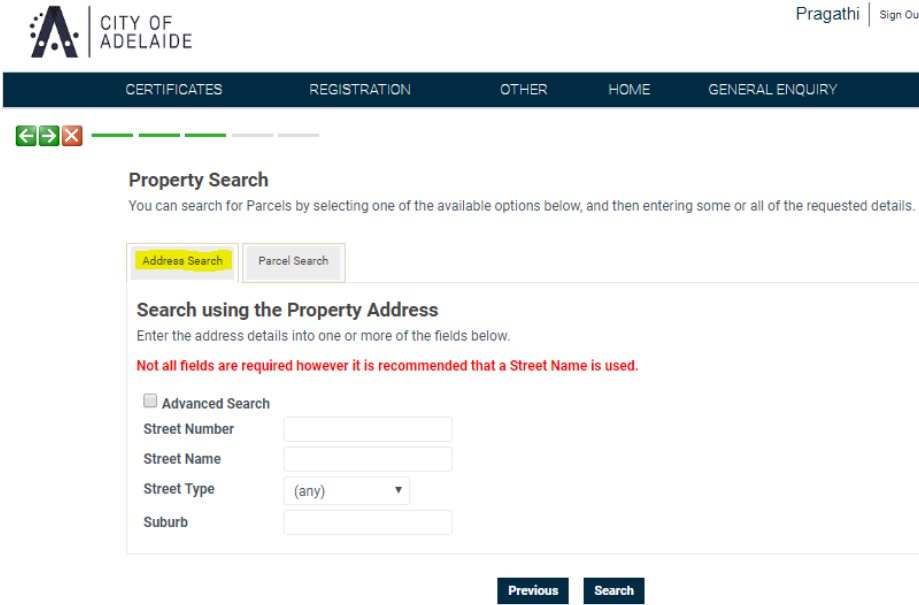
To register an account please [click here](#)

Under the Land and Business (Sales and Conveyancing) Act 1994, it is a requirement that an application for a certificate must be accompanied by a copy of the original or duplicate certificate of title. Before you proceed with your on-line request please ensure that you have an electronic copy of the certificate of title available.


Applications needed: Internet Browser – Safari or Google Chrome or Internet Explorer

<p>1. Open ePathway website on a web browser:</p> <p>Google Chrome</p> <p>Or</p> <p>Safari</p> <p>Or</p> <p>Internet Explorer</p>	<p>https://epathway.adelaidecitycouncil.com/ePathway/ePathwayProd/Web/Default.aspx</p> <p>Click on Sign in</p>
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<p>2. Sign In Page</p> <p>Use the username and password provided</p>	
<p>3. Click on "New Certificate"</p>	

<p>4. Select the Type of Certificate needed</p>	 <p>The screenshot shows the 'Select Certificate Types' page on the City of Adelaide website. It includes a progress bar, a 'Next' button, and a table of certificate options:</p> <table border="1"> <thead> <tr> <th>Certificate Types</th> <th>Cost</th> <th>Instructions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Section 7 (Includes Rates)</td> <td>\$57.05</td> <td>Full Search (Standard)</td> </tr> <tr> <td><input type="checkbox"/> Section 187 (Rates Only)</td> <td>\$33.25</td> <td>Rates Only Search</td> </tr> </tbody> </table>	Certificate Types	Cost	Instructions	<input type="checkbox"/> Section 7 (Includes Rates)	\$57.05	Full Search (Standard)	<input type="checkbox"/> Section 187 (Rates Only)	\$33.25	Rates Only Search
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<p>5. Terms and Conditions</p>	 <p>The screenshot shows the 'Terms and Conditions' page. It contains text about Council Searches under Section 7 of the Land and Business (Sale and Conveyancing) Act 1994 and Chapter 10 of the Government Act 1999. There is an 'I agree' checkbox and 'Previous' and 'Next' buttons. The 'Next' button is circled in yellow.</p>									
<p>6. There are two ways to search for your property –</p> <p>Search by Address</p>	 <p>The screenshot shows the 'Property Search' page. It has two tabs: 'Address Search' (highlighted in yellow) and 'Parcel Search'. Under 'Address Search', there are input fields for Street Number, Street Name, Street Type (with a dropdown menu set to '(any)'), and Suburb. There are 'Previous' and 'Search' buttons at the bottom.</p>									

7. If it is a large apartment building, please click on 'advanced' to make searching by property easier


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CERTIFICATES
REGISTRATION
OTHER
HOME
GENERAL ENQUIRY



Property Search

You can search for Parcels by selecting one of the available options below, and then entering some or all of the requested details.

Address Search
Parcel Search

Search using the Property Address

Enter the address details into one or more of the fields below.

Not all fields are required however it is recommended that a Street Name is used.

Advanced Search

Street Number

Street Name

Street Type (any) ▼


Suburb

Unit Suffix


Level Suffix

Street Number To

Previous
Search


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Address Search
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Search using the Property Address

Enter the address details into one or more of the fields below.

Not all fields are required however it is recommended that a Street Name is used.

Advanced Search

Unit Number

Level Number

Street Number

Street Suffix

Parcel Number

Street Name

Street Type (any) ▼

Suburb

Unit Suffix

Level Suffix

Street Number To

Property Name

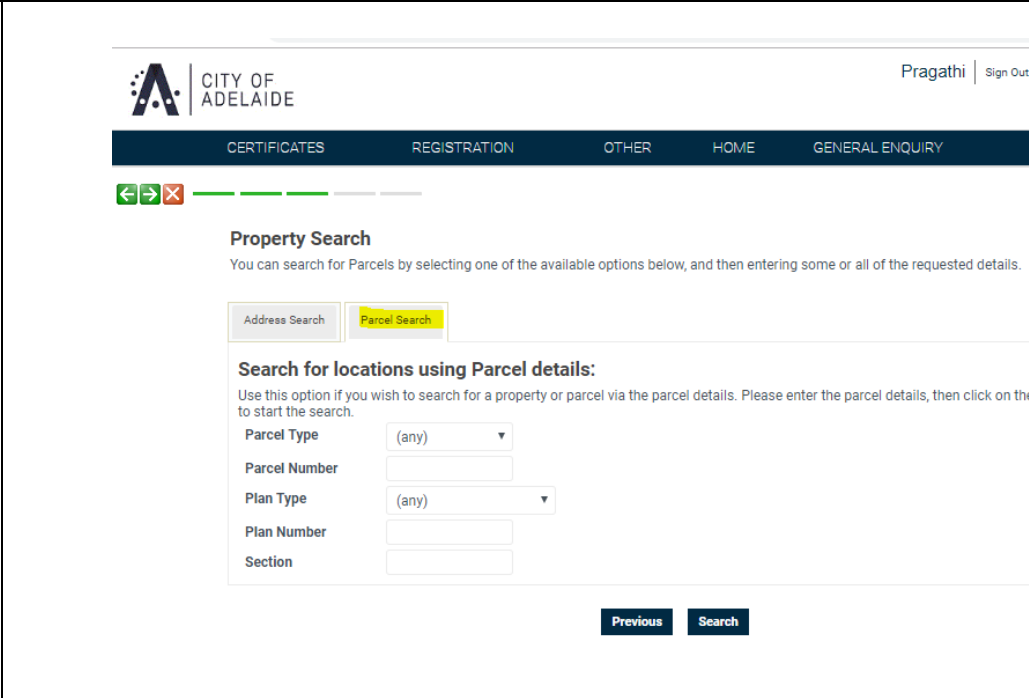
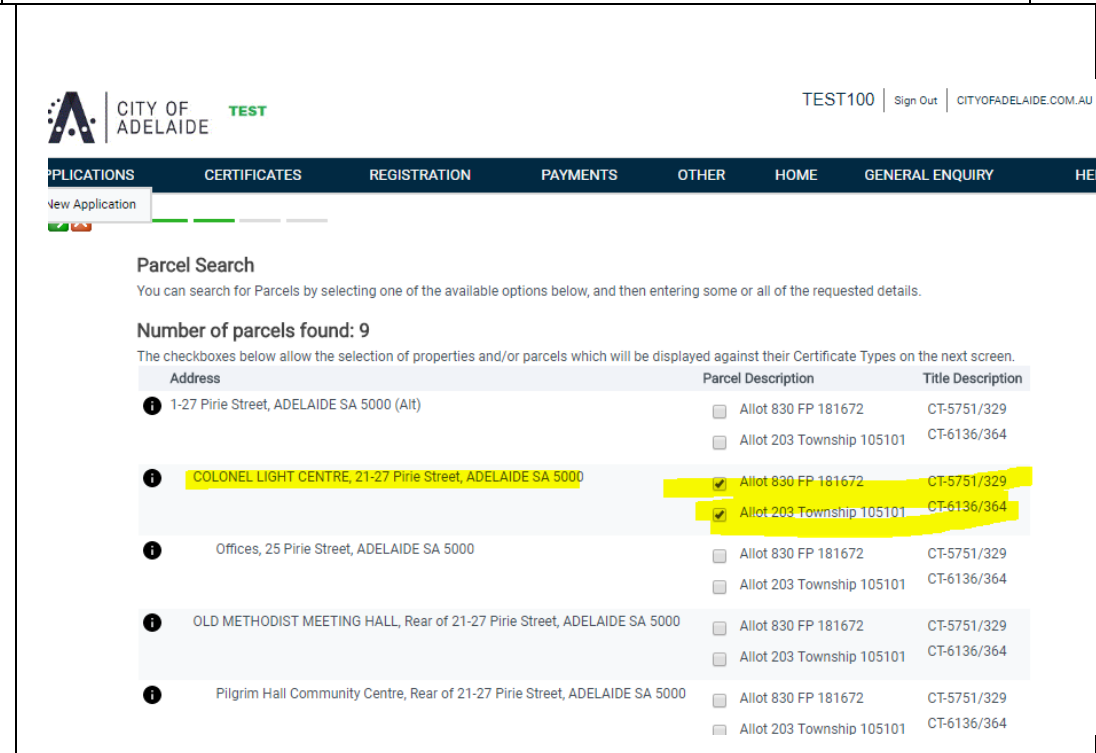
Ward (any) ▼


Previous
Search

www.cityofadelaide.com.au

Requesting s7 and s187 Certificates

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<p>8</p>	<p>Search by Parcel</p>	 <p>The screenshot shows the 'Property Search' page on the City of Adelaide website. It includes a navigation bar with 'CERTIFICATES', 'REGISTRATION', 'OTHER', 'HOME', and 'GENERAL ENQUIRY'. Below the navigation bar, there are search options for 'Address Search' and 'Parcel Search'. The 'Parcel Search' section is active, showing a form with fields for 'Parcel Type', 'Parcel Number', 'Plan Type', 'Plan Number', and 'Section'. A 'Search' button is visible at the bottom right of the form.</p>																																	
<p>9</p>	<p>Select the Property</p> <p>Cross check with corresponding CT</p> <p>Select all CTs (Parcels) for the property</p>	 <p>The screenshot shows the 'Parcel Search' results page. It displays a table with 9 results. The table has three columns: 'Address', 'Parcel Description', and 'Title Description'. The second row is highlighted in yellow, and the checkboxes for 'Allot 830 FP 181672' and 'Allot 203 Township 105101' are checked. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>Address</th> <th>Parcel Description</th> <th>Title Description</th> </tr> </thead> <tbody> <tr> <td>1-27 Pirie Street, ADELAIDE SA 5000 (Alt)</td> <td><input type="checkbox"/> Allot 830 FP 181672</td> <td>CT-5751/329</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Allot 203 Township 105101</td> <td>CT-6136/364</td> </tr> <tr style="background-color: yellow;"> <td style="background-color: yellow;">COLONEL LIGHT CENTRE, 21-27 Pirie Street, ADELAIDE SA 5000</td> <td style="background-color: yellow;"><input checked="" type="checkbox"/> Allot 830 FP 181672</td> <td style="background-color: yellow;">CT-5751/329</td> </tr> <tr style="background-color: yellow;"> <td></td> <td style="background-color: yellow;"><input checked="" type="checkbox"/> Allot 203 Township 105101</td> <td style="background-color: yellow;">CT-6136/364</td> </tr> <tr> <td>Offices, 25 Pirie Street, ADELAIDE SA 5000</td> <td><input type="checkbox"/> Allot 830 FP 181672</td> <td>CT-5751/329</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Allot 203 Township 105101</td> <td>CT-6136/364</td> </tr> <tr> <td>OLD METHODIST MEETING HALL, Rear of 21-27 Pirie Street, ADELAIDE SA 5000</td> <td><input type="checkbox"/> Allot 830 FP 181672</td> <td>CT-5751/329</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Allot 203 Township 105101</td> <td>CT-6136/364</td> </tr> <tr> <td>Pilgrim Hall Community Centre, Rear of 21-27 Pirie Street, ADELAIDE SA 5000</td> <td><input type="checkbox"/> Allot 830 FP 181672</td> <td>CT-5751/329</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Allot 203 Township 105101</td> <td>CT-6136/364</td> </tr> </tbody> </table>	Address	Parcel Description	Title Description	1-27 Pirie Street, ADELAIDE SA 5000 (Alt)	<input type="checkbox"/> Allot 830 FP 181672	CT-5751/329		<input type="checkbox"/> Allot 203 Township 105101	CT-6136/364	COLONEL LIGHT CENTRE, 21-27 Pirie Street, ADELAIDE SA 5000	<input checked="" type="checkbox"/> Allot 830 FP 181672	CT-5751/329		<input checked="" type="checkbox"/> Allot 203 Township 105101	CT-6136/364	Offices, 25 Pirie Street, ADELAIDE SA 5000	<input type="checkbox"/> Allot 830 FP 181672	CT-5751/329		<input type="checkbox"/> Allot 203 Township 105101	CT-6136/364	OLD METHODIST MEETING HALL, Rear of 21-27 Pirie Street, ADELAIDE SA 5000	<input type="checkbox"/> Allot 830 FP 181672	CT-5751/329		<input type="checkbox"/> Allot 203 Township 105101	CT-6136/364	Pilgrim Hall Community Centre, Rear of 21-27 Pirie Street, ADELAIDE SA 5000	<input type="checkbox"/> Allot 830 FP 181672	CT-5751/329		<input type="checkbox"/> Allot 203 Township 105101	CT-6136/364
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<p>10</p>	<p>Attach a copy of CT and add comments if needed</p>	<p>Select the 'Choose file' button and search for your electronic copy of the Title.</p> <p>Note – only one file can be attached, hence, combine multiple titles into one PDF document if needed.</p> <p>In the CT reference number field enter the actual CT reference i.e. CT-5649/431.</p> <p><i>Please note: If an electronic copy of the certificate of title is not attached, processing of your request will be delayed until this information is received. Electronic copies of certificates of title are available from SAILIS</i></p>																																	


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APPLICATIONS
CERTIFICATES
REGISTRATION
PAYMENTS
OTHER
HOME
GENERAL ENQUIRY
HELP

Enter Certificate Details

Select Certificate Types for each location and enter other details as prompted. The checkboxes below each Certificate Type indicate the level at which the Certificate will be processed. This is dependant on whether Certificates can be requested at property or parcel levels. Use the checkboxes to deselect a Certificate if it is not required at that level.

Address/Parcel	Legal Description	Rates and Section 7 Combined
COLONEL LIGHT CENTRE, 21-27 Pirie Street, ADELAIDE SA 5000	Allot 830 FP 181672, Allot 203 Township 105101	
Allot 830 FP 181672		<input checked="" type="checkbox"/>
Allot 203 Township 105101		<input checked="" type="checkbox"/>


* Denotes that the field is mandatory.

Attach Certificate *

Cert. of Title e.g. s159/s177

Other Information

Previous
Add More Parcels
Next


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CERTIFICATES
REGISTRATION
OTHER
HOME
GENERAL ENQUIRY
HELP

Confirm Your Certificate Request

Below are some of the details of your Certificate request. Click the Next button to continue once you are sure that all of the request details have been completed correctly.

Certificate Type	Properties/Parcels	Legal Description	Cost(\$)
Section 7 (Includes Rates)	Allot 830 FP 181672 COLONEL LIGHT CENTRE, 21-27 Pirie Street, ADELAIDE SA 5000	Allot 830 FP 181672, Allot 203 Township 105101	\$57.05
	Allot 203 Township 105101 COLONEL LIGHT CENTRE, 21-27 Pirie Street, ADELAIDE SA 5000	Allot 830 FP 181672, Allot 203 Township 105101	\$57.05
Total Cost			\$114.10

Reference *

Name P None

Postal Address Level 4 25 Pirie St, ADELAIDE SA 5000

E-Mail Address pragathi@cityofadelaide.com.au


Delivery Method

Payment Method

Receipt Required?

Previous
Add More Properties/Parcels
Next

Type in your company name for reference

12	Enter Payment Details	 <p> Payment Total: 57.05 AUD Merchant Reference: CR-1051 Card Holder Name: <input type="text"/> Card Number: <input type="text"/> Card Type: <input type="text" value="Please Select"/> ▼ Expiry Date: <input type="text" value="Jan"/> ▼ <input type="text" value="2018"/> ▼ CVV/Card Security Code: <input type="text"/> ? </p> <p> <input type="button" value="PAY"/> <input type="button" value="CANCEL"/> </p>
13	Finish	<p>Certificate Submission</p> <p>Your Certificate request has been submitted and will be processed shortly. You will receive an email verifying the details you have just submitted. As the request is processed you will receive further emails notifying you of its status. Please note your Request id (shown below) for any enquiries regarding this request.</p> <p> Transaction Reference CR-1011 Payment Date/Time 12/09/2018 3:12:16 PM Receipt Number DEMO-1512580 </p> <p>Click to Print This Page</p>