

Bulletin No. 2025-13**OnLand Submission Form
Enhancements****Date: November 25, 2025**

On December 1st, 2025 several OnLand Submission request forms will be enhanced to improve the customer experience and communications.

Enhancements have been made to the Change/Correction Request, Document Pre-Approval Request and Plan Pre-Approval Request Forms.

The enhancements are as follows:

1. Change/Correction Request Form

A new option, “**Delete Document**” has been added to the “Reason for Change” dropdown menu. This reason should be selected when a document listed on a Parcel Register requires deletion.

There are now three distinct methods for removing an instrument from a Property Identification Number (PIN). To ensure timely and accurate processing, it is important to select the appropriate reason for change. Proper selection ensures your request is routed to the correct processing queue and handled efficiently by Land Registry staff.

Below we have identified proper use to delete an instrument from Parcel Register.

- (a) **Delete Document** – use this reason for change if Parcel Register contains a document that is no longer applicable and should be deleted from title. (e.g. Transfer, Notice, Survivorship Application, Change of Name, Discharge of Interest, Lien).
- (b) **Discharge Related Deletion** – use this reason for change if Parcel Register contains a document that is no longer applicable due to registration of a Discharge of Charge. (e.g. Charge, Postponement, Transfer of Charge, Discharge of Charge).

- (c) **Inapplicable Instrument** – use this reason for change if Parcel Register contains a document that is no longer applicable or should not have been carried to the Parcel Register at creation (e.g. Easement, Lease, Court Order, Transmission Application, Caution).

2. Document Pre-Approval Request Form

A new instrument type, “**Caution-Notice Section 71**,” has been added to the dropdown menu. This new option replaces the previously listed “**Notice Section 71**” to better reflect the nature of the submission.

For further clarity – the only document types that may be submitted for approval are as follows:

Caution – Land

Caution – Charge

Caution – Notice Section 71

Application to Amend Based on Court Order

Application Restrictions Based on Court Order

Transmission Applications – Devolution of Estate Trustees

Application to Change Tenure for Deceased Owner

Application to Enter Easement

Application Pursuant to Section 102 as per Bulletin 2017-03

Application to Convert Registry to LTCQ as per Bulletin 2004-02

Self to Self Transfer Registry – No Ownership Document on PIN

Exemption for R-Plans

Application to Register Court Order

Application for Vesting Order

Application for Foreclosure Order

Other

Note: “Other” must be complex in nature. Land Staff determine if acceptable for approval. Improper use of Other will result in cancelled submission.

3. Plan Pre-Approval Request Form

A new feature has been added to the Plan Pre-Approval Request Form, which now includes the ability to add up to **three additional contacts** per submission. While plans are typically submitted by surveyors, they often involve collaboration with lawyers and municipal representatives. This new feature is designed to facilitate more efficient and direct communication with all relevant parties.

To ensure optimal communication, users are encouraged to provide the following contact details where applicable:

- Name
- Email Address
- Phone Number
- Company

These additions will help staff coordinate more effectively and ensure timely follow-up throughout the review process.

Original signed by

Rebecca Hockridge
Director of Titles