

This checklist may accompany the original plan when lodged in LPI for registration

The checklist is designed to complement items in letters of requisition.

Numbering is aligned to a requisition database.

e = exemption n/a = not applicable

Item	Plan orientation	yes	e	n/a
1.1	Established permanent marks adopted are 1..... and 2.....			
1.2	MGA co-ordinate values obtained within 6 months of date of survey			
1.3	Orientation bearing verified by connection to 3rd established mark No.....			
1.4	Connections within prescribed values and connection to additional mark or report			
1.5	Completed schedule showing MGA survey mark numbers, co-ordinate values, zone, class and order, combined scale factor, date co-ordinates obtained and source used			
1.6	Established survey mark numbering is consistent between schedule and plan			
1.7	Schedule of MGA coordinates is in agreement with SCIMS			
1.8	Measurements between all permanent marks and connections to the survey are proved by closed survey and shown on the plan			
1.9	Exemption from complying with clause has been noted on the plan			
1.10	Non MGA orientation adopted and noted on the plan			
1.11	Terminals of the datum line are clearly identified on the plan			
1.12	Compare observed and calculated connections between permanent marks			
1.13	The coordinates, accuracy and origin of all permanent marks are shown on the plan			
1.14	All permanent marks included in the MGA schedule			
1.15	The details calculated from co-ordinates agree with the datum shown in the plan			
1.16	The heading of the MGA schedule agrees with the appropriate Act and Regulations			

Item	Marks	yes	e	n/a
2.1	Surveyor's certificate clearly indicates the survey is within an urban/rural zone			
2.2	The nature and position of all reference marks/monuments are shown on the plan			
2.3	Origin and status (found, by me, disturbed, gone) of all reference marks/monuments shown			
2.4	The correct number of urban placed and/or connected permanent marks within 500m of the survey are shown			
2.5	Urban locality sketch for placed permanent marks forwarded on:			
2.6	The correct number of rural placed and/or connected permanent marks within 1,000m of the survey are shown			
2.7	Rural locality sketch for placed permanent marks forwarded on:			
2.8	Reference marks shown at extremities of survey and at intervals of not more than 100m throughout the length of road frontage (urban survey)			
2.9	At least 2 reference marks have been shown at suitable locations in relation to land being surveyed where the land does not abut a road (urban survey)			
2.10	Appropriate reference marks have been placed/shown for new roads (urban survey)			
2.11	Appropriate reference marks have been placed/shown for new roads (rural survey)			

2.12	Angular comparisons shown for reference marks connecting new and existing roads			
2.13	Reference marks correctly shown for affecting interest(s) external to subdivision			
2.14	Type and position of line mark(s) placed on unfenced rural boundaries shown			
2.15	Sufficient PM's placed/connected to along new and/or redefined road frontage			
2.16	Sufficient reference marks placed/connected to for each parcel in rural survey			
2.17	Reference marks within 30 metres of the point referenced			
2.18	Approval of the Surveyor General required for the use of non-standard reference marks			
2.19	Principal surveyor approval /supporting evidence for RM's placed remote to the subject land			
2.20	Reference mark details provided when double circles are shown on parcel corners			
2.21	Parcel corners referenced by reference marks shown by double circles			
2.22	PM's or SSM's used as reference marks amplified to indicate 'RM'			
2.23	Sufficient PM's placed/connected to along new easement sites			

Item	Survey definition	yes	e	n/a
3.1	Common boundary correctly adopted with adjoining lands			
3.2	Sufficient information shown to support definition of roads			
3.3	Nature of all boundaries with connections to marks/monuments/occupations shown			
3.4	Age, nature, construction material and relationship to boundary shown for any substantial structure (including any fence) within 1 metre or otherwise relevant to a boundary			
3.5	Any boundary along a wall shown as 'Face of Wall'			
3.6	Correct use of 'Party Wall' for boundaries of lots along a common wall			
3.7	Surveyed connections from affecting interest(s) to parcel corners correctly shown			
3.8	Landward boundary of Crown road or reserve defined by survey			
3.9	Minister's consent obtained to boundary determination of Crown road or reserve			
3.10	All relevant Minister's/Consent Authority consents to boundary definitions obtained			
3.11	Sufficient information provided to support ad-medium-filum-aquae claim (both banks)			
3.12	Approved method used to define natural feature boundary shown			
3.13	A comprehensive report to explain discrepancy with previous survey is attached			
3.14	Adjoining owner/NSW Maritime consent to definition of M.H.W.M endorsed on plan			
3.15	Road alignment details shown with kerbs as laid related to kerbs as previously aligned			
3.17	Easement sites which do not comply with the guidelines for compiled plan preparation are surveyed or approval obtained from the Plan and Title Advisor			
3.18	Consents furnished for boundaries of limited or qualified land outside occupations			

Item	Stratum subdivisions	yes	e	n/a
4.1	Survey related to 2 or more benchmarks for limitation in height and/or depth			
4.2	Stratum statements clearly indicate that there is no hiatus or overlap in the boundaries			
4.3	Existing stratum limitations clearly shown in the plan by notation or definition			

Item	Plan check	yes	e	n/a
5.1	Plan heading shows land affected, plan purpose, locality, LGA, parish and county			
5.2	Surveyor's certificate signed, dated and otherwise completed as required			
5.3	North point and orientation shown on all sheets of the plan			
5.4	Reduction ratio shown on all sheets of the plan and separately for all diagrams			
5.5	All lots consecutively numbered (no more than 4 numerals) and part lots correctly shown			
5.6	All lots fully dimensioned (NB: compiled residue rule applies in survey plans)			
5.7	Distances for all compiled boundaries are shown and completely agree with base survey(s)			

5.8	All parcels close within allowable limits or report submitted			
5.9	Area shown for each lot			
5.10	Each part lot shows an area and at least one part shows the total area			
5.12	Current adjoining information shown			
5.13	The site(s) of all existing easements shown			
5.14	Connections from easement(s) to parcel corners correctly shown (also see 3.7)			
5.15	Road names assigned by local roads authority and width/alignment details shown			
5.16	Statements panel shows intention to dedicate a lot to the public as temporary road			
5.17	Statements panel shows intention to create new easement(s)/restriction(s)/covenant(s)			
5.18	Statements panel shows intention to dedicate new roads/pathways to the public as public road			
5.19	Statements panel shows intention to dedicate new road(s) subject to existing easement			
5.20	Plan shows site(s) of all new easements referred to in the s.88B instrument			
5.21	Plan shows site(s) and name(s) of all new roads/pathways dedicated in the statements panel			
5.22	Plan drawn to acceptable office standards for imaging/reproduction			
5.23	Approval for plan with more than 4 sheets obtained from the Manager Titling and Plan Services			
5.24	Reference and consents/reports/supporting information noted in surveyor's reference panel			
5.25	Approval for compiled plan obtained from the Plan and Title Advisor and noted in surveyor's reference panel			
5.26	Surveyor General's approval to defer placement of survey marks obtained and noted in surveyor's reference panel			
5.27	All corners marked by boundary marks or referenced to reference marks			
5.28	All plans used in the survey are listed in the plans used panel (copies of any unregistered plans used are supplied)			
5.29	Excluded land correctly shown on the plan			
5.30	The surveyor must be registered at the date of survey			
5.31	The date of the survey on the plan and on the certificate agree			
5.32	Survey reports furnished with the plan			
5.33	Each sheet of the plan and administration sheet are numbered in separate sequences			
5.34	The Plan and Title Advisor approval to compiled and partial survey's has been obtained			
5.35	Parcel corners marked by boundary marks and indicated by a single circle			
5.36	Restrictions on use and positive covenants created over part of lots defined in the plan			
5.37	Parcel corners not marked by a boundary mark referenced to a reference mark			
5.38	The approval of the Surveyor General obtained for non-standard boundary marks			
5.39	Complex affectations or titles shown on the plan or copy of the plan			
5.40	Designations are consistent in all sheets of the plan			
5.41	Diagrams indicate scale, identity and are consistent with all relevant plan information			
5.42	The statement of intention to acquire or resume an interest is noted on the administration sheet			
5.43	The plan heading reflects all current title references including Old System, Crown land and gazettals			
5.44	Schedule of addresses provided on administration sheet for each lot in the plan			
5.45	Plan indicates which lines have been derived from GNSS observations			

Item	Old System plans	yes	e	n/a
6.1	Old system boundaries are defined in terms of current deed and all occupations shown			
6.2	Age, nature and construction material of all fences/walls and relationship to boundaries shown			
6.5	Compiled plans prepared for Old System or Limited title land have approval obtained from the Plan and Title Advisor			
6.9	Evidence of documentary title and a completed <i>Statement of Title Particulars</i> form or primary application claiming possession of the land should be prepared and lodged			
6.10	The plan indicates the age, nature and type of occupations along boundaries and consent of adjoining owners obtained when adverse possession may be involved			

Item	Titling, signatures, consents and documents	yes	e	n/a
8.29	Direction is required as to which lot the PPN will affect once this plan is registered			

PPN

I have used the checklist to assist with lodgment of this plan and all relevant items have been addressed.

Name:.....

Signed: Date: Surveyor's reference:.....

Surveyors preparing a deposited plan for community scheme may complete the **Deposited plan checklist for surveyors – community schemes** see www.lpi.nsw.gov.au/land_titles/plan_forms/community_scheme_forms

Change log

Date	Item	Details of changes made
31.8.2006	Various	All references to clauses in the <i>Surveying Regulation 2001</i> (as Amended 2003) have been updated to agree with the new <i>Surveying Regulation 2006</i> .
17.1.2007	2.4	300m amended to read 500m for relating survey marks to corner of land surveyed.
17.1.2007	3.12	Reference to cl.71 removed.
17.1.2007	3.14	Reference to approval of adjoining owner added.
25.1.2007	Note	Note added advising surveyors preparing a community scheme to also prepare a Deposited plan checklist for surveyor's – community schemes.
27.3.2007	5.1	Removed 'reference map details' and added 'LGA, parish and county'.
28.5.2007	PPN	Box added for PPN
1.9.2007	5.25, 5.26	Reference to 'on plan' removed and replaced with 'in surveyor's reference panel'.
1.3.2012	Various	New items 1.13 – 1.16, 2.17 – 2.22, 3.17, 3.18, 4.2, 4.3, 5.29 – 5.43 added
1.3.2012	Various	Items 6.5 – 6.6, 6.9 added, 5.11 deleted
26.11.2013	Various	Items 5.44, 5.45, 6.10 and 8.29 added. Item 6.6 deleted
26.11.2013	Heading	Checklist no longer compulsory. 'Must accompany' changed to 'may accompany'
26.11.2013		Reformatting and LPI logos added

This change log is **not** part of the checklist and should **not** be lodged with the plan.

Disclaimer

This information is correct at the date of publication, changes after the time of publication may impact upon the accuracy of the material.

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