



**LAND
REGISTRY
SERVICES**

NSW LRS Deposited Plan Lodgment Checklist

Lodging Parties and Surveyors are to complete the relevant Checklist and submit with plan lodgment. Where a Checklist Item is "Not Applicable" for your plan lodgment, please check the N/A box.

The *Plan Reference Guide for Deposited Plans* provides information on item numbers in brackets "()".

YES	N/A	Lodging Party must check and certify	YES	N/A	Surveyor must check and certify
<input type="checkbox"/>	<input type="checkbox"/>	Registered proprietor(s) has signed the administration sheet and section 88B instrument (5.1 & 6.11)	<input type="checkbox"/>	<input type="checkbox"/>	A common boundary is adopted with adjoining parcels (11.8)
<input type="checkbox"/>	<input type="checkbox"/>	The mortgagee has signed the administration sheet and section 88B instrument (5.2 & 6.12)	<input type="checkbox"/>	<input type="checkbox"/>	All lot boundaries are fully dimensioned (11.5)
<input type="checkbox"/>	<input type="checkbox"/>	Affecting interests being created in the section 88B instrument agree with the plan and administration sheet (6.3 & 8.3)	<input type="checkbox"/>	<input type="checkbox"/>	The nature, status, position and origin of reference marks are shown (10.9 & 10.17)
<input type="checkbox"/>	<input type="checkbox"/>	The schedule of lots burdened and benefitted on the section 88B instrument agree with the plan (6.6)	<input type="checkbox"/>	<input type="checkbox"/>	The datum line terminals are shown on the plan and administration sheet (9.13)
<input type="checkbox"/>	<input type="checkbox"/>	Release of easements (6.8 & 6.9)	<input type="checkbox"/>	<input type="checkbox"/>	The observed and calculated connections between established survey marks are shown (9.18)
<input type="checkbox"/>	<input type="checkbox"/>	The section 88B instrument is correctly signed and witnessed (6.13)	<input type="checkbox"/>	<input type="checkbox"/>	Numbering of permanent survey marks agree between SCIMS, plan and schedule (9.8)
<input type="checkbox"/>	<input type="checkbox"/>	Plan heading is completed and consistent between all documents (4.14 & 6.1)	<input type="checkbox"/>	<input type="checkbox"/>	All existing affecting easements (or other affecting interests) are shown and agree with the creating instrument (15.3)
<input type="checkbox"/>	<input type="checkbox"/>	Street address schedule is shown on the administration sheet (4.17)	<input type="checkbox"/>	<input type="checkbox"/>	Connections to parcel boundaries are shown for new easements (6.4)
<input type="checkbox"/>	<input type="checkbox"/>	Titles are lodged or produced (5.5)	<input type="checkbox"/>	<input type="checkbox"/>	Survey Certificate is fully complete - strike through if not applicable (4.1 – 4.4 inclusive) and Surveyors reference is consistent on the plan and administration sheet (4.5)
<input type="checkbox"/>	<input type="checkbox"/>	All necessary consents are provided (leases, caveats, etc.) (5.3, 5.4, 5.8 & 7.1 – 7.7 inclusive)	<input type="checkbox"/>	<input type="checkbox"/>	Current adjoining information at the date of lodgment is shown (15.9)
LP Reference:			Surveyor Reference:		
LP Signature:			Surveyor Signature:		
Date:			Date:		

NSW LRS USE ONLY:

DP: