



## How to get ready to lodge plans with NSW LRS Connect

The latest instalment of NSW LRS Connect will replace ePlan for all Plan Lodgment Services from 31 July 2023. The new system streamlines the plan preparation and lodgment process. NSW LRS Connect will include the following features:

- ePlan functionality enhanced and replaced with NSW LRS Connect, including self-service sign-up and Organisation linking processes, lodgment/relodgment of plans, and digital tools
- Plan Workspace enhanced to accommodate all plan lodgment scenarios and transition to an online end-to-end plan registration process
- Digital Form enhancements, including the ability for contribution from multiple parties
- Improved Digital Plan CAD translator based on feedback received from the industry during the Beta release.

All Approved Stakeholders, including Lodging Parties, Legal professionals and Government departments will be able to sign up to use NSW LRS Connect from 31 July 2023.

### What do I need to know?

This guide will assist our key customers prepare for the migration of selected NSW LRS Online Portal services to NSW LRS Connect, primarily lodgment of plans. Find out below how you can prepare as:

- Registered Surveyors
- Existing ePlan Users and Organisations
- Legal Professionals
- Councils and Valuers
- Utility Providers and Prescribed Authorities
- Government Bodies, Office of the Registrar General and Spatial Services

### Getting in touch with the NSW LRS Connect support team

With the increased self-service functionalities, as part of the migration of ePlan services to NSW LRS Connect, the ePlan phone number and email address will no longer be monitored from 31 July 2023.

Enhancing and migrating ePlan functionality to NSW LRS Connect provides relevant users access to self-service functionalities such as sign-up and Organisation linking processes, lodgment/relodgment of plans, and tools.

The NSW LRS Connect team will continue to be available for any NSW LRS Connect inquiries and can be contacted by:

- Using NSW LRS Connect options on the [Contact Us](#) form available at [nswlrs.com.au](http://nswlrs.com.au)
- Sending an email to [connect@nswlrs.com.au](mailto:connect@nswlrs.com.au)



## Registered Surveyors

If you are a registered Surveyor, read below on how you can prepare to lodge plans via NSW LRS Connect.

### ➤ Sign up to NSW LRS Connect

From 31 July 2023, all Registered Surveyors must be signed up to NSW LRS Connect to lodge plans electronically with NSW LRS. We encourage Registered Surveyors to continue signing up here: [connect.nswlrs.com.au](http://connect.nswlrs.com.au).

### ➤ View Connect training

NSW LRS have hosted training sessions to prepare the industry for lodging plans through NSW LRS Connect. If you have not been able to attend the Training webinars, you can view the session recordings on the [NSW LRS website](#), or via ISNSW or ACS websites.

### ➤ Accessing your registered plans

Once NSW LRS Connect is available for plan lodgment on the 31 July 2023, copies of registered plans will be available to be retrieved via NSW LRS Connect (*My Documents* section).

## Existing ePlan Users and Organisations

If you are an individual or an organisation currently signed up to ePlan, read below on how you can prepare to lodge plans via NSW LRS Connect.

### ➤ Sign up to NSW LRS Connect

From 31 July 2023, all Registered Surveyors must be signed up to NSW LRS Connect to lodge plans electronically with NSW LRS. We encourage Registered Surveyors to continue signing up here: [connect.nswlrs.com.au](http://connect.nswlrs.com.au).

**Note:** All current ePlan users must create a NSW LRS Connect account using their email and new password prior to using the new system. Information on the sign-up process is available via the NSW LRS Connect [Help Centre](#).

### ➤ Accessing your registered plans

Once NSW LRS Connect is available for plan lodgment on 31 July 2023, copies of registered plans will be available to be retrieved via NSW LRS Connect (*My Documents* section).



➤ **Accessing digital tools**

From 31 July 2023, Digital tools (Digital Plan Validation, LandXML Schema Converter, and Plan Revision Date) will be migrated from NSW LRS Online Portal (*ePlan Utilities* section) to the NSW LRS Connect 'Tools' page. For continued access to these digital tools, you will need to create an account with NSW LRS Connect. Information on the sign-up process and the digital tools will be available via the NSW LRS Connect [Help Centre](#).

The LXML Rendering Service has not been migrated to NSW LRS Connect as alternative solutions will be co-designed with the Surveying profession as part of the Digital Survey Plan reform.

➤ **Nominate an initial Administrator for NSW LRS Connect (Surveyor or Organisation only)**

ePlan organisations will have received email instructions from NSW LRS requesting you to nominate an initial Administrator for your NSW LRS Connect account. An Administrator in NSW LRS Connect will have the responsibilities listed below:

- Managing users' ability to lodge plans or contribute to plan workspaces on behalf of your organisation
- Manage which individuals act as an Administrator for your organisation
- Managing organisation details and invoices

Once NSW LRS Connect is live, additional Administrators (total of 5) will be able to be added. These Administrators may be made up of different roles in your organisation including administrative staff. Registered Surveyors will automatically be an Administrator for themselves.

➤ **Complete in-progress lodgments (Surveyor or Lodging Party only)**

If you have commenced a lodgment in ePlan (but not submitted with NSW LRS), you must upload/sign all required documents and submit them for lodgment prior to ePlan becoming unavailable from 29 July 2023.

**Note:** Where a plan has been lodged via ePlan but not registered, all subsequent processing will be managed via NSW LRS Connect.

➤ **Existing links to organisations**

If you have any existing links with one or more organisations in ePlan these will be migrated to NSW LRS Connect as part of the replacement of ePlan and will appear in your account when you log in. To ensure this process occurs correctly, you must provide your **current ePlan username** during the sign-up process in NSW LRS Connect.



➤ **View Connect training**

NSW LRS have hosted training sessions to prepare the industry for lodging plans through NSW LRS Connect. If you have not been able to attend the Training webinars, you can view the Training session recordings on the [NSW LRS website](http://www.nswlrs.com.au), or via ISNSW or ACS websites.

## Legal Professionals

➤ **Sign up to NSW LRS Connect (from 31 July 2023)**

From the 31 July 2023, Legal Professionals will be able to sign up to NSW LRS Connect. You will be able to sign up here: [connect.nswlrs.com.au](http://connect.nswlrs.com.au).

➤ **View Connect training**

NSW LRS have hosted training sessions to prepare the industry for lodging plans through NSW LRS Connect. If you have not been able to attend the Training webinars, you can view the session recordings on the [NSW LRS website](http://www.nswlrs.com.au), or via ISNSW or ACS websites.

## Local Councils and Valuers

➤ **Continue to use NSW LRS Online Portal**

All services currently available to Local Councils and Valuers via the NSW LRS Online Portal will remain accessible after the launch of NSW LRS Connect on the 31 July 2023. You will continue to use NSW LRS Online Portal to access copies of registered plans, free searches and regulated services.

➤ **Become familiar with the Digital Forms you will be signing**

From the launch of NSW LRS Connect, on the 31 July 2023, you may receive an increased number of Administration Sheets and s.88B Instruments generated through the Digital Form Builder. These forms may have a different look and feel however, they are Approved Forms and are acceptable by NSW LRS.

To ensure a seamless experience for customers, local councils are recommended to become familiar with the look and feel of Digital Forms to be able to readily continue with the plan preparation process.

➤ **Update existing Street Address and Unit Entitlement (Excel) templates**

When using the Digital Form Builder, NSW LRS Connect users are able to upload a .csv file to automatically populate **unit entitlements (UE)** and **street addresses** associated with each lot created. To ensure unit entitlements and street addresses are populated correctly, you will need to



update any existing Excel Templates for street addresses and unit entitlements to mirror the table headings provided in the NSW LRS Connect Digital Form Builder (see the below image for how your template should be set out).

Lot Number	Sub Address Number	Address Number	Road Name	Road Type	Locality Name
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Street Address fields available in NSW LRS Connect Digital Form Builder*

LOT	U.E.
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

*Unit Entitlement fields available in NSW LRS Connect Digital Form Builder*

Alternatively, if you have access to this workspace (either by being a linked Plan Workspace Contributor or having the workspace shared with you), you can enter the workspace and download the UE template from the 'Schedule of Unit Entitlements' screen in the Admin Form Builder.

### ➤ **Become familiar with the new PPN Summary PDF**

You may be provided with a PPN Summary PDF which is generated via NSW LRS Connect. These will have a different look and feel however, they are Approved Forms and are acceptable by NSW LRS. The information will no longer hold the DA date or number as this data is not collected via NSW LRS Connect at this stage.

To ensure a seamless experience for customers, utility providers and prescribed authorities are recommended to become familiar with these PPN Summary PDFs to be able to readily continue with the plan preparation process.

## **Utility Providers and Prescribed Authorities**

### ➤ **Become familiar with the Digital Forms you will be signing**

From the launch of NSW LRS Connect in early 2023, you may receive an increased number of Administration Sheets and S.88B Instruments generated through the Digital Form Builder. These forms may have a different look and feel however, they are Approved Forms and are acceptable by NSW LRS.

To ensure a seamless experience for customers, utility providers and prescribed authorities are recommended to become familiar with the look and feel of Digital Forms to be able to readily continue with the plan preparation process.



➤ **Become familiar with the new PPN Summary PDF**

You may be provided with a PPN Summary PDF which is generated via NSW LRS Connect. These will have a different look and feel however, they are Approved Forms and are acceptable by NSW LRS. The information will no longer hold the DA date or number as this data is not collected via NSW LRS Connect at this stage.

To ensure a seamless experience for customers, utility providers and prescribed authorities are recommended to become familiar with these PPN Summary PDFs to be able to readily continue with the plan preparation process.

## **Government Bodies, Office of the Registrar General and Spatial Services**

### **Sign up to NSW LRS Connect (From 31 July 2023)**

Digital plans tool will be migrated from LRS Online to NSW LRS Connect. From the 31 July 2023, you will need to sign up to NSW LRS Connect for continued access to digital tools. You can sign up here: [connect.nswlrs.com.au](http://connect.nswlrs.com.au).

### **Accessing digital tools**

Digital tools (Digital Plan Validation, LandXML Schema Converter, and Plan Revision Date) will be migrated from NSW LRS Online Portal (*ePlan Utilities* section) to the NSW LRS Connect 'Tools' page. For continued access to these digital tools, you will need to create an account with NSW LRS Connect. Information on the sign-up process and the digital tools will be available via the NSW LRS Connect [Help Centre](#).

The LXML Rendering Service has not been migrated to NSW LRS Connect as alternative solutions will be co-designed with the Surveying profession as part of the Digital Survey Plan reform.

## **Where can I get more information?**

The Office of the Registrar General have information sheets which summarise the transition to digital survey plans for Registered Surveyors and Plan Workspace Contributors (such as reviewers, legal practitioners, valuers, and alternate lodging parties).

The guides can be accessed here:

<https://www.registrargeneral.nsw.gov.au/land-boundaries/digital-survey-plans>