Digital Administration Form Functions
PLAN FORM 6_CE (2019)

PLEASE NOTE:

To ensure compatibility the 'smart' Admin Form must be completed in Adobe Acrobat Reader. Please download and save the form to your PC and open with Adobe Acrobat Reader to complete.

Administrative Items:

Plan Form number: A new Plan Form number has been issued to the Digital Administration Form. It is now in the format 'PLAN FORM 6_CE (2019)'. This same Plan Form number is carried forward to all corresponding sheets.

Page numbering: Sheet numbering is automated across all sheets and any additional sheets added. If you require an extra sheet, please use the in-built 'Add Sheet' button to ensure sheet numbering is correct.

Deposited Plan number: May be entered by the user if a Pre-allocated Plan Number (PPN) already exists. This information will populate across all corresponding sheets once entered.

Surveyor's Reference: Remains as a free-text option. This information will populate across all corresponding sheets once entered.

Plan Details:

Plan Purpose: Plan Type is selected from a drop down menu. The list can be navigated easily using the correct first letter (e.g. Type 's' for Subdivision). This information will populate across all corresponding sheets once entered.

Title Details: Remains as a free-text option. If you require an additional plan type enter it in this section. This information will populate across all corresponding sheets once entered.

Land Details (LGA/Loc/Par/Cou): Select your LGA from the drop down list. If you have multiple LGAs, select the 'See Sheet 2' option and enter these on Sheet 2 by selecting the LGA from the drop down list then using the 'Enter' button until all LGAs have been entered. The Locality/Parish and County remains as a free-text option.

Survey Certificate:

Surveyor Name/Company: Remains as a free-text option.

Certification Options:

- A single option of (a), (b) or (c) must be selected. Before entering any Survey Certificate information an option must be selected. A warning message will prompt the user of this.
- Once an option is selected all other options will now be hidden as opposed to being struck through. If the user wishes to view all options again they may select the 'Reset Choice' button at any time.
- A date is required if options (a) or (b) are selected. The field will automatically alter entries to the format DD-MMM-YYYY.
- If option (b) is selected, the selection of 'being' or 'excluding' must be chosen in the associated drop-down box, followed by a free text entry to identify part(s) of the plan excluded or included from the survey.

Datum Line: Remains as a free-text option. This field will become hidden if option (c) is selected.

Type: The survey type(s) must be selected following either choice of (a), (b) or (c).

Terrain: Two choices are available for terrain. This field remains an option if (b) - Partial Survey is chosen. This field will become hidden if options (a) - Survey or (c) - Compiled Plan are selected.

Signature: Non-interactive field. Print the completed form to execute required fields.

Signature Date: The entered signature date must be equal to or later than the Date of Survey. An error message will prompt users if the date is earlier than the Date of Survey. The field will automatically alter entries to the format DD-MMM-YYYY.

Surveyor ID No: A numeric value must be entered. If other characters are entered an error message will prompt the user.

Plans Used:

Remains as a free-text option. Users are encouraged to use commas to separate each plan to avoid the need for an additional sheet.

Crown Lands/Western Lands Approval:

The Crown Lands/Western Lands approval section remains unchanged. It now contains fields to enter each item digitally if deemed appropriate.

Subdivision Certificate:

The Subdivision Certificate section remains mostly unchanged. It now contains fields to enter each item digitally if appropriate. Alterations are as follows:

Authority: The authority of the person executing is now selected from a drop down menu.

Endorsement Date: The entered date must be equal to or after the execution date of the Survey Certificate. An error message will prompt users if the date is beforehand. This information will populate across all corresponding sheets once entered.

Subdivision Certificate Number: This information will populate across all corresponding sheets once entered.

Statements of Intention:

The statements of intention panel remains as a free-text option. A character limit of 390 characters has been set to ensure text does not become illegible. If you require more space please utilise a further sheet.

Approved Form Sheet 2:

Information will be populated on Sheet 2 once entered on the first sheet of the form. If the user requires a further sheet, the 'Add Sheet' button at the top right corner can be used.

Development Name: Remains as a free-text option.

Update Note/Date: The user selects from a drop down menu and the date is entered in the free text field below.

Valuer's Certificate:
- Name and company fields remain free text options.
- The user must select either (A) OR (B) regarding the Unit Entitlements. Once an option is selected the other option will be hidden as opposed to being struck through. If the user wishes to view the options again they may select the 'Reset Choice' button at any time.
- The signature and date of the Valuer's Certificate remain free text options. The user may print the completed form to execute required fields.

Schedule of Unit Entitlements: The unit entitlements are entered in the standard table format. Each lot and its associated entitlement are added to the table with the aggregate entered below.

Please note: there is a maximum number of 14 individual entries for this schedule. If multiple lots in the plan have an equal entitlement please enter these lots in the format '**1 - 10**', '**11 - 15**', '**15 - 20**' etc.

Approved Form Sheet 3:

Information will be populated on Sheet 3 once entered on the first or second sheet of the form. If the user requires a further sheet, the 'Add Sheet' button at the top right corner can be used.

Land Details (LGA): Used when entering multiple LGAs, select the 'See Sheet 2' option on Sheet 1 and enter your LGAs from the drop down list using the 'Enter' button until all LGAs have been entered.

Affecting Interests: The user will select either 'Yes' or 'No' to indicate whether there are affecting interests to be created and/or released with the accompanying Section 88B instrument. If 'Yes' is selected the 'Pursuant to Section 88B' statement will appear, and all affecting interests can be listed in the text field.

Street Address Schedule: The user will select whether or not a street address schedule is available. Selecting 'No' will generate the 'not available' statement. If 'Yes' is selected the street addresses can be entered in the generated table on the following page. If more than the provided amount is required use the 'YES' button to generate a further Address Schedule sheet.

Additional Sheets:

For additional sheets, previously entered information will be populated upon creation (e.g. Plan Purpose, Title Details, Subdivision Certificate Number, Date of Endorsement and Surveyor's Reference).

If the user requires a further sheet, the 'Add Sheet' button at the top right corner can be used. If the user no longer requires the sheet, the 'Delete Sheet' button at the top right corner can be used to delete the current sheet.