

Surveyors Information Package



LAND
REGISTRY
SERVICES

This information will help surveyors electronically lodge plans at NSW Land Registry Services (NSW LRS).

What are my responsibilities as the lodging party?

As the party lodging the plan and all associated instruments/documents you will be the sole point of contact between NSW LRS and your client or legal representative. All correspondence and requisitions will be forwarded to you. The following should be noted:

- The paper Signature / Administration sheet, signed by you, must accompany a copy of the plan when sent to the client/solicitor. The solicitor/client will arrange for the collection of other signatures and return of the completed documents to you for lodgment in NSW LRS.
- Checklists: You will need to complete the lodging party checklist as well as the surveyor's checklist.
- Payment of fees: You will receive a tax invoice online. You are responsible for payment of NSW LRS lodgment fees. You will need to come to an agreement with your clients about payment and ensure all relevant fees are paid to NSW LRS within the payment terms of each invoice. In the event of non-payment or consistent late payment of fees, your access to the ePlan system may be terminated. Customers are encouraged to pay NSW LRS fees via direct debit. To set up the direct debit facility, please complete this [form](#) and return to NSW LRS. Some benefits of the direct debit facility are:
 - o No delays to registration of dealing or plan due to non-payment
 - o Funds deducted from customers' accounts include due invoices netted off against any available credit notes
 - o Direct debit advice automatically emailed to customers detailing the invoice or credit note number, date and amount
- All requisitions will be sent to you. You will need to pass the legal requisitions to the solicitor and ensure compliance within the two-month period. If a 28 day notice of rejection is issued, you will need to follow up on outstanding requisitions.
- The notice of registration will issue to you. It is your responsibility to promptly inform clients and legal representatives of registration.

What do I need to lodge my plan electronically through ePlan?

You will need the following:

- an A4 scanner
- internet access and an email address
- PDF conversion software for your CAD system - see 'How do I prepare my plan and other documents for lodgment?'
- file compression software (e.g. WINZIP) and
- a userid and password to the [NSW LRS Online Portal](#)

All documents lodged with a plan must be lodged in PDF format, except for the certificate of

title, old system deeds, office copies of court orders, letters of consent and statutory declarations that will continue to be lodged manually (by hand or post) either prior to lodgment of the plan or before registration. Typically, a lodgment could include:

- The plan files
- The signatures / administration sheet
- Section 88B instrument
- Development contract/management statement
- Developer By-laws
- Surveyor and Lodging Party Checklists
- Survey report.

To be approved for lodgment of plans for registration you must first have your file formatting and quality approved by lodging test data.

The signatures / administration sheet

The administration sheet is an approved form that contains all the administrative data, signatures, seals, approvals and certifications for a plan.

An administration sheet must be used for all plans whether lodged manually or electronically, from 1 September 2007.

No signatures are to appear on the original plan.

The administration sheet should accompany a copy(s) of the plan when forwarded for subdivision approval.

The Authorised Person/Accredited Certifier should sign the completed Subdivision Certificate on the administration sheet.

The Authorised Person/Accredited Certifier should also sign a copy of each plan drawing sheet. This copy is not lodged but is retained by the surveyor. The signature may appear anywhere on the front of the copy of the plan drawing sheet(s). If insufficient space is available for signatures or other data a maximum of 4 additional annexure sheets, in the approved form, can be used. Each sheet of the form should be fully utilised before adding additional sheets.

Each sheet must be numbered sequentially, separately from the plan, as sheet ... of ... sheets.

The person approved to lodge electronically (approved person) must convert the original signed administration sheet(s) to an electronic image by scanning to the required specifications.

The plan, administration sheets(s) and other required document images are lodged electronically using the ePlan Internet facility.

The approved person must retain the administration sheet(s), and any other document bearing original signatures, for 7 years following registration of the plan from the 1 June 2009.

There are different approved forms for signatures / administration sheets for deposited plans and strata plans. All approved forms are available under Plan forms pages.

Why do I need a userid and password?

To maintain a secure lodgment site only an approved person will be permitted to lodge plans electronically. An approved person can be a New South Wales registered surveyor or a nominated representative of a surveyor's company, or an authorised representative of a government agency. You will not be able to use the ePlan service until you have applied for and received your userid and password.

How do I get a userid and password?

Access to ePlan is through the [NSW LRS Online portal](#). To gain access to the ePlan electronic plan lodgment facility you must be an approved person and must apply for and be issued with a userid and password. Download the [Instructions and application form](#) (PDF 179.0 KB).

What is a company lodger?

A company lodger is an approved person authorised to lodge plans on behalf of a company/surveying firm. This person must be issued with a userid and password from lands and have lodged test data that satisfies all standards and requirements of NSW LRS. A company lodger can be a:

- Surveyor
- Office administrator
- Field technician
- Draftsperson

How do I prepare my plan and other documents for lodgment electronically?

1. The plan

- The plan must be prepared using a CAD system; a hand drawn plan is not acceptable.
- No signatures will be shown on the final plan (a signatures / administration sheet must be used).

The CAD file of the completed plan will be converted/created as a PDF image to NSW LRS specifications using third party software.

2. Accompanying documents

Documents that would normally accompany a plan and particularly those bearing original signatures such as:

- a Section 88B instrument
- a Development contract/management statement
- a Developer By-laws
- a Surveyor and Lodging Party checklists
- a survey report and
- the signatures / administration sheet

must be scanned by the surveyor or authorised person and a PDF image created to NSW LRS specifications.

The various regulations specify that the documents bearing original signatures and seals must be retained by the approved person for a period of 7 years after registration of the plan.

3. NSW LRS PDF specifications

The PDF image must be created to the following specifications:

1. Size - true to the approved form size (A2, A3 or A4)
2. Colour - must be black and white (monochrome) for plans and associated documents. Survey reports and letters may be lodged in colour where they contained marked up plans, diagrams, photographs or imagery reliant on colour.

Where there is more than one sheet to a plan or other document, each file (plan or other document) must be created as a multipage PDF.

4. What do I name the files to be lodged?

The file reference followed by an underscore (_) and suffix code to identify each document type is the required naming convention for each file. The following list of suffix codes must be adopted.

Document Type	Suffix Code
Plan	P
Section 88B Instrument	B
Signatures / administration sheet	S
Survey Report	R

Geometry	G
Strata Plan Management Statement	M
Strata Plan Development Contract	C
Strata Plan Developers By-Laws	D

DP Management Statement	M
DP Development Contract	C
Building Management Statement	M
Surveyor and Lodging Party Checklists	K
DP Pipeline Form	F
Letter / Miscellaneous	L

For example, if the file reference is B2156 for a deposited plan, and the files to be lodged include a plan, signatures / administration sheet, 88B instrument, survey report, letter and checklists. The files would be named as follows:

Document Type	File
Plan	B2156_P.PDF
Signatures / administration sheet	B2156_S.PDF
Section 88B Instrument	B2156_B.PDF
Survey Report	B2156_R.PDF
Letter	B2156_L.PDF
Surveyor and Lodging Party Checklists	B2156_K.PDF

These 6 PDF files must be compressed into a single zip file for lodgment and that file would be named B2156.zip.

Please note, if there is more than one letter / miscellaneous item the letter file can be created as one multipage PDF. Also, both the surveyor and lodging party checklists should be created as one multipage PDF.

How do I lodge my plan electronically?

1. You should compress all the files you intend to lodge (e.g. the plan drawing PDF and sec. 88B instrument PDF) for a particular plan, into a single zip file (using a product such as 'WinZip' or your preferred compression software), and place it in an appropriate directory on your computer.

Compressing the files will reduce the transmission time when uploading and it also locks together all the files related to your plan. The ePlan lodgment facility will only accept your file if it has an extension of .ZIP.

2. Follow the steps below:

- go to the [NSW LRS Online portal](#) and login with your userid and password
- access the ePlan portal under the Services tab
- select the Enter button (or view the user guide)
- once you have entered ePlan select the Lodge your plan tab and follow the prompts to complete the lodgment details (care should be taken as incorrect details will result in an incorrect tax invoice being issued)
- a summary screen of the lodgment details with a fee estimate will be displayed before final submission, this may be viewed, printed or saved as a PDF file

- click on the Make Your Payment button to submit the lodgment. Before the lodgment is accepted you will be asked if you wish to pay by credit card or place the lodgment on account
- once completed a successful lodgment screen will be displayed and a lodgment summary and invoice may be viewed, printed or saved as a PDF file.

When is the fee payable and how do I pay it?

Customers are encouraged to pay NSW LRS fees via direct debit. To set up the direct debit facility, please complete this [form](#) and return to NSW LRS. Some benefits of the direct debit facility are:

- No delays to registration of dealing or plan due to non-payment
- Funds deducted from customers' accounts include due invoices netted off against any available credit notes
- Direct debit advice automatically emailed to customers detailing the invoice or credit note number, date and amount

Customers have the option to pay online by credit card during the lodgment process or place the lodgment on account. If you elect to place your payment on account and set up the direct debit facility, NSW LRS will deduct the funds when the invoice is due. If you elect to pay by credit card online, a receipt will be issued online.

MyAccount – Allows a customer to manage and track all financial online transactions including the monitoring of payments referred on to a third party. This service also allows customers to pay any outstanding invoices online using a credit card.

Can Surveyor A lodge Surveyor B's plan?

A surveyor lodging a plan on behalf of another surveyor can only do so when lodging as a company lodger and both surveyors are authorised ePlan users.

How do I know the status of my plan?

myPlan enables a user to check the current status of a lodged plan at any time by:

- Tracking a plans progress within NSW LRS
- Relodging manually lodged plans electronically
- Satisfying requisitions online
- Searching a plans lodgment history

The myPlan facility is organised to provide a profiled view of each users content to hold key information on:

1. **PPN Tab:** This tab holds a record of all the unused pre-allocated plan numbers (PPN) requested and assigned to a surveyor.

2. **PE Tab:** A log of the plans lodged for pre-examination (PE) and not yet actioned from which the final plan for registration can be lodged.

3. **Plans for Registration:** The current status and location of each plan is displayed to track the progress of your lodgments. It also contains all raised requisitions and displays the current status of requisition items. ePlan surveyors approved to lodge electronically will benefit from having the ability to eRelodge manually lodged plans and electronically respond to requisitions.

4. **Lodgment History:** This tab shows all complete lodgments and allows a user to search on all their ePlan lodgments over a specified period. This tab also shows any incomplete lodgments. During the course of a lodgment the application will perform auto-saves at critical steps. This feature protects you in the event of a lost connection, so importantly; when you do reconnect the work you have done will be retrievable.

5. **Plan Search tab:** This search facility permits a surveyor to look for all plans prepared by them irrespective of whether they were lodged manually or electronically.

Will I be required to produce original documents?

Upon receiving a written demand from the Registrar General, original documents must be produced as soon as practicable. The Registrar General may request the production of certain documents that are lodged in electronic format. The prescribed period for retention of original documents is 7 years from the date of registration.

How do I know examination of my plan has been completed?

- Plans lodged for pre-examination - A report on the results of the examination will be emailed to you. The plan status will be shown as 'Awaiting Final Lodgment' or 'Under requisition.'
- Plans lodged for registration - Either requisitions or a notice of registration will be emailed to you. The status of the plan also indicates its progress.

How do I have my pre-examined plan reviewed?

If you require a pre-examination to be reviewed prior to lodgment of the final plan, a report/request (in TIF format) should be forwarded with the amended plan. Additional fees may be incurred if the total (accumulated) time for the processing of the initial request and review exceed the time set out in Regulations. The following electronic relodgment steps should be followed:

- go to the [NSW LRS Online portal](#) and login with your userid and password
- access the ePlan portal under the Services tab and select the Enter button
- once the application initialises select the Re-Lodge your plan tab and follow the prompts to complete the relodgment details
- you will be advised online of a successful relodgment and issued with a relodgment report.

How do I relodge my plan following requisition?

Amendments to an electronically lodged plan following a requisition will require the creation of new PDF files. Whether it is a new plan drawing following additions/amendments to the plan or additional signatures on a section 88B instrument, new versions of only the amended files need to be relogged. A report/letter on action taken should accompany any relogments that have not been requisitioned.

Please ensure payment of the requisition is made by the due date to avoid any further delays as a result of non-payment.

When relogging files the same naming convention used for lodging a new plan must be adopted, that is, your reference followed by an underscore (_) and suffix code to identify each document type. The following electronic relogment steps should be followed:

- log into the [NSW LRS Online portal](#) with your userid and password.
- access the ePlan page through Quick links or the Services tab
- once the application initialises select the relevant tab and follow the prompts
- you will be advised online of a successful relogment and issued with a relogment report.

If my plan was lodged manually can I relog it electronically to comply with any requisitions?

The ePlan facility has now been enhanced to permit the surveyor of a manually lodged plan to relog that plan electronically subject to certain conditions being met. Full details are available in [NSW LRS Circular 2009-03](#) (PDF 78.4 KB)

What happens if the requisitions are not satisfied?

If the original requisitions are not replied to within the two-month period, a 28 days' Notice of Rejection is sent.

- the approved person will be advised of the non-compliance with the original requisitions and given a period of grace of 28 days to completely rectify the problem.
- any request for an extension of time, due to extenuating circumstances, must be directed by letter, email the Deputy Registrar, Plans, Plan Registration Services.
- if the matters are not satisfied within 28 days, and no request for extension is received and granted, the plan and documentation will be rejected, and the lodgment fees forfeited. A notice of final rejection will be sent to the lodging party.

Re-instatement after final rejection

Plans will only be considered for reinstatement in exceptional cases. In general, that means where:

- the lodging party can prove the office failed to adequately notify them of the situation, or
- the requisitions were in error, or
- the lodging party took all necessary steps to satisfy the requisitions but, under exceptional circumstances, omitted to notify the office of their progress

Even if re-instatement is granted a fee may be charged for the re-instatement.

How do I withdraw my plan?

If prior to registration it becomes necessary to withdraw your plan, a written notice should be lodged via the ePlan option 'Re-Lodge your plan'. NSW LRS will then commence the necessary withdrawal action and any original documents lodged manually, such as the certificate of title, will be delivered to the appropriate parties.

Can I get a refund of fees?

In most cases a refund, of any part of the fees, will only be allowed where rejection or withdrawal action occurred prior to the plan examination process. Consideration will be given to the amount of processing completed at the time of the rejection or withdrawal action.

How do I change my personal details?

If when making a lodgment you note that your details are incorrect you should not proceed until you have changed your personal details.

Changes to user details must be forwarded to the ePlan Administrator at eplan@nswlrs.com.au

Can I participate in ePlan without lodging plans for pre-examination or registration?

Yes, NSW LRS welcomes participation from any New South Wales registered surveyor interested in moving toward an electronic lodgment environment. In this regard a test data ePlan option has been provided under the utilities tab to enable surveyors to test both their system capabilities (ability to lodge via the internet) and the quality of their files for lodgment acceptance.

To lodge test data you must have a userid and password, see 'How do I get a userid and password?'

Where do I get further information?

General inquiries on all matters relating to plans and associated dealings or documents should be referred to our contact us form.