

# NOTICE TO SURVEYORS T3/2005

## STANDARD PLAN PROCESS

Following extensive consultation with the survey industry and the Community Titles Advisory Committee, the Department of Land Information (DLI) and the Department for Planning and Infrastructure (DPI) have resolved to introduce a standard plan process for all “diagram or plan of survey” under Section 20AA of the Town Planning and Development Act 1928. The “Standard Plan Process” is effectively the same as the freehold deposited plan process, meaning that (apart from the payment of plan lodgement fees – see below) **the changes will only affect strata and survey-strata plans (excluding plans for mergers and conversions)** prepared under the *Strata Titles Act 1985*.

Basically the change means that as from July 2005 a strata or survey-strata plan is to be lodged with DLI prior to the application for Western Australian Planning Commission (WAPC) approval of the plan. On receipt of a “Release Letter” lodged by the surveyor, DLI will forward the plan to DPI for endorsement of the WAPC approval. Plans exempt from WAPC approval under Section 25(2) of the *Strata Titles Act 1985* (refer regulation 15 of the *Strata Titles General Regulations 1996*) must also follow the standard plan process but no “Release Letter” is required.

Appendix A outlines the new process for the lodgement and approval of strata and survey-strata plans. Note in particular the requirements relating to the forms to be lodged with the plan and the forms to be lodged with the “Application to Register the Plan” (Form A8).

The main benefits from the process change are:

- Reduced timeframes for strata and survey-strata developments.
- Plans unlikely to be changed following WAPC or LGA approval.
- Customers able to access and view plans earlier from DLI.
- Customers able to view the status of a plan through DLI systems resulting in improved transparency.
- The change facilitates the move to a standard plan format.

### Fees

**As from 1 July 2005 DLI will no longer accept the fees** paid for WAPC approvals of deposited plans. Fees for WAPC endorsement of deposited plans and survey strata plans must be paid when the Form 1C application for WAPC is lodged with DPI.

Note also that as from July 2005 DLI is standardising the lodgement and lot fees to be paid for all plans (deposited, strata and survey-strata plans).

## **Plans Approved by WAPC**

DLI will continue to accept strata and survey-strata plans lodged with DPI prior to July 2005, provided those plans are approved by the WAPC.

### **e-Stratas**

The implementation of the “Standard Plan Process” has facilitated the introduction of e-mail lodgement to DLI of strata and survey-strata plans as PDF files (e-Stratas). The process for the lodgement of e-Stratas is basically the same as that for deposited plans as outlined in Notice to Surveyors T5/2004. Note that an updated e-Plan Kit will be available from [plan.reg@dli.wa.gov.au](mailto:plan.reg@dli.wa.gov.au) in mid-June. The kit will be updated to cater for e-Stratas with revised templates for Forms 1, 2 and 4 included. These templates should also be used for the preparation of hardcopy plans as they include items consistent with the Standard Plan Process. The kit also includes copies of the relevant certificates and templates for a Form 34 and strata/survey-strata plans that require deposited plan numbers for land to vest or dedicate under the *Town Planning and Development Act 1928*.

Note also the following:

1. It is mandatory for e-Stratas to have a pre-allocated plan number.
2. For e-Stratas DLI will accept the Form 3 as a separate PDF file provided it contains a digitally signed certificate by the valuer (refer to the e-Plan Kit for details).

### **Simultaneous Lodgements**

Under the Standard Plan Process the “Simultaneous Lodgement” option is no longer available for strata/survey-strata subdivisions.

**MAX VAN WEERT**  
**ASSISTANT REGISTRAR OF TITLES**

12 May 2005

## APPENDIX A

### PLAN STATUS

