



# NOTICE TO SURVEYORS T3/2012

All items hereunder are to be considered as special directions in relation to plans and surveys pursuant to Regulation 5 of the *Licensed Surveyors (Transfer of Land Act 1893) Regulations 1961*.

## MISCELLANEOUS PLAN AND SURVEY ISSUES

1. **In Order for Dealings Notifications.**
2. **Road Name Approval Documents to be lodged with Plans at time of Lodgement.**
3. **Plan Presentation for Tree Plantations, Profit A Prendre & Carbon Rights Interests Plans.**
4. **Field Book Lodgement Process**
5. **Freehold and Strata Plan Audit Review. Trial.**

The changes outlined in this notice are as a result of a business process review to identify efficiencies in the plan and document processes, to improve Landgate procedures and timeframes, for the benefit of our customers.

### 1. In Order for Dealings Notifications

This item supersedes Notice to Surveyors T1/2011 item 9. As part of the service provided to the surveying industry, Landgate notified surveyors by fax when their Deposited Plans or Strata Plans were endorsed "In Order for Dealings" (IOFD).

As of 1 September 2012, the notification of IOFD status for Plans to the lodging surveyor will be by email. The email will contain a "screen grab" of the first sheet of the plan (PDF) and the IOFD date. To facilitate this notification the email addresses of all surveying firms will be sourced from the Landgate SmartPlan database. Surveyors are requested to contact [plan.reg@landgate.wa.gov.au](mailto:plan.reg@landgate.wa.gov.au) to ensure their firm email address is recorded correctly, as well as display the correct email address on future Plans.

*As Landgate now operates in a fully electronic Plan environment, surveyors are strongly encouraged to subscribe to the Notify Me service, which is available from Landgate's Survey Channel. Subscribers to the Notify Me service will receive an email at every status change, ie. Certified Correct and sent to WAPC; WAPC Approved; IOFD, Approved. At a cost of \$2.50, Notify Me provides continuous updates on the progress of a Plan.*

## **2. Road Name Approval Documents to be lodged with Plans at time of Lodgement.**

As you are aware, new roads created on a Plan requires a name approved by Landgate (Geographic Names Committee) on behalf of the Minister for Lands. It is essential that the road names are approved prior to lodging the plan at Landgate.

As of 1 September 2012, all lodging parties are required to include all relevant road name approval documents at the time of lodgement of the Plan, where the plan contains a new road or road extension.

Note: This direction will be included in Chapter 9.24 in the January 2013 edition of the Survey and Plan Practice Manual. Surveyor's Report version 2.16 to be amended to add an item regarding Road Name Approval.

## **3. Plan Presentation for Tree Plantations, Profit A Prendre & Carbon Rights Interests Plans.**

Notices to Surveyors T6/2004 and T4/2005 instructed surveyors to prepare these deposited plans in accordance with the requirements for the "Interest Only" plans as described with examples in the Survey and Plan Practice manual.

As of 1 September 2012 the Deposited "Interest Only" Plans and CSD files lodged for these interests, are to show all tree belts within the same lot as having the same label. Thereby linking all tree belts (polygons) to the one label (interest) within a lot. Please refer to the revised Plan Example 90 from the Survey and Plan Practice Manual attached to this notice and to be included in the next update of this Manual.

Note: This direction will be included in Chapters 14.28 and 14.20 in the January 2013 edition of the Survey and Plan Practice Manual.

## **4. Field Book Lodgement Process**

Field Book (field record) lodgement has now been transferred to the Survey Inspection team to allow for all field books to be perused (and where necessary audited) by an Inspecting Surveyor, as an integral component of monitoring to ensure the stability of the survey cadastre and support the reduced plan auditing.

Part of this transfer of function involved a detailed analysis of the administrative processes involved in field book lodgement. Landgate still require the self assessment lodgement sheet as an essential component of the lodgement process, with respect to an accurate description of the survey(s) recorded in the field book. We have determined that a return email process is a reasonable receipt of field book lodgement, as the email includes the field book number and the date and time.

In addition, we request Licensed Surveyors to consider, and where at all possible, make each field book (field record) the subject of one Freehold or Strata survey. This will assist our cross-indexing, auditing and inspection. Multiple discrete re-pegs and spike protection surveys are welcome in a single field book.

## **5. Freehold and Strata Plan Audit Trial**

Landgate Registrations plan audit resources are being refocussed to process the plans lodged in the shortest possible time. Accordingly, we are trialling a modification of our plan audit procedures to reduce our time input per plan while maintaining the integrity of the Land Titles Register.

There currently is a significant focus, and therefore time and professional effort spent, on presentation and other plan elements that are not material to the integrity of the plan in its role supporting new titles in the Register. It is appropriate to recognise the skill of the practising Licensed Surveyor (who signs the plan), and not expend Landgate effort recommending unnecessary improvements to already satisfactory plans. In the six months January to June 2012, 33% of plans audited were requisitioned for various types of errors, with less than 1.5% of plans having errors assessed as high criticality (having a risk to the Register or the stability of the survey cadastre).

The strata plan audit, freehold plan audit and SSA plan audit teams will trial the new procedures for three months from 1 September 2012. A decision on the implementation of new plan audit procedures will be made by the Registrar of Titles after the trial.



**JEAN VILLANI**  
**REGISTRAR OF TITLES**

28 August 2012

# SURVEYOR'S REPORT

*[Select plan type and enter plan number]*

SURVEY		Y	N/A																								
1.1	Deferred final marking survey with conditional approval. (copy of approval attached)																										
1.2	Survey includes a geodetic connection pursuant to general regulation 22A.																										
1.3	Special Survey (eg limited marking) with conditional approval. (copy of approval attached)																										
1.4	SSA subdivision fully marked before plan lodgement. (No FSC required)																										
1.5	Advice on matters relating to boundary alignments has been received from LANDGATE officer. _____ (insert name of the person that provided advice) on _____ (dd/mm/yy)																										
INTENTION OF PLAN																											
2.1	Plan conforms with the intended conveyancing outcome.																										
2.2	The "Schedule of Interests and Notifications" has been checked and is complete and correct.																										
2.3	The following easements, covenants or other interests are to be <input type="checkbox"/> merged _____ <input type="checkbox"/> discharged _____ <input type="checkbox"/> varied _____ <input type="checkbox"/> modified _____ <input type="checkbox"/> surrendered _____ <input type="checkbox"/> other _____																										
2.4	New Road/Road Extension created on Plan and Road Name Approval document lodged																										
2.5	The following registration actions will occur for this "Interest Only" plan:  																										
2.6	_____ is to be "Cancelled" and superseded by this new plan. <i>(Note that consents may be required in some situations)</i>																										
2.7	The subject land includes a strata/survey-strata scheme which is to be <input type="checkbox"/> modified <input type="checkbox"/> terminated																										
2.8	Advice on matters relating to this plan has been received from a LANDGATE officer. The advice was related to: <i>(insert reference number and nature of advice below)</i>  Advice provided by _____ on _____ (dd/mm/yy) <i>(insert name of the person that provided advice and the date the advice was given)</i>																										
TIMING AND OTHER ISSUES TO NOTE																											
3.1	<b>Release Letter will be lodged with LANDGATE on the _____ (dd/mm/yy)</b> WAPC approval for the strata plan has been delegated to the Local Government																										
<i>(Note that plans released by Landgate to WAPC for endorsement will not be accepted by Dept. of Planning until a Form 1C with all clearances has been lodged. In the case of disputed clearances, applicants are advised to submit a letter to WAPC requesting clearance of conditions)</i>																											
3.2	<b>For Interest Only plan - Expected dealing date is _____ (dd/mm/yy)</b>																										
3.3	This freehold plan involves Crown (State) Land. Crown Conveyancing actions are _____ Advice provided by SLS Officer _____ on _____ (dd/mm/yy)																										
3.4	This Deposited Plan is a plan for Acquisition Purposes																										
3.5	Forms lodged with strata/survey-strata plan: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;"></td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> <td style="width: 20%;"></td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td>Form 3</td> <td style="text-align: center;">   </td> <td style="text-align: center;">   </td> <td>Form 7</td> <td style="text-align: center;">   </td> <td style="text-align: center;">   </td> </tr> <tr> <td>Form 5</td> <td style="text-align: center;">   </td> <td></td> <td>BA12 (Occupancy Permit)*</td> <td style="text-align: center;">   </td> <td style="text-align: center;">   </td> </tr> <tr> <td>Form 26</td> <td style="text-align: center;">   </td> <td style="text-align: center;">   </td> <td>BA16 (Building Approval Certificate)*</td> <td style="text-align: center;">   </td> <td style="text-align: center;">   </td> </tr> </table>		Y	N		Y	N	Form 3			Form 7			Form 5			BA12 (Occupancy Permit)*			Form 26			BA16 (Building Approval Certificate)*			<i>* (Applicable when BA11 or BA15 application lodged at Local Government on or after 2/4/2012)</i>	
	Y	N		Y	N																						
Form 3			Form 7																								
Form 5			BA12 (Occupancy Permit)*																								
Form 26			BA16 (Building Approval Certificate)*																								
3.6	Other matters to note include <i>(Attach separate sheet where necessary)</i> :  																										

\_\_\_\_\_  
Licensed Surveyor

\_\_\_\_\_  
Date (dd/mm/yy)

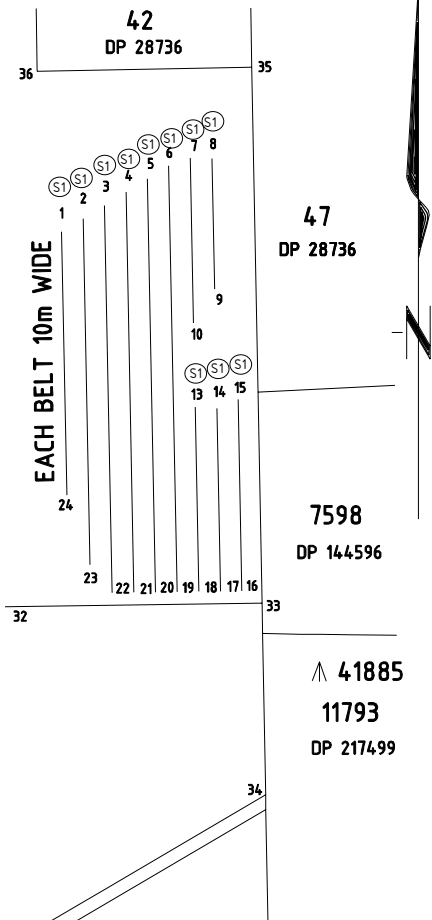
Insert Contact Details:

VER	AMENDMENT	BY	SIGNATURE	DATE
-----	-----------	----	-----------	------

CO-ORDS DERIVED BY DGPS - NOMINAL ACCURACY 0.5M BDY CO-ORDS DERIVED FROM SCDB - NOMINAL POINT ACCURACY 0.2M		
MGA 94 CO-ORDINATES		
1	333 145 mE	6 826 225 mN
2	333 246 mE	6 826 287 mN
3	333 345 mE	6 826 348 mN
4	333 446 mE	6 826 410 mN
5	333 546 mE	6 826 471 mN
6	333 646 mE	6 826 533 mN
7	333 747 mE	6 826 569 mN
8	333 849 mE	6 826 568 mN
9	333 861 mE	6 825 957 mN
10	333 762 mE	6 825 797 mN
13	333 770 mE	6 825 403 mN
14	333 872 mE	6 825 397 mN
15	333 972 mE	6 825 439 mN
16	333 990 mE	6 824 542 mN
17	333 888 mE	6 824 540 mN

CO-ORDS DERIVED BY DGPS - NOMINAL ACCURACY 0.5M BDY CO-ORDS DERIVED FROM SCDB - NOMINAL POINT ACCURACY 0.2M		
MGA 94 CO-ORDINATES		
18	333 787 mE	6 824 539 mN
19	333 685 mE	6 824 538 mN
20	333 584 mE	6 824 536 mN
21	333 482 mE	6 824 535 mN
22	333 381 mE	6 824 534 mN
23	333 277 mE	6 824 665 mN
24	333 169 mE	6 824 991 mN
25	330 890 mE	6 821 757 mN
26	330 780 mE	6 821 697 mN
27	330 689 mE	6 821 638 mN
28	330 659 mE	6 823 722 mN
29	330 750 mE	6 823 726 mN
30	330 861 mE	6 823 730 mN
31	330 581 mE	6 821 518 mN
32	330 538 mE	6 824 432 mN
33	334 083 mE	6 824 485 mN
34	334 100 mE	6 823 587 mN
35	334 036 mE	6 826 996 mN
36	333 031 mE	6 826 977 mN

40  
DP 28736  
C/T 2216-19



41  
DP 28736  
C/T 2216-19

41885  
11793  
DP 217499

10585  
DP 163808

FOR INTEREST PURPOSES ONLY

INITIAL INTERESTS

SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
(S1)	PLANTATION INTEREST	TREE PLANTATION AGREEMENT ACT 2003	DOC.	LOT 40 ON DP 28736	SEE DOC.	
(S2)	PLANTATION INTEREST	TREE PLANTATION AGREEMENT ACT 2003	DOC.	LOT 41 ON DP 28736	SEE DOC.	

TYPE ..... FREEHOLD  
 PURPOSE ..... INTEREST  
 PLAN OF  
**TREE PLANTATION AND /OR  
 OTHER INTERESTS**  
**OVER LOTS 40 AND 41 ON  
 DP 28736**

DISTRICT ..... VICTORIA ..... FILE .....  
 TOWNSHIP .....  
 LOCAL AUTHORITY ..... SHIRE OF MULLEWA  
 LOCALITY ..... INDARRA  
 FORMER TENURE ..... ON ..... FIELD BOOK .....  
 INDEX ..... INDARRA (25) 1940-I SW .....

SCALE AT A3 IS 1 : 25000  
 ALL DISTANCES ARE IN METRES  
 0 200 400 600 800 1000 1200

SURVEYOR'S CERTIFICATE - Reg. 54  
 I .....  
 hereby certify that this plan is a correct  
 representation of the survey and/or calculations  
 from measurements recorded in the field book  
 lodged for the purposes of this plan and that it  
 complies with the relevant written law(s) in  
 relation to which it is lodged.

LEGEND  
 EXTENT OF TREE  
 PLANTATION  
 [ ]  
 TOTAL AREA OF  
 BELTS = 20.5ha

Licensed Surveyor ..... Date .....

LOGGED	TYPE OF VALIDATION
DATE .....	FULL AUDIT .....
FEE PAID .....	LEGAL COMPONENT .....
ASSESS No. ....	DOCKET .....
.....	CERTIFIED CORRECT .....
.....	I.S.C. ....
.....	F.S.C. ....

IN ORDER FOR DEALINGS

SUBJECT TO .....

APPROVED BY  
 WESTERN AUSTRALIAN PLANNING COMMISSION

FILE .....

DELEGATED UNDER S.20 WAPC ACT 1985

DATE .....

GOVERNMENT OF  
 WESTERN AUSTRALIA  
 Department of  
 Land Information

DEPOSITED PLAN  
**EXAMPLE 90**

FOR INSPECTOR OF PLANS & SURVEYS  
 AUTHORISED LAND OFFICER ..... DATE .....

APPROVED .....

INSPECTOR OF PLANS & SURVEYS  
 AUTHORISED LAND OFFICER ..... DATE .....

SHEET 1 OF 1  
 VERSION 1

