



NOTICE TO SURVEYORS T1/2014

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*. These special directions apply from the date of this notice unless specifically stated otherwise.

Licensed Surveyors (General Surveying Practice) Regulations 1961

SPECIAL SURVEY AREA PLANS

Special Survey Area (SSA) plans have two components linked by a single Deposited Plan (DP) number and the continuous numbering of sheets:

1. The sheets that depict the lots, bring forward interests, establish new interests, and is described in audit terminology as the 'plan graphics sheets'; and
2. The survey sheets depicting the survey control and the non-standard marking.

An audit risk has been identified in SSA DPs requiring editing and re-versioning when, as is common practice, the survey sheet(s) lodgement follows the lodgement of the plan graphics under the provisions of Reg. 26A – Special Survey Area Guidelines and particularly with deferred final marking approval.

Amendments to the plan templates and sheet numbering will overcome the need for an approved deposited plan sheet sequence to be renumbered and re-versioned.

Any deposited plans prepared in accordance with Reg. 26A – Special Survey Area Guidelines, after the date of this notice will require lodging in the amended format as follows:

Plan graphic changes

- The plan graphics that define the dimensions of the lots, bring forward existing interests and establish new interests will carry an amendment table, on sheet 1, as follows:

AMENDMENTS TABLE (PLAN GRAPHICS ONLY)			
VERSION	AMENDMENT	AUTHORISED BY	DATE

- The sheet numbering of the 'plan graphic' section of the DP will not change, however rather than including the survey sheets in the numbering sequence, the sequence will refer only to the plan graphics section and the annotation "plus survey sheet(s)" will be added as follows:

<p>DEPOSITED PLAN</p> <p>75735</p> <p>SHEET 01 OF 04 SHEETS</p> <p>(PLUS SURVEY SHEET(S))</p> <p>VERSION 1</p>

- The notation “See Survey Sheets for Survey Information” will replace “See Sheet(s)..... for Survey Information”.

~~SEE SURVEY SHEETS FOR SURVEY INFORMATION~~

Survey sheet changes

- The identification of the survey sheets will change from numeric to alphabetic; with the first sheet being Sheet A. Subsequent sheets must be labelled in an alphabetical order. The following is a typical heading that must be recorded on each survey sheet.

FOR SURVEY INFORMATION ONLY
SURVEY INFORMATION COMPRISES
SURVEY SHEETS A & B

- The alphabetic identification will typically be:

SCALE: 1 : 500 at A2 <small>ALL DISTANCES ARE IN METRES</small> SURVEY SHEET A VERSION 1	DEPOSITED PLAN 75735
SCALE: 1 : 500 at A2 <small>ALL DISTANCES ARE IN METRES</small> SURVEY SHEET B VERSION 1	DEPOSITED PLAN 75735

- The survey sheets will carry their own amendment table, on sheet A, as follows:

AMENDMENTS TABLE (SURVEY SHEETS ONLY)			
VERSION	AMENDMENT	AUTHORISED BY	DATE

- The following headings can be removed from the survey sheets:

~~FOR HEADING SEE SHEET 1~~
~~FOR INTERESTS AND NOTIFICATIONS~~
~~SEE SHEET 4~~

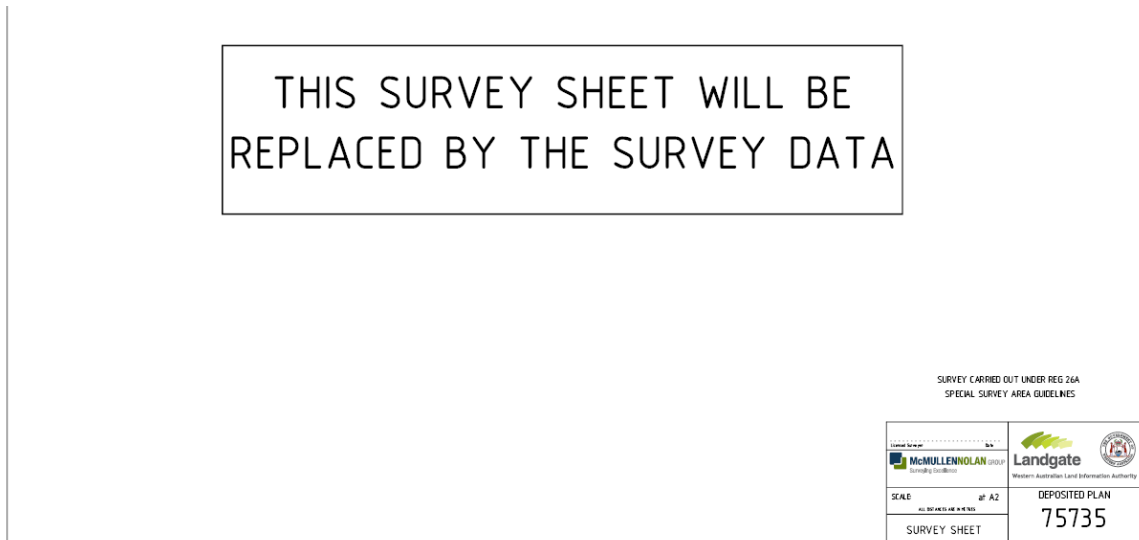
- The requirement to lodge a separate Final Survey Certificate may be met by the addition of the following certificate to ALL survey sheets in your lodgement.

Reg. 55E: (d) The marks shown on these plans of survey were
in place on.....

The Licensed Surveyor accepting responsibility for the survey sheets, will by this action, also be accepting responsibility for the 55E (d) certification.

Process changes

- A substantial change is that if you DO NOT lodge your survey sheets with your plan graphic sheets you now add a 'dummy' survey sheet. This will assist the real estate and conveyancing industries by flagging to users of the DP that more information is to come (i.e. "plus survey sheets") and the plan graphic component is in order for dealings.



- Also, the plan graphic and survey sheet components of the plan will have their own version number. Amendment to the plan graphics will result in a version increment on the plan graphic component only. The same principle applies to survey sheets.

When your survey sheets are lodged and audited, they will be merged with the plan series by removing the 'dummy' and inserting the survey sheets.

As both the plan graphics and survey sheets may be audited independently, it is possible that the plan graphics component and the survey sheets may have different version numbers.

Benefits of changes

Typically, an early version of a DP may say "sheets 1 of 4" and a later version (subsequent to survey sheet lodgement) may say "sheets 1 of 6", when nothing in the plan graphics has changed. This can be very confusing to real estate agents, lawyers and settlement agents, as well as the general public. These changes will provide clarity to other users of the plan on the DP version being used.

These new processes will also remove the audit risk of the requirement of Landgate auditors to manually renumber the sheet total or insert a survey sheet audit requirement into the currently single amendment table in a lodged plan that may be approved.

Other Matters

If the Licensed Surveyor accepting responsibility for the plan graphics component of the plan IS NOT the same Licensed Surveyor accepting responsibility for the survey sheets, then the survey sheets shall carry a certificate in accordance with Regulation 54 of the *Licensed Surveyors (General Surveying Practice) Regulations 1961* as follows:

Certificate

I hereby certify that this plan is accurate and is a correct representation of the —

(a) *survey; and/or

(b) *calculations from measurements recorded in the field records,

[* delete if inapplicable]

undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.

.....
Date

.....
Licensed surveyor

All other certificates and legends remain unchanged. Licensed Surveyors are reminded that in the case of SSAs, the survey sheets are both DP and field record and in accordance with Regulation 8 (2B):

- (2B) The field record for an authorised survey must show everything that was done, or found on the ground, in the course of the survey.

Particular attention should continue to be paid to clearly illustrating offset marking near retaining walls as advised in sections 5.3 and 5.4 of the Board’s Practice Guidelines pertaining to SSAs.

(Deposited Plan 75735 used for annotated examples with consent of McMullen Nolan Group)

Your professional support in enhancing the integrity of our survey cadastre is acknowledged and appreciated.

Please direct any queries to myself on 9273 7422 or Richard.Browne@landgate.wa.gov.au.



**RICHARD BROWNE
CHIEF INSPECTING SURVEYOR
INSPECTOR OF PLANS AND SURVEYS**

12 February 2014