



NOTICE TO SURVEYORS T2/2011

Item 1 in this notice is to be considered as a special direction pursuant to Regulations 4 and 13 of the *Strata Titles General Regulations 1996*.

Items 2 to 4 in this notice are to be considered as special directions concerning plans and surveys pursuant to Regulation 5 of the *Licensed Surveyors (Transfer of Land Act 1893) Regulations 1961*.

STRATA PLAN ISSUES

- 1. e-lodgement of Strata/Survey-Strata Plan Forms**
- 2. Electronic Registrar's Seal on Strata Plans**
- 3. Electronic Storage of Strata Plans**
- 4. Easements affecting Strata Plans**

1. e-lodgement of Strata/Survey-Strata Plan Forms

As previously advised, the strategic direction of Landgate is to receive all its title and survey data in digital form to enable accurate and efficient processing of that data which in turn will deliver a better service to its customers.

Consistent with this strategic direction, Surveyors are advised that Strata/Survey-Strata Plans and forms accompanying plans are to be lodged electronically pursuant to Regulations 4 and 13 of the *Strata Titles General Regulations 1996*.

This direction becomes part of Chapters 4.8.1, 5.3.1 and 5.7 of the Strata Titles Practice Manual and will be updated in the July 2011 edition.

2. Electronic Registrar's Seal on Strata Plans

Surveyors are advised that all Strata/Survey-Strata Plans lodged in Landgate from the date of this Notice will have the Registrar's Seal applied digitally at the time when the plan is registered.

This process will apply to all new plans including plans of re-subdivision, plans of consolidation, plans of merger and plans of conversion.

This direction becomes part of Chapter 13.1 of the Strata Titles Practice Manual and will be updated in the July 2011 edition.

3. Electronic Storage of Strata Plans

Surveyors are advised that in conjunction with the Electronic Registrar's Seal requirements for Strata/Survey-Strata Plans, Landgate will commence storing all Strata Plans lodged for registration electronically. New Strata Plans lodged will carry the following notation: "Held by Landgate in Digital Form Only".

Landgate recommends that where possible, the relevant *Strata Titles General Regulations 1996* (STGR) Forms are inserted into one PDF along with the relevant plan sheets. It is important to remember that the PDF plan sheets and STGR Forms must be compiled together prior to applying your digital signature.

Procedure for Adobe Acrobat: With the plan document open, choose Document > Insert pages. Select the form document you want to insert into the plan document, and click Select.

This process will assist in the digital storage of Strata Plans. However, it may not be possible or practical to include a signed Form 3, Form 7 or Form 26 into the one PDF.

Where Strata Plans of re-subdivision, consolidation, merger and conversion are lodged for registration the plan will carry the following notation: "Now held by Landgate in Digital Form".

4. Easements affecting Strata Plans

An easement created on a Deposited Plan, Strata/Survey-Strata Plan or Interest Only Deposited Plan in favour of land outside the subject land supporting a Strata Scheme should be dealt with in the following manner in the **Interests and Notifications Schedule**:

- Where the abutting Strata/Survey-Strata Plan **is not registered**, the easement should be shown as a "Benefit To" the freehold lot on the underlying survey.
- Where the abutting Strata/Survey-Strata plan **is not registered but the strata lots are shown** as a "Benefit To", then the In Order for Dealings panel on the plan will show "Pends Registration of SP#". In this case the Surveyor should indicate the order in which plans will be dealt on. eg Lots 1 & 2 & Common Property on SP59152 or All Lots and Common Property on SP59152.
- Where the abutting Strata Plan **is registered**, the easement must show "Benefit To" - Lots 1, 2, 3 etc and Common Property on SP# or All Lots and Common Property on SP#. The parent freehold lot should not be shown.
- For Survey-Strata Plans the notation will be Lots 1, 2, 3 etc and CP# on SP# or All Lots and CP# on SP#. eg: Lots 1 & 2 & CP3 on SP32961 or All Lots & CP3 on SP32961.

Note: This direction is further to Notice to Surveyors T2/2004 item 5 and will be included in Chapters 10.15 of the Strata Titles Practice Manual in the July 2011 edition.



JEAN VILLANI
DELEGATE OF REGISTRAR OF TITLES

11 May 2011