

# Notice to Surveyors



## T2/2021

### Various plan matters

- Strata scheme – BA forms
- Plan headings
- CAD plan templates

#### Strata scheme BA forms:

Recently, Landgate has received several occupancy permits that are not suitable for registering a strata scheme.

Please refer to Landgate's updated policy and procedure guide [STP-09 scheme plans](#) Sections 4.1 & 5.1.

Please note that Landgate will not accept temporary occupancy permits for the purpose of registering a scheme plan.

#### Plan headings:

The National Land Registry (NLR) Plan release 12.05, deployed on 15 February 2021, introduced automatic plan headings for portal plans. The format for strata plans now matches deposited plans (i.e., the plan heading will now show what the strata plan is creating, rather than the parent lot information).

Effective from 30 September 2021, all new CAD plans lodged at Landgate must use this new format. This requires the inclusion of a former tenure table.

For details of this new requirement please see the policy and procedure guide [SPP-10](#) Section 2 Plan Heading.

You can also view the [NLR-Plan 12.05 release](#).

#### CAD plan templates:

Effective from 30<sup>th</sup> September 2021, any new CAD plans lodged at Landgate must use the 'portal style' admin sheet template (see also [Notice to Surveyors T3/2020 Amended Strata Plan Templates](#)).

Copies of the templates can be found in [Landgate's e-Plan kit](#) on the MyLandgate survey channel.

If you have any queries about this notice, require training or assistance in preparation of portal plans, please contact (08) 9273 7373, select option 1 and ask for NLR Support. Alternatively, email [RRP@landgate.wa.gov.au](mailto:RRP@landgate.wa.gov.au) with details about the issue.

Handwritten signature of Bruce Roberts in black ink.

**Bruce Roberts**  
Registrar of Titles  
General Manager Registration Services

Handwritten signature of Murray Dolling in black ink.

**Murray Dolling**  
Inspector of Plans and Surveys  
Principal Consultant (Surveying)

23 March 2021