



## NOTICE TO SURVEYORS T3/2014

Items 1 and 2 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*.

### AMENDED TEMPLATES

1. Plan templates
2. Surveyors Report template

#### 1. Plan templates

In accordance with Regulation 10 of the *Transfer of Land (Surveys) Regulations 1995* and Regulation 5 of the *Strata Titles General Regulations 1996*, I have approved new plan templates for Deposited Plans and Strata/Survey-Strata Plans, which are now available on the MyLandgate Survey Channel.

This major renovation of the plan format represents both a practical recognition of Landgate's digital environment for plan lodgement, storage and access, together with a more current revision of the sequence and extent of our core registration functions.

The new templates also make patent the approval by a person appointed pursuant to Section 18, required before a plan can be adopted and a certificate of title issued. This approval is based on standards developed in consultation with practitioners and my professional staff.

As Registrar of Titles, I rely on practicing licensed surveyors to make a plan certification in accordance with Regulations 54 and/or 55 of the *Licensed Surveyors (General Surveying Practice) Regulations 1961* and that plan being approved pursuant to Section 18 of the *Licensed Surveyors Act 1909*.

Plan status, advised via the Land Enquiry application and Notify Me service, is also amended. The "certified correct" and "certified correct and sent to WAPC" statuses will be renamed "examined" and "examined and sent to WAPC" respectively. These status names are scheduled to be changed in early 2015. You will be advised of the changes via a Customer Information Bulletin (CIB) closer to that time.

To further increase the clarity and consistency of your plans, I have included a generic legend for use on the survey sheets of plans of special survey areas. I believe this will be useful for other users of the plans.

All applications for deferred final marking should be based on the new plan format from 1 March 2015.

Please also note that the government crest and Landgate logo have been revised. The revised image is provided in pdf format, to be applied to plans as a stamp in the specified panel. I request that you include the revised crest and logo in your plans.

I am aware that some of your plans are in preparation and will continue to lodgement on current templates. My request is that you begin using the amended templates as soon as practicable with the aim of completing the transition by mid-2015.

I have instructed my staff to apply stamps to plans lodged using the current template, to effect the new 'examined' panel (replacing the certified correct panel) and the new 'approved' panel (specifying S18).

## **2. Surveyor's Report template**

The template for the Surveyor's Report has been amended to reflect changes to internal lot sync processing outlined in CIB 259 of 4 December 2014.

The new lot sync section of the amended report asks you to confirm the lot sync option and the intended lodgement of all documents within five (5) working days after plan lodgement, to retain this processing option.

By providing a list of all documents to be lodged by the conveyancer, and providing a release letter with the plan, or as soon as possible after plan lodgement, you will be supporting our timely processing of your client's lot sync application.

A copy of the amended Surveyor's Report template is included in this notice for your reference, and is also now available on the MyLandgate Survey Channel.

Thank you for your ongoing commitment to the integrity of our land tenure system and should you require any further information regarding the new plan and surveyors report templates, please contact Cary Spann, Survey and Plan Consultant, via 9273 7317 or [cary.spann@landgate.wa.gov.au](mailto:cary.spann@landgate.wa.gov.au).



**JEAN VILLANI**  
**REGISTRAR OF TITLES**  
19 December 2014

# SURVEYOR'S REPORT

*[Select plan type and enter plan number]*

SURVEY		Y	N						
1.1	Deferred final marking survey with conditional approval.								
1.2	Survey includes a geodetic connection pursuant to general regulation 22A.								
1.3	Special Survey (eg limited marking) with conditional approval.								
1.4	Advice on matters relating to boundary alignments has been received from LANDGATE officer. Advice provided by _____ on _____ (dd/mmm/yy)								
INTENTION OF PLAN		Y	N/A						
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	As part of the dealing of this Plan, the following easements, covenants or other interests are to be: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">    merged _____</td> <td style="width: 50%;">    discharged _____</td> </tr> <tr> <td>    varied _____</td> <td>    modified _____</td> </tr> <tr> <td>    surrendered _____</td> <td>    other _____</td> </tr> </table>	merged _____	discharged _____	varied _____	modified _____	surrendered _____	other _____		
merged _____	discharged _____								
varied _____	modified _____								
surrendered _____	other _____								
2.4	_____ is to be "Cancelled" and superseded by this Plan. <i>(Note that consents may be required in some situations.)</i>								
2.5	The subject land includes a strata/survey-strata scheme (SP _____) which is to be <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">    terminated _____</td> <td style="width: 50%;">    modified _____</td> </tr> </table> <i>Nature of modification:</i> _____	terminated _____	modified _____						
terminated _____	modified _____								
2.6	Names shown for new roads/road extensions on this Plan have been approved, and approval documents have been submitted with the Plan.								
2.7	Advice on matters relating to this Plan has been received from a LANDGATE officer. Advice provided by _____ on _____ (dd/mmm/yy) <i>Nature of advice and reference:</i> _____								
LOT SYN7 PROCESS		Y	N						
3.1	This Plan is lodged under the lot sync process, as requested by my client, who has been advised that all documents must be lodged within <b>2j Y</b> working days after plan lodgement to comply with this process.								
3.2	Included with my submission of the Plan, is a list of the documents to be lodged by the Conveyancer.								
3.3	A release letter (RL) is required for this Plan. RL will be submitted by _____ <del>At</del> (dd/mmm/yy) <del>to</del> support the timely processing of the Plan and documents.								
PLAN INVOLVING CROWN (STATE) LAND		Y	N						
4.1	This Plan involves Crown (State) land and was prepared under the instruction of the Department of Lands (DoL). Survey Instructions have been submitted with the Plan. Advice/Instructions provided by DoL Officer _____ on _____ (dd/mmm/yy)								
4.2	This Plan involves Crown (State) land Advice has been sought from DoL on Crown Conveyancing matters Advice provided by DoL Officer _____ on _____ (dd/mmm/yy) <i>Crown conveyancing actions:</i> _____								
OTHER ISSUES TO NOTE									
5	Other matters to note include <i>(Attach separate sheet where necessary)</i> : _____								

Licensed Surveyor

Date:

Contact Details: - Must include email address for amendment request and "In Order for Dealings" notification purposes.