



NOTICE TO SURVEYORS T5/2004

e-LODGEMENT OF SURVEYS

The Western Australian Planning Commission (WAPC) and the Department for Planning and Infrastructure (DPI) have agreed to the process whereby surveyors can lodge deposited plans electronically with the Department of Land Information (DLI). Until such time as DPI is able to process and digitally sign the e-Plans an interim process will be introduced where DLI will forward DPI a paper print of an e-Plan for the endorsement of the WAPC approval of the plan. DLI will scan the approved (paper) version of the plan for searchers to access and this version of the plan will be stored as the “official” record.

As a result of the above agreement, surveyors may now lodge **deposited plans requiring WAPC approval** electronically via e-mail in accordance with version 0.05 of the “Survey Practice Guidelines for the Preparation and Lodgement of Deposited Plans”. A copy of these guidelines is included in the latest version of the e-Plan Kit which can be obtained from DLI by sending an e-mail request to plan.reg@dli.wa.gov.au. Note that guideline 1.3 limits the electronic lodgement option to CAS account customers only.

The revised plan guidelines in the e-Plan Kit outline the requirements that must be met before DLI will accept any plan being lodged electronically. The changes included in this new version of the plan guidelines are:

- The additional requirement for the scale to be shown on each sheet of an e-Plan and that scale must be described in terms of the page size of the drawing (eg. “Scale 1:1000 at A2 size”);
- The additional information required when registering to lodge plans electronically;
- The naming of the surveyor’s signature fields on Survey sheets and any replacement sheets;
- The requirement for green borders on e-Plans that need to be approved by the WAPC;
- The updating of the lodgement process to include the need for the Surveyor’s Report as per Notice to Surveyors T3/2004.

Note also that the e-Plan Kit contains revised guidelines for the electronic lodgement of fieldbooks. These revised guidelines include new limitations on file sizes.

Included in the latest version of the e-Plan Kit is a “Frequently Asked Questions” (FAQs) document to assist surveyors in the preparation and lodgement processes. A common question that has arisen relates to the procedure for sending DLI a copy of a surveyor’s “User Certificate” when registering to lodge e-Plans. The procedure is

described in detail within Acrobat Help under the topic “Sharing your User Certificate”.

The introduction of the process of allowing the lodgement of deposited plans as e-Plans has provided DLI with the opportunity to review some of the archiving problems associated with laser and ink jet printed deposited plans. It is likely that this review will result in DLI, at some future stage, no longer accepting the lodgement of plastic deposited plans that have been prepared using a laser or ink jet printer.

**BRUCE ROBERTS
REGISTRAR OF TITLES**

21 April 2004