

PLAN OF DIVISION CHECKLIST FOR CLIENTS		Plan Presentation Guidelines reference	✓
TEXTUAL SHEET	PLAN PURPOSE – Check correct plan purpose and plan type. Contact Old Systems re Pt IV & VII Apps	2.1	
	AREA NAME – Check TATS title / Property Location Browser	2.51	
	MAP REFERENCE - Property Location Browser	2.52	
	COUNCIL	2.53	
	LAST PLAN – Check if reference needs to be shown	2.54	
	SUBJECT TITLE DETAILS		
	PREFIX / VOLUME / FOLIO / OTHER	4.1 – 4.5	
	PARCEL TYPE / PARCEL NUMBER / PLAN TYPE / PLAN NUMBER	4.6 – 4.9	
	HUNDRED / IA / DIVISION / TOWN	4.10 – 4.11	
	REFERENCE / REFERENCE NUMBER – Only show if in non-metro area– see PPG Table 2.3	4.12 – 4.13	
	OTHER TITLES AFFECTED	4.14	
	EASEMENT DETAILS – View tables 5.6, 5.7, 5.8 AND 5.11		
	STATUS / LAND BURDENED / FORM	5.3 – 5.5	
	CATEGORY / IDENTIFIER / PURPOSE	5.6 – 5.8	
	IN FAVOUR OF	5.9 & 5.10	
	CREATION - right of way to have authorising doc. No.	5.11	
ANNOTATIONS	6.0		
DIAGRAM SHEET (s)	SEARCHING DATA		
	SURVEY GRAPHIC INDEX & PLOTS ON PIERS – N.B. No longer updated		
	PIERS – Print search list if survey is in non metro area		
	OTHER PLAN DATA SOURCES – Abutting Plans, Survey Database		
	PC PLANS – Closures and areas		
	LINework – BBL'S and others – check pops	7.14 – 7.15	
	DATA PRESENTATION – Data, Running chainage, Bearings, Copied, Calculated and Curve data	7.29 – 7.36	
	LINETYPES & BOUNDARIES – Use PLB for Administrative boundaries Show only if traverses BBL	7.15 & 7.56	
	NORTH POINT & BEARING DATUM	7.16 & 7.69-7.71	
	DIAGRAM SCALE AND BAR SCALE	7.17 – 7.18	
	PARCEL IDENTIFIERS, PIECES SCHEDULE, AREAS	7.26 & 7.28 7.40 – 7 - 45	
	BACKGROUND (HISTORICAL DATA) – including vincula	7.47 – 7.49	
	ABUTTALS – Check Property Location Browser	7.50 – 7.53	
	All Allotments have Road Access and are Fixed to a Street Corner	7.24	
	ENLARGEMENT – If whole parcel shown then drawn to scale	7.39	
	ROADS – name from PLB, access, widths, offsites.	7.54 – 7.55	
	OCCUPATION – offset data (include for new boundary lines), note in ANNOTATIONS on Textual sheet	7.65 – 7.68	
	PARTY WALL – data requirements and note	13	
	REDESIGNATION – CT, CL, CR / Allotment number – show annotation on Textual sheet.	7.27	
	NATURAL BOUNDARIES – Show authority for plotting / scaling vide note in ANNOTATIONS on Textual sheet.	19.0	
	ALL RELEVANT MARKS CONNECTED TO BY DATA		
	MP'S – Street bends / Curves / Rural boundaries –NEW MP'S IN DSA'S NOT REQUIRED – NEW SPIKES / GI NAILS NOT TO BE SHOWN	Cadastral Survey Guidelines 14.4	
	PSM'S – NUMBERS / SYMBOLS / MINIMUM PSM REQUIREMENTS / MGA PLAN JOINS	CSG: 14.3	
	EASEMENT DATA – fixed independently in each parcel	8.3	
	EASEMENT IDENTIFIERS – not duplicated elsewhere on plan	5.7	
	EASEMENTS - TOGETHER RIGHTS DEFINED – show vincula	8.5	
	EASEMENTS over CROWN LAND – check CL for underlease(s) / redesignations		
	EASEMENTS SERVICE EASEMENTS – DLC / TLC to have Sec 31 application in doc: <10m	TABLES 5.7 – 5.9	