

# Appendix A: Certified Survey Plan Checklist



This checklist, or custom equivalent/expanded checklist **must** be provided at lodgement for all cadastral surveys lodged in the LTRO. See Notice of the Surveyor-General (No 5) & CSG sec 17.

	✓ or NA	My Reference: EPL Reference:
<b>Search</b>		Survey Graphic Index checked for surveys not indexed on the Survey Mark Search
		Survey Mark Search for plan references and PSM coordinates & PUs
		Search list compiled
		Other plan data sources checked if required eg plots and other Survey Plan Records
<b>Textual Sheet(s)</b>	<b>Plan Heading</b>	Plan Purpose (Note: This cannot be changed in EPL after lodgement) PPG 2.1
		Area name(s)
		Map Reference(s)
		Council name(s)
		Last Plan Reference
		Development Number (SCAP approval <12 months old and plan conforms with approval)
	<b>Agent Details</b>	Pre-populated Agent Details/Code
		Reference added
		Date of field work correct and < 2 years old
		Certification complete
	<b>Subject Land Details</b>	Correct subject title reference. Prefix CT, CL, CR or OTHER (prefix PT where required)
		Parcel details
		Historical references (non-metropolitan Councils only)
		Other Titles Affected
	<b>Easement Details</b>	Current Plans & Titles checked for easements
		Check CL for Underlease(s) / Redesignations – Title Details Search (Check CR ref)
Service easements – DLC/TLC to have Sec 31 appn in doc < 10m wide		
Easement notes checked. Existing easement creation document added		
Identifiers – not duplicated and match the plan diagram		
Annotations added where required. (E.g. Occupation, Party wall, Natural Boundary)		
<b>Diagram sheet(s)</b>	Diagram sheet templates correct	
	Bearing Datum derivation PSM numbers correct and within 10" of MGA2020	
	Line/Data presentation	
	Parcel numbers and areas/Pieces Schedule	
	Fixing to street corner – all parcels fixed	
	Administrative boundaries. (As per SAPPA)	
	Background (Historical) Data – including vincula where required	
	Abuttals (As per SAPPA)	
	Roads – name (As per SAPPA), access, widths, offsides, vesting, transfer note	
	North Point – length and orientation of data correct	
	Diagram Scale and Bar Scale	
	Enlargement – If whole parcel shown then drawn to scale and data agrees with main diagram	
	PSM Numbers/Symbols correct	
	Occupation – shown on subject land/new boundary, encroachments identified (if any), age and description where relevant, occupation adjacent to reference marks if required	
Easement data – fixed independently in each parcel		
Together Rights defined – show vincula		
<b>Definition</b>	Closures & areas checked from data on plan as lodged - if approx area show to 3 significant figures	
	Sum of linear measurements and running chainages and/or 'all' distances agree	
	Minimum PSM requirements met	
	Mark to Mark joins between plan data and field measurements within tolerances	
	Plan data and Survey Mark coordinate joins within tolerance or 'coordinate error report' and new coordinate provided to Survey Operations	
	Coordinates and locality plans for PSMs provided to Survey Operations	
	Comparisons with previous surveys and CTs	
	Copied/calculated data checked	
	Have all relevant reference marks been connected or commented on?	
	Has all relevant occupation been connected?	
	Review basis for definition. Is the extent of survey adequate to support definition?	
Survey Report descriptive and/or diagram attached		

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Licensed Surveyor (Signature)

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Date