LEASE PLAN - CHECKLIST FOR CLIENTS

	REGISTER SEARCH Print of CT – Check RG notes for this plan and prior lease plans also for unregistered docs and registered leases.	PPR reference	✓
TEXT SHEET	**PLAN PURPOSE** – Check correct plan purpose and plan type.	2.1	
	AREA NAME – Check Register Search for a Certificate of Title / Property Location Browser (SAPPA)	2.51	
	COUNCIL	2.53	
	LAST PLAN – Not required for this plan type	2.54	
	SHEET NUMBERING AND VERSION NUMBERING - **Do not add as they are generated by DPL**	1.6 & 1.7	
	AGENT DETAILS	3.1	
	AGENT CODE – must be shown	3.2	
	REFERENCE	3.3	
	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	
	OTHER TITLES AFFECTED– Not Applicable	4.14	
	EASEMENT DETAILS – Not Applicable (see ANNOTATIONS panel)	N/A	
	ANNOTATIONS examples:	16.1.2	
	TO SUPERSEDE _ _ _ _ _ _		
	SEE CT _ _ _ _ / _ _ _ FOR EASEMENT DETAILS		
	THE WHOLE OF THE WITHIN LAND IS SUBJECT TO LEASE _ _ _ _ _ _		
DIAGRAM SHEET (S)	PC PLANS – **Parcels with full data only** Closures and areas (print required)		
	Diagram sheet labelling e.g. Site / Floor Plan	16.3	
	BBL Labels	16.4	
	Multiple C'sT	16.4.4	
	Parcel Identification – parcels defined by monument to be labelled accordingly	16.5	
	Superseding plans – BBL's optional for abutting lease plans within the plan	16.17.5	
	Abuttals –	7.50 & 7.51	
	Enlargements –	7.39	
	North Point –	7.16	
	Encroachments over public land cannot be leased	16.13	
FIXING PARCELS	**Data –** use angles unless all parcels fixed by data, then use bearings.	16.6	
	Monuments - Distances are not to be shown for the entire length or to fix to CT bdy.		
	Combination of data and monument	16.8	
	Monument boundary notations	16.10	
	Monument boundary labels – if **both** notation(s) and label(s) exist on same sheet **must add** notation in 16.11.12	16.11	
	Height Limitations – show elevations - do **not** show height measurements to monuments.	16.6.4	
	Abbreviations – see 16.11.12 if **OFW** or **CLW** on plan	Table 7.2	
	Existing leases to be shown on plan with connection lines and broken lettering.	16.14	
	Notes for Existing leases to be shown as Annotations on textual sheet.	16.1.3	
EASEMENTS	**Existing easements** to be shown on plan but may be omitted if only over non- leasable parcels e.g. BALANCE OF LAND ….	16.15	
	Identifiers – in broken lettering -	16.15.3	
	Data – Do **not** show data but check plotting	16.15.3	
	Notes to be shown as Annotations on textual sheet.	16.1.3	
	Easement on lease boundary – Label line 'Easement Boundary'.	16.15.4	
	Easement near lease boundary – Use encroachment note when necessary.	16.15.5	