



Electronic Plan Lodgement

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## Frequently Asked Questions

Below are a list of common questions and answers about Electronic Plan Lodgement.

### What is Electronic Plan Lodgement (EPL)?

Electronic Plan Lodgement (EPL) is an online plan processing system that enables users to prepare, certify, lodge, correct and re-lodge plans all on-line.

Land Services SA uses the system to requisition and process electronically lodged plans and related information to Deposit stage. It also enables community plan amendments to occur on plans lodged within the system.

### Who can use EPL?

An entity with an ABN number can become a lodging organisation and lodge plans.

A Licensed Surveyor in SA can become an EPL plan certifier and certify plans.

Land Services SA staff process plans and administer the EPL system.

Third parties can receive email notifications of plan statuses.

### How is plan preparation different to manual plan lodgement?

The Plan Preparation Guidelines still apply to the creation of survey plans in South Australia.

The EPL solution has been designed to replicate the current manual plan preparation process and provide efficiencies available to integrated and online systems.

The textual sheet is created from information collected within EPL. The plan diagram sheets must be uploaded in TIFF Group4 Fax single sheet format in 300 x 300DPI. EPL will place sheet numbering and versioning details on these sheets.

### Why should I use EPL?

One of the main benefits of EPL is the online communication between lodging organisations, surveyors, clients and plan examiners which enables the plan to be processed more efficiently than within the current manual lodgement process.

The EPL System interacts with other electronic systems such as EDALA (Planning SA) and SAILIS to validate and pre-populate information as it is processed.

EPL replicates the current manual plan lodgement system online. The textual sheet of the plan is generated within the system and an electronic version of the plan diagram is simply uploaded.

### Where can I use EPL?

Anywhere in the world where there is Internet access to the World Wide Web.

### When is EPL available?

EPL is available between 8am and 8pm most business days and should be accessible most weekends.

### What does EPL cost?

There is no extra cost for using EPL. Standard plan lodgement fees still apply.

How are lodgement fees paid?

Plan lodgement fees are paid via the EPL – Bpoint payment gateway by Direct Debit, MasterCard or Visa. All fees must be paid prior to lodgement.

### How do I use EPL?

EPL is an online system so you will require Internet access to the World Wide Web.

A detailed Training Manual is provided to all organisations that are given access to EPL.

A Help page is available for every available screen within EPL.

### How do I gain access to EPL?

If you wish to lodge plans electronically then you or your business need to hold an ABN and apply as a lodging organisation.

If you wish to certify plans then you will need to be a licensed surveyor in South Australia and apply as a surveyor (plan certifier). A plan certifier also needs to apply as such to a lodging organisation.

If you wish to be notified by email of plan lodgement, approval and deposit times then contact the organisation that is processing your plan through EPL.

Organisation and Surveyor Applications can be obtained from the Land Services SA webpage - [www.landservices.com.au](http://www.landservices.com.au)

### What if I've forgotten my password?

Your organisation administrator can re-issue you with a new password.

If you are a surveyor and have forgotten your Plan Certifier password then you will need to contact Land Services SA.

### Who is a lodging organisation?

A lodging organisation is an identity with a registered business name that can prepare and lodge plans as per the Plan Presentation Guidelines. They will also need to be able to create plan diagrams in a specified TIFF Group4 file format.

Upon application approval Land Services SA will issue administrator rights to an individual within the organisation who will manage users for their organisation including plan certifiers.

Plan lodgement fees can be paid for by MasterCard or Visa credit cards and direct debit facilities can also be pre-arranged.

### What are the benefits of EPL to a lodging organisation?

- Continuous plan status notification
- Ability to draft an electronic plan over time prior to lodgement
- Control of users access within organisation including plan certifiers
- Requirements based on a chosen plan type and plan heading
- Pre-population of information
- Validation of DAC certificate of approval details
- Pre-population and validation of related Title details
- Ability to automatically send clients email notifications of plan status

- Automated Textual Sheet creation
- Survey Report, Search List and PM Locality Sheet lodgement
- Secure online survey plan certification and fee payment options

### Who is a plan certifier?

A plan certifier is a surveyor who is licensed in South Australia. They are responsible for certifying survey plans before they can be lodged or re-lodged.

A plan certifier must firstly apply with Land Services SA to gain a certification user id and password. This user id and password is used only to certify plans. They must then apply with a lodging organisation to gain user id and password access to the organisations jobs created within EPL.

### What are the benefits of EPL to a plan certifier?

- Electronic plan creation and processing
- Secure online survey plan certification
- Ability to work across different lodging organisations

### Who is a third party?

A third party is anyone with a vested interest in the lodgement of a plan and wishes to be notified by email of the plan lodgement, approval and final deposit of the plan. Third parties could be property owners, property managers, conveyancers, solicitors, developers, the Crown, financial managers, etc.

A third party must request a lodging organisation to include them in e-mail notifications of a particular plan lodgement. The Crown will automatically be notified of any plans lodged on their behalf.



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