

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.

		<b>Certified Survey Plan - Checklist</b>	
		My Reference: DPL Reference:	✓ or NA
<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 DPL after lodgement) PPG 2.1	
		Area name(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>Sub ject Lan</b>	Correct subject title reference. Prefix CT, CL, CR or OTHER (prefix PT where required)	
		Parcel details	
		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			

.....  
Licensed Surveyor (Signature)

.....  
Date