

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.

		Certified Survey Plan - Checklist		
		My Reference: DPL Reference:	✓ or NA	
Search		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		
Textual Sheet(s)	Plan Heading	Plan Purpose (Note: This cannot be changed in DPL 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)		
	Agent Details		Pre-populated Agent Details/Code	
			Reference added	
			Date of field work correct and < 2 years old	
			Certification complete	
	Subject Land Details		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			Historical references (non-metropolitan Councils only)	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	
	Easement Details		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)	
Diagram sheet(s)		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, offsidings, 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			
Definition		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