

Customer Information Bulletin

19 September 2024 Issue 403

Division Dealings to be lodged together with or after lodgement of the associated Plan

Further to [CIB 391](#) and [CIB 395](#), the new Digital Plan Lodgement (DPL) module was successfully deployed on Monday 27 May 2024, replacing the previous Electronic Plan Lodgement system (EPL).

Land Services SA continue to work with industry members to ensure all current functionality within DPL is operating correctly, and there is further work underway to enhance the module with additional functionality over the coming months. Further information will be made available as this progresses.

One of the new features of DPL is the instant generation and allocation of Plan Numbers. From 27 May 2024, Surveyors receive a Plan Number as soon as they create a new work file in the DPL system. Previously the Plan Number was not allocated until the Plan was lodged. This feature of DPL was included after receiving feedback from industry that this early allocation of the Plan Number would assist in various aspects of the land division and development process.

Reminder to all lodging parties that Division Dealings can only be lodged at the same time or after the lodgement of the associated Plan. Land Services SA is required to return any Division Dealings lodged prior to Plan lodgement, including the return of the cheque payment. These returned dealings are not entered into SAILIS and the fees are not processed, ultimately requiring the re-lodgement of the dealings together with or after the lodgement of the associated plan.

Conveyancers and Legal Professionals should conduct a Plan Details search in SAILIS to confirm if the relevant plan has been lodged. This is a free search, that provides several data points related to the plan, including the lodgement date. If this search does not return any results, the Conveyancer or Legal Professional can be assured that the plan has not been lodged within SAILIS. Alternatively, Industry members can conduct a Check Search, which is also free of charge. The details and status of any lodged plans will appear in the Registrar-General's Notes section of the search results. Once again, if no result or plan information is recorded in the Notes section, then it can be assumed that the Plan has not yet been lodged within SAILIS.

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This change of process has widely been communicated with the Surveying and Development industries but has not been specifically directed towards Conveyancers and Legal Professionals lodging Division Dealings. As such, Land Services SA has seen a significant increase in Division Dealings being lodged before the Plan has been lodged in SAILIS. Land Services SA is unable to receive lodgement of Division Dealings before the relevant plan has been lodged, as the dealing lodgement data cannot be input into SAILIS without reference to the lodged plan. Whilst the plan number is generated at the time of the work file creation, the plan number is not validated until the plan is lodged.

Please ensure frequent and open communication is shared between Surveyors/Developers, and Conveyancers/Legal Professionals to co-ordinate the successful lodgement of both Plans and Division Dealings.



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