

Digital Forms Training

s88B Instrument for Legal Professionals

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Presentation to: Legal professionals

LRS

Introduction



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House rules

- Participants will remain on mute during the presentation.
- You are welcome to put any questions in the chat

In this session, you will learn to:

- 1 Sign up to LRS Connect
- 2 Access a Plan workspace that is shared with you
- 3 Prepare & upload section 88B Terms in LRS Connect

Have you attended or watched the Industry Briefing on 4 February?

Introduction

Golab Mirbagheri, Change Manager

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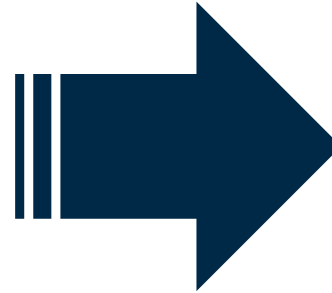
The purpose of the Digital Survey Plan (DSP) Reform

What is the DSP reform asking the surveying profession?

Prepare a digital plan file **before** creating a PDF plan so that the data can be validated using digital tools and **plan can be created using validated data.**



Prepare administration sheets and s88b Instruments using the Digital Forms Builder in LRS Connect so that the **data is validated by business rules and re-used** across the relevant data fields.



A data-first approach will

- Reduce the risk of errors & requisitions
- Reduce the number of plan re-lodgments
- Ultimately streamline plan registration process across the property ecosystem

Digital Forms in LRS Connect

A section within the Plan Workspace

- Allows for the creation of Admin Forms and s88B Instruments with validated data
- Available since 2021 and periodically enhanced based on feedback throughout the years
- [LRS Connect User Manual](#) provides detailed explanation for each scenario – visit [Digital Plans](#) webpage
- The following plan purposes are not available as Digital Forms and are exempt from the mandate from 1 July 2026:
 - Legal Road Network
 - Strata Building Alteration
 - Leasehold Strata Building Alteration
 - Community Boundary Adjustment Plan

NSW LRS Connect User Manual

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FAQ

Will the mandate impact plans surveyed prior to 1 July 2026?

No

Any plans surveyed **prior to** 1 July 2026 will be exempt from the Digital Forms and digital plan files mandates.

These plans can be lodged:

- using PDF manual forms prepared outside of the LRS Connect Digital Forms Builder, **and**
- without a digital plan file

FAQ

Will the mandate impact legal professionals who do not prepare s88B Instruments?

No

If you are a legal professional who does not prepare or contribute to s88B Instruments, this mandate will **not** affect you.

You may wish to maintain general awareness of this change.

Will all consenting parties need to access LRS Connect to provide consent?

No

Once Digital Forms are created by surveying professionals, they will be downloaded as a PDF and circulated to relevant parties (owners, councils, banks) for execution per current processes (via email or hardcopy).

The purpose of creating a Digital Form is to ensure the information is validated against business rules prior to the manual consent gathering stage.

Only Registered Surveyors need to electronically consent in LRS Connect.

FAQ

Will it be mandatory for legal professionals to access the Plan Workspace in LRS Connect?

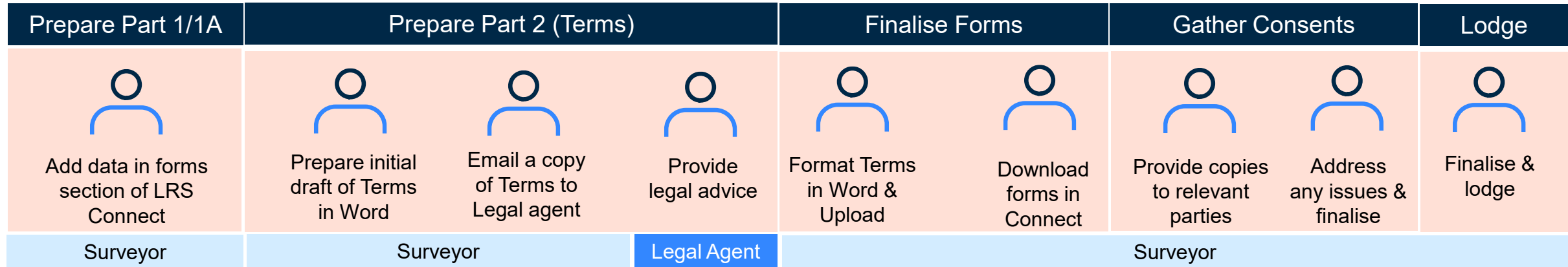
No

Surveying and legal professionals can decide how to work together in preparing and submitting the Digital s88B Instrument. You can follow one of two ways:

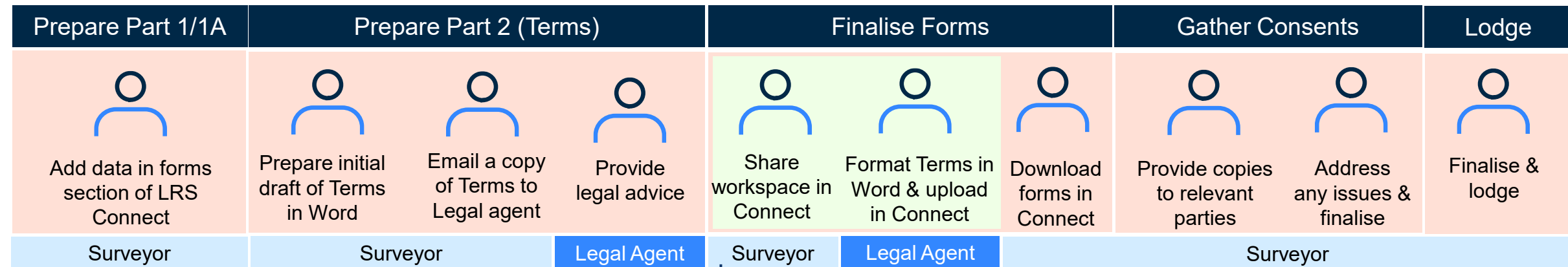
- Following your existing process: **Surveyors upload** finalised and reviewed s88B Instrument terms in LRS Connect.
- Access a shared Plan Workspace: **Surveyors share** a workspace for Legal professional to upload S88B Terms in LRS Connect.

Digital s88B Instrument workflow

Option 1: Following your existing process



Option 2: Legal professional access LRS Connect to upload Terms



Surveyors will only be able to share a workspace with Legal Professionals who have an LRS Connect account.

Changed for user

Sign up to LRS Connect

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About signing up to LRS Connect

You need to have an LRS Connect account to be able to access a Plan Workspace

- The sign-up process is completely self-service
- On the sign-up page, you are able to select 'Legal Professional' as the industry.
- All details on how to sign up to LRS Connect is outlined in the LRS Connect User Guide.



1. Account Management

With LRS Connect R3, organisations and individual users can sign up with the profile they need, and self-manage these accounts. This section will walk you through on how to create and manage NSW LRS Connect accounts.

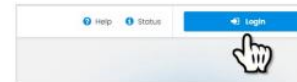
1.1 Sign-Up

Purpose:

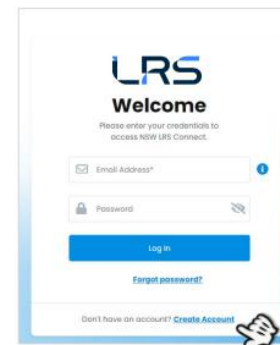
In order to Log in and use LRS Connect, you will need to sign up first. This section will guide you through the sign-up process.

How to Sign Up:

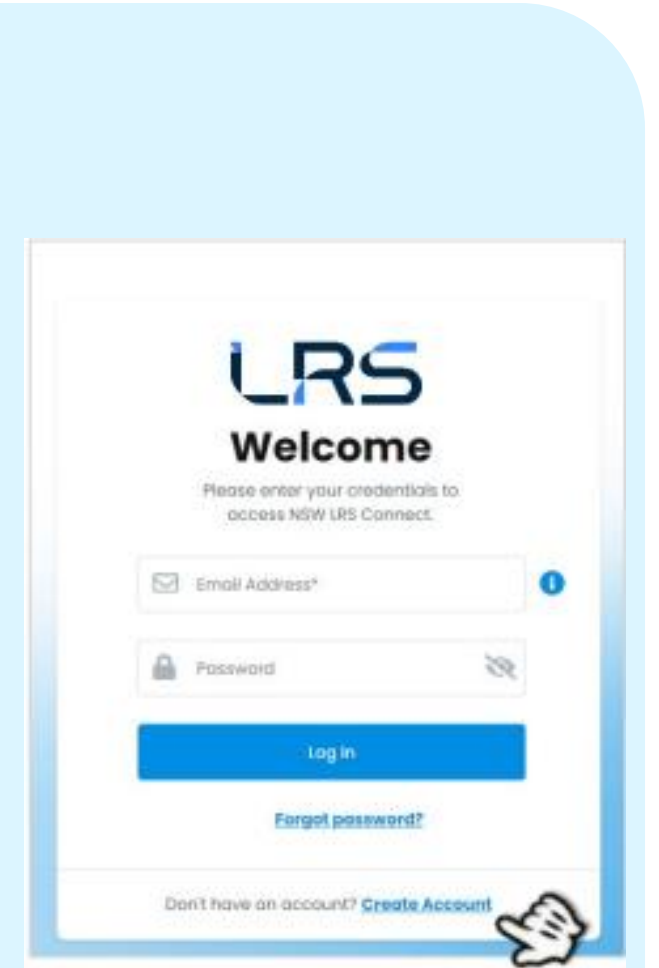
1. From the LRS Connect home page (connectnswlrs.com.au), navigate to the **Login Button**, located in the top right corner of the page.



2. From the login screen, click on the **Create Account** link.



4 | Page



Transitioning to live demonstration

Access a shared Plan Workspace

Nicholas Conwell, Senior Business Analyst

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Sharing a Plan Workspace

Collaborating with others

- Only Registered Surveyors are able to create a Plan Workspace and they are responsible for the workspace activities.
- Surveyors are able to collaborate with third parties, such as legal professionals by 'sharing' a workspace.
- Workspaces can be shared by providing an email which is registered with LRS Connect.
- Once a Workspace is shared, legal professionals receive an email notification with any notes or instructions by the surveying professional.

Permissions

Shared User Permissions

- ✓ View the shared workspace
- ✓ Contribute to Digital Admin Form & s.88B Form Builders
- ✓ Edit Lodgment Details
- ✓ Upload documents
- × Create a new workspace (PPN)
- × Sign the workspace
- × Lodge or re-lodge
- × Share access with others

Transitioning to live demonstration

Prepare and upload s88B Instrument Terms

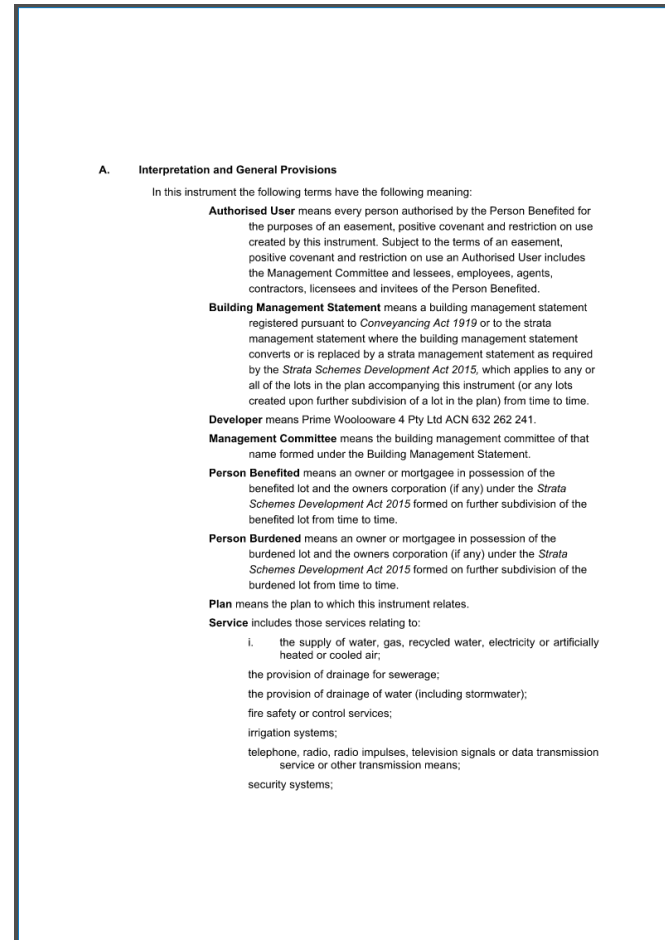
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Ability to upload s88B ‘Terms’ instead of typing into the Digital Form Builder

A new feature released in December 2025 to alleviate concerns with formatting and enhance ease of use

- Uploading ‘Terms’ ensures the exact formatting from your uploaded document is copied over to the final digital s88B form.
- Select “Upload Terms Document” option.
- The ‘Terms’ document uploaded must:
 - Not contain plan Number, heading or sheet numbering
 - Have 4.5 cm margins and A4 size
 - Be uploaded as PDF



Uploaded Terms PDF



Downloaded final PDF

Transitioning to live demonstration

Support

Golab Mirbagheri, Change Manager

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Where to find more information on Digital s88B Instruments

Mandate information and guides

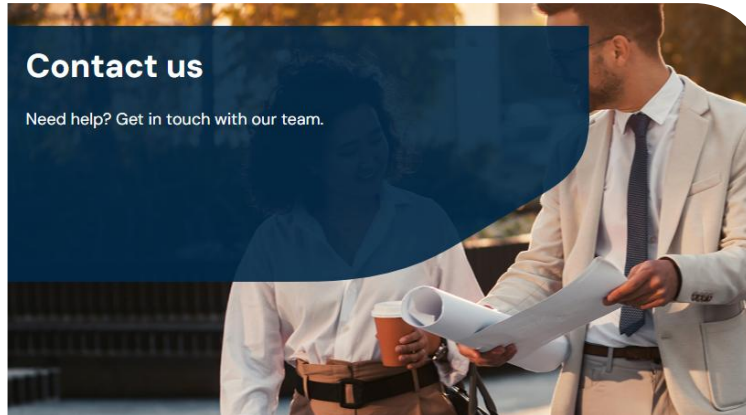
Digital plans

Enabling a data-first approach by lodging Digital Forms, a digital plan file, along with a PDF plan to reduce manual errors in plan processes.

Visit the [Digital Plans](#) webpage for information on:

- LRS Connect User Guide
 - How to sign up
 - Access Plan Workspaces
 - Prepare & upload s88B Instrument

Inquiries and support



Contact the Connect Administration team at Connect@nswlrs.com.au for any assistance and inquiries related to using LRS Connect.

Session recordings and registrations

Digital Plans training resources

The following webinars and training resources are designed to assist industry with Digital Plans processes and updates.

Visit the [Digital Plans training resources](#) to view:

- Upcoming sessions & registration details
- Recordings and slides



Thank you & Questions?

All information is available at nswlrs.com.au/services/plans/digital-plans

For all enquiries related to Digital Plans, please email Connect@nswlrs.com.au