NSW LRS Connect User Manual

Version 2025.1

LRS

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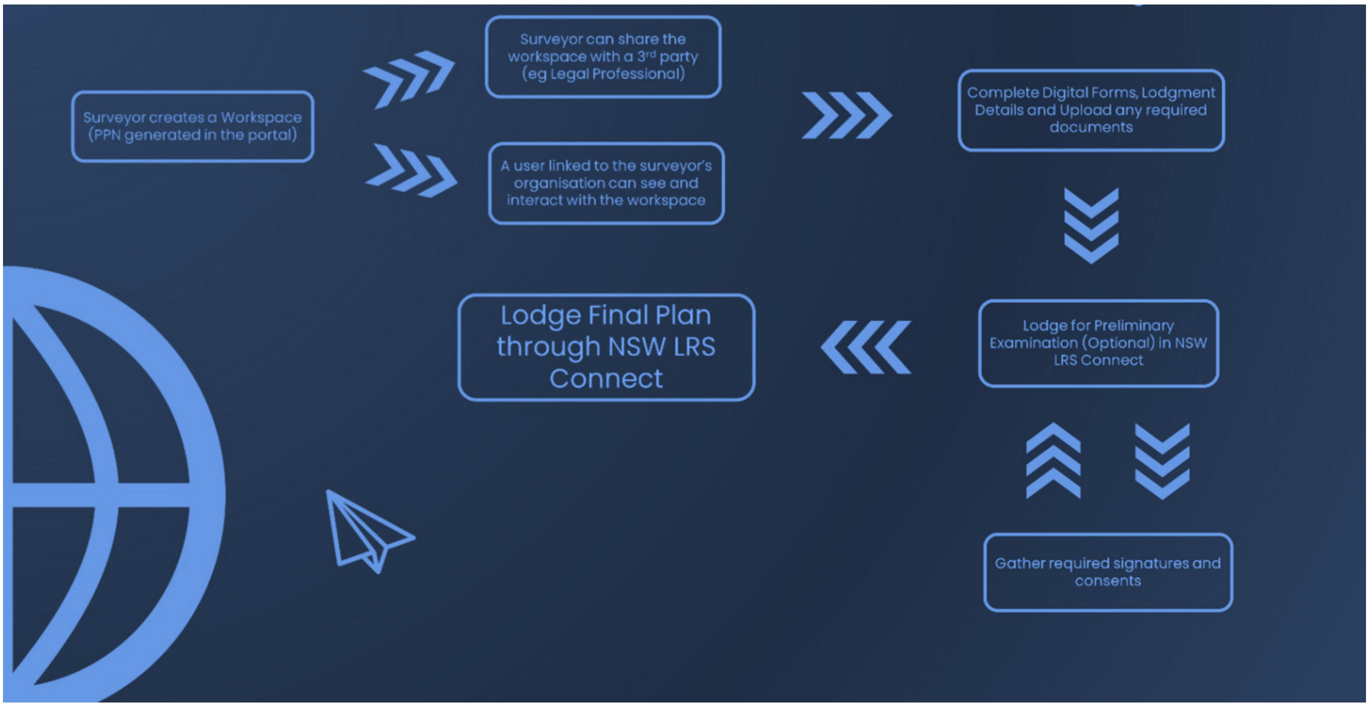
Introduction

NSW LRS are modernising our online portal to deliver functionality to customers outlined in the Digital Survey Plan Delivery Plan. The first features available in release one on NSW LRS Connect were the digital plan form builders for Deposited Plans and Strata Plans, as well a Section 88B form builder for both.

In Release 3 we have greatly expanded on the portal's functionality, bringing plan lodgments to LRS Connect (existing ePlan service decommissioned), along with a number of self service functions to enhance the end user experience, such as automatic PPN creation when a workspace is created by a Registered Surveyor, being able to register a new organisation and update the details of your organisation within the portal, linking users to your organisation and administrator functions for each organisation, along with the ability to share workspaces with other users for easy collaboration between parties.

We hope you enjoy this latest release of NSW LRS Connect!

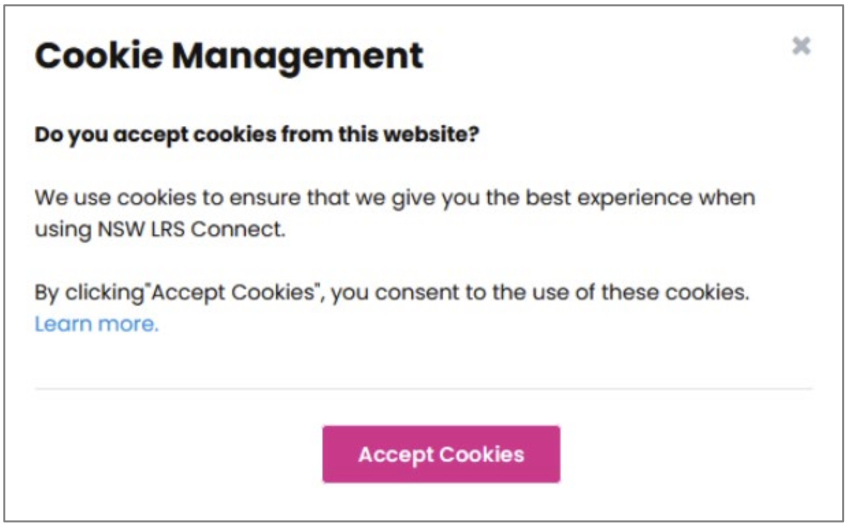
Lodgment Workflow



Allow third party cookies to access NSW LRS Connect

Cookies are text files with small pieces of data — like your username — that are used to identify your computer as you use a computer network. Specific cookies known as HTTP cookies are used to improve your web browsing experience.

When first arriving at the portal after Release 3 goes live, you will notice a pop-up modal asking you to accept Cookies. It is strongly recommended to select "Accept Cookies" on this pop-up for the best user experience in LRS Connect.



Alternatively, you can manually enter LRS Connect into your browsers Cookie settings, by following the instructions below for the browser you use.

Chrome

Under *Settings > Privacy and Security > Cookies and other site data*

At the bottom of the screen click '*Add*' next to '*Sites that can always use cookie*'

enter "connect.nswlrs.com.au"

tick '*include third-party cookies on this site*' and then click '*Add*'

Firefox

Under *Settings > Privacy and Security > Cookies and Site Data*

Click '*Manage exceptions...*' and then in the '*Address of website*' field

enter "connect.nswlrs.com.au"

and then click '*Allow*' and then '*Save Changes*'

Edge

Under *Settings > Cookies and site permissions > Manage and delete cookies and site data*

On the '*Allow*' menu, click '*Add*' and then

enter "connect.nswlrs.com.au"

tick '*include third-party cookies on this site*' and then click '*Add*'.

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.

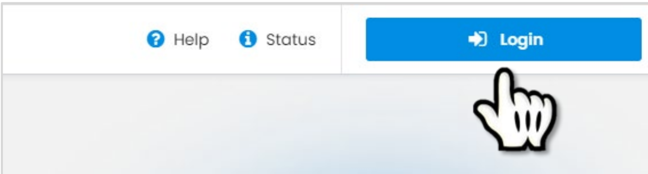
1.1 Sign-Up

Purpose:

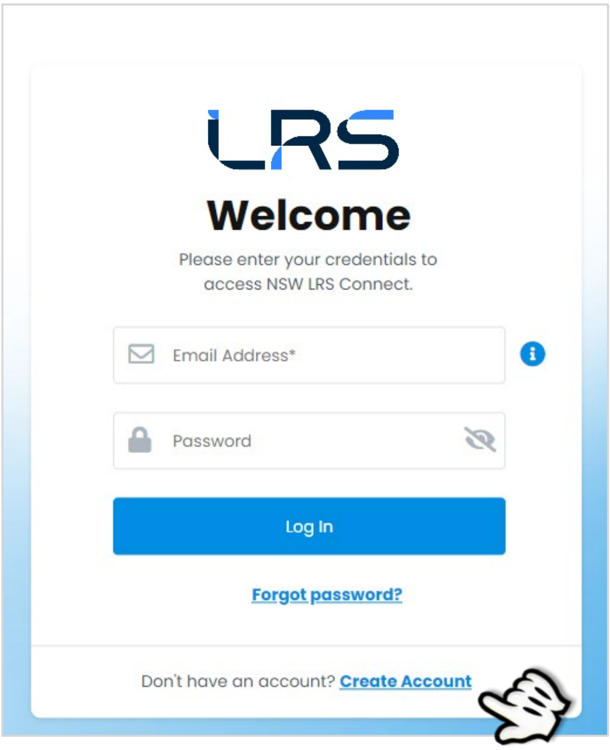
In order to Log in and use LRS Connect, you will need to sign up first. This section will guide you through the sign-up process.

How to Sign Up:

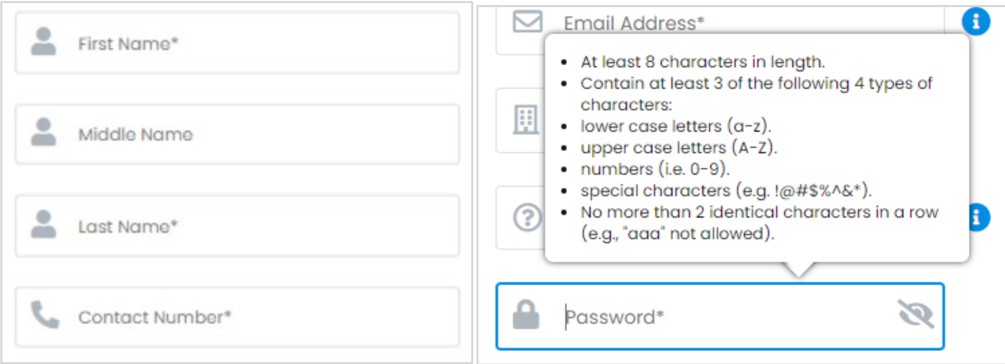
1. From the LRS Connect home page (connect.nswlrs.com.au), navigate to the **Login Button**, located in the top right corner of the page.



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

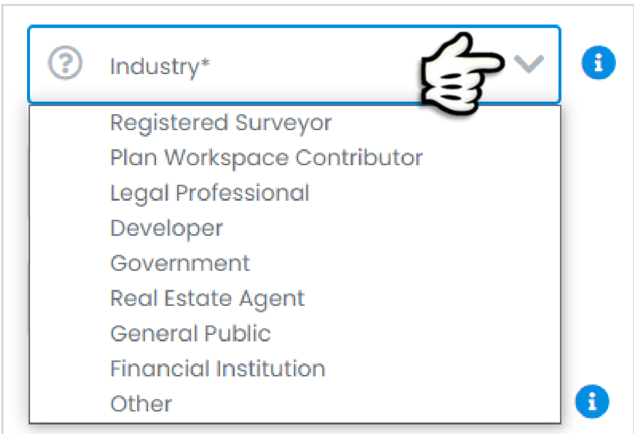


3. Begin filling out your account details. Your Password will need to match the requirements below.

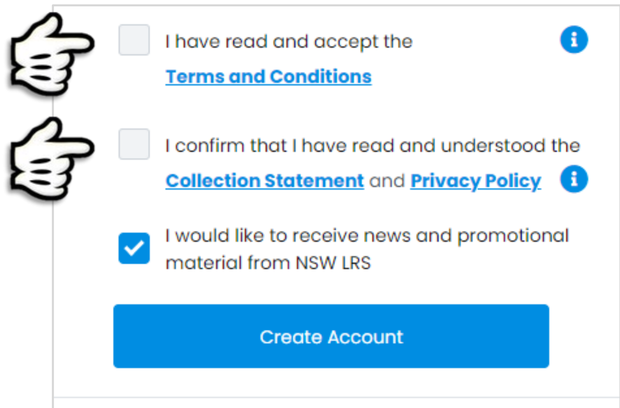


You can select your industry from the drop-down Industry menu, and if you require clarification, you can click on the tool tip to the right of the menu.

Note: Any field with a * symbol is a mandatory field

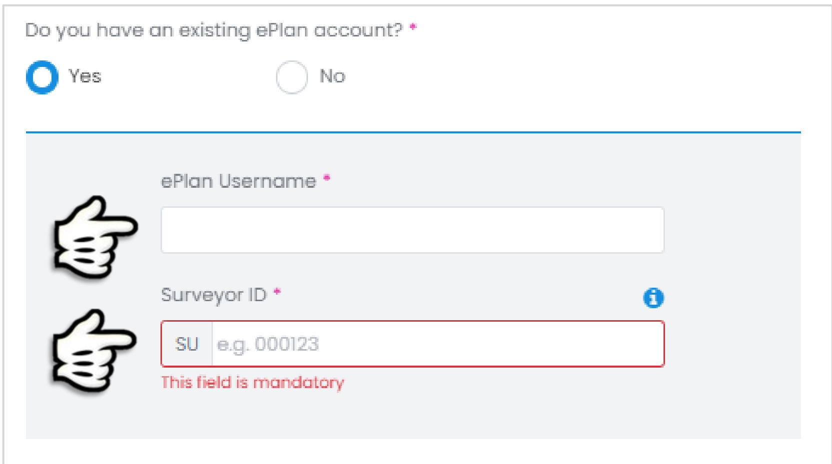


4. There are three boxes you will need to select before proceeding with the Sign-Up process.
   a. You will need to read and accept the **Terms and Conditions**. This will involve scrolling through to the bottom of the text.
   b. You will also need to confirm you have read and understood the **Collection Statement** and **Privacy Policy**, which will also require scrolling through to the bottom of the text.
   c. You can also select whether you would like to receive **news and promotional material** from NSW LRS. We would recommend you select this to stay up to date on any enhancements for LRS Connect.



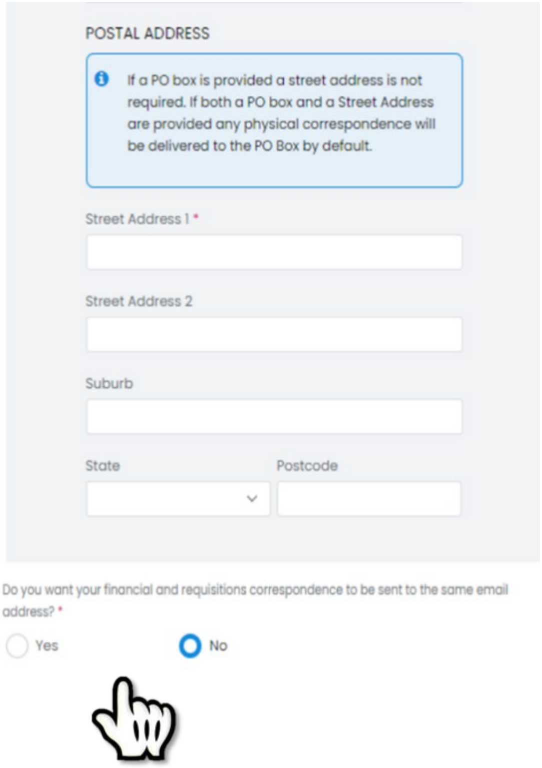
5. Once you have filled out all the details, click the Create Account button. You will then receive a verification email to the email address provided during sign-up which will also be uses to login to LRS Connect. Click on the Verification Link provided to login to LRS Connect and complete the sign-up process. You will need to accept cookies upon logging in. See 'Allow third party cookies to access NSW LRS Connect' section of this document for details.

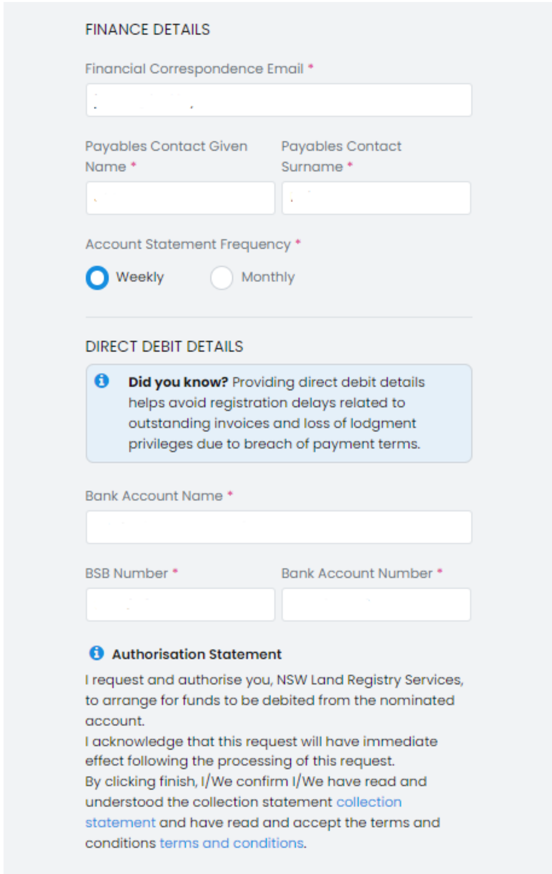
6. If you are a current ePlan user, you will need to provide further information on existing ePlan details, so that existing ePlan data can be migrated to NSW LRS Connect.



You will also need to provide the Surveyor ID issued by BOSSI, if you have selected 'Registered Surveyor' from the industry roles.

7. Finally, enter the postal address (PO Box or Street Address), contact details, and financial information to complete the sign up process. You will also select if you want your financial and requisition correspondence to be sent to the same email address.





1.2 Logging In

Once you have signed up to NSW LRS Connect, in order to use most of the features of LRS Connect, you will need to log in.

Purpose:

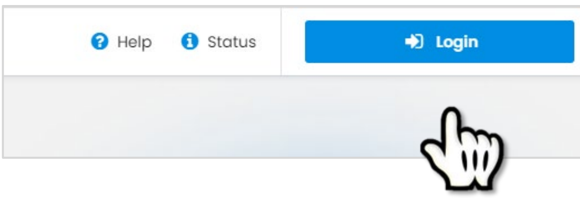
This section will guide you through the Log in process.

Pre-requisites:

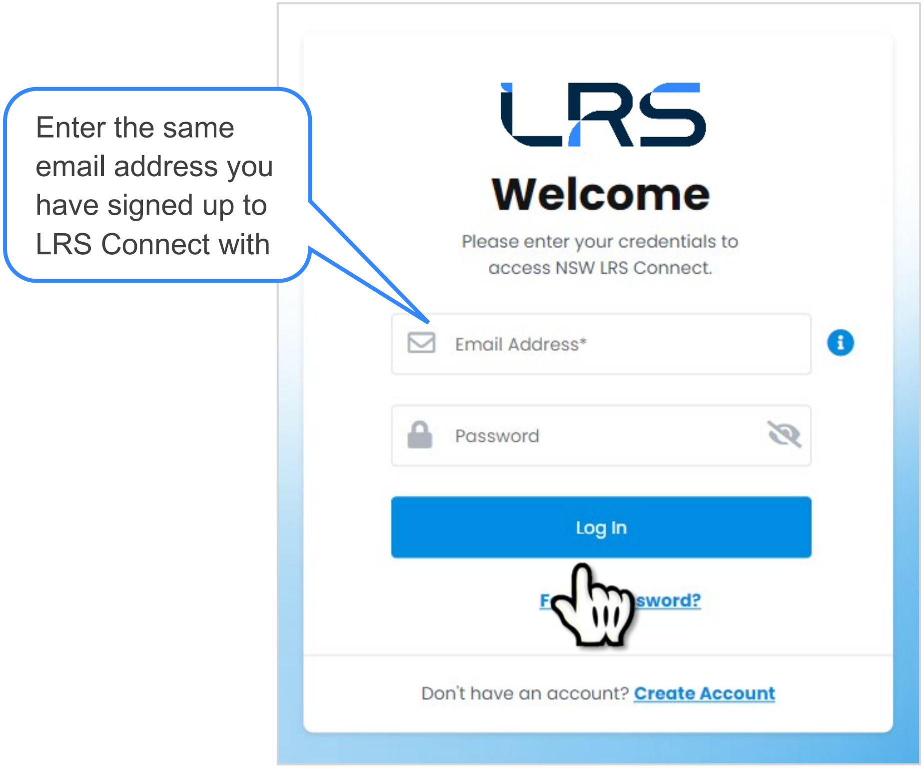
- You must have an active LRS Connect account. See the "Sign Up" section of this manual if you have not created your account.

How to Log in:

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

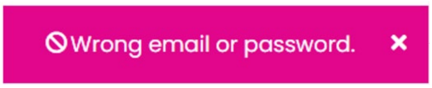


2. Enter your email address attached to your NSW LRS Connect Account, and password. Once this is done, click the **Log In** button. You will now be directed to the LRS Connect home page.



1.3 Password Reset

It is crucial that the correct password is entered when you attempt to log in. If you are seeing the "⃠Wrong email or password" banner along the top of the screen when attempting to log in, you may need to reset your password.



Purpose:

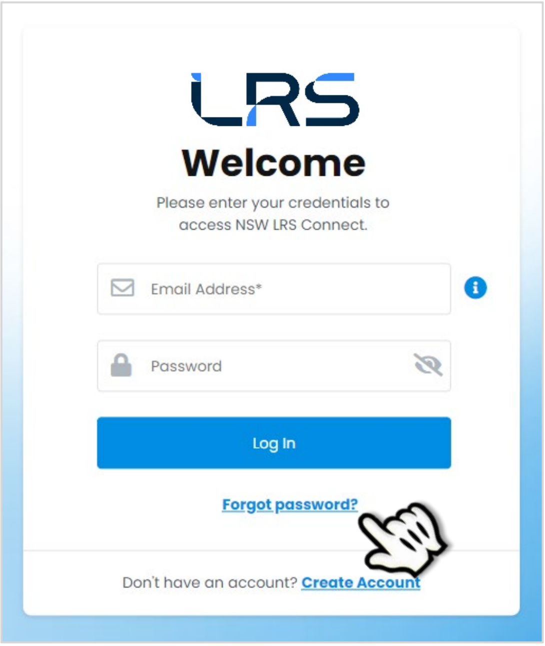
This section will guide you through the password reset process.

Pre-requisites:

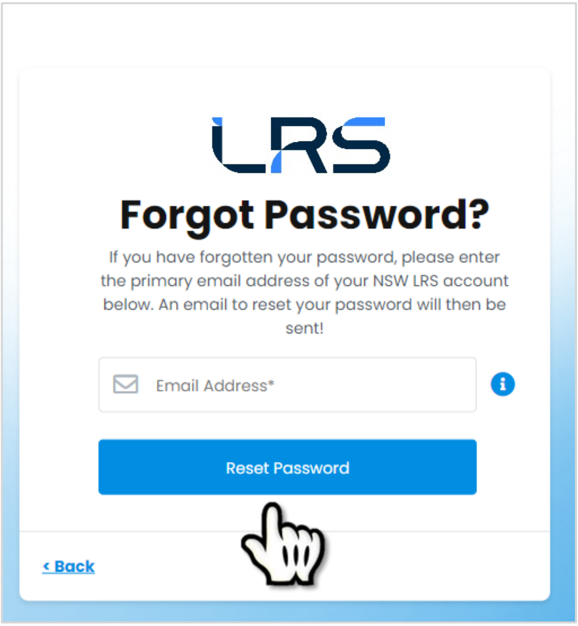
- You must have an active account LRS Connect account. See the "Sign Up" section of this manual if you have not created your account.

How to Reset your password:

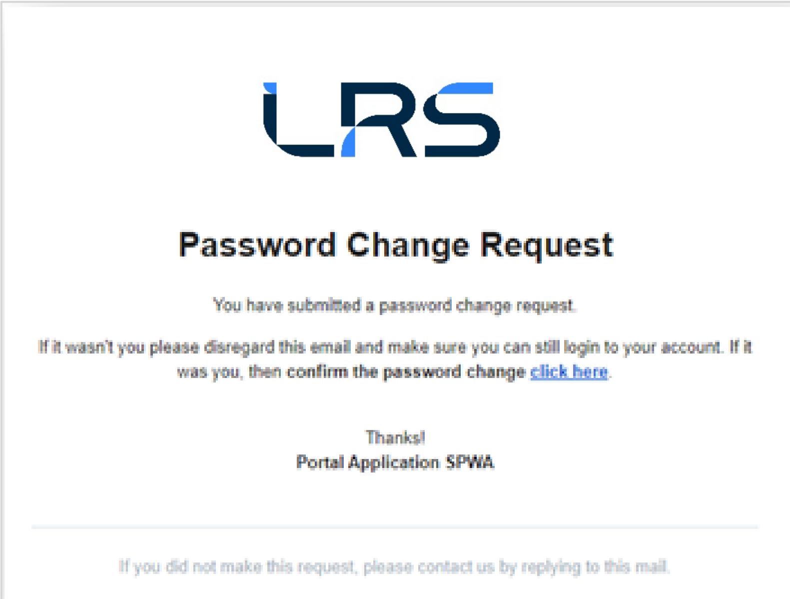
1. To reset your password, navigate to the **Log In** screen (connect.nswlrs.com.au), and click the **Forgot Password** link.



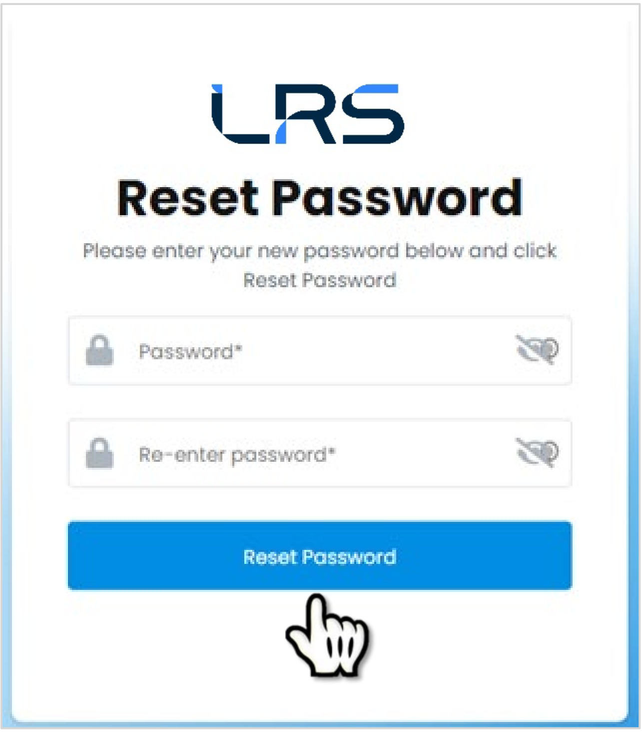
2. Enter your email address and click **Reset Password**.



3. In your mailbox, you will find a new email from **Noreply.Connect@nswlrs**.com.au. Click the link provided to reset your password.



4. Choose a new password and enter it into both fields on the **Reset Password** screen. Once complete, click the **Reset Password** button. You will be redirected to the LRS Connect home page where you can attempt to log in again with your new password.



1.4 Unblocking your Account

If you have attempted to login to your account multiple times unsuccessfully, you may eventually see this banner across the top of the login screen:

This banner indicates that your account has been blocked for security purposes and needs to be unblocked to use LRS Connect again.

Purpose:

This section will guide you through the process of unblocking your account.

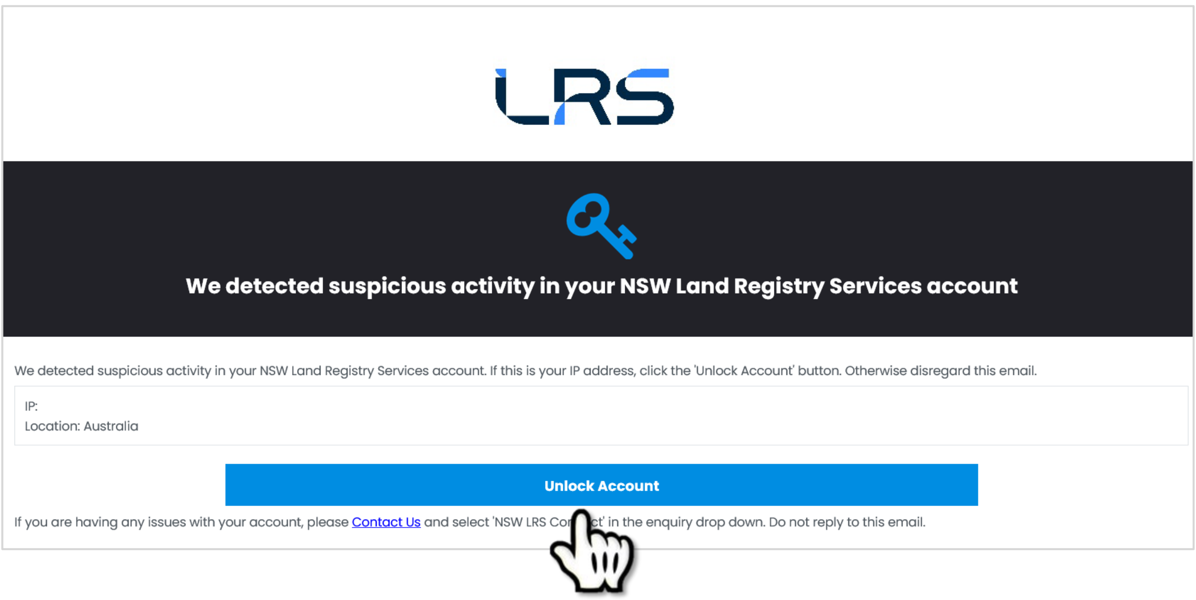
Pre-requisites:

- You must have an active account LRS Connect account. See the "Sign Up" section of this manual if you have not created your account.

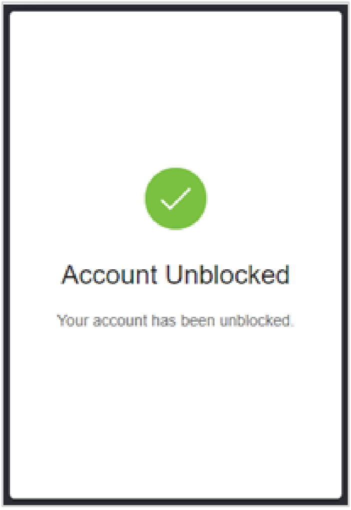
How to unblock your account:

There are two ways in which you can unblock your account. The first way is to reset your password. Follow the steps outlined in the "Password Reset" section of this manual if you wish to unblock your account using this method. Alternatively, you can follow the steps below:

1. Once your account has been blocked, you will automatically receive the email below from **Noreply.Connect@nswlrs**.com.au with a link to unblock your account. Click on the **Unlock Account** button.
   NOTE: This email may be found in your Spam/Junk folder.



2. Once this button has been clicked, your account will be unblocked and available for use again.



1.5 Manage Account Type

After the sign up to LRS Connect, you will be able to upgrade your account type at any time through Account Management.

Purpose:

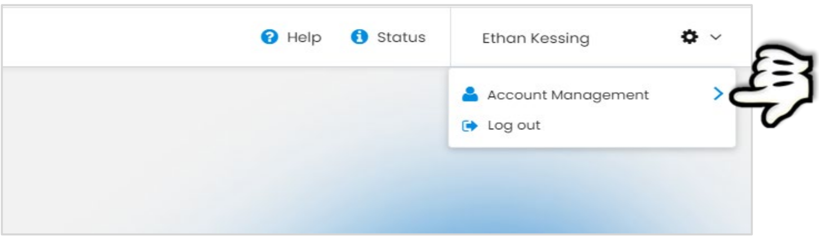
This section will guide you through the process of managing your account type.

Pre-requisites:

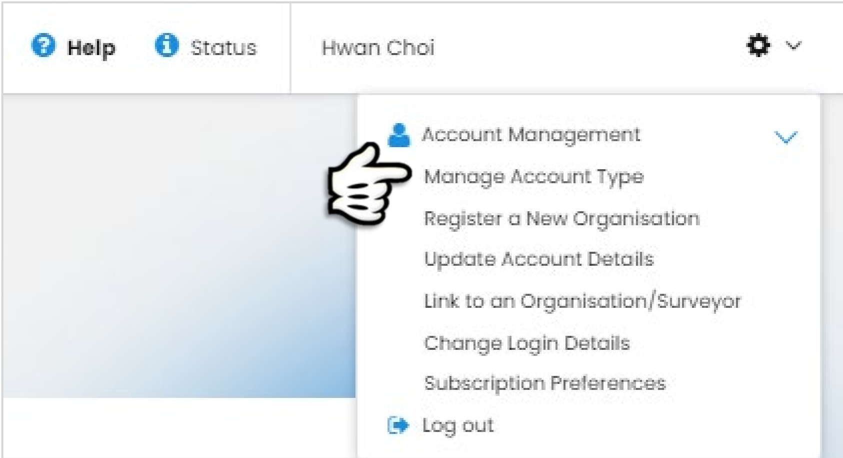
- You must have an active account LRS Connect account that is not a Registered Surveyor account (i.e you can be a Plan Workspace Contributor. Registered Surveyor has no higher profile to 'upgrade' to). See the "Sign Up" section of this manual if you have not created your account.

How to manage account type:

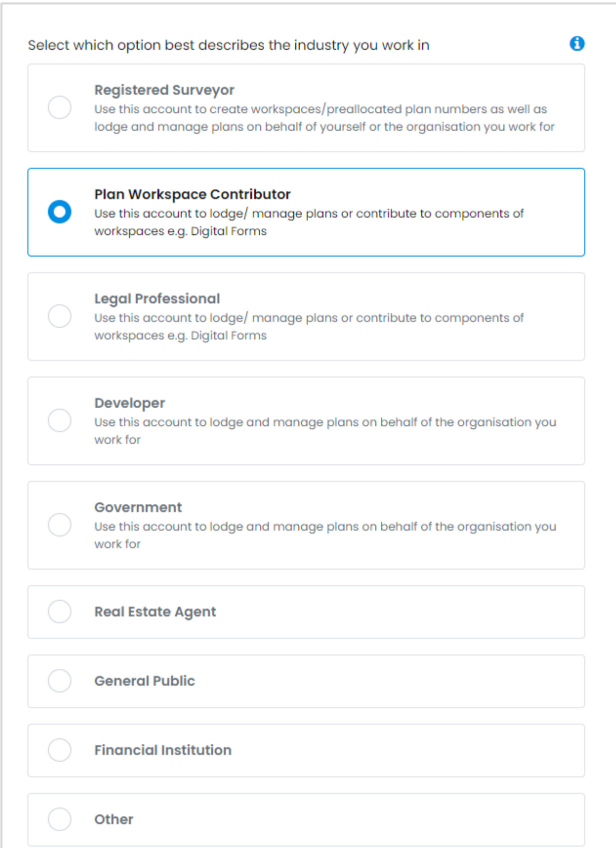
1. For account management options, navigate to the **Account Management** menu by selecting the drop-down menu next to your name on the top right corner of the LRS Connect home page.

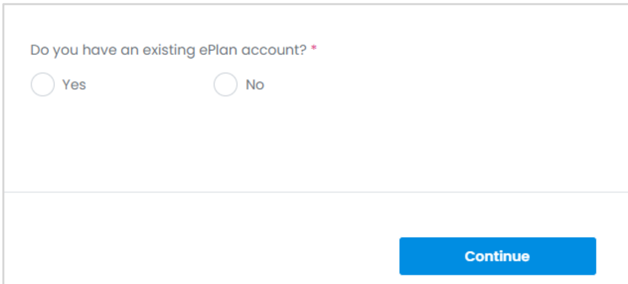


2. Click on the drop-down menu and select **Manage Account Type** option.



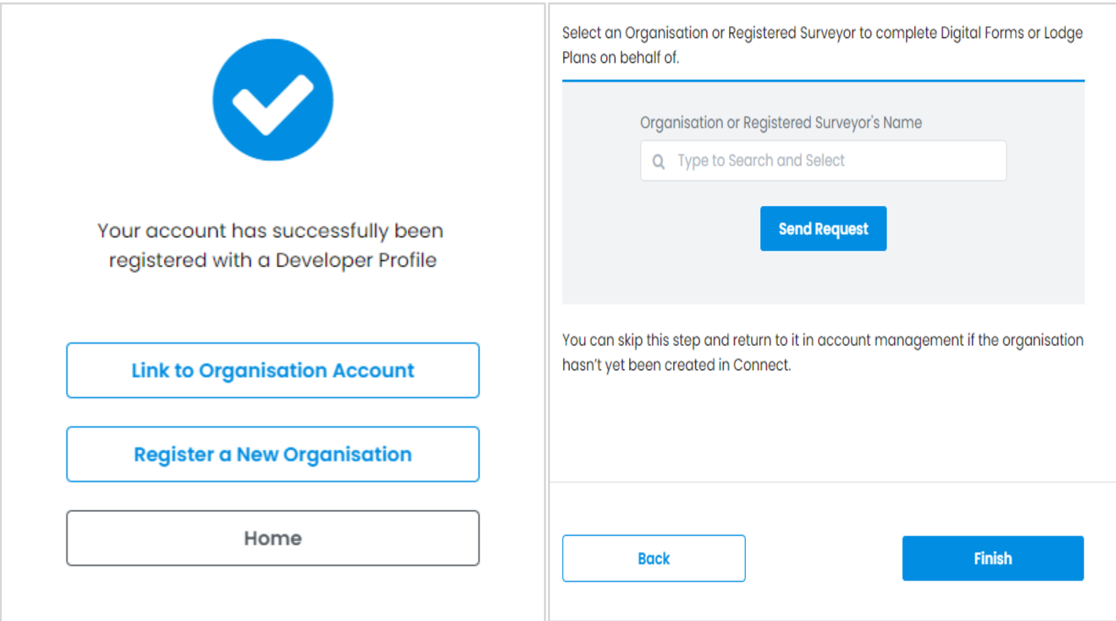
3. Select the account type you want to upgrade to from the list. You can also select to enter existing ePlan account and add in details if applicable. Once done, click **Continue**.





4. You can now send a request to link to any existing organisation or other surveyor, register a new organisation or return to the LRS Connect home page. If you decide to send a linking request, you will need to enter the name of the organisation or the surveyor. A request will be sent to the Administrator(s) for that organisation or surveyor and will stay 'pending' until approved.

5. If you are updating to a Registered Surveyor account, you will be required to enter your BOSSI ID and complete the 'Finance' screen to create a financial account with LRS, similar to if you were signing up as a Surveyor originally. You will enter the postal address (PO Box or Street Address), contact details, and financial information to complete the sign up process. You will also be able to select here if you want your financial and requisition correspondence to be sent to the same email address.



1.6 Register a New Organisation

Purpose:

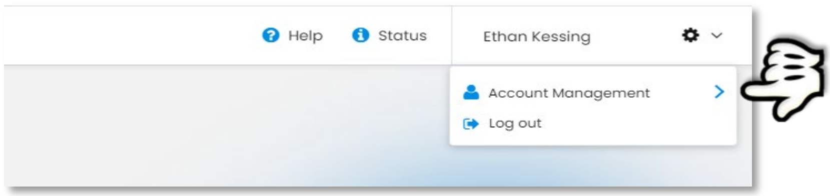
This section will guide you through the process of registering a new organisation.

Pre-requisites:

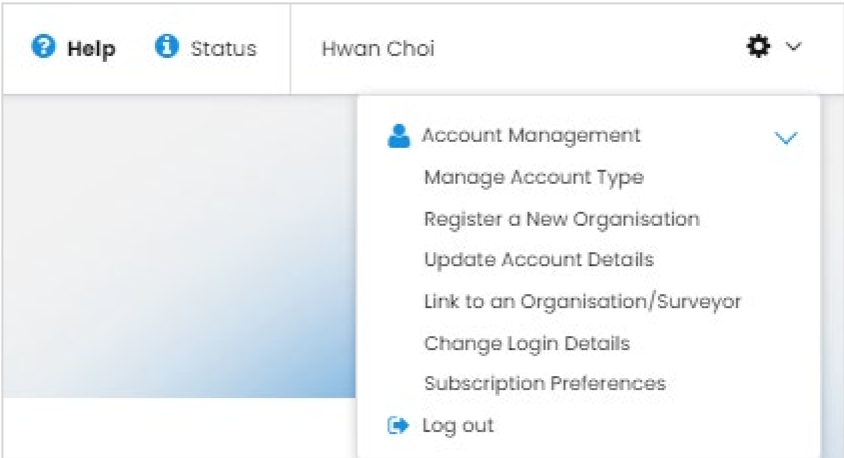
- You must have an active account LRS Connect account. See the "Sign Up" section of this manual if you have not created your account.

How to register a new organisation:

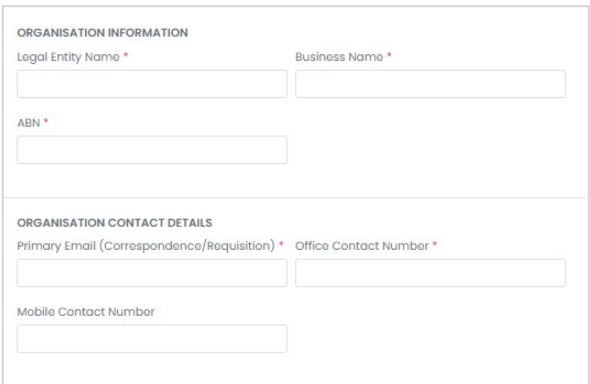
1. To register a new organisation, navigate to the **Account Management** menu by selecting the drop-down menu next to your name on the top right corner of the LRS Connect home page.

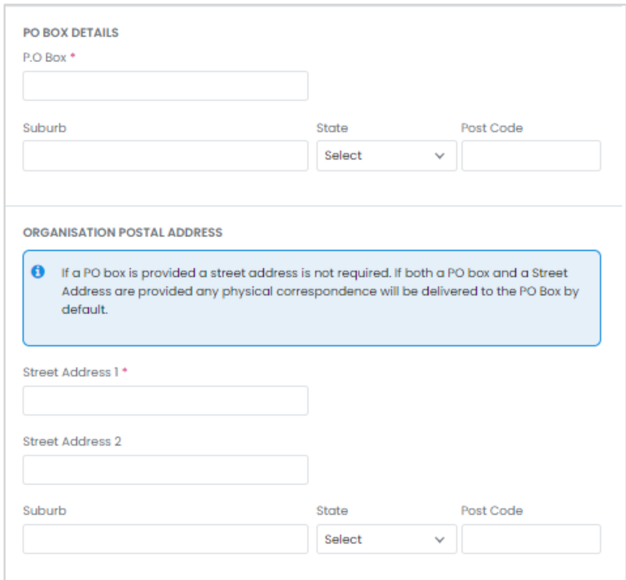


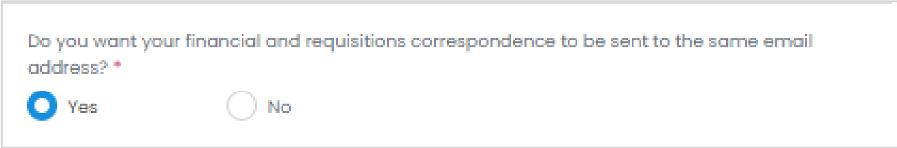
2. Click on the drop-down menu and select the **Register a New Organisation** option.



3. Fill in all organisation details in the fields provided. All fields marked with an asterisk (*) are mandatory.



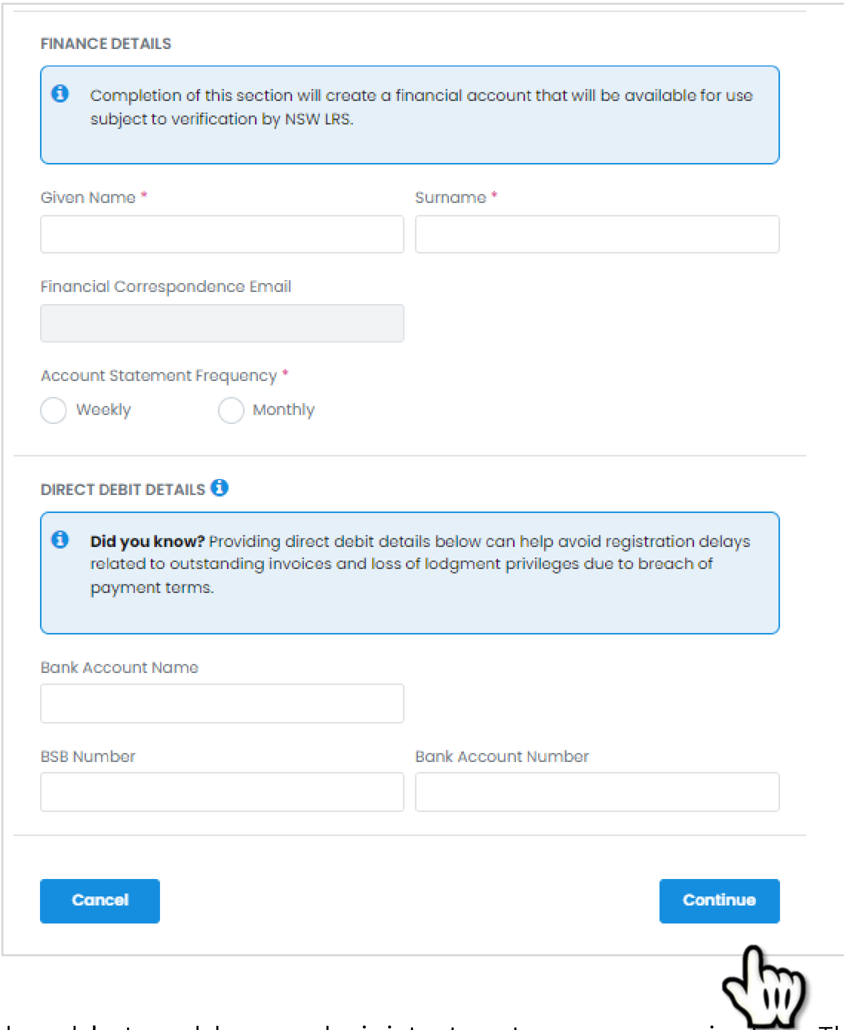




Do you want your financial and requisitions correspondence to be sent to the same email address? *

Yes   No

4. You will also need to include financial details for the new organisation. Your **Financial Correspondence email** will automatically match the **Primary Email** you entered. Once complete, click the **Continue** button.



FINANCE DETAILS

Completion of this section will create a financial account that will be available for use subject to verification by NSW LRS.

Given Name *   Surname *

Financial Correspondence Email

Account Statement Frequency *

Weekly   Monthly

DIRECT DEBIT DETAILS

Did you know? Providing direct debit details below can help avoid registration delays related to outstanding invoices and loss of lodgment privileges due to breach of payment terms.

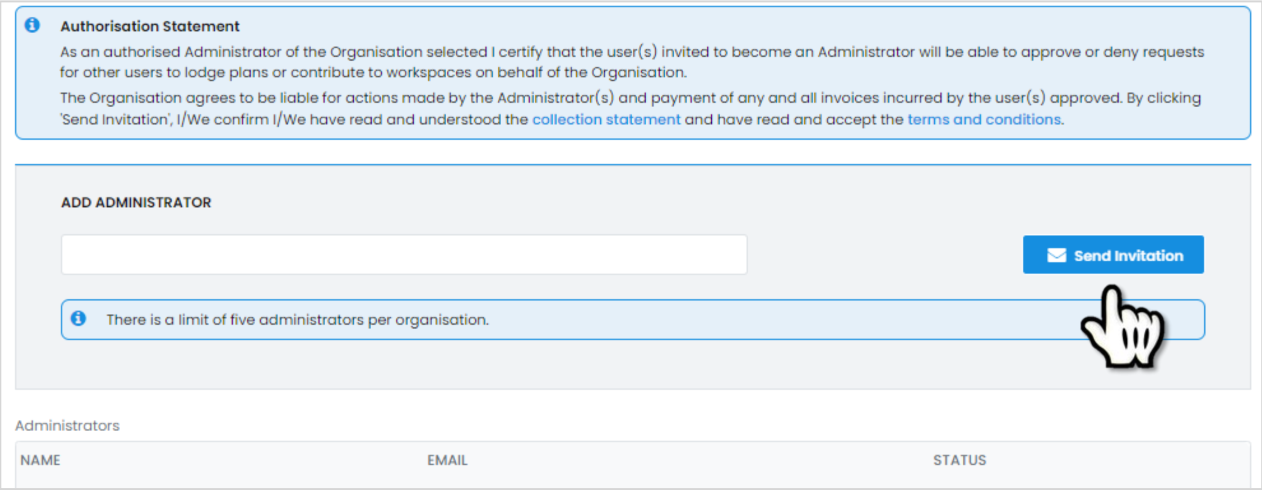
Bank Account Name

BSB Number   Bank Account Number

Cancel   Continue

5. You will now be able to add any administrators to your organisation. The administrator will be able to manage the following:
    - Add/Remove another Administrator for your organisation
    - Link/unlink a user to control their ability to lodge plans or contribute to plan workspaces on behalf of your organisation
    - Organisation details and invoices

To add an administrator, enter their email into the field provided and click the **Send Invitation** button.



1.7 Update Account Information

Purpose:

This section will guide you in updating your Account Information.

Pre-requisites:

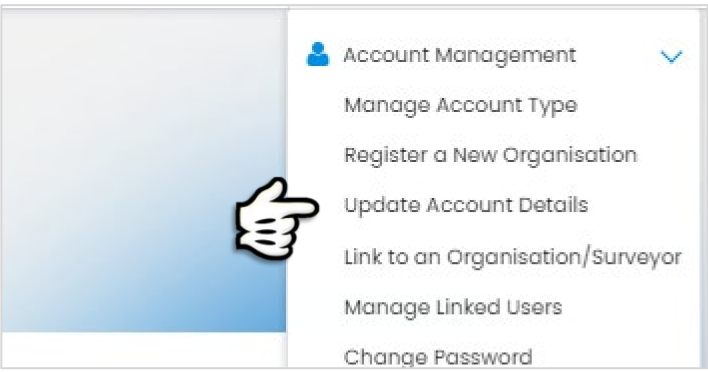
- You must have an active account LRS Connect account. See the "Sign Up" section of this manual if you have not created your account.

How to access your account information:

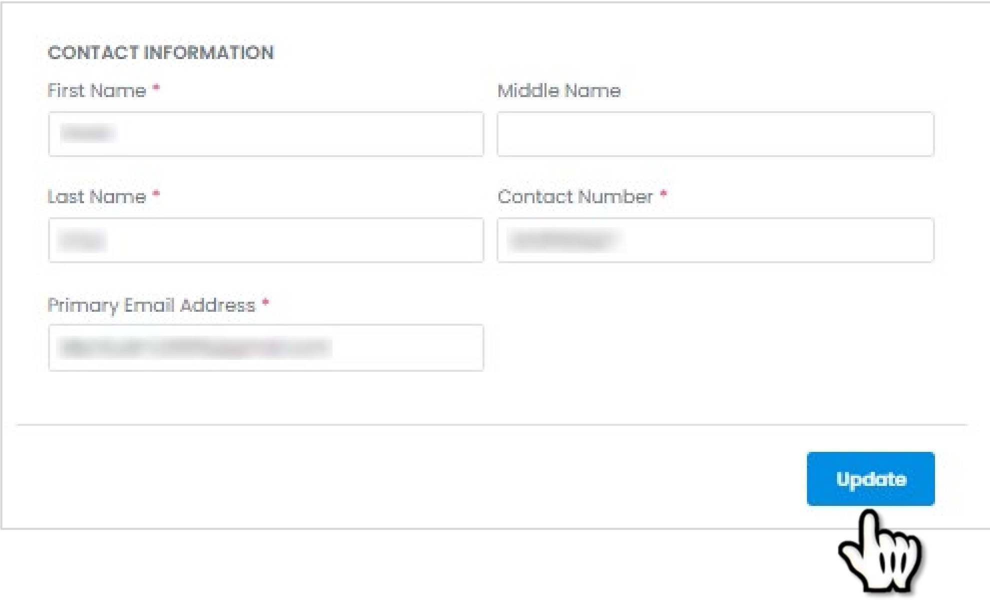
Non-Surveyor Account

1. To update your account information, navigate to the **Account Management** menu by selecting the drop-down menu next to your name on the top right corner of the LRS Connect home page.

2. Click on the drop-down menu and select the **Update Account Details** option.



3. Enter your updated account information in the text boxes provided. All fields marked with an asterisk (*) are mandatory. Once you enter the updated information, click the **Update** button to update the account information.



1.8 Update Organisation Details

Purpose:

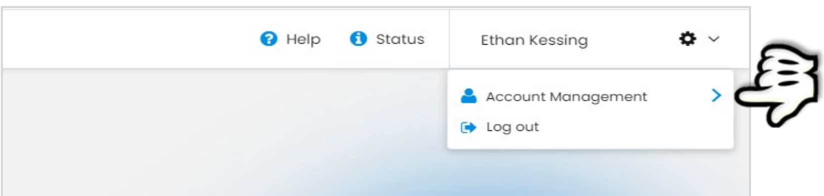
This section will guide you through the process of updating organisation details, if you are a Registered Surveyor this will be the same process to update your personal details.

Pre-requisites:

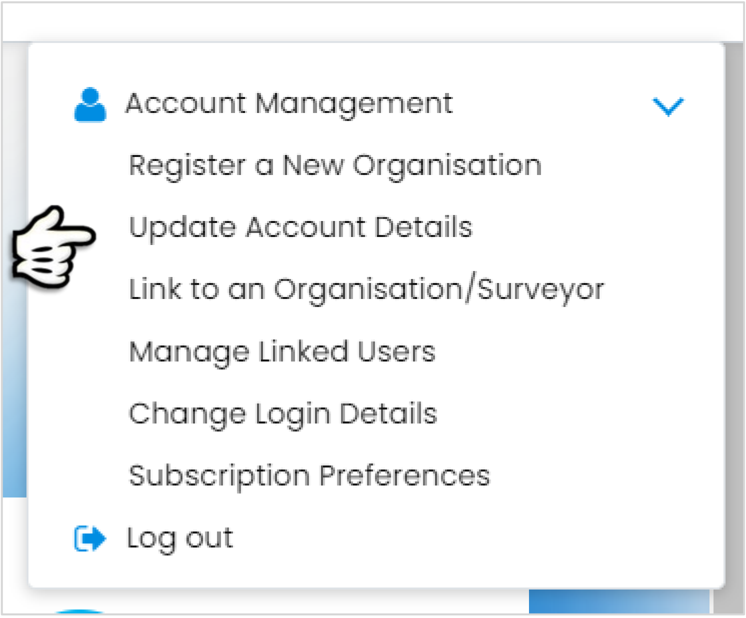
- You must have an active account LRS Connect account with organisation administrator privileges. See the "Sign Up" section of this manual if you have not created your account.

How to register a new organisation:

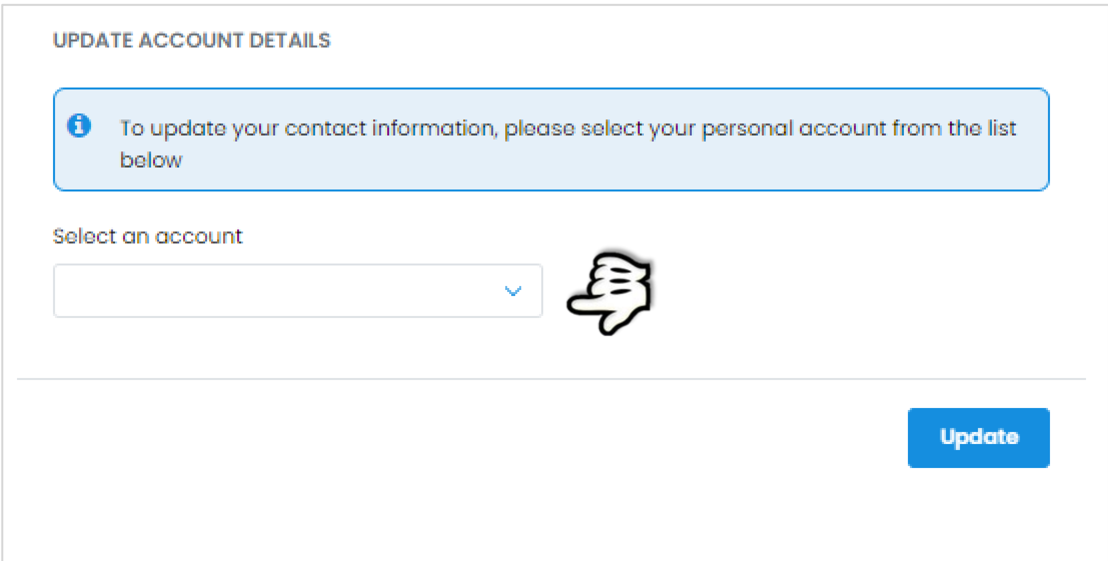
1. To update your Organisation Details, navigate to the **Account Management** menu by selecting the drop-down menu next to your name on the top right corner of the LRS Connect home page.



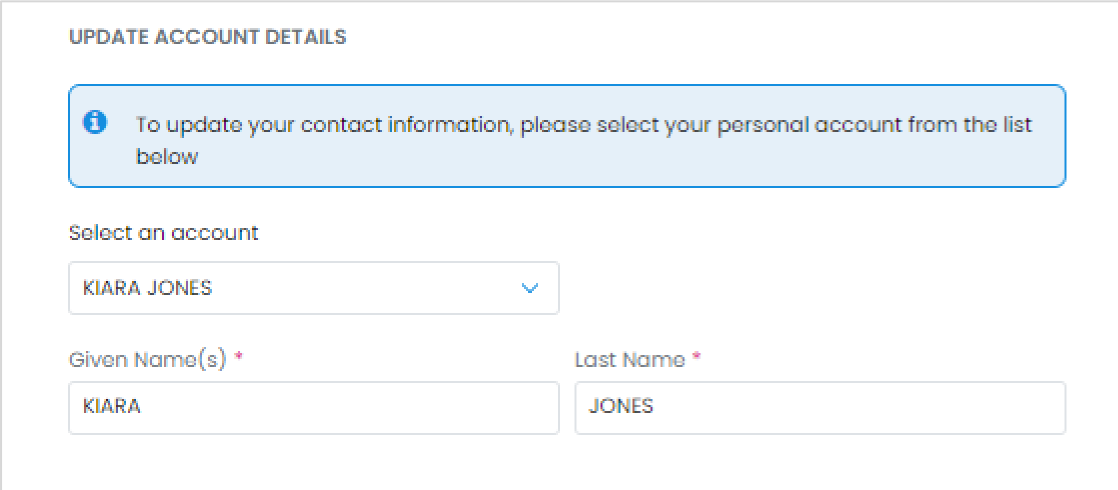
2. Click on the drop-down menu and select **Update Account Details** option.



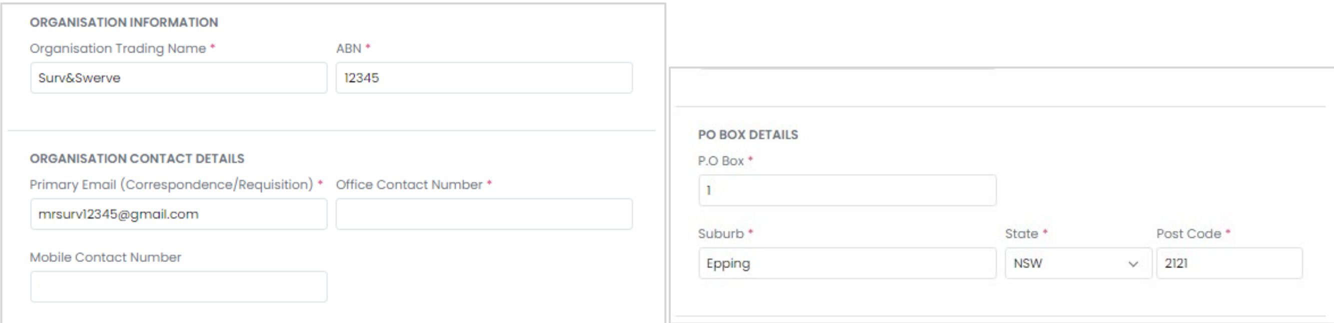
3. You will need to select the account you want to update the details of from the drop-down in the **Update Account Details** section. If you are a Registered Surveyor, select your name from this list.

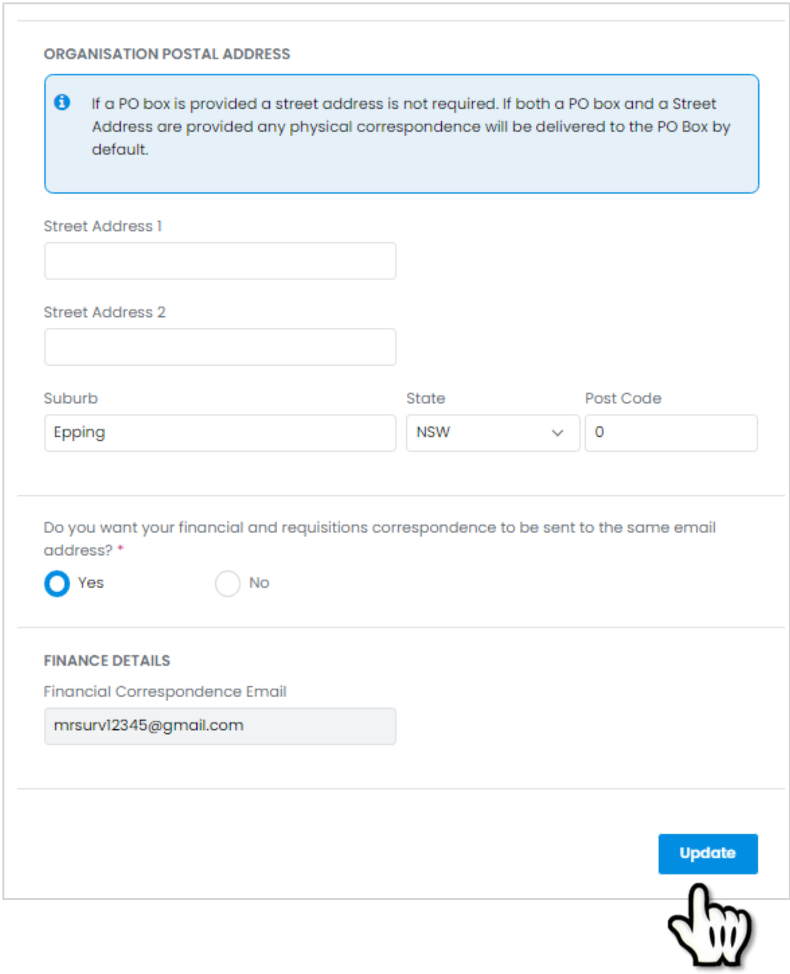


4. If you are a Registered Surveyor, and you want to update your account name or financial details name, these are both updated by changing the 'Given Name(s)' and 'Last Name' field. All other name fields will be disabled and greyed out.



5. You will be able to update any Organisation Information of the selected account. All fields marked with an asterisk (*) are mandatory. Once complete, click the **Update** button to finish and save.





1.9 Link to an Organisation or a Surveyor

Purpose:

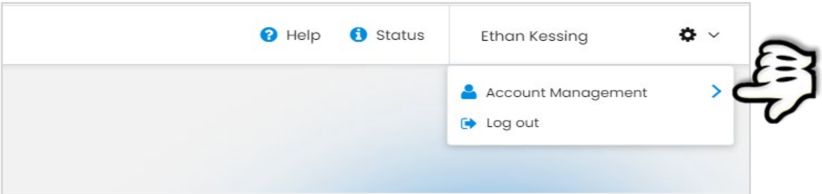
This section will guide you through the process of Linking to an Organisation or a Surveyor. Linking to an organisation/surveyor is a key feature of NSW LRS Connect and allows you to link to an Organisation or Surveyor to access workspaces they have created. See “Shared Workspaces” and “Linked Lodging Parties” for more information on this. Administrators for the Organisation/Surveyor will need to accept a link request before you can gain access to their workspaces.

Pre-requisites:

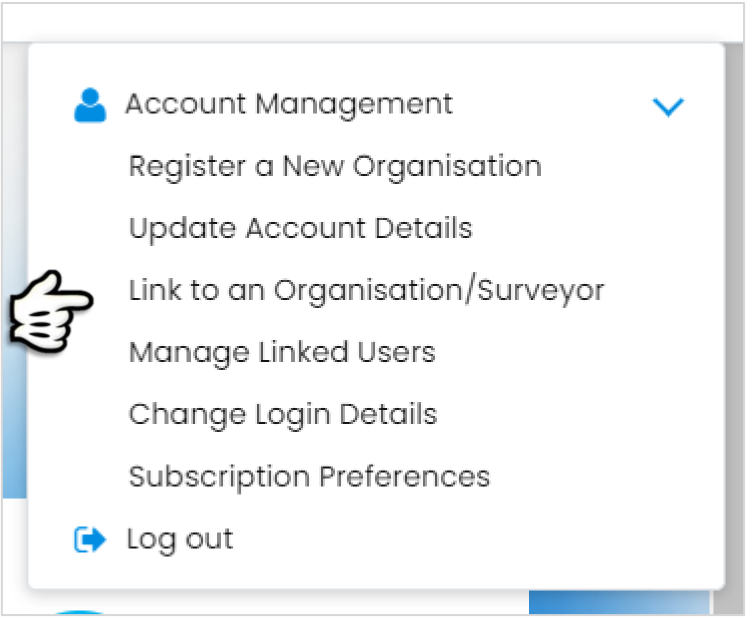
- You must have an active account LRS Connect account. See the “Sign Up” section of this manual if you have not created your account.

How to link to an organisation or surveyor:

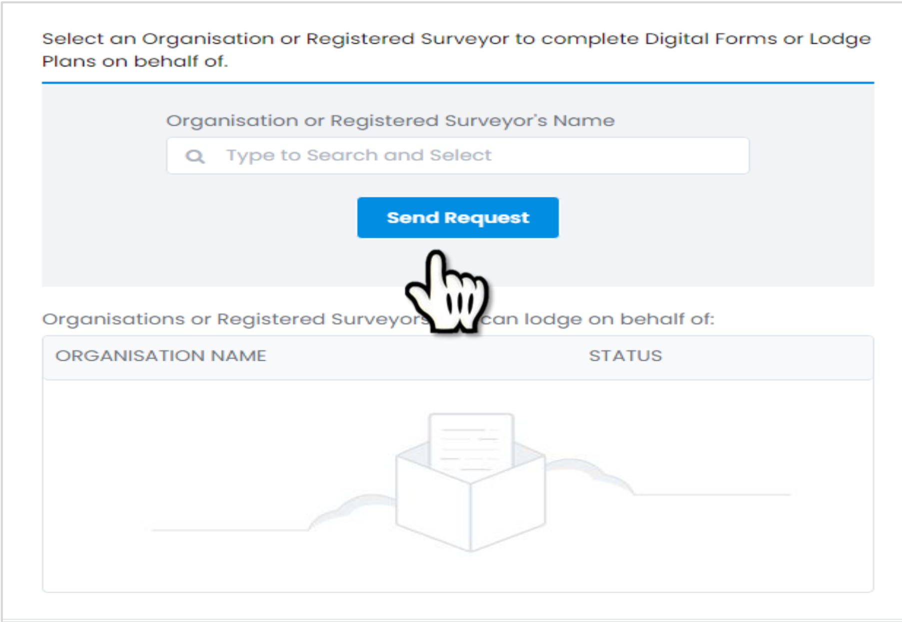
1. To link to an Organisation/Surveyor, navigate to the **Account Management** menu by selecting the drop-down menu next to your name on the top right corner of the LRS Connect home page.

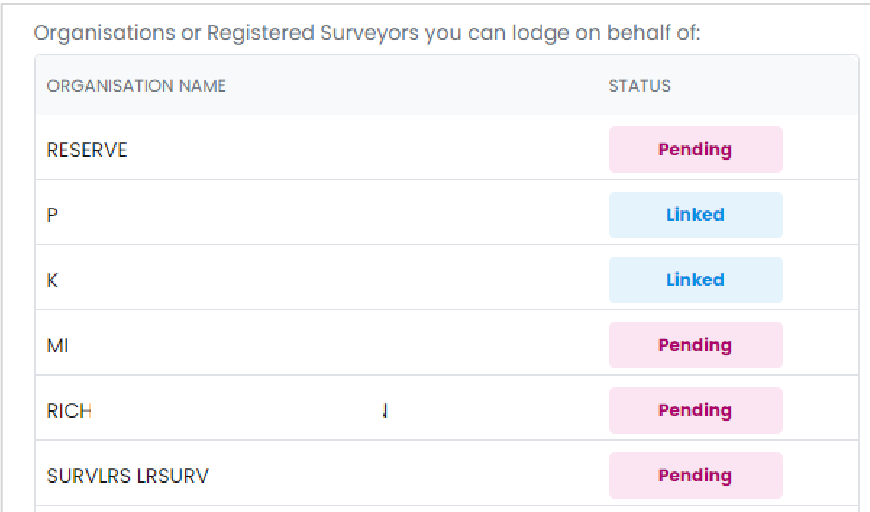


2. Click on the drop-down menu and select the **Link to an Organisation/Surveyor** option.



3. You will need to provide the name of the surveyor or organisation you want to link with. Once entered, click the **Send Request** button. A list of currently linked or pending organisations will be available in the box below.





Organisations or Registered Surveyors you can lodge on behalf of:

ORGANISATION NAME	STATUS
RESERVE	Pending
P	Linked
K	Linked
MI	Pending
RICH	Pending
SURVLRS LRSURV	Pending

Link requests that have not yet been approved by an administrator are marked as Pending .

Link requests that have been approved by an administrator are marked as Linked .

1.10 Manage Linked Users

Purpose:

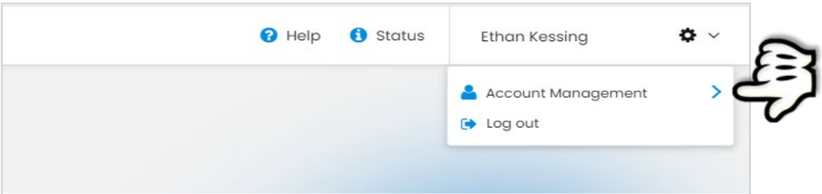
This section will guide you through the management process for Linked Users. See **Link to an Organisation/Surveyor**, **Shared Workspaces** and **Linked Lodging Parties** for more information on this. Administrators for the Organisation/Surveyor will be responsible for managing Linked Users.

Pre-requisites:

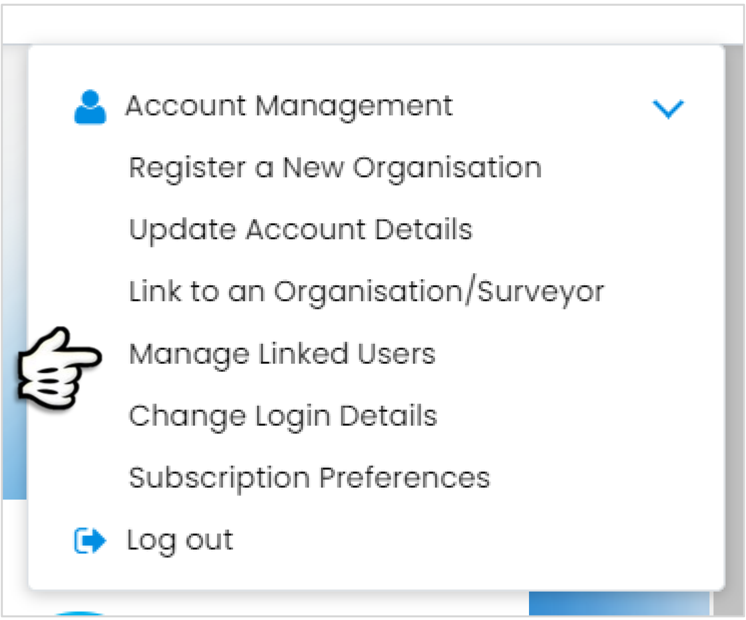
- You must have an active account LRS Connect account with organisation administrator privilege. See the "Sign Up" section of this manual if you have not created your account.

How to manage linked users:

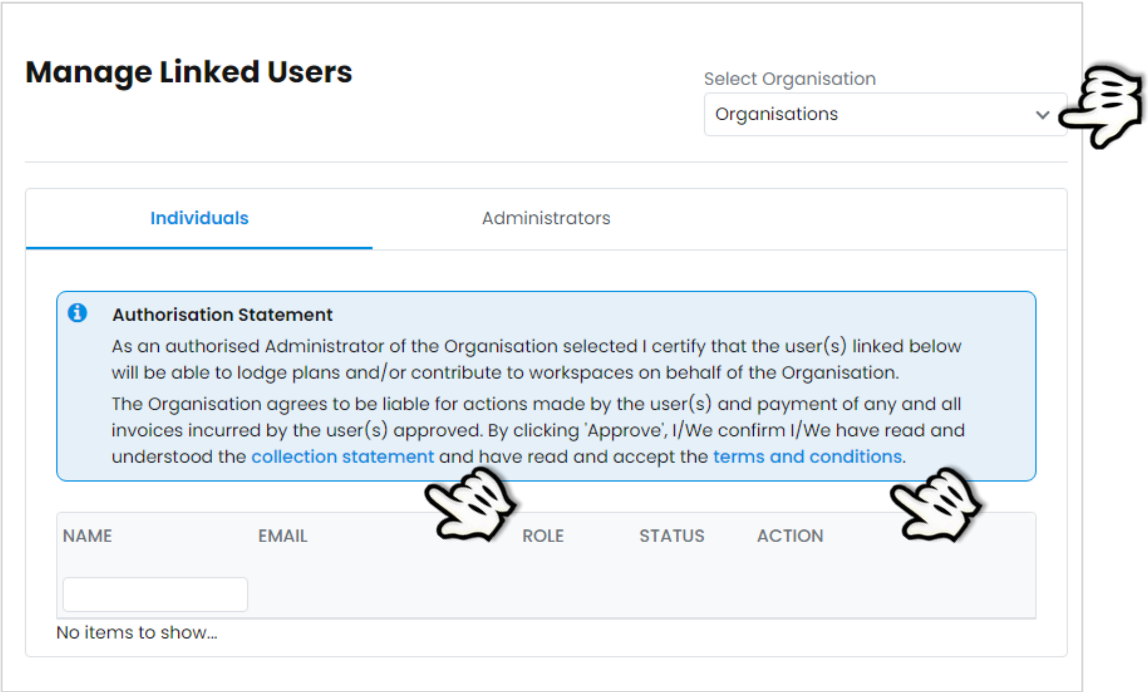
1. To manage the linked users, navigate to the **Account Management** menu by selecting the drop-down menu next to your name on the top right corner of the LRS Connect home page.



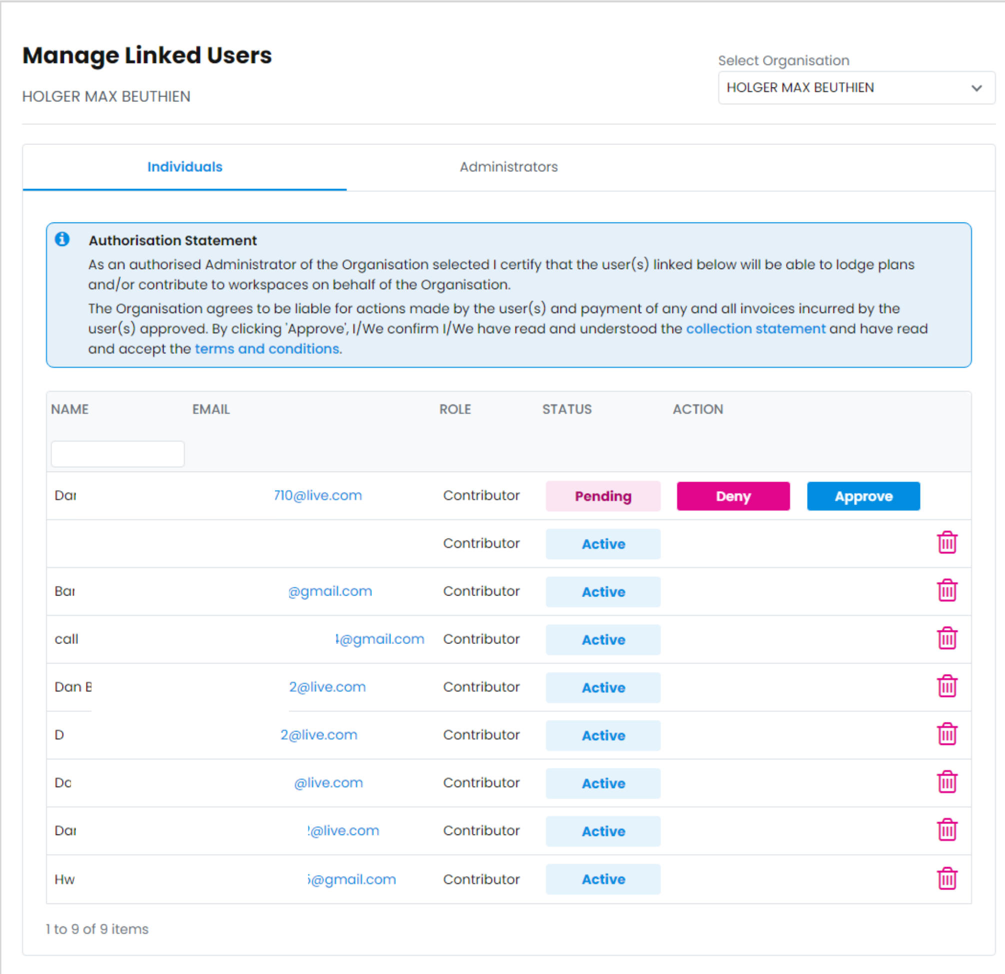
2. Click on the drop-down menu and select **Manage Linked Users** option.



3. Select the organisation you wish to manage from the drop-down menu on top right. In the **Individuals** tab, you can select the organisation you wish to manage Linked Users for on the top right corner of the page. Make sure to read the **terms and conditions**, as well as our **collection statement.**


Manage Linked Users
Select Organisation
Organisations
Individuals
Administrators
Authorisation Statement
As an authorised Administrator of the Organisation selected I certify that the user(s) linked below will be able to lodge plans and/or contribute to workspaces on behalf of the Organisation.
The Organisation agrees to be liable for actions made by the user(s) and payment of any and all invoices incurred by the user(s) approved. By clicking 'Approve', I/We confirm I/We have read and understood the collection statement and have read and accept the terms and conditions.
NAME
EMAIL
ROLE
STATUS
ACTION
No items to show...

4. Below is a populated Linked User screen. You can Deny or Approve any link requests. You can also delete any active linked by clicking on the trash can icon on each row.



1.11 Manage Organisation/Surveyor Administrators

Purpose:

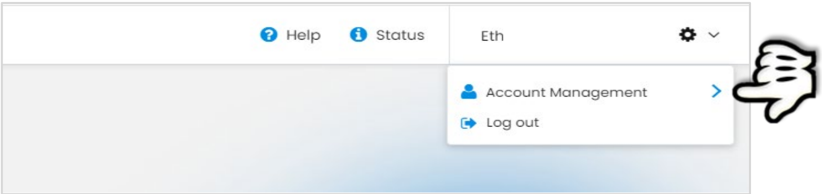
This section will guide you through the management process for Organisation and Surveyor Administrators. See **Link to an Organisation/Surveyor**, **Shared Workspaces** and **Linked Lodging Parties** for more information on this.

Pre-requisites:

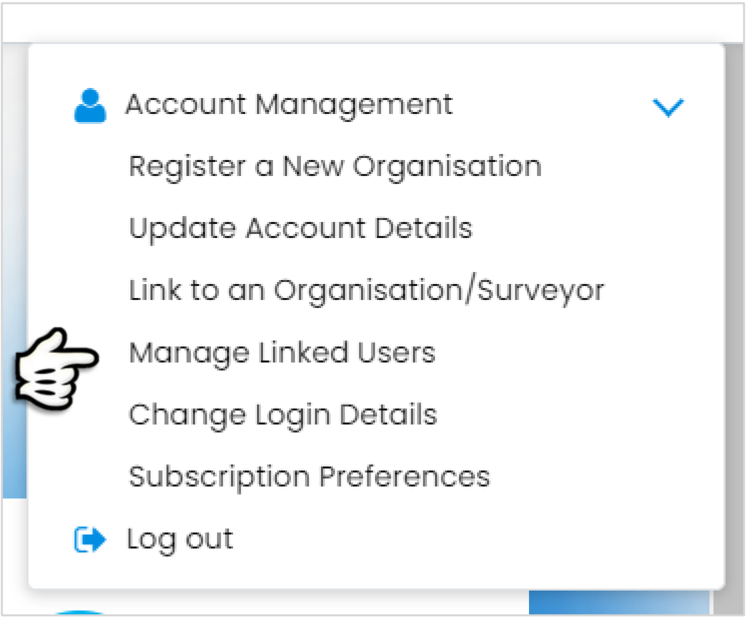
- You must have an active account LRS Connect account with organisation administrator privilege. See the “Sign Up” section of this manual if you have not created your account.

How to manage organisation/surveyor administrators:

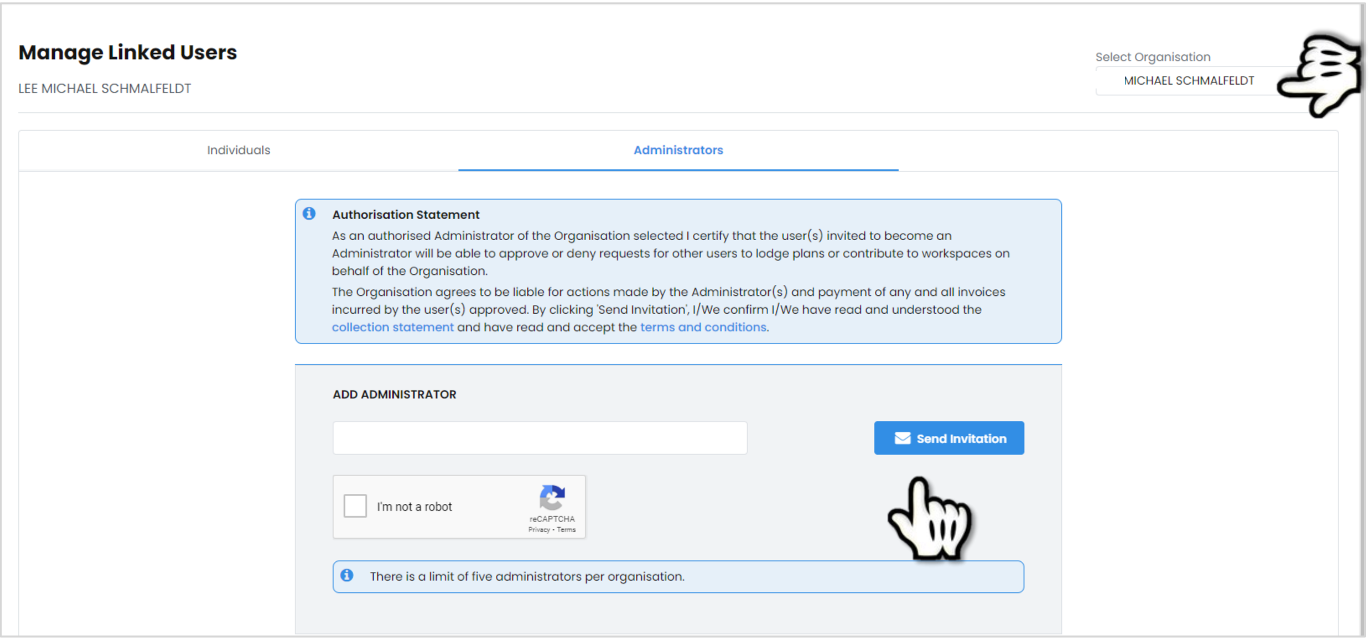
1. To manage the linked users, navigate to the **Account Management** menu by selecting the drop-down menu next to your name on the top right corner of the LRS Connect home page.



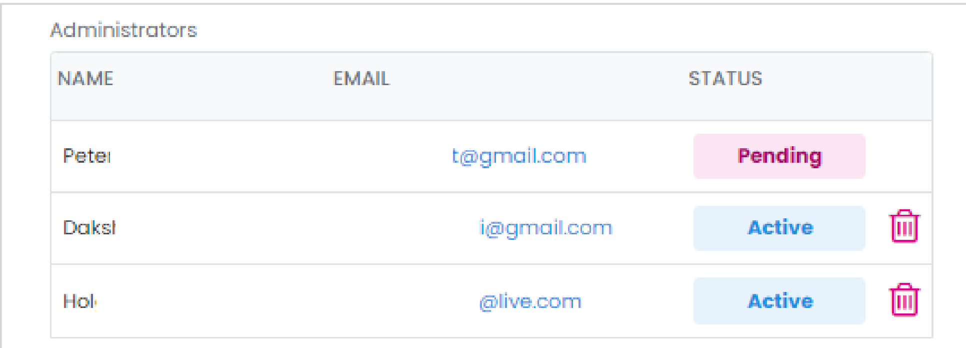
2. Click on the drop-down menu and select **Manage Linked Users** option.



3. Select the organisation you wish to manage from the drop-down menu on top right. In the **Administrators** tab, you can invite another administrator by entering their email in the field below, completing the 'reCAPTCHA and clicking the **Send Invitation** button.

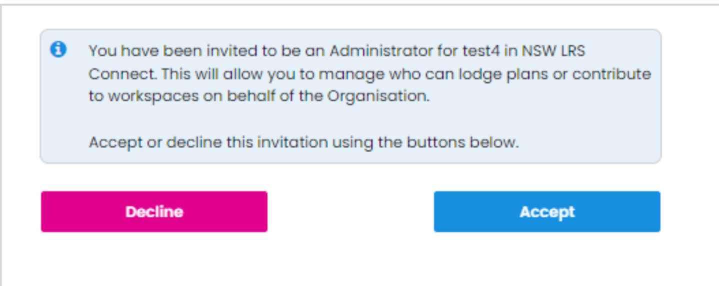


4. Existing administrators can be removed by clicking on the trash can icon on each row. Administrators removed in this way will receive an email notification. You can also view your current active administrators, as well as any administrators with pending invites.


Administrators

NAME	EMAIL	STATUS
Petei	t@gmail.com	Pending
Daksl	i@gmail.com	Active
Hol	@live.com	Active

5. Accounts that receive an invite to be an administrator will receive the message below. Once they accept, they will become an active administrator, or if they decline, they will not be added as an administrator.



1.12 Change Login Details

Purpose:

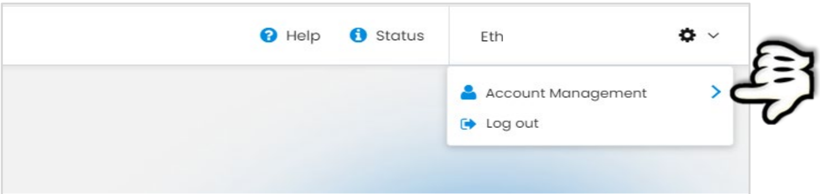
This section will guide you through changing your account email and password. See "Password Reset" and "Unblocking your Account" for more information.

Pre-requisites:

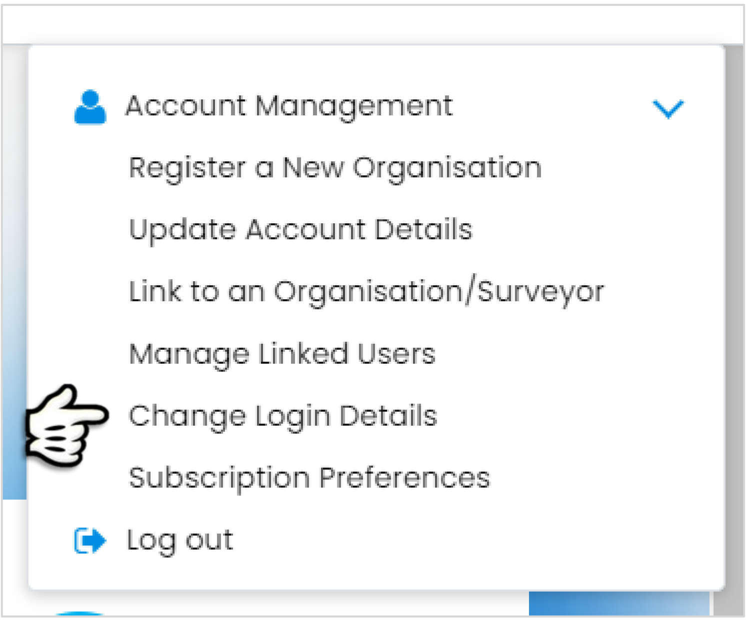
- You must have an active account LRS Connect account. See the "Sign Up" section of this manual if you have not created your account.

How to change your password:

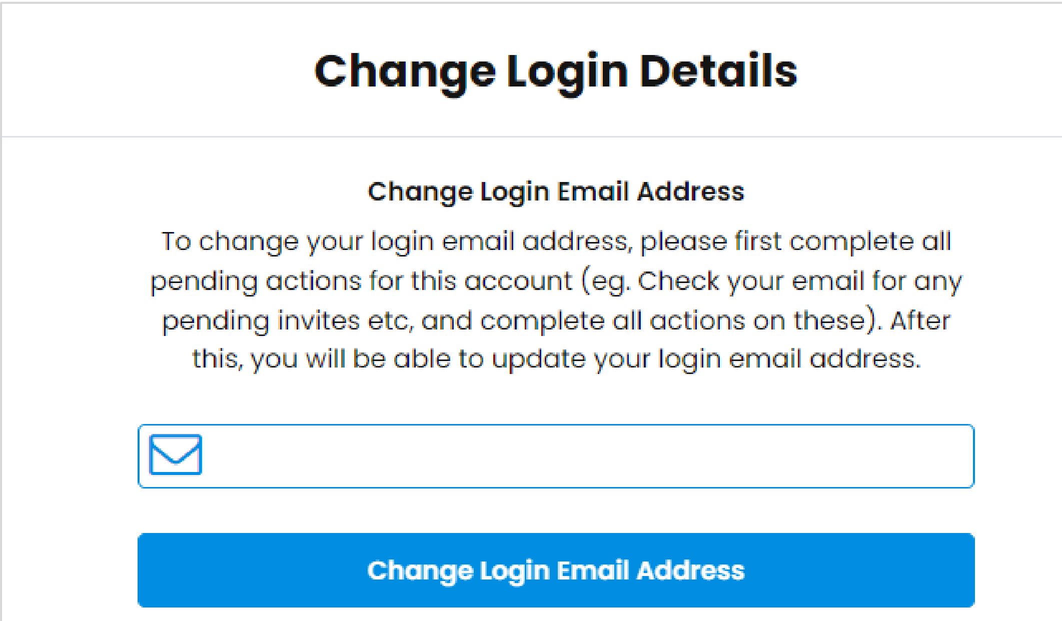
1. To change your email or password, navigate to the **Account Management** menu by selecting the drop-down menu next to your name on the top right corner of the LRS Connect home page.



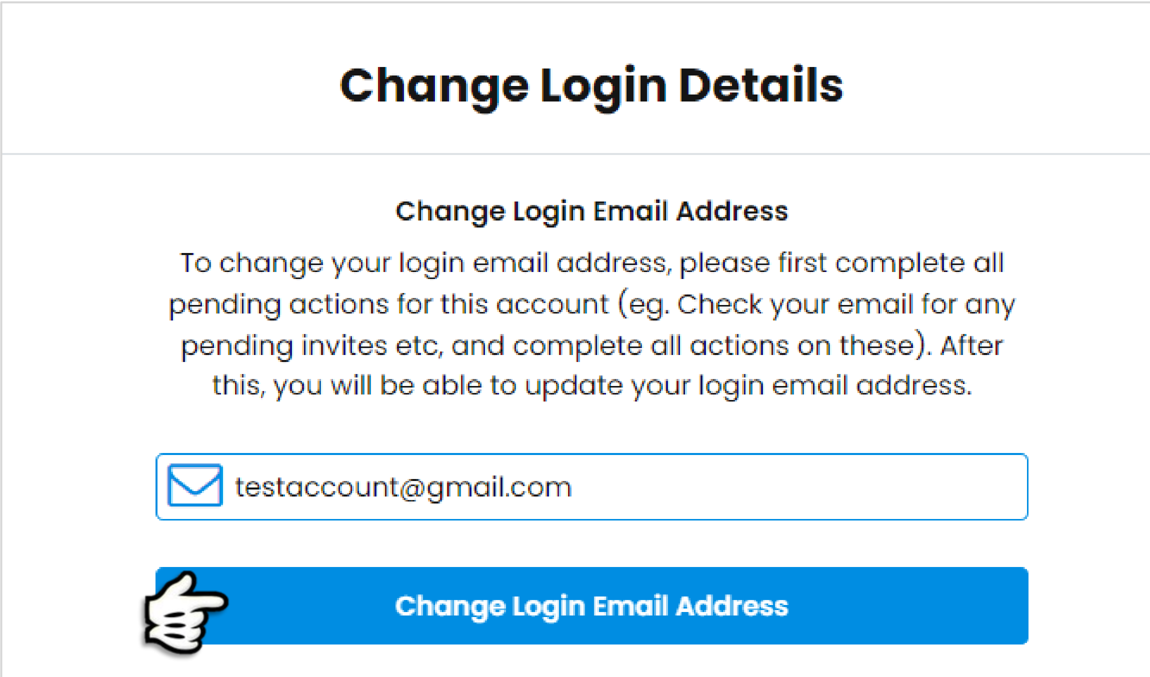
2. Click on the drop-down menu and select **Change Login Details** option.



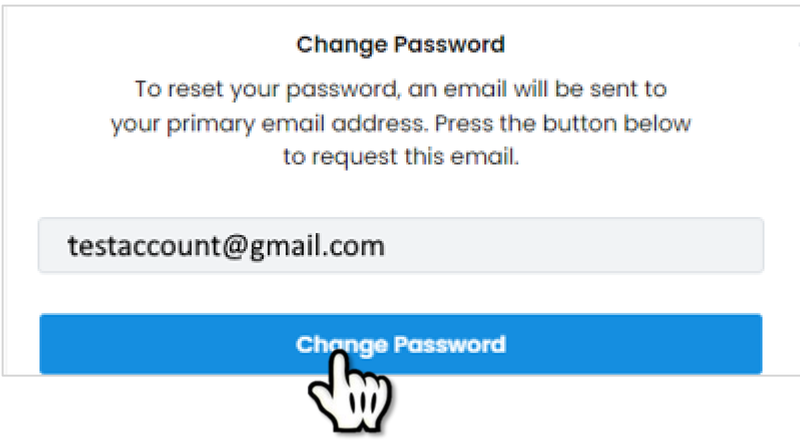
3. To change the email address of your NSW LRS Connect account, you will need to ensure all pending actions for this account have been completed. If there are outstanding actions, the field will be greyed out and disabled. You can check for actions by looking in your email inbox for outstanding invites and actions. You can also look in the 'Link to an Organisation/Surveyor' and the 'Manage Linked Users' options in Account Management to confirm there is nothing with the status 'Pending'.



4. Once all actions are completed, the email field will be enabled, and you will be able to enter the new email address you would like to be associated with your account. After entering this new email address, select the 'Change Login Email Address' Button.

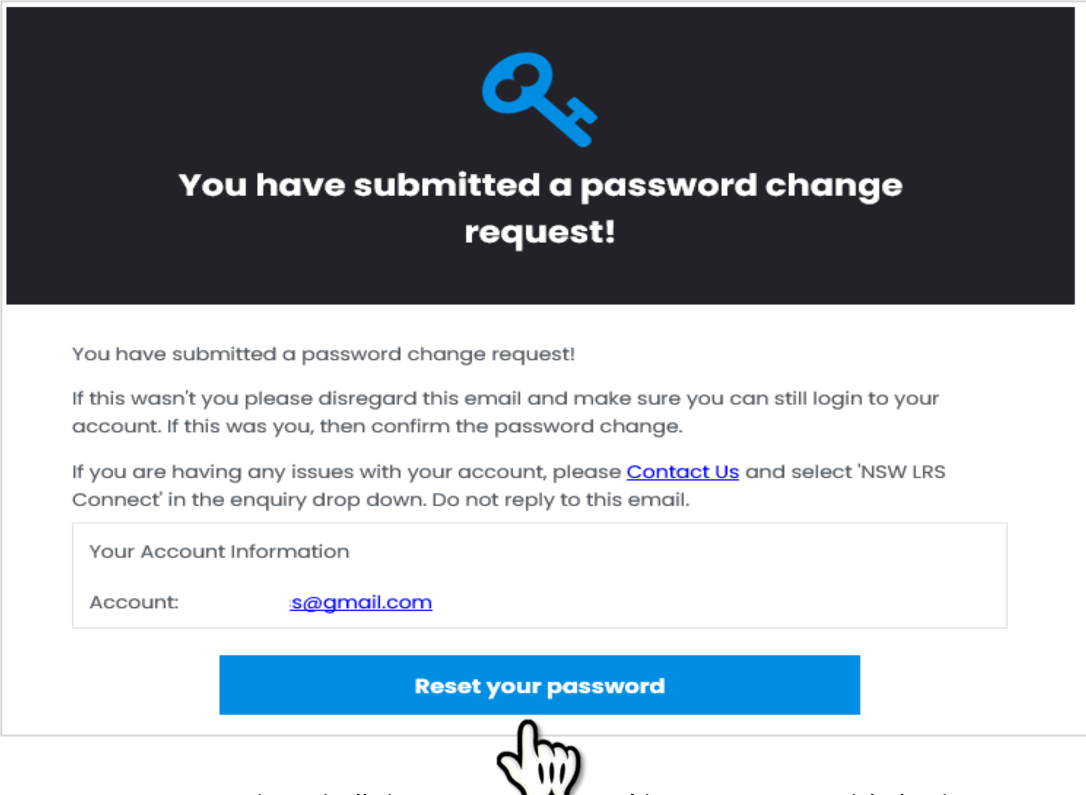


5. You will then receive an email to the newly appointed email address to confirm and verify. Complete the verification and then log in with your new email address.
6. To change your Password, your primary email address will be pre-filled. Clicking the Change Password button will send a password reset email.

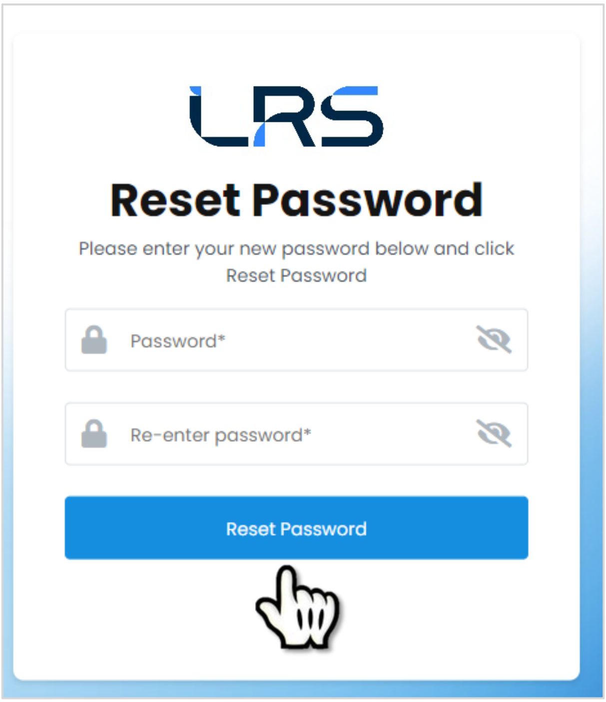


The banner below will appear at the top of the page notifying you that an email has been sent.

7. You will receive this email to your selected email address. Click the **Reset Your Password** button to continue.



8. Enter a new password and click **Reset Password** button. Once this is done, you will need to log in again with your new password.



1.13 Subscription Preferences

Purpose:

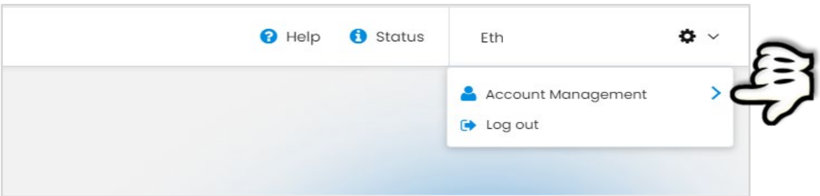
This section will guide you through the management process for Subscription Preferences.

Pre-requisites:

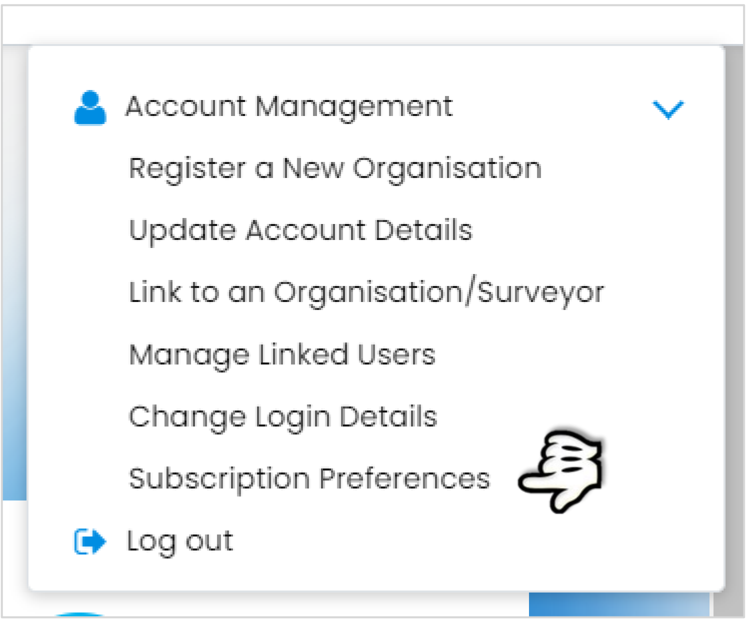
- You must have an active account LRS Connect account. See the "Sign Up" section of this manual if you have not created your account.

How to manage subscription preferences:

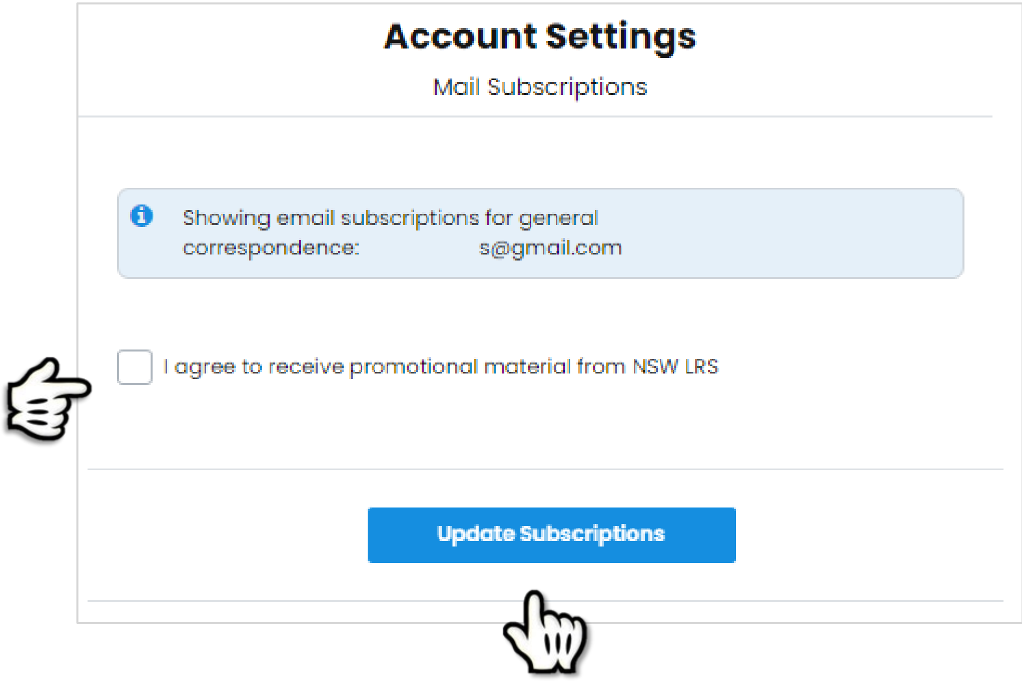
1. To manage your Subscription Preferences, navigate to the **Account Management** menu by selecting the drop-down menu next to your name on the top right corner of the LRS Connect home page.



2. Click on the drop-down menu and select **Subscription Preferences** option.



3. You can select to receive promotional material from NSW LRS to your primary email address by clicking the tick box. Once this is done, click the **Update Subscriptions** button.



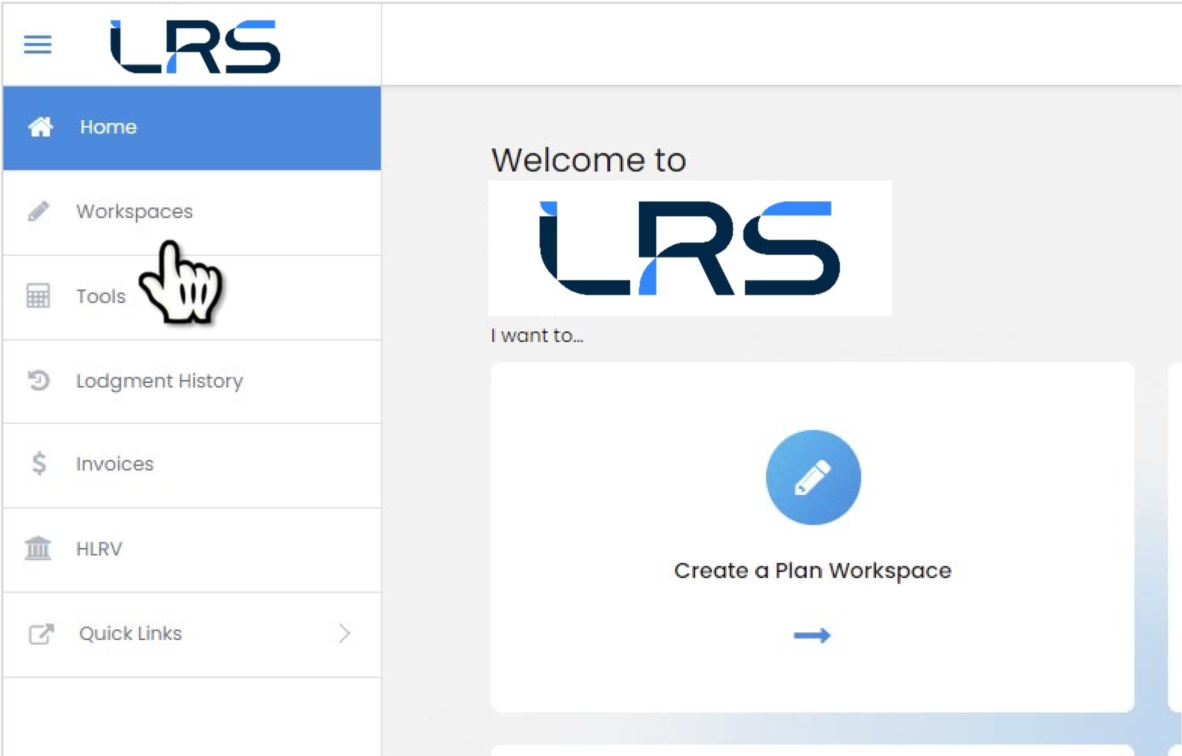
2. Current Workspaces

In order to lodge a plan, you will first need to create a workspace. A workspace contains all the information, digital forms, and uploaded files for a lodgment. You can create as many workspaces as needed.

Furthermore, if you are linked to an Organisation or a Registered Surveyor, you will be able to see all the workspaces that have been created by other users that are also linked to those entities and interact with those workspaces if needed.

And finally, you may have an individual workspace shared with you from a Surveyor that you are not linked to. In this instance, the Surveyor may need to engage your services for a one off situation, such as a Legal Professional having a workspace shared with them so they can enter the workspace to completed easement terms on a section 88B Instrument.

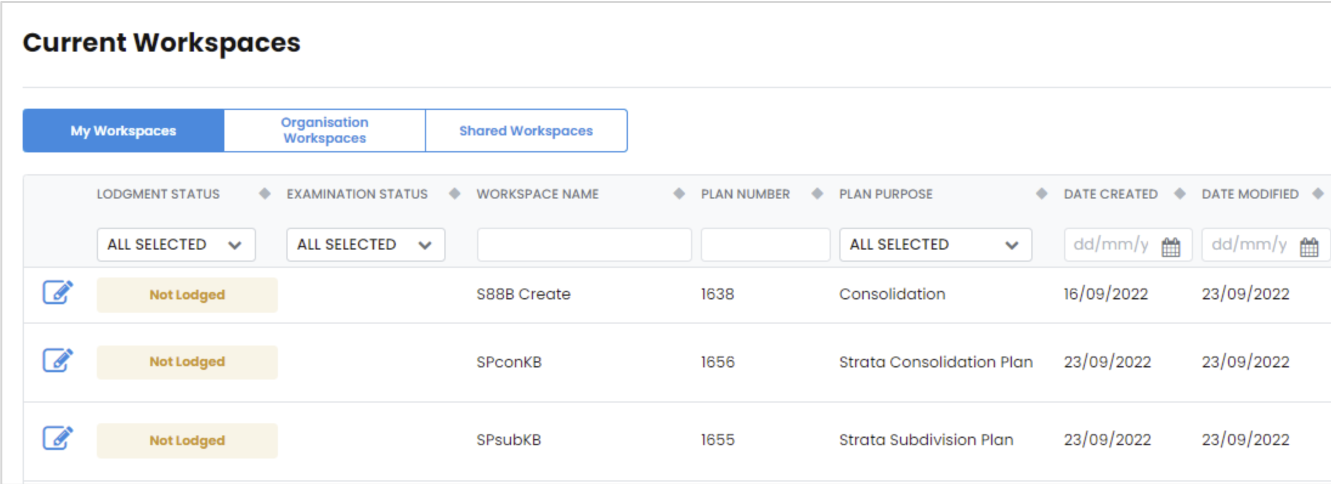
After selecting the **Workspaces** button on LRS Connect home page, you will be taken to the **Current Workspaces** screen.



2.1 My Workspaces

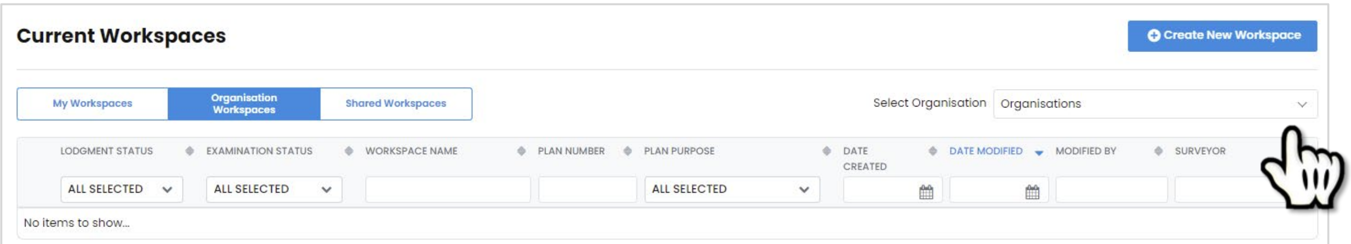
After navigating to the Current Workspaces screen, you will see three tabs: **My Workspaces, Organisation Workspaces and Shared Workspaces**, with My Workspaces selected by default.

The My Workspaces tab will display all the workspaces you have created (if you are a Registered Surveyor), plus ay workspaces you have interacted with from the Organisation Workspaces or Shared Workspaces tabs.

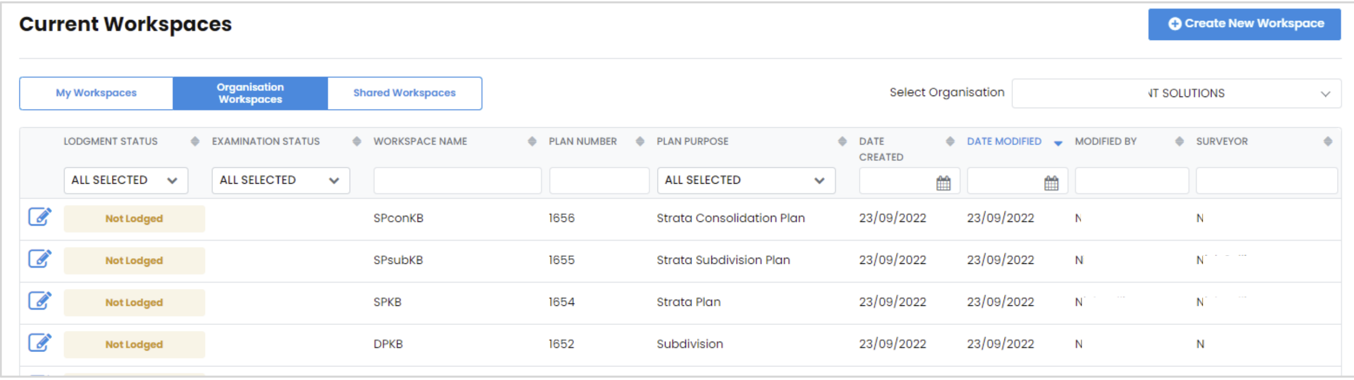


2.2 Organisation Workspaces

If you are linked to an Organisation or a Registered Surveyor, you will be able to see and access all workspaces created by users linked to those entities. When navigating to the Organisation Workspaces tab, if you are linked to more than one Organisation, you will see a drop down list on the right side of the screen. Select the Organisation you would like to see workspaces for.



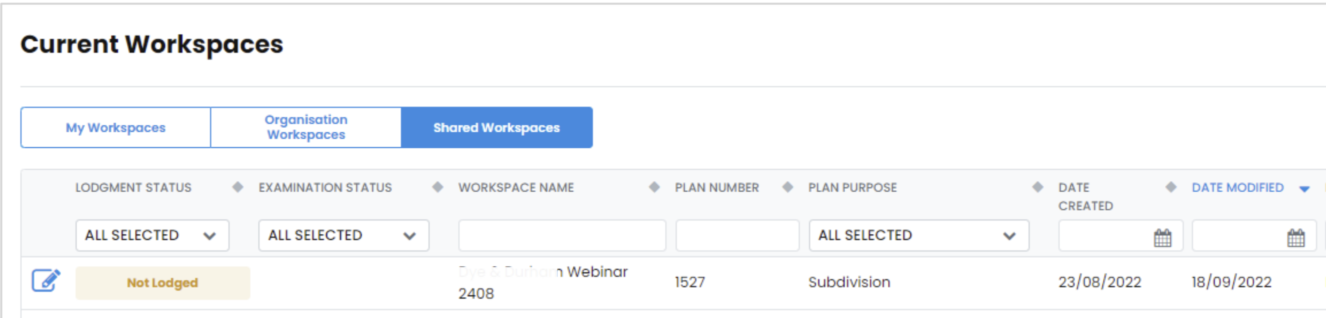
Once an Organisation has been selected, the screen will then be populated with workspaces created by users linked to that Organisation. You will be able to see when a workspace was created, who created it and the name of the user that last modified/edited the workspace



2.3 Shared Workspaces

You may not be linked to an Organisation or Registered Surveyor, but there may be an instance where your services are needed for a lodgment (e.g., A Surveyor needs a Legal Professional to enter a workspace to complete easement terms on a section 88B Instrument).

In this scenario, a Registered Surveyor is able to share a single workspace with a third party. When shared, the third party can login to their NSW LRS Connect account and come to the Shared Workspaces tab and they will see this single workspace, they will not see any other workspaces that the Surveyor has created.



3. Creating a Workspace

A workspace will function as a central location for users to prepare, lodge and manage their documents submitted to NSW LRS for registration. In a workspace you will be able to create a PPN (If you are a Registered Surveyor), complete digital forms, lodge for PE or Registration, view requisitions and view previous versions of documents you have lodged in that workspace.

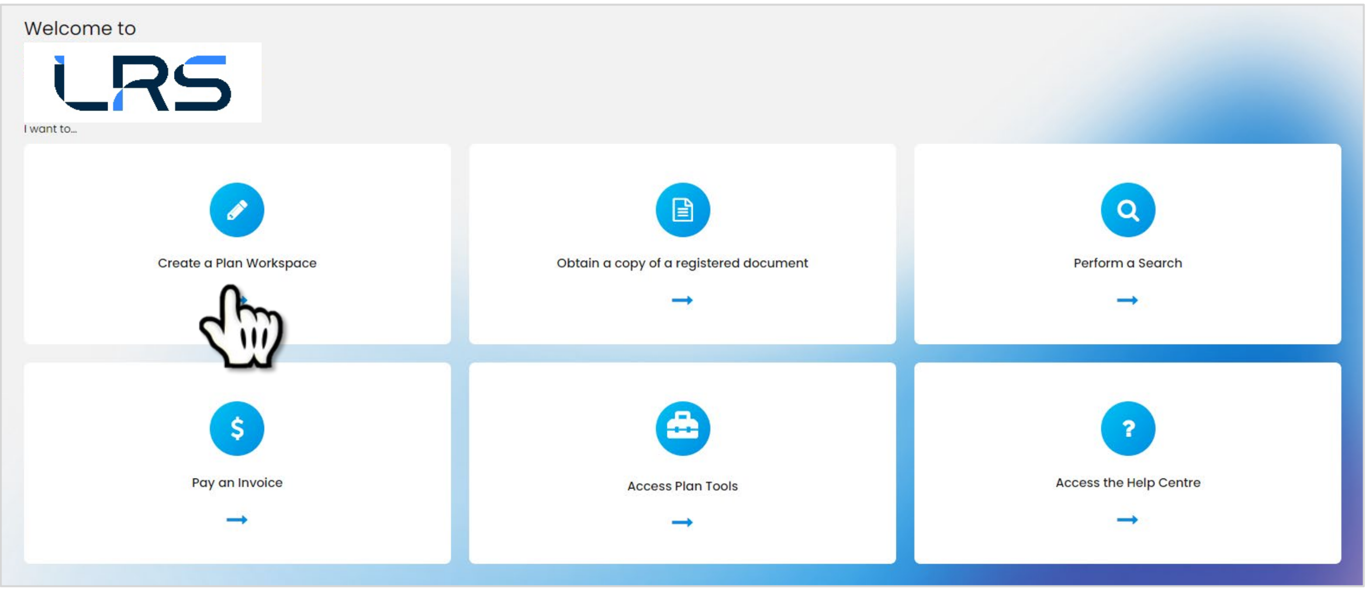
3.1 Building a new Workspace

Pre-requisites:

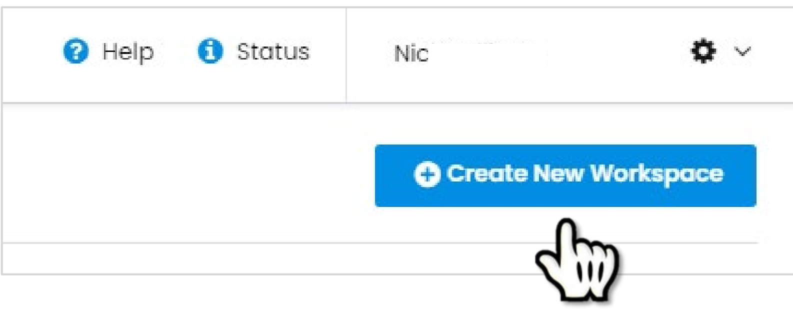
- You must have an account and be a **Registered Surveyor** to begin building a workspace (see the **Account Management** section of this guide for more info.

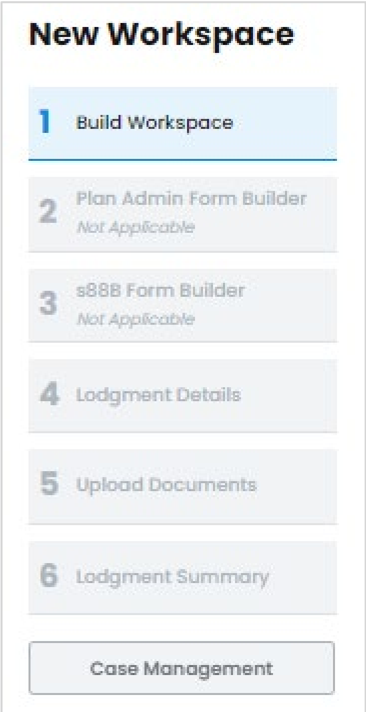
3.1.1 How to create a workspace

You can begin creating a new workspace from either LRS Connect home page by selecting the *Create a Workspace* tile:



Or from the *Workspaces* screen by selecting the *Create a New Workspace* button in the top right corner:





You will then arrive on the *Build Workspace* screen, where you will notice two navigation menus.

Firstly, the workspace navigation on the left of the workspace screen which lists six sections:

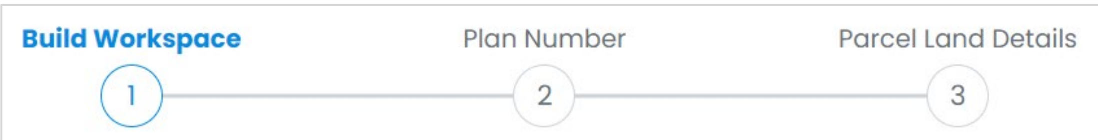
1.Build Workspace, 2.Plan Admin Form Builder, 3.S88B Form Builder, 4. Lodgment Details, 5.Upload Documents & 6.Lodgment Summary.

As these sections are completed, you will be able to move between these sections by clicking the button in this menu.

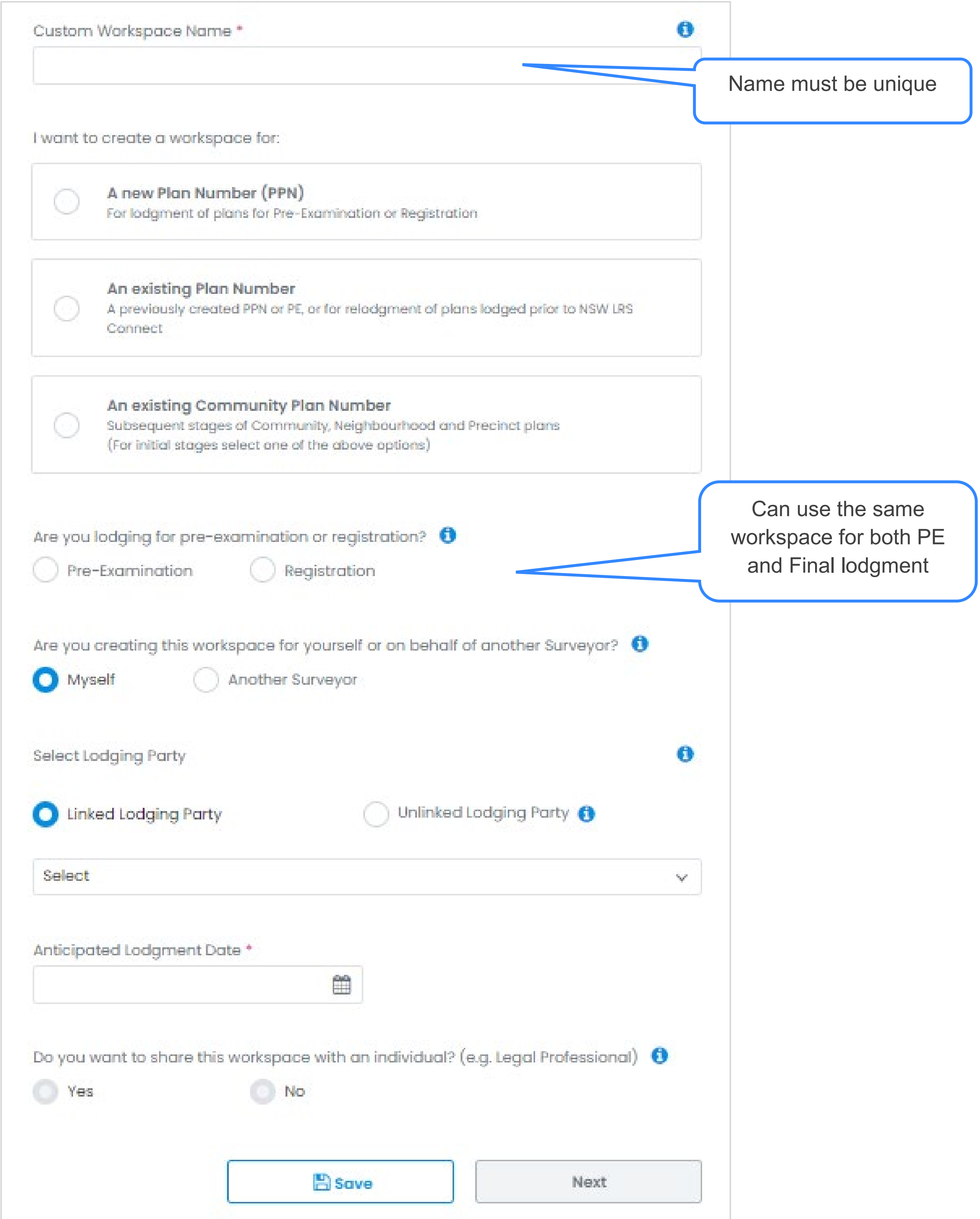
Secondly, the top navigation menu within the *Build Workspace* section, which consists of three sections, being:

1. Build Workspace, 2. Plan Number & 3. Parcel Land Details.

Again, as these sections are completed, you will be able to navigate between the sections by clicking the name of the section at the top of the screen.



Finally, you will see the Build Workspace screen and the fields you need to complete:



Custom Workspace Name *

I want to create a workspace for:

A new Plan Number (PPN)
For lodgment of plans for Pre-Examination or Registration

An existing Plan Number
A previously created PPN or PE, or for relodgment of plans lodged prior to NSW LRS Connect

An existing Community Plan Number
Subsequent stages of Community, Neighbourhood and Precinct plans
(For initial stages select one of the above options)

Are you lodging for pre-examination or registration?
Pre-Examination Registration

Are you creating this workspace for yourself or on behalf of another Surveyor?
Myself Another Surveyor

Select Lodging Party

Linked Lodging Party Unlinked Lodging Party

Select

Anticipated Lodgment Date *

Do you want to share this workspace with an individual? (e.g. Legal Professional)
Yes No

Save Next

As you begin building your workspace, you will need to give it a unique name and choose from three options on how you will be creating the workspace:

1. **A new Plan Number (PPN)**
   For creating a fresh lodgment and you have no existing plan number or PPN.
2. **An existing Plan Number**
   Select this option if you already have an existing PPN and would like to use that number for this workspace, or you have lodged a PE and would like to create a new workspace for the Final lodgment.
3. **An existing Community Plan Number**
   If an initial stage of a Community, Neighbourhood or Precinct plan has already been lodged, then choose this option when you are creating a workspace for a subsequent stage of these plans.

Are you lodging for pre-examination or registration?

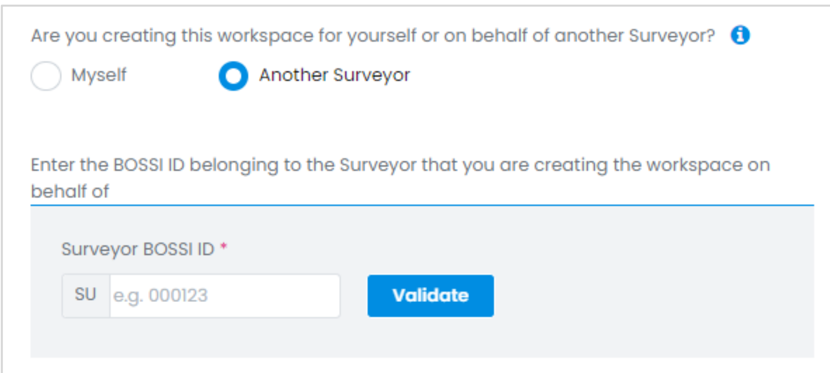
Select the radio button that applies for you in relation to this workspace. The same workspace can be used for both a PE and then the FINAL lodgment, by simply returning to the workspace and changing the radio button selected from *Pre-examination* to *Registration,* and then running through the rest of the workspace screens and completing the lodgment for final registration.

This simplifies the lodging for final registration process as the workspace data from the PE is retained, saving time on creating a new workspace.

Are you creating this workspace for yourself or on behalf of another Surveyor?

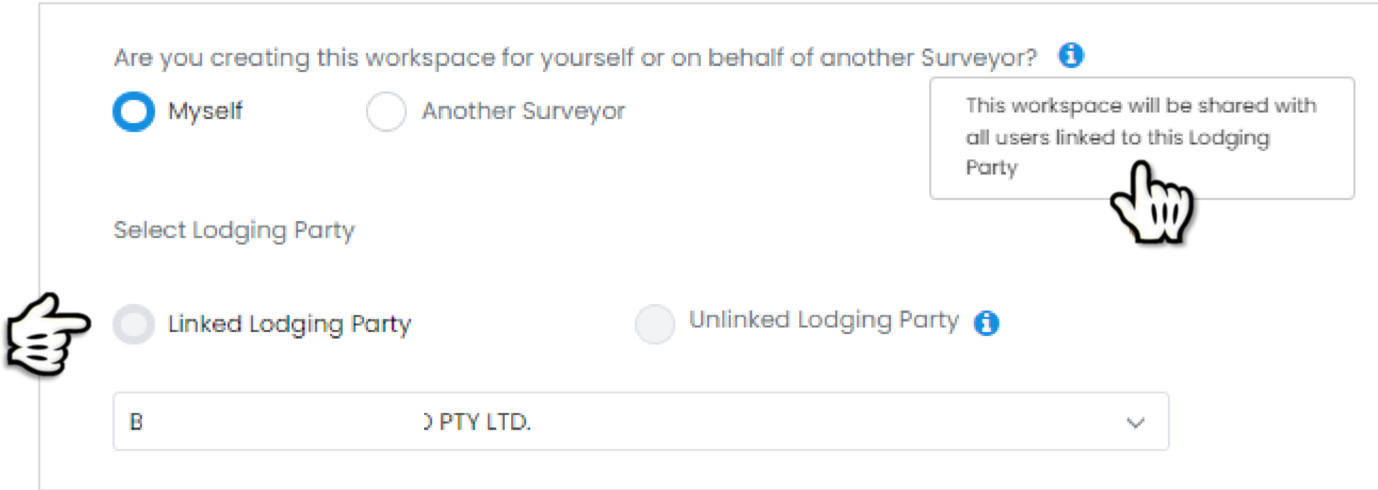
Most of the time you will be selecting *Myself*, as such this is already a default selection.

However, if you need to create this workspace on behalf of another surveyor (e.g., If that surveyor has become unregistered and not able to lodge in LRS Connect), select *Another Surveyor.* You will then be prompted to enter and validate that surveyor's BOSSI ID.



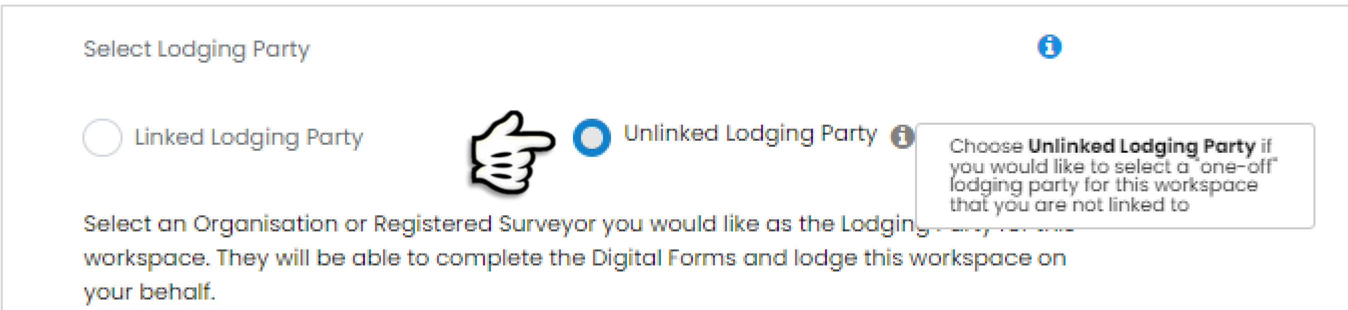
3.1.2 Linked Lodging Party

When building a workspace, you will need to select the Lodging Party for your workspace. **A Linked Lodging** Party will be any organisation you are linked to within NSW LRS Connect. Choosing a Linked Lodging Party as the Lodging Party will share the workspace with all users linked to that Lodging Party.

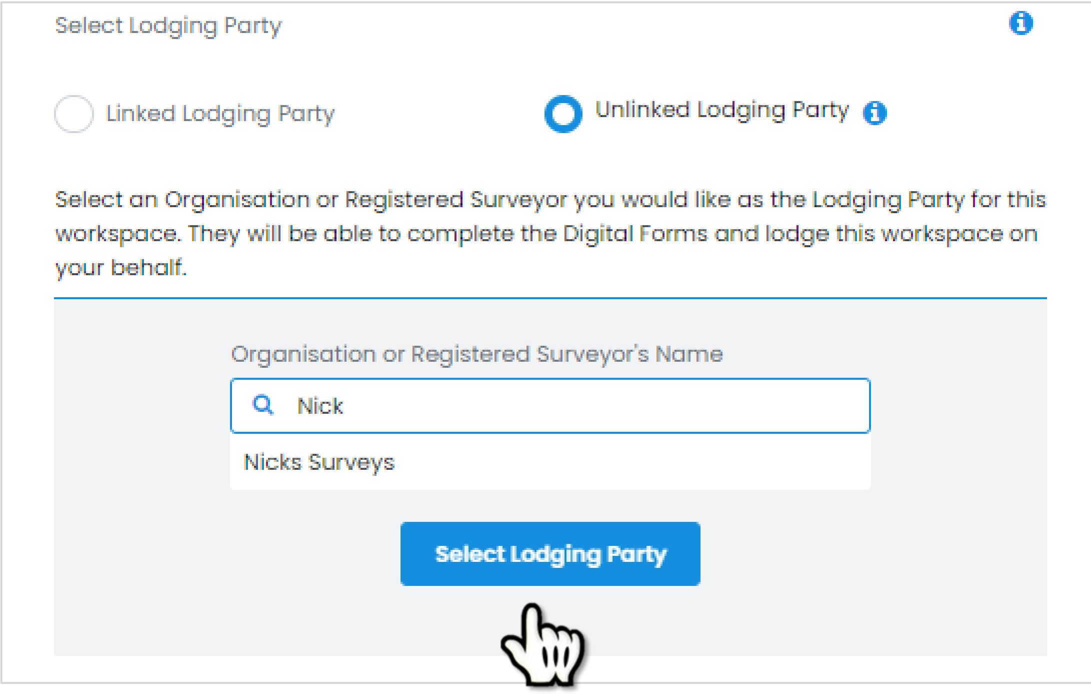


3.1.3 Unlinked Lodging Party

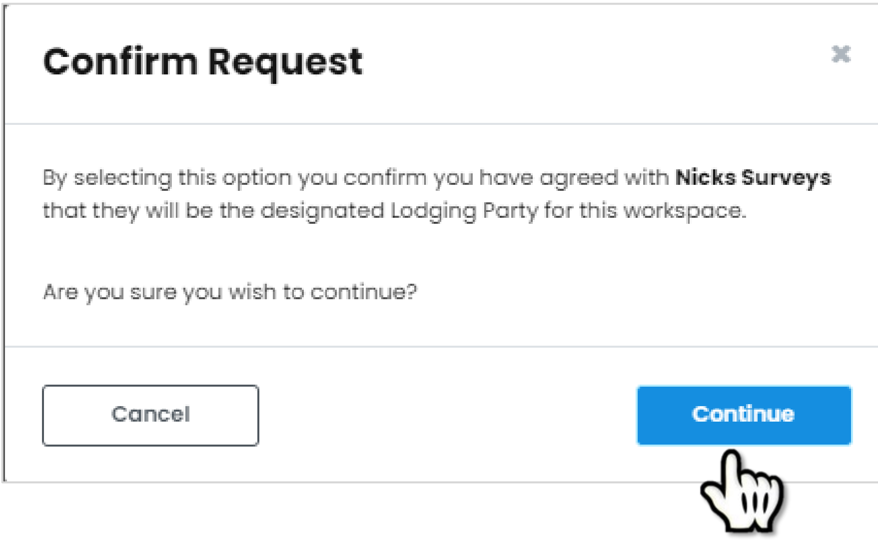
Alternatively, when building your workspace, you can select an **Unlinked Lodging Party** as the lodging party for your workspace. This is used in situations where a lodgment is a one-off scenario between you and the Unlinked Lodging Party.



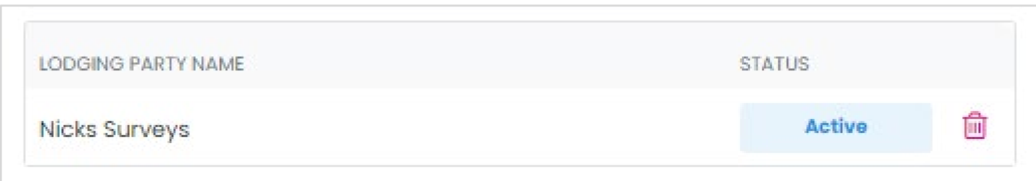
By selecting the Unlinked Lodging Party option, you will be prompted to enter the Organisation or Registered Surveyor's name who will be the Unlinked Lodging Party into the field provided. This Organisation **must not** currently be linked to your organisation, or you will not be able to proceed. Once this field is populated, click **Select Lodging Party** button.



You will receive a prompt to confirm your request.



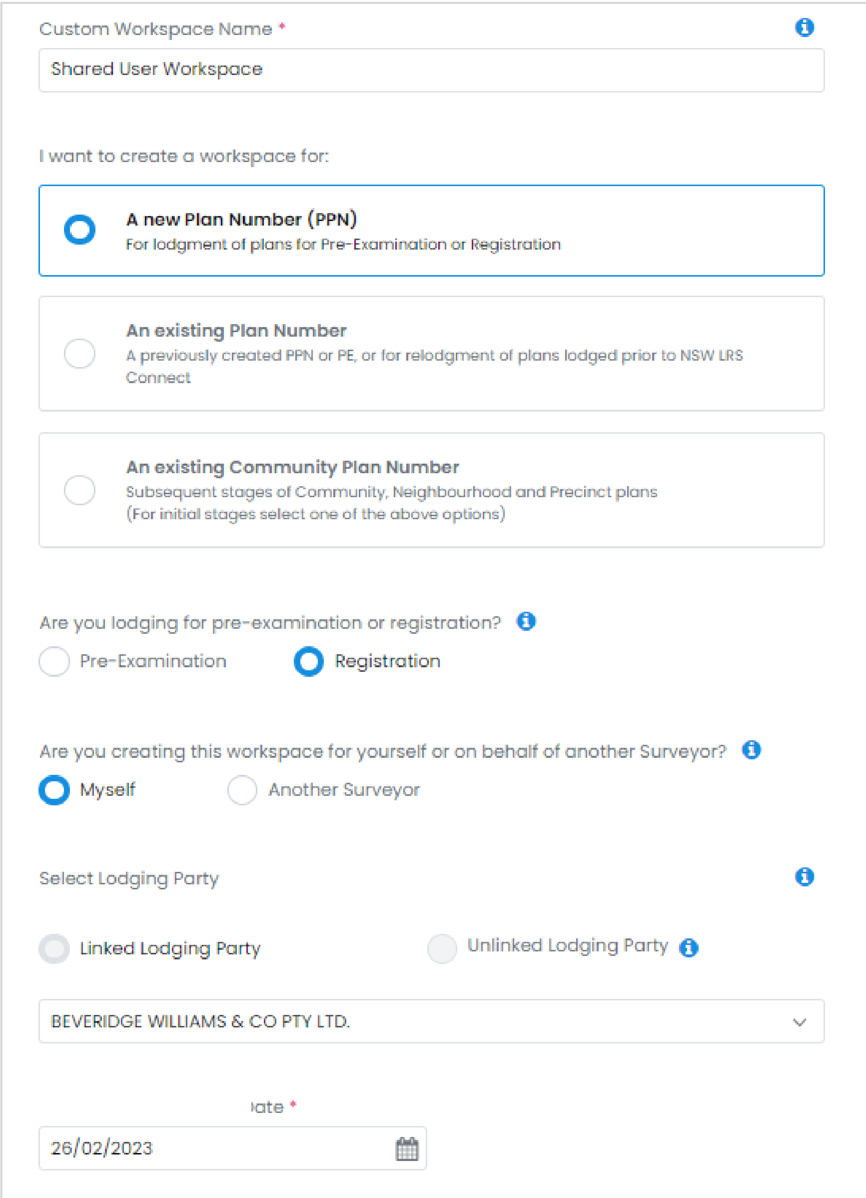
Once complete, you will see that the Unlinked Lodging Party has been added to the **Lodging Party Name** field. You can remove a Lodging Party at this point by selecting the trash can icon.



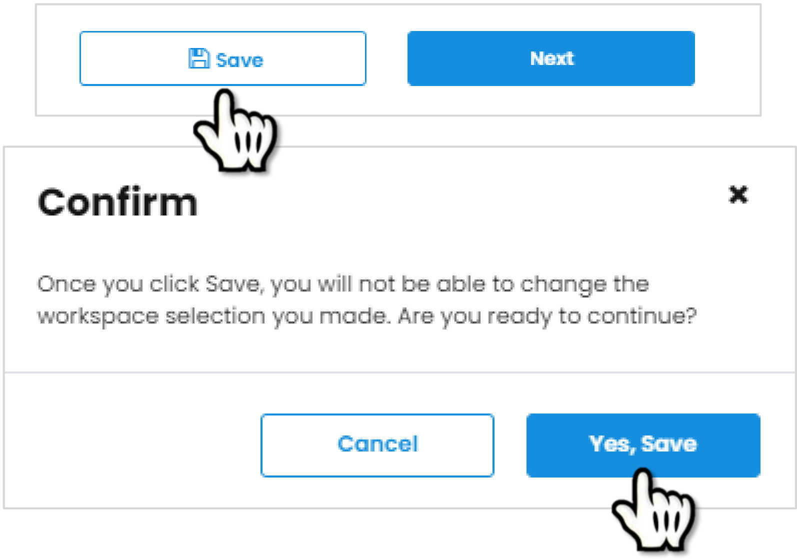
3.1.4 Shared Users

When building a workspace, you can select whether you would like to share this workspace with a third party. A **Shared User** will be any plan workspace contributor who would be involved in the lodgment process. A Shared User **cannot** be a **Linked User** associated with your organisation, or the **Lodging Party** selected for this workspace. Sharing a workspace with a **Shared User** allows them to contribute to the workspace, but they are unable to lodge the plan.

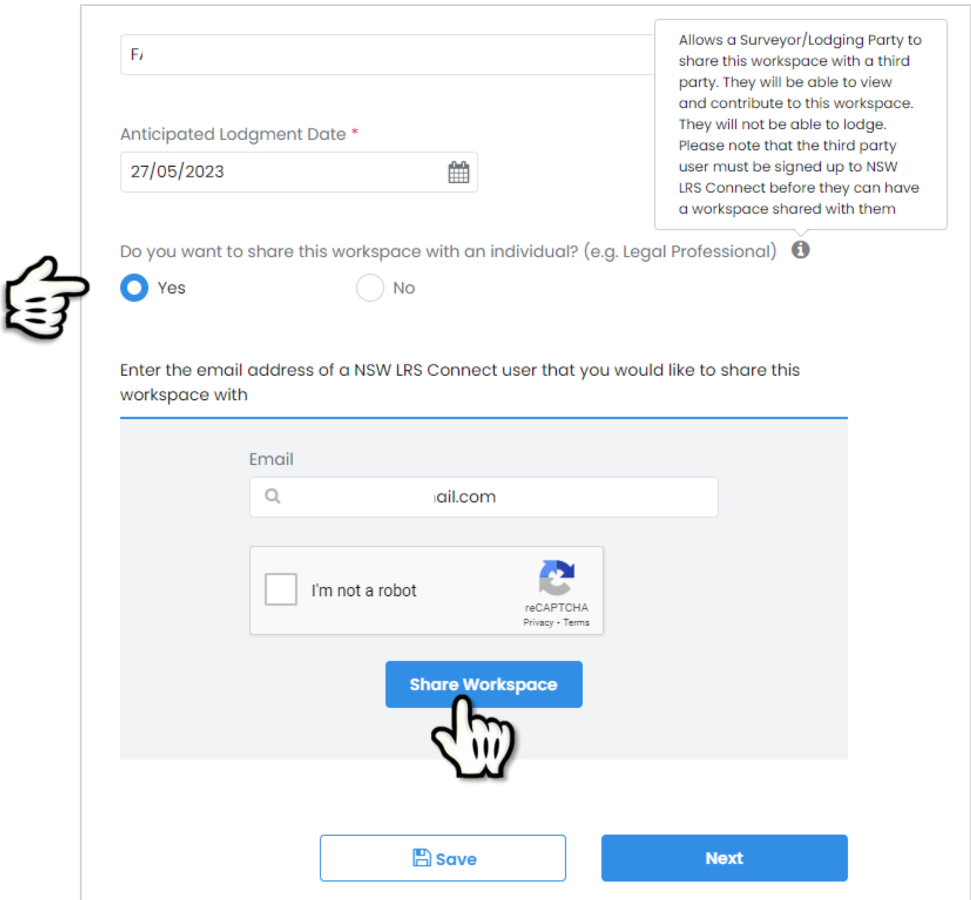
To enable sharing a workspace, you will need to complete all mandatory fields on the **Build Workspace** screen.



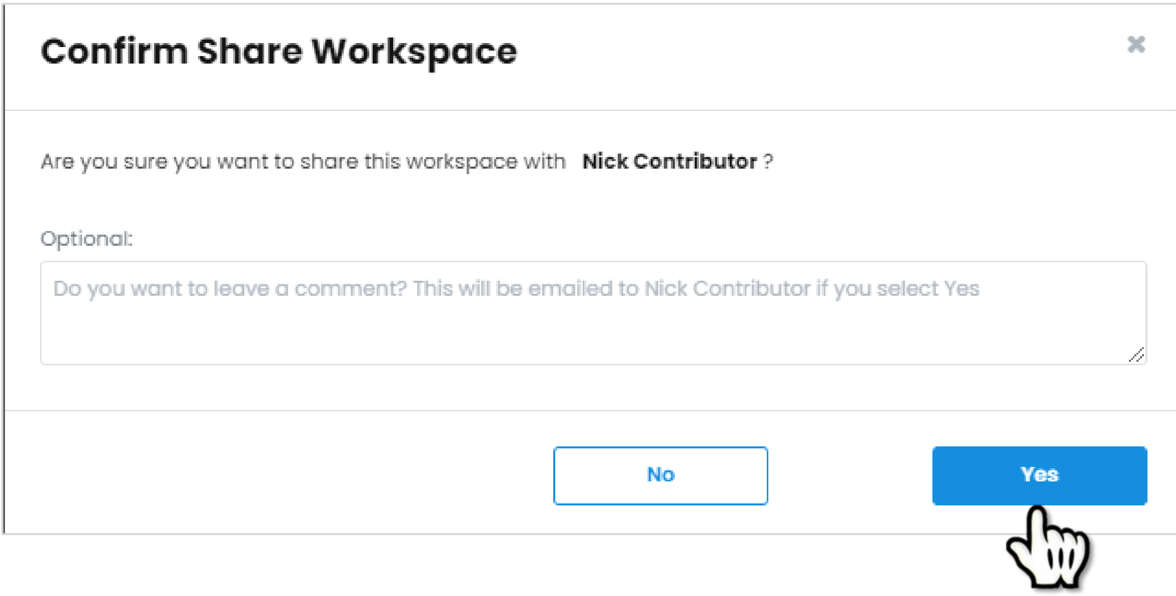
Next, you will need to save your workspace.



You can now select yes or no to sharing the workspace with an individual. Enter the email of the user you want to share the workspace in the field provided, complete the reCAPTCHA by selecting the tick box completing the question. Then click **Share Workspace** button.



You will be prompted to confirm sharing the workspace. Click **yes** to proceed.



Finally, you can remove a shared user at any time by clicking the trash can icon next to their name.

3.2 Plan Number

The Plan Number screen is dynamic meaning that it will change depending on the selections you made on the 'Build Workspace screen and the selections you make on the page.

If you have selected to lodge on Behalf on Another Surveyor, you will not see the option to complete Digital Forms.

Once this page has been completed by a Registered Surveyor, a Linked User will be able to edit and update the editable fields on this screen.

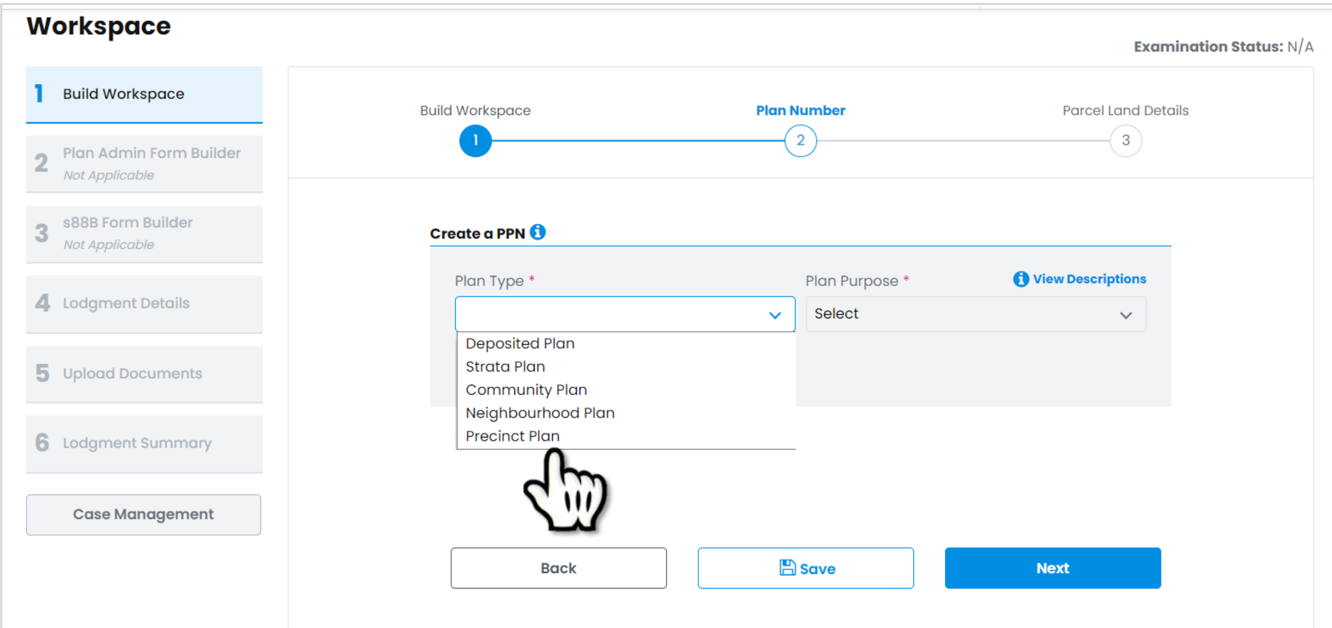
Pre-requisites:

- You must have an account and be a **Registered Surveyor** to begin building a workspace (see the **Account Management** section of this guide for more info.
- You have completed the '**Build Workspace**' screen of a workspace.

3.2.1 Create a new PPN

You have selected the 'A new Plan Number (PPN)' on the 'Build Workspace' Screen as you are creating a new plan lodgment for Pre-Examination or Registration that has no existing plan number or PPN.

Start by selecting the Plan Type and Plan Purpose of your plan, once these are selected and the workspace is saved the fields will become disabled and not be able to be updated. If you want to update these, you will need to create a new workspace.



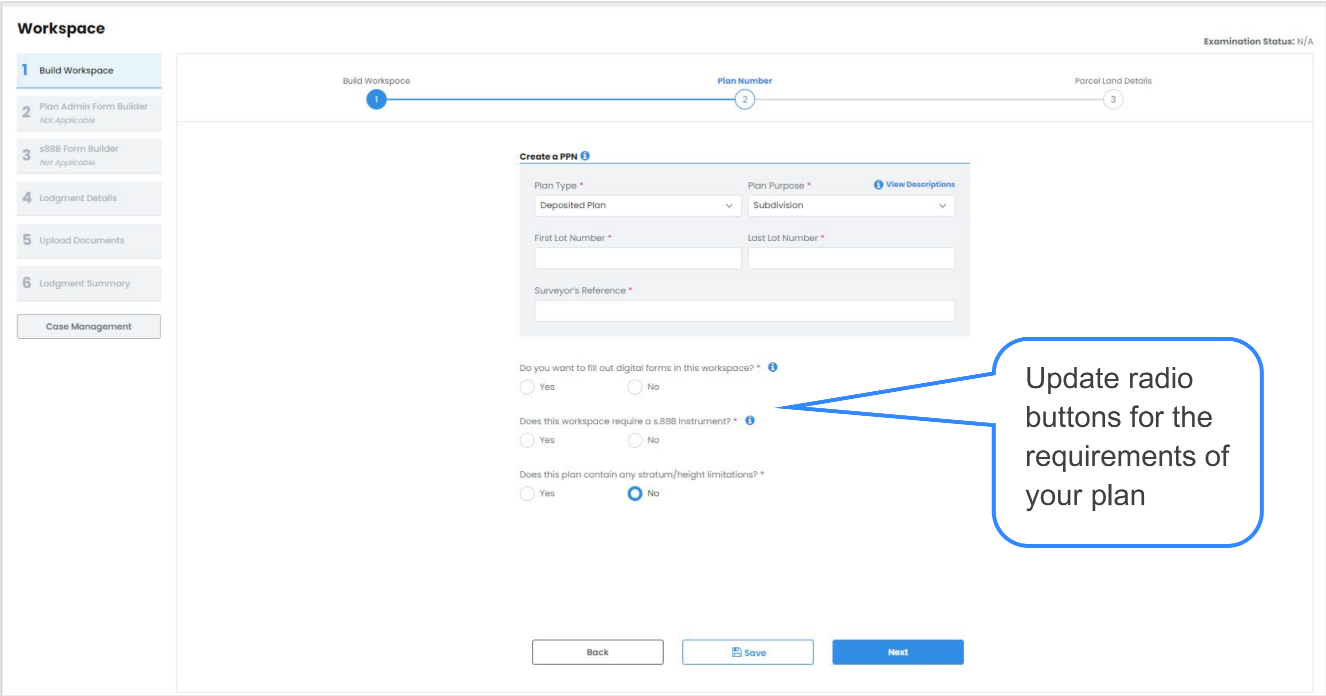
After choosing the 'Plan Type' by selecting the 'View Description' you will see a list of the associated Plan Purpose and when to select each Plan Purpose.

If you select Deposited or Strata Plan Type, a list of relevant Plan Purposes will be able to be selected.

If Community, Neighbourhood, or Precinct Plan Types are selected, you will only be able select initial Plan Purpose of Community, Neighbourhood or Precinct. If you are after the subsequent stages, please create a workspace using the 'Existing Community Plans' option.

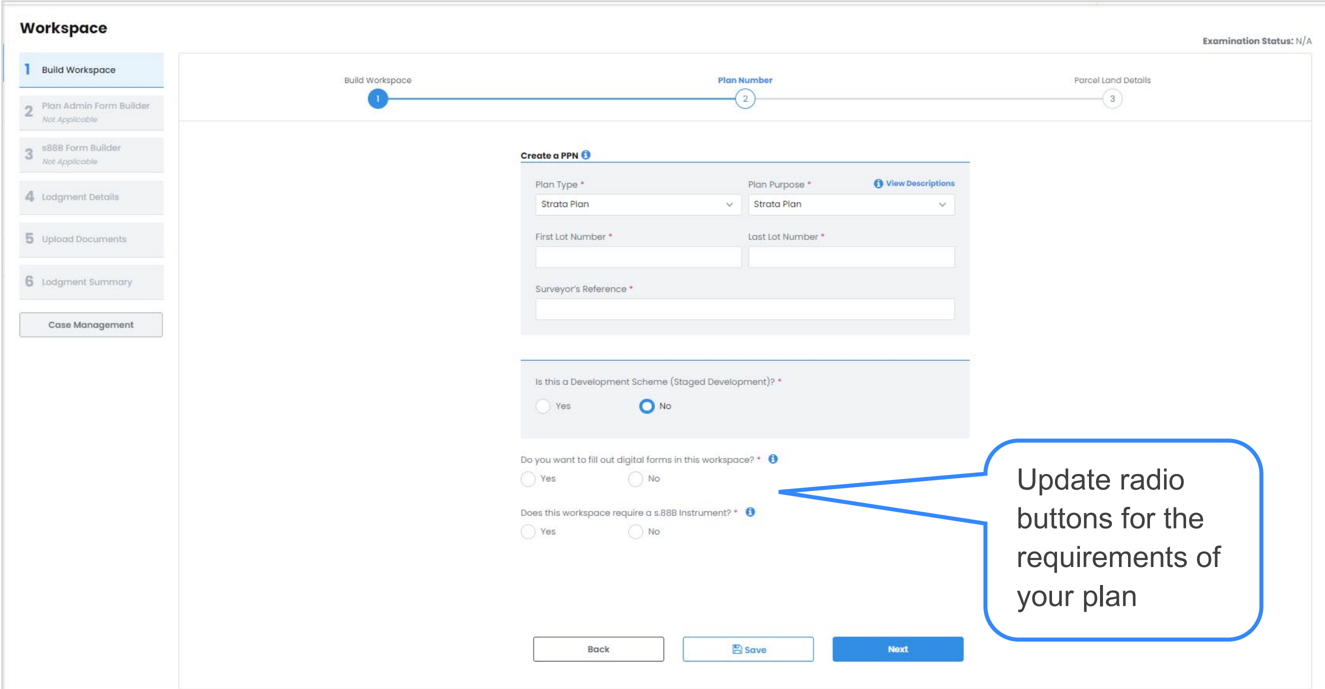
Depending on the Plan Purpose you select the fields to complete will vary depending on the requirements of the plan purpose.

Deposited Plan



- The ‘First Lot Number’, ‘Last Lot Number’, and the ‘Surveyor’s Reference’ fields will remain editable after completion of this screen.
- If you want to complete the relevant forms using the Digital Administration Form Builder, please select ‘Yes’ to ‘Do you want to fill out digital forms in this workspace?’.
- If you select ‘No’ to using the digital forms and ‘Yes’ to ‘Does this workspace require a s.88B instrument?’ there will be extra fields to complete on the ‘**Lodgment Details**’ screen.

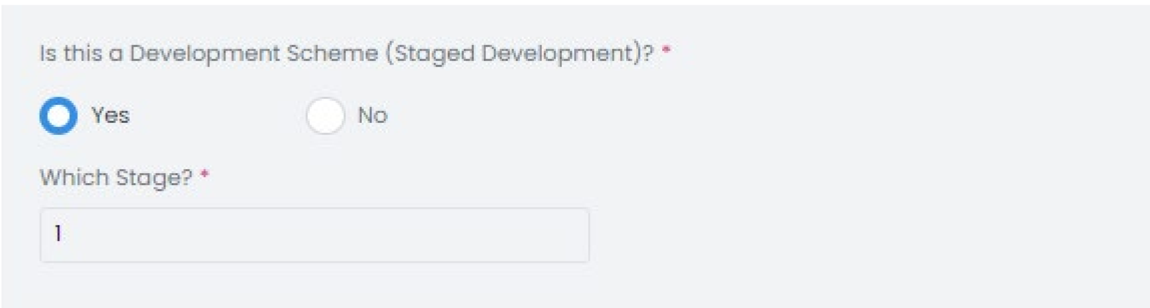
Strata Plans



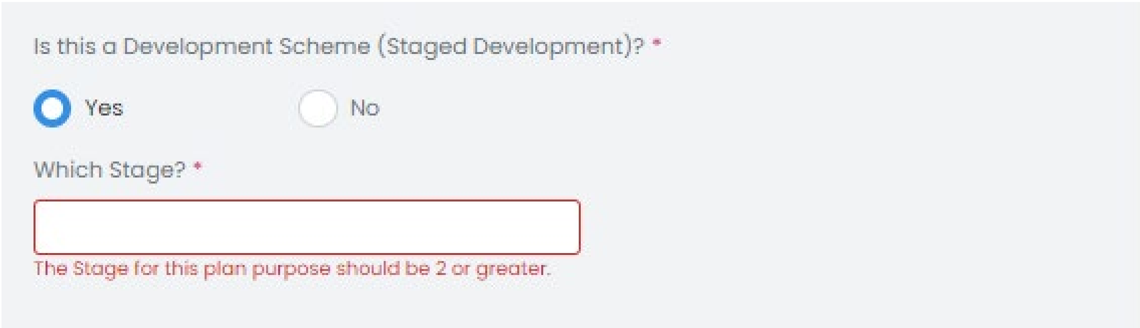
- The 'First Lot Number' field and the 'Last Lot Number' fields and the 'Surveyor's Reference' field will remain editable after completion of this screen.
- If you want to complete the relevant forms using the Digital Administration Form Builder, please select 'Yes' to 'Do you want to fill out digital forms in this workspace?'.
- If you select 'No' to using the digital forms and 'Yes' to 'Does this workspace require a s.88B instrument?' there will fields to complete on the 'Lodgment Details' screen.

If you are creating a Workspace for a Strata Plan that you have answered 'Yes' to 'Is this a Development Scheme (Staged Development)?

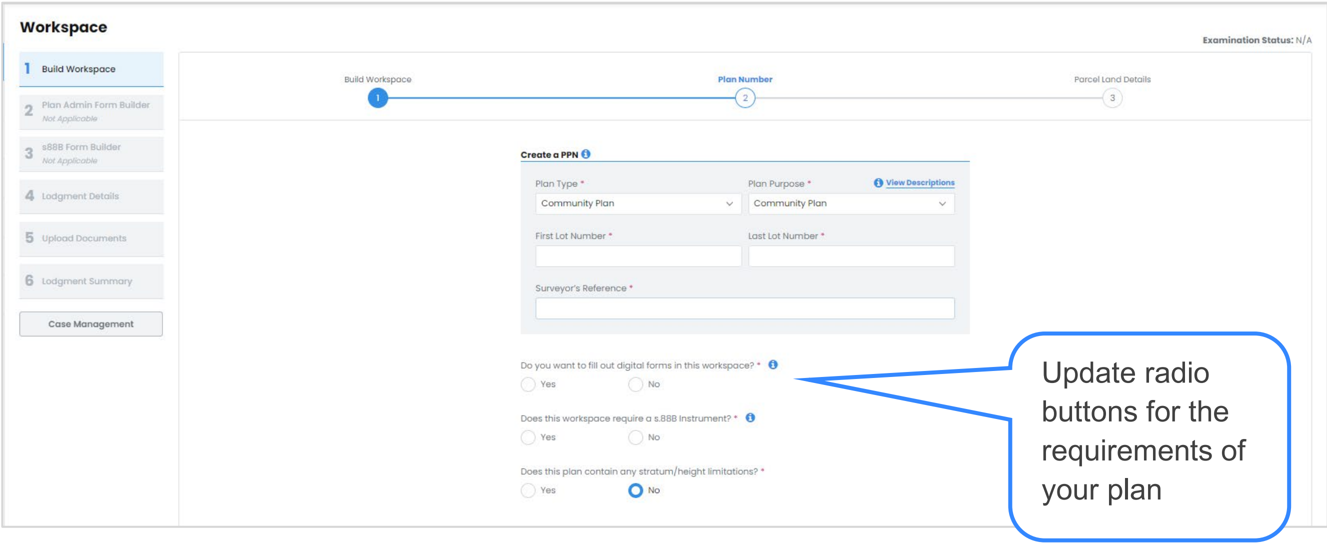
The 'Which Stage?' field will be disabled for Plan Purposes used for the initial Development.



For Plan Purpose used for following stages of development this field will be editable with a number, 2 or greater



Community/Neighbourhood/Precinct Plan



- The 'First Lot Number' field and the 'Last Lot Number' fields and the 'Surveyor's Reference' field will remain editable after completion of this screen.
- If you want to complete the relevant forms using the Digital Administration Form Builder, please select 'Yes' to 'Do you want to fill out digital forms in this workspace?'.
- If you select 'No' to using the digital forms and 'Yes' to 'Does this workspace require a s.88B instrument?' there will fields to complete on the 'Lodgment Details' screen.

3.2.2 Existing PPN

Select this option if you already have an existing PPN and would like to use that number for this workspace, or you have lodged a PE and would like to create a new workspace for the Final lodgment.

Or select this option if you want to use a PPN you created in ePlan or to re-lodge a Plan that was lodged for PE or Registration in ePlan.

You are only able to have one workspace per Plan Number within NSW LRS Connect. If you wish to create a new workspace with a Plan Number already in use, please delete the current workspace by selecting the trash can icon.

Please note: once you delete a workspace you will be unable to recover it.

Once you select a Plan Number a validation will run to check that the 'Lodging Party' selected on the 'Build Workspace' screen matches the Lodging Party of the Plan Number. If they do not match, you will be prompted to change the Lodging Party prior to being able to select the Plan Number. If you are not linked use the '**Unlinked Lodging Party**' option.

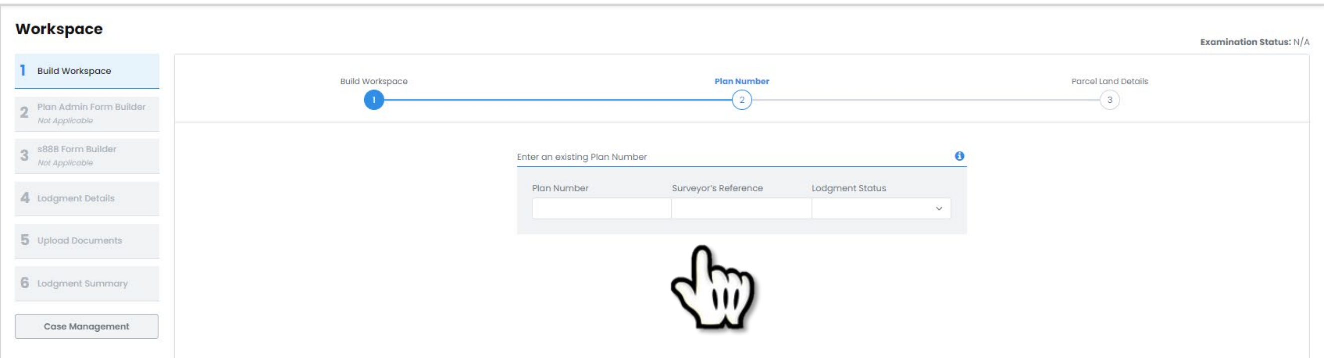
For more information, please refer to the **Lodging Party** section of the User Guide.

If a Plan Number has been previously lodged for Registration, a validation will run that confirming that the lodgment option you have selected matches the Plan Number. For example, if you are creating a workspace for Preliminary Examination, you will not be able to select a Plan Number that has previously been lodged for Registration.

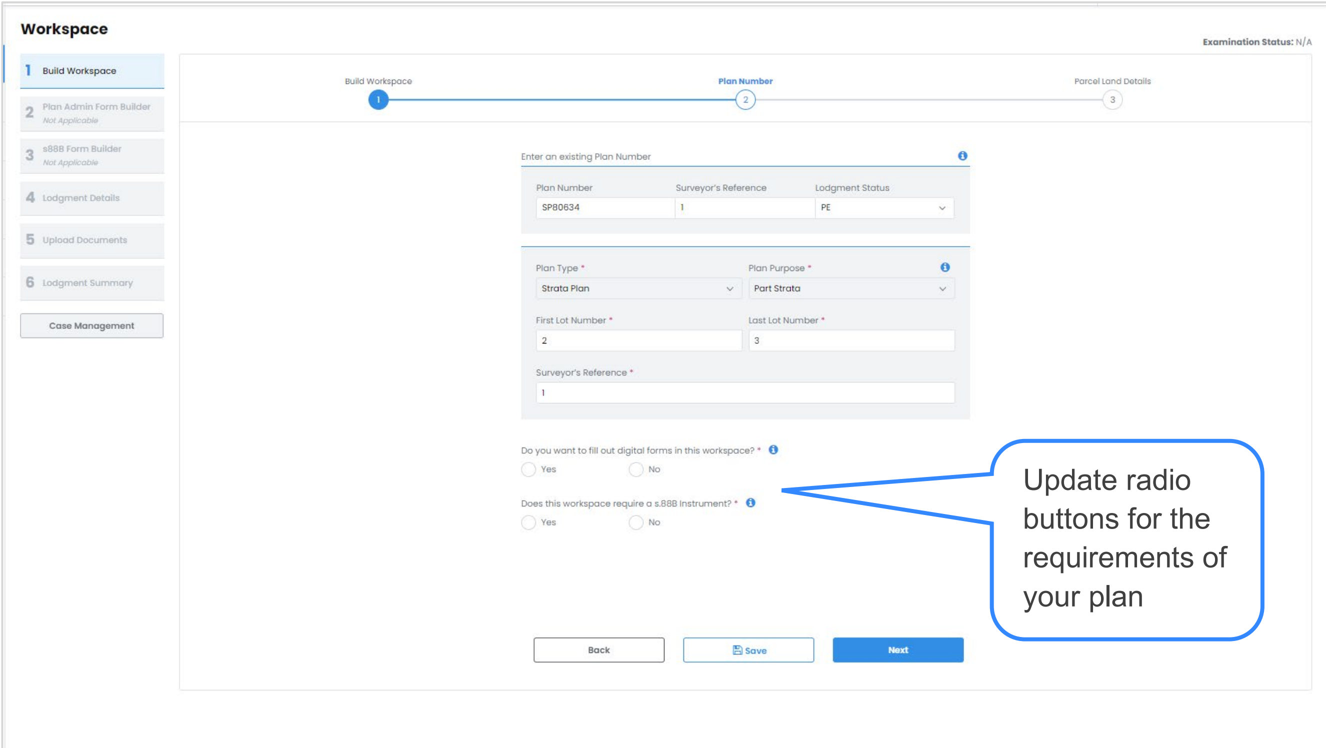
Lodging as the Surveyor

When you are the Lodging Surveyor on the Plan Number screen, there will be a drop-down table with all PPNs, and Lodged Plan Numbers associated with your BOSSI ID.

You are able to search by the Plan Number, Surveyor's Reference, or Lodgment Status.



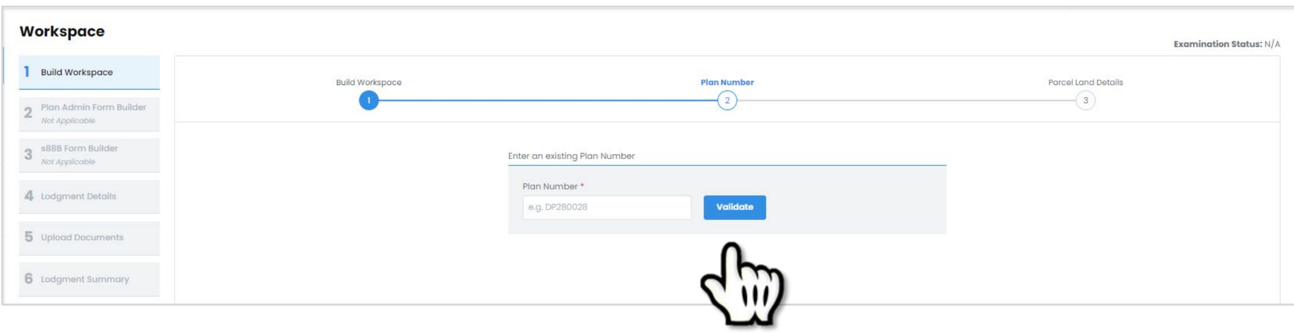
After selecting the Plan Number, you want to use, depending on the Plan Purpose of the number different fields will appear to complete depending on the requirements of the plan purpose.



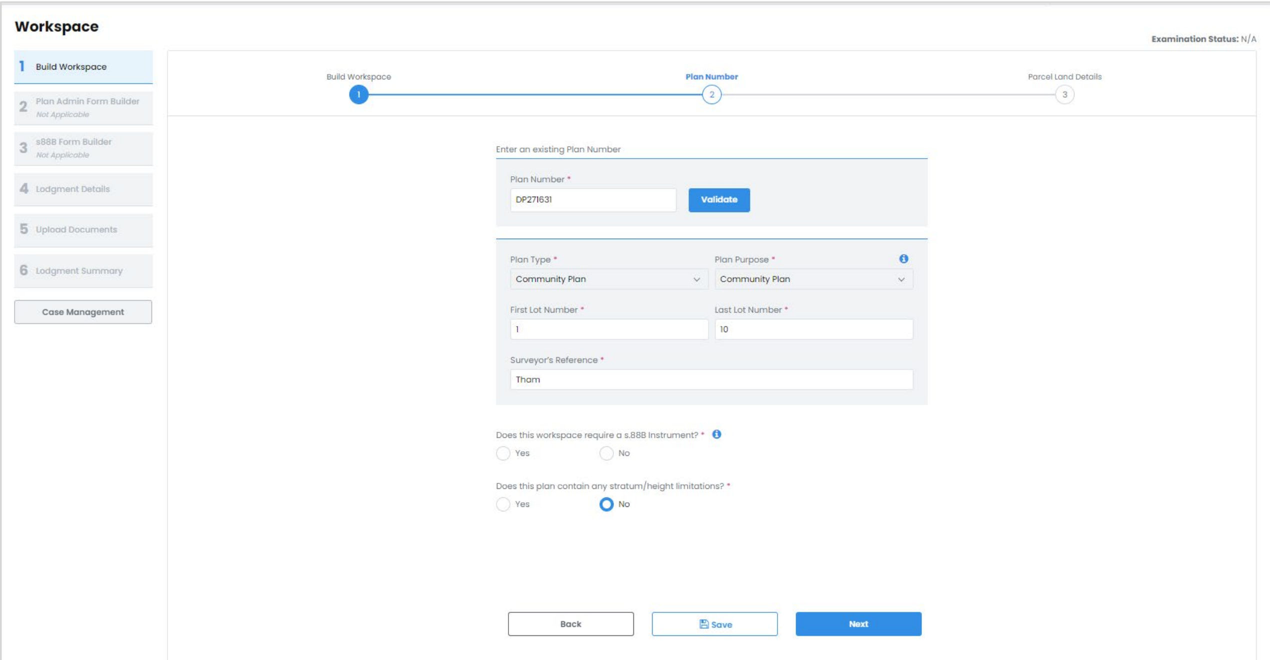
- The 'First Lot Number' field and the 'Last Lot Number' fields and the 'Surveyor's Reference' field will remain editable after completion of this screen.
- If you want to complete the relevant forms using the Digital Administration Form Builder, please select 'Yes' to 'Do you want to fill out digital forms in this workspace?'.
- If you select 'No' to using the digital forms and 'Yes' to 'Does this workspace require a s.88B instrument?' there will fields to complete on the 'Lodgment Details' screen.

Lodging on behalf of Another Surveyor

When lodging on behalf of Another Surveyor, on the 'Plan Number' screen you will a search box to search and validate the Plan Number. After entering the Plan Number and selecting 'Validate' the BOSSI ID of the Surveyor you are lodging on behalf of will be compared to the BOSSI ID of the Surveyor who created the Plan Number. These must match to be able to select the plan.



Once a Plan Number has been validated, the Plan Details will prepopulate:

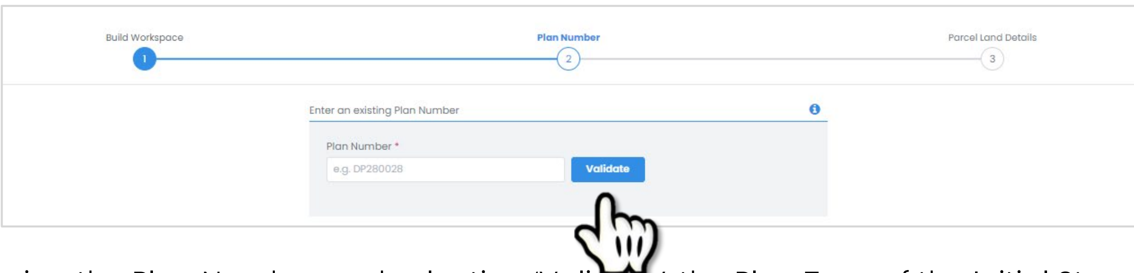


- The Plan Type and Plan Purpose are unable to be edited.
- The ‘First Lot Number’ ‘Last Lot Number’ and Surveyor’s Reference are all editable.
- Relevant questions and fields relevant to the plan purpose will populate for completion.

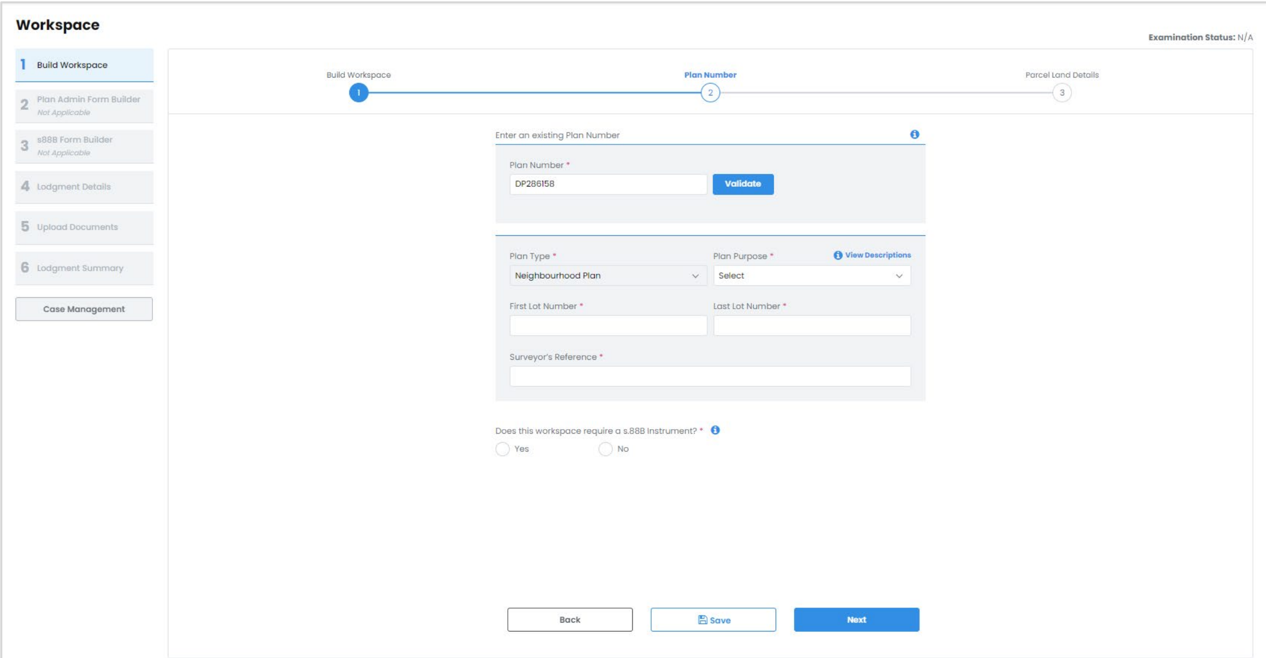
3.2.3 An existing Community Plan Number

If an initial stage of a Community, Neighbourhood or Precinct plan has already been lodged, then choose this option when you are creating a workspace for a subsequent stage of these plans.

On the ‘Plan Number’ screen you will a search box to search and validate the Plan Number.



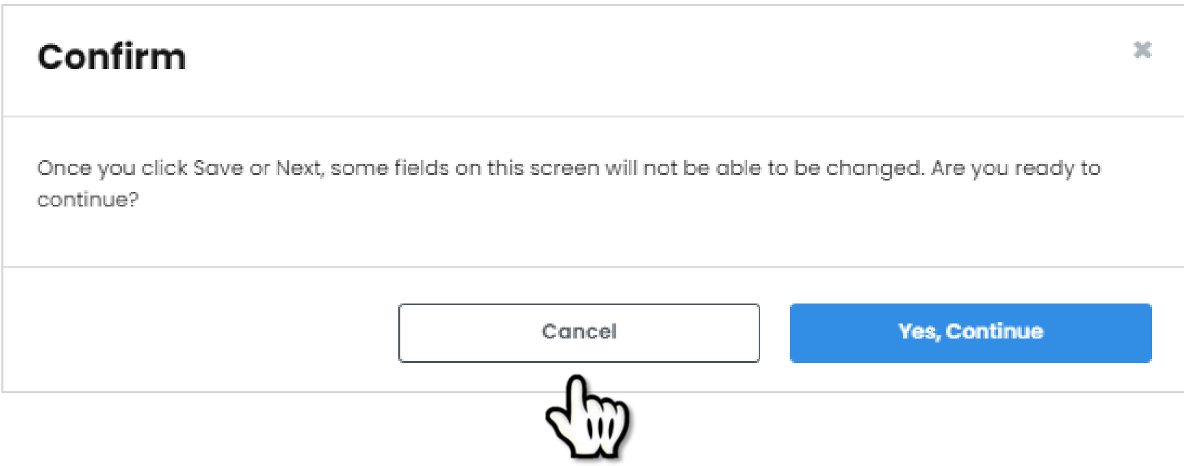
After entering the Plan Number and selecting ‘Validate’, the Plan Type of the Initial Stage will pre-populate. The Plan Purpose drop down will be selectable and the options available will depend on if the Plan Type is Community, Neighbourhood or Precinct.



If you are lodging on behalf of another surveyor a field with the Surveyor of Previous Stage will also pre-populate.

Depending on the Plan Purpose, the relevant fields to be completed will display.

After the completing the required fields and saving the page by selecting ‘Save’ or ‘Next’ the lot numbers will become disabled, and you will NOT be able to edit them. Please press ‘Cancel’ to the below warning message if you want to make any changes prior to saving.



3.2.4 Plan Purpose Descriptions

Plan Purpose	Select this Plan Purpose when
Deposited Plan	
Subdivision	Subdividing one or more lots into multiple new lots or road (any subdivision plan which defines a lot which is to be dedicated as road or created as a Public reserve or Drainage reserve)
Building Stratum Subdivision	Subdividing one or more lots into multiple new lots or road, with stratum limitations involved (may contain BMS)
Consolidation	Consolidating two or more parcels into one parcel. No new boundaries are to be created and road cannot be dedicated.
Crown Folio Creation	Defining a lot(s) intended to be brought under the Real Property Act 1900 (Torrens Title). This may only affect Crown Title Land.
Crown Road Enclosure	Creating title for Crown boundary and reserve roads. These roads may be subject to an existing enclosure permit.
Delimitation	Redefining Torrens title land which is subject to a limitation.
Easement	Defining the site of affecting interests to be created upon registration of the plan when accompanied by a section 88B instrument.
Proposed Easement	Defining the site of proposed affecting interests to be created at a later stage.
Lease	Defining part of the land in a folio which is intended to be leased at a future time.
Legal Road Network	Redefining the Crown Road in the Western Land division to the existing road corridor.
Pipelines Act, 1967	Defining the site of pipeline easements to be created under the Pipelines Act 1967.
Redefinition	Redefining an existing parcel of land. Must include all of the land in a folio (may be a residue). The plan may redefine more than one parcel provided no new boundaries are created or removed.

Resumption Or Acquisition	Defining lots which are to be acquired (or resumed) at a future stage. The plan must also define the residue of any Torrens title. The residue is the part of the current folio which will not be acquired.
Roads Act, 1993	Defining as lots intended to be opened or closed at a later stage. Must define the residue of any affected Torrens title parcels.
Surrender	Defining boundaries of a parcel(s) to be surrendered to the Crown.
Survey Information Only	Placing survey information on public record.
Strata Plan	
Strata Plan	Subdividing one or more lots into a new Strata Scheme
Strata Subdivision Plan	Subdividing one or more strata lots and/or common property within an existing Strata Scheme
Strata Consolidation Plan	Consolidating multiple existing strata lots, or strata lots and common property wall, floor, or ceiling within an existing Strata Scheme
Strata Building Alteration Plan	A change in the definition of a lot boundary by the removal of a structure or the building of a structure within an existing Strata Scheme
Part Strata	Subdividing one stratum lot into a new Strata Scheme with a new or existing Strata Management Statement (SMS) or an existing Building Management Statement that meets the requirements of a SMS
Part Strata Subdivision Plan	Subdividing one or more strata lots and/or common property within an existing Part Strata
Leasehold Strata Plan	Subdividing one or more lots into a new Leasehold Strata Scheme
Leasehold Strata Subdivision Plan	Subdividing one or more strata lots and/or common property within an existing Leasehold Strata Scheme

Leasehold Strata Consolidation Plan	Consolidating multiple existing strata lots or strata lots and common property wall, floor, or ceiling within an existing Leasehold Strata Scheme
Leasehold Strata Building Alteration Plan	A change in the definition of a lot boundary by the removal of a structure or the building of a structure within an existing Leasehold Strata Scheme
Leasehold Part Strata	Subdividing one stratum lot into a new Leasehold Strata Scheme with a new or existing Strata Management Statement (SMS) or an existing Building Management Statement that meets the requirements of a SMS
Leasehold Part Strata Subdivision Plan	Subdividing one or more Leasehold strata lots and/or common property within an existing Part Strata
Community Plan	
Community Plan	Subdividing one or more lots into multiple new lots within a Community Scheme
Community Subdivision Plan	Subdividing one or more lots within an existing Community Scheme into multiple new lots
Community Consolidation Plan	Consolidating multiple existing Community Scheme lots
Community Boundary Adjustment Plan	Boundary adjustment between the Community Association Property (Lot 1) and a Development Lot
Community Title Residue After Acquisition	Additional sheet of the detail plan for a Development Lot or replacement sheet of the Community Association Lot following an Acquisition
Community Replacement Sheet	Changes to the Community Association Property (Lot 1) not covered by a Conversion/Boundary Adjustment/Acquisition
Community Additional Sheet	Changes to a Community Development Lot not covered by a Plan of Subdivision/Consolidation/Boundary Adjustment/Acquisition

Precinct Plan	
Precinct Plan	Subdividing one or more lots into multiple new lots within a Precinct Scheme
Precinct Subdivision Plan	Subdividing one or more lots within an existing Precinct Scheme into multiple new lots
Precinct Consolidation Plan	Consolidating multiple existing Precinct Scheme lots
Community Boundary Adjustment Plan	Boundary adjustment between the Precinct Association Property (Lot 1) and a Development Lot
Community Title Residue After Acquisition	Additional sheet of the detail plan for a Development Lot or replacement sheet of the Precinct Association Property (Lot 1) following an Acquisition
Community Replacement Sheet	Changes to the Precinct Association Property (Lot 1) not covered by a Conversion/Boundary Adjustment/Acquisition
Community Additional Sheet	Changes to a Precinct Development Lot not covered by a Plan of Subdivision/Consolidation/Boundary Adjustment/Acquisition
Neighbourhood Plan	
Neighbourhood Plan	Subdividing one or more lots into multiple new lots within a Neighbourhood Scheme
Neighbourhood Subdivision Plan	Subdividing one or more lots within an existing Neighbourhood Scheme into multiple new lots
Neighbourhood Consolidation Plan	Consolidating multiple existing Neighbourhood Scheme Lots
Community Title Residue After Acquisition	Additional sheet of the detail plan or replacement sheet of the Neighbourhood Association Property (Lot 1) following an Acquisition
Community Replacement Sheet	Changes to the Neighbourhood Association Property (Lot 1) not covered by a Conversion/Boundary Adjustment/Acquisition
Community Additional Sheet	Changes to a Neighbourhood Development Lot not covered by a Plan of

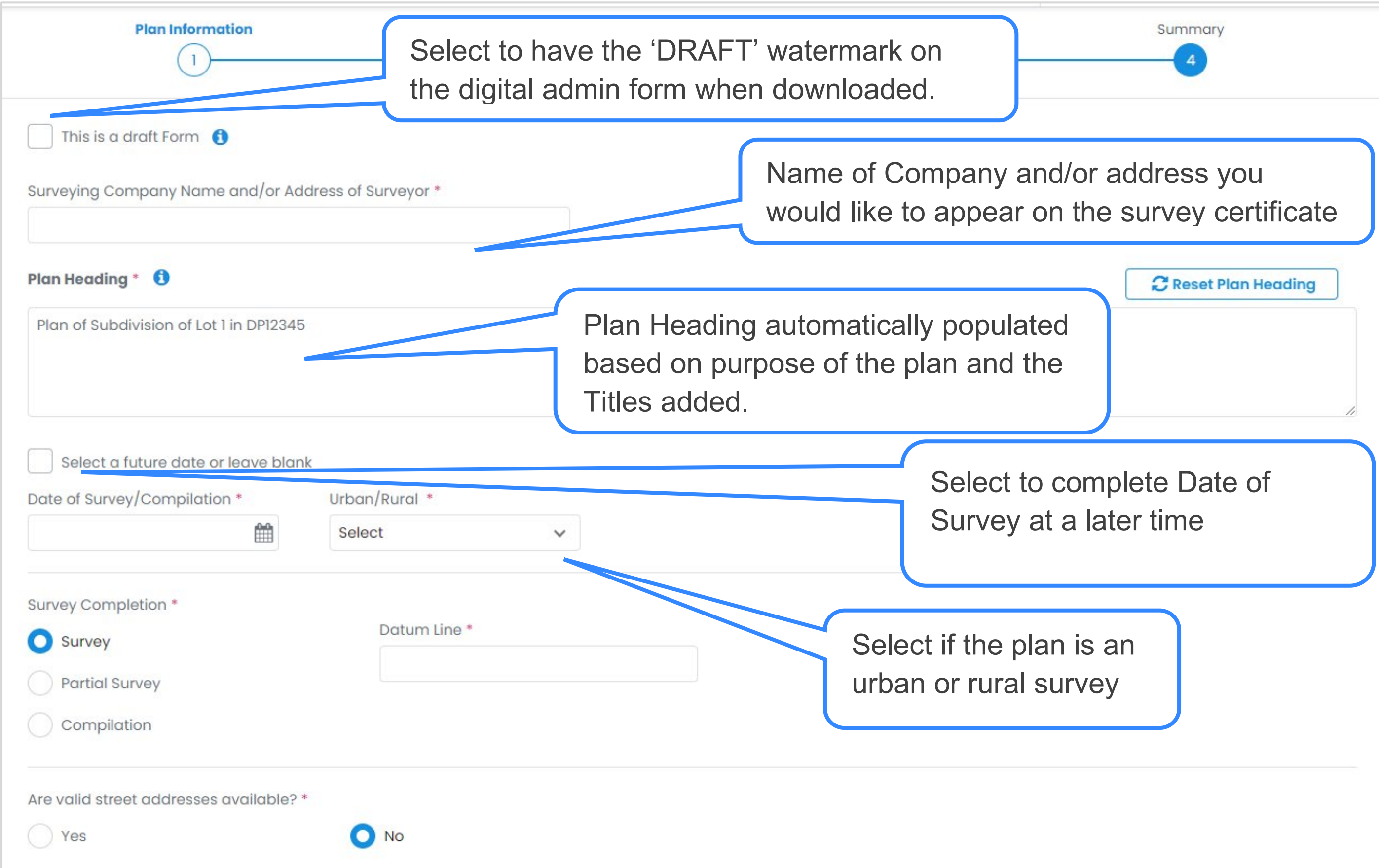
4. Deposited Plan Digital Admin Form

This guide provides instructions on how to use the Plan Admin Form Builder to create a Deposited Plan Administration sheet for your plan.

Pre-requisites:

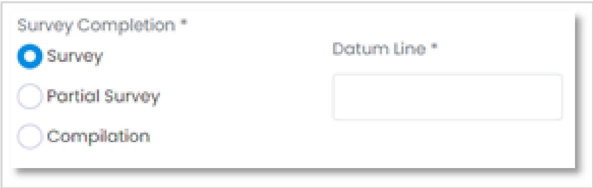
- You must have a LRS Connect account and be signed in before filling in the Deposited Plan Digital Admin Form. See the **Account Management** section of this guide for more info.
- You must create a workspace before filling in the Deposited Plan Digital Admin Form. See the **Create a workspace** section of this guide for more info.

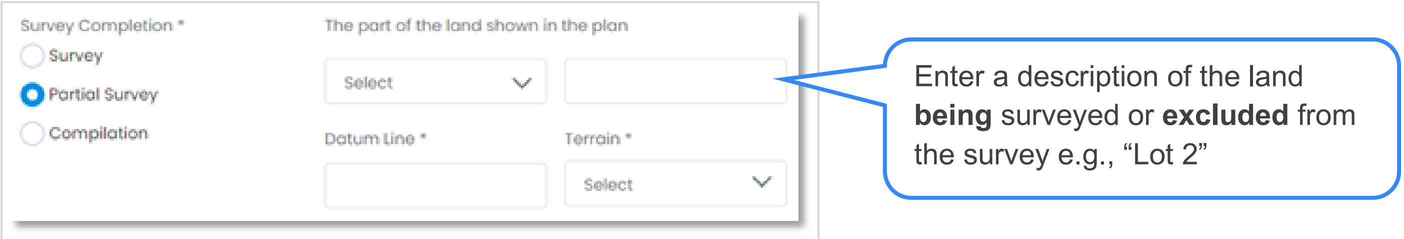
4.1 Plan Information

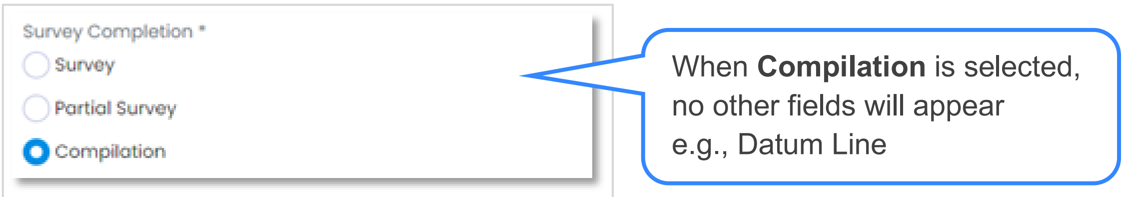


4.1.1 Survey Completion

The Survey Completion panel will give you three options, being **Survey**, **Partial Survey** and **Compiled**. Please choose the appropriate option related to your plan and complete all fields.





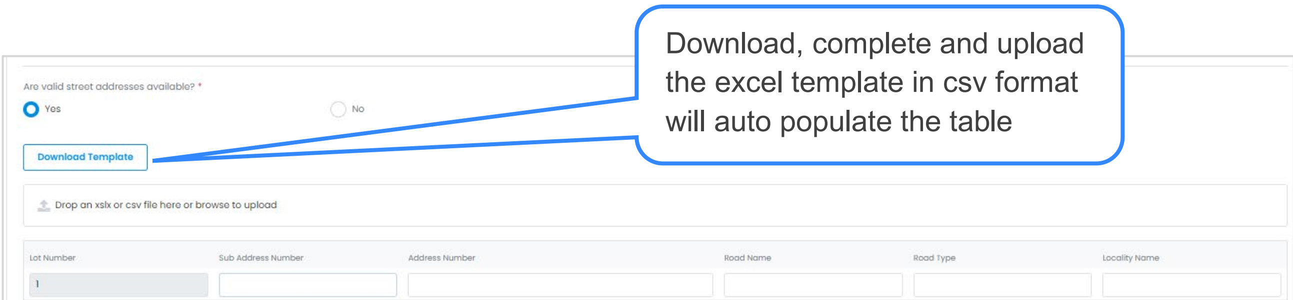


4.1.2 Are valid street addresses available?

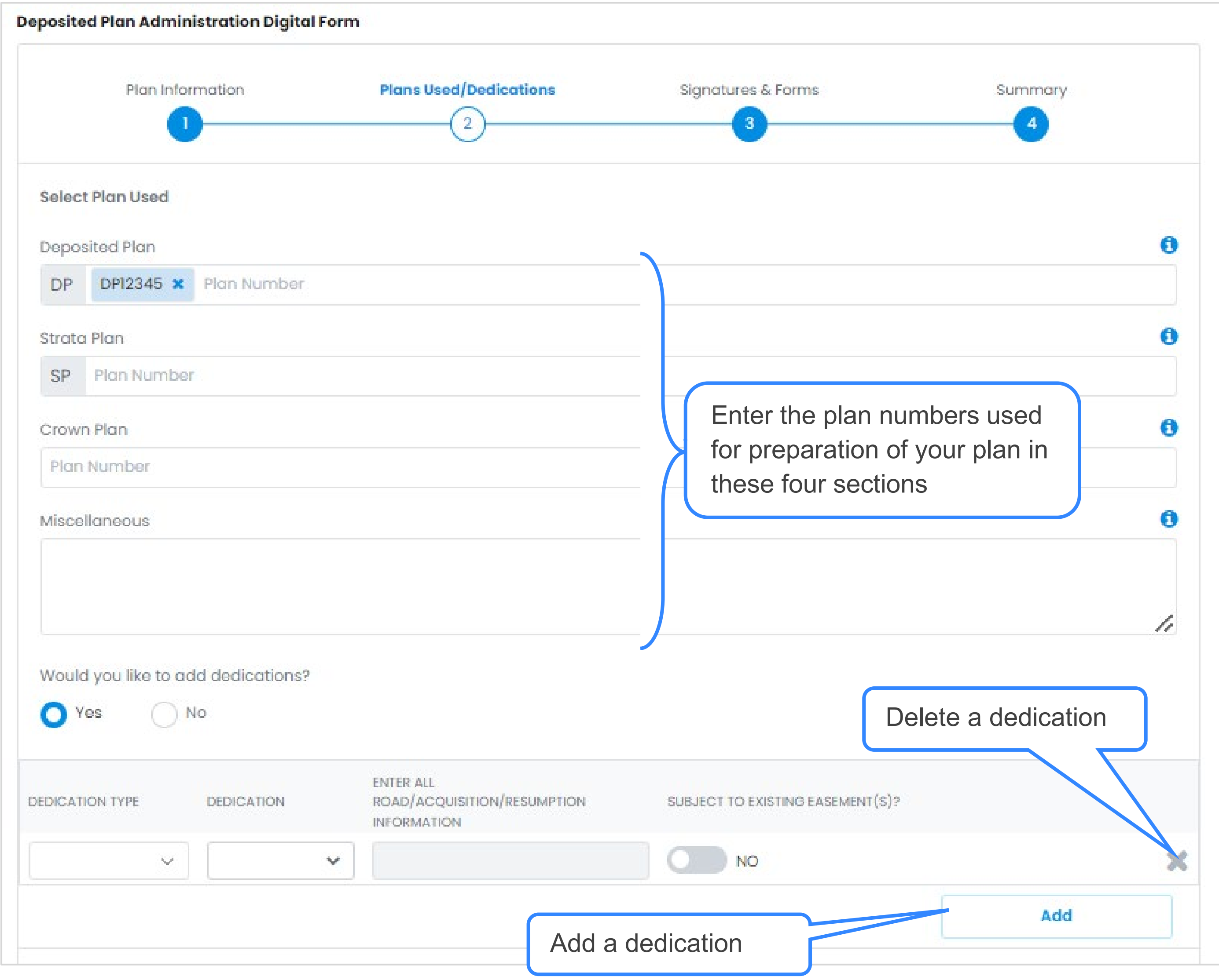
Select either Yes or No if your lots currently have valid street addresses associated with them at the time of lodgment. If Yes is selected, street address input fields will appear as per the image below with lot numbers pre-populated.

There is also the functionality to upload a .csv file to automatically populate the table based on an excel file. If not using the downloaded template, please ensure the headings in the excel document you upload match the table headings.

If No is selected, a statement will be rendered on the Digital Form ***Street addresses for all lots are not available***.

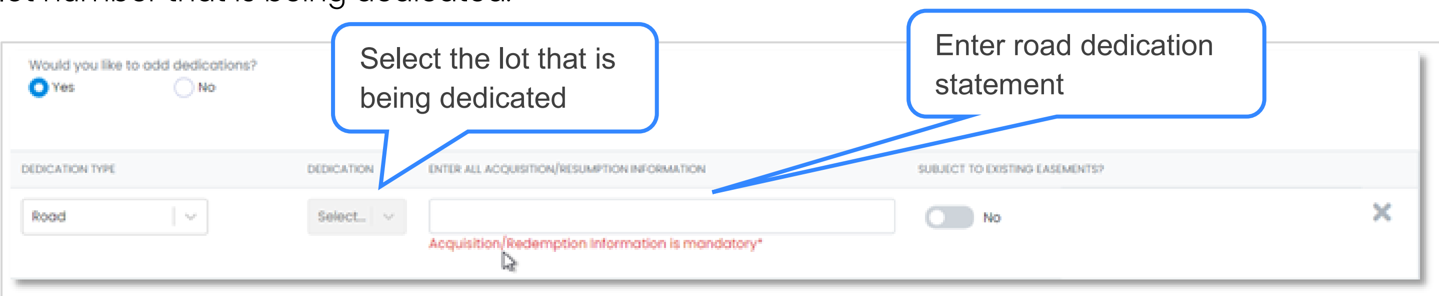


4.2 Dedications



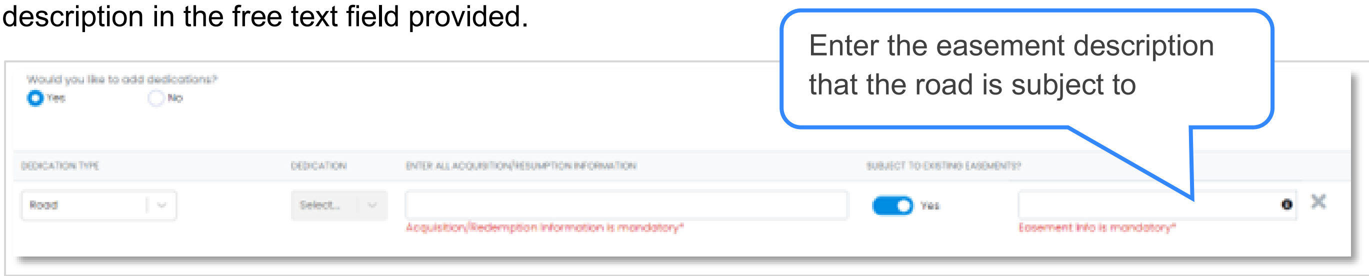
4.2.1 Would you like to add dedications?

Selecting **Yes** will give you multiple dedication options in the *Dedication Type* drop down box. Selecting **Road** will provide a free text box to enter the road dedication statement, whilst selecting any of **Public Reserve, Drainage Reserve or Temporary Road** will require you to select a lot number that is being dedicated.

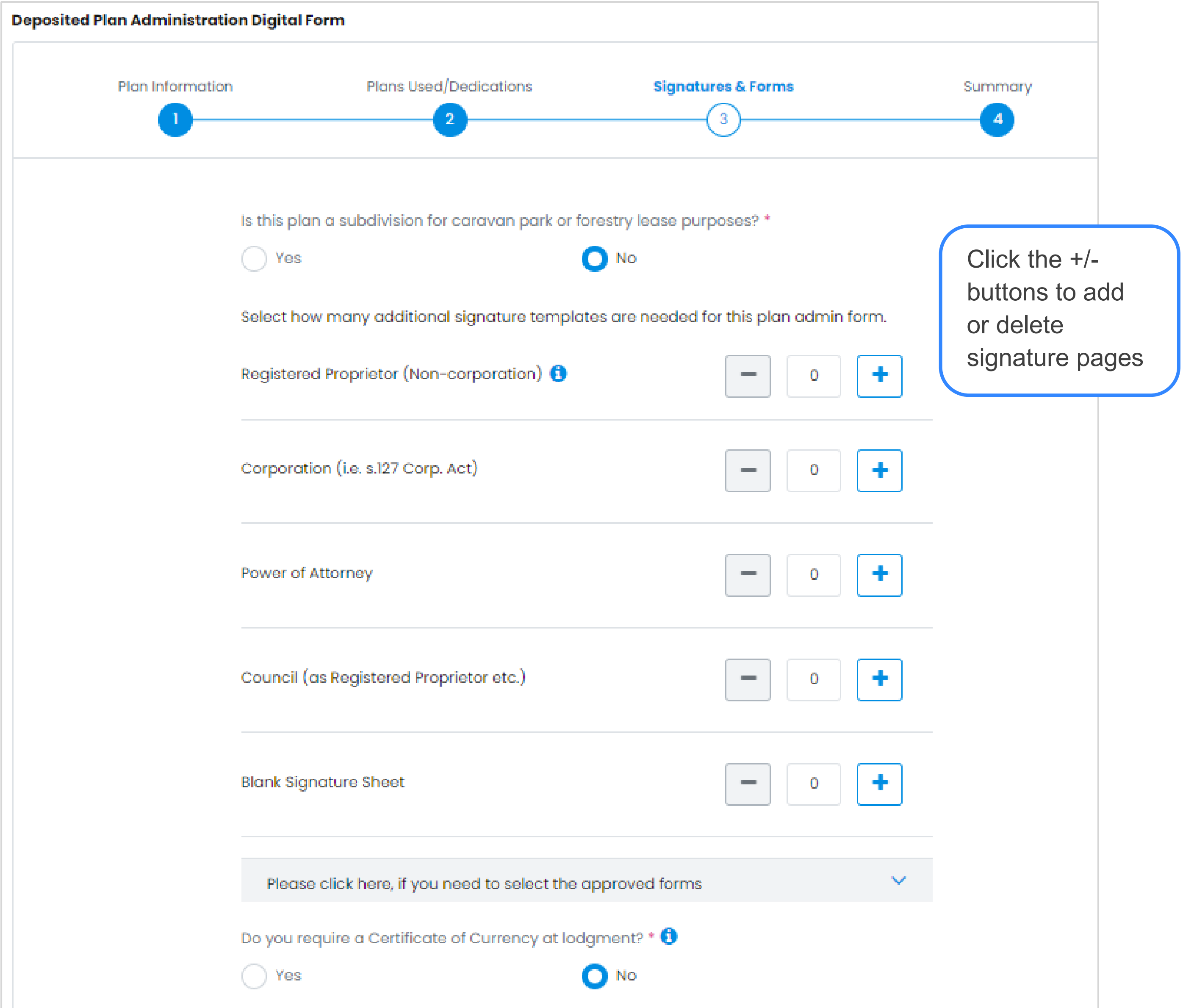


4.2.2 Road subject to existing easements?

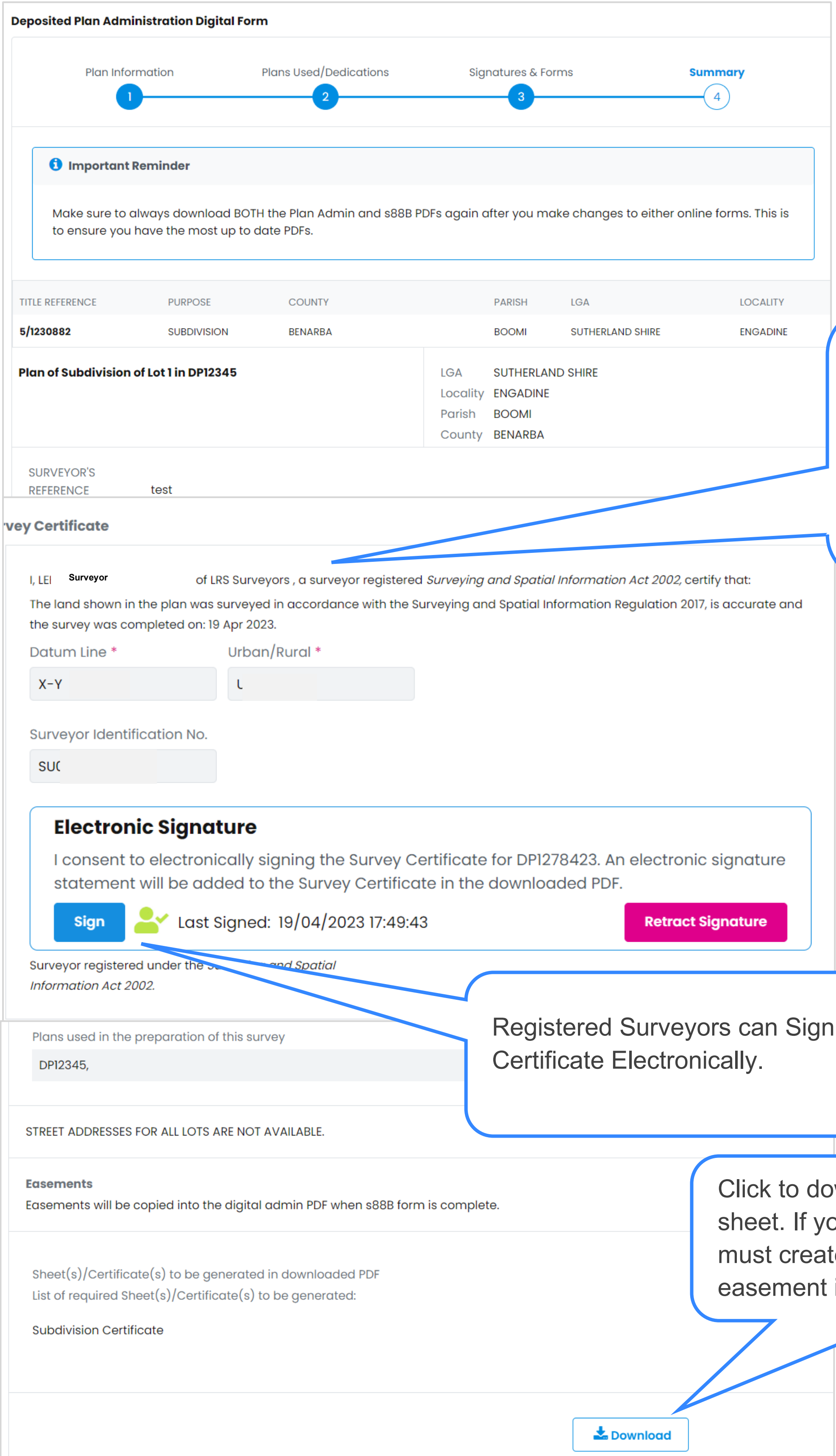
If a road is subject to existing easements, then change the toggle to **Yes,** and then add the easement description in the free text field provided.



4.3 Signatures



4.4 Summary



Deposited Plan Administration Digital Form

Plan Information 1 — Plans Used/Dedications 2 — Signatures & Forms 3 — **Summary** 4

Important Reminder

Make sure to always download BOTH the Plan Admin and s88B PDFs again after you make changes to either online forms. This is to ensure you have the most up to date PDFs.

TITLE REFERENCE	PURPOSE	COUNTY	PARISH	LGA	LOCALITY
5/1230882	SUBDIVISION	BENARBA	BOOMI	SUTHERLAND SHIRE	ENGADINE

Plan of Subdivision of Lot 1 in DP12345

LGA SUTHERLAND SHIRE
Locality ENGADINE
Parish BOOMI
County BENARBA

SURVEYOR'S REFERENCE test

vey Certificate

I, LEI Surveyor of LRS Surveyors , a surveyor registered *Surveying and Spatial Information Act 2002*, certify that:
The land shown in the plan was surveyed in accordance with the Surveying and Spatial Information Regulation 2017, is accurate and the survey was completed on: 19 Apr 2023.

Datum Line * X-Y

Urban/Rural * U

Surveyor Identification No. SU(

Electronic Signature

I consent to electronically signing the Survey Certificate for DP1278423. An electronic signature statement will be added to the Survey Certificate in the downloaded PDF.

Sign | Last Signed: 19/04/2023 17:49:43 | Retract Signature

Surveyor registered under the ... and Spatial *Information Act 2002.*

Plans used in the preparation of this survey
DP12345,

STREET ADDRESSES FOR ALL LOTS ARE NOT AVAILABLE.

Easements
Easements will be copied into the digital admin PDF when s88B form is complete.

Sheet(s)/Certificate(s) to be generated in downloaded PDF
List of required Sheet(s)/Certificate(s) to be generated:

Subdivision Certificate

Download

Surveyor Name, Surveying Firm, Datum Line, Urban/Rural, Surveyor Identification No. Will be automatically populated based on the Digital Form and Account

Registered Surveyors can Sign Survey Certificate Electronically.

Click to download a PDF of your admin sheet. If you are creating an 88b, you must create that form first so that easement info can auto populate on the

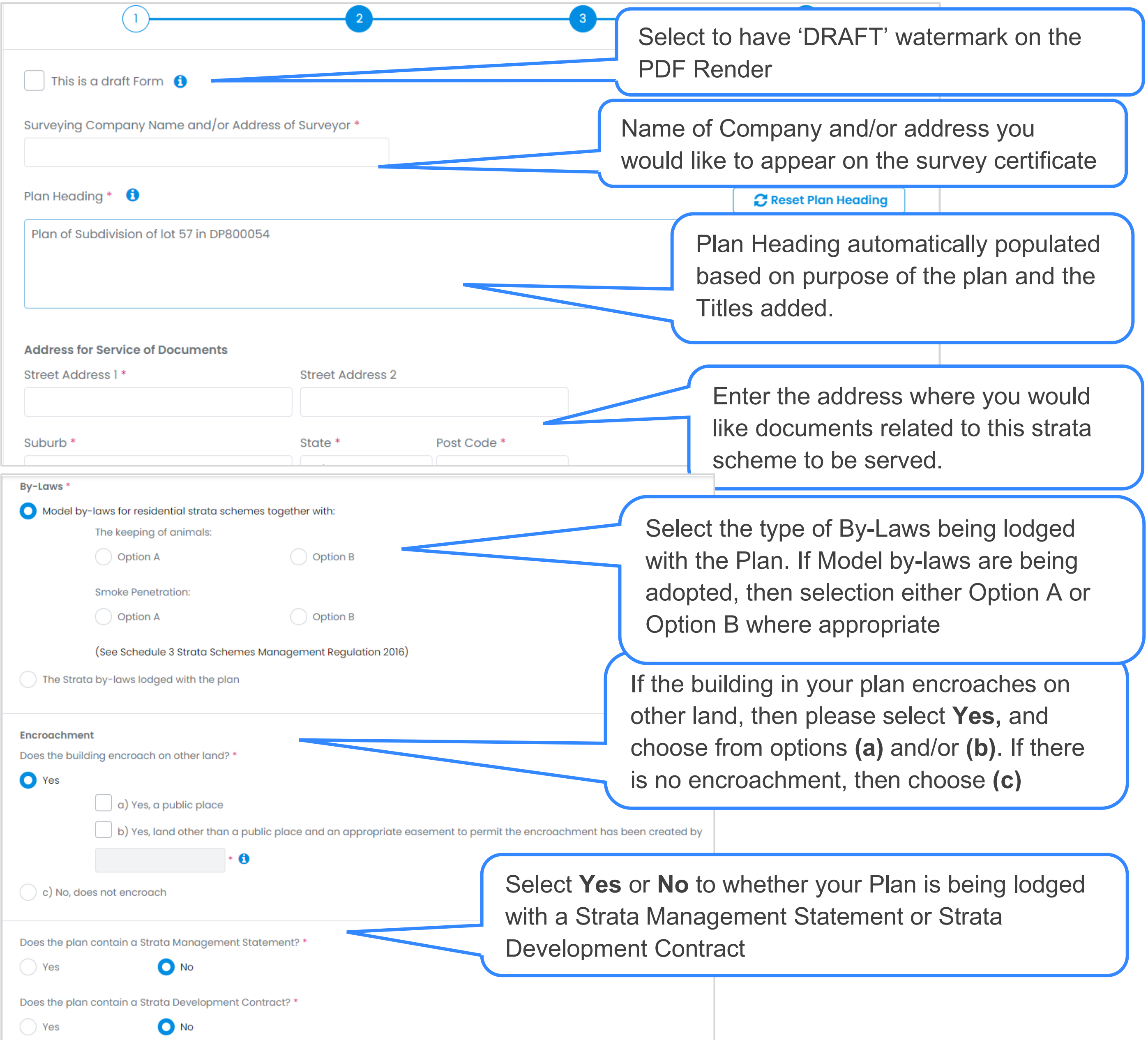
5. Strata Plan Digital Admin Form

This guide provides instructions on how to use the Plan Admin Form Builder to create a Strata Plan Administration sheet for your plan.

Pre-requisites:

- You must have a LRS Connect account and be signed in before filling in the Strata Plan Digital Admin Form. See the **Account Management** section of this guide for more info.
- You must create a workspace before filling in the Strata Plan Digital Admin Form. See the **Create a workspace** section of this guide for more info.

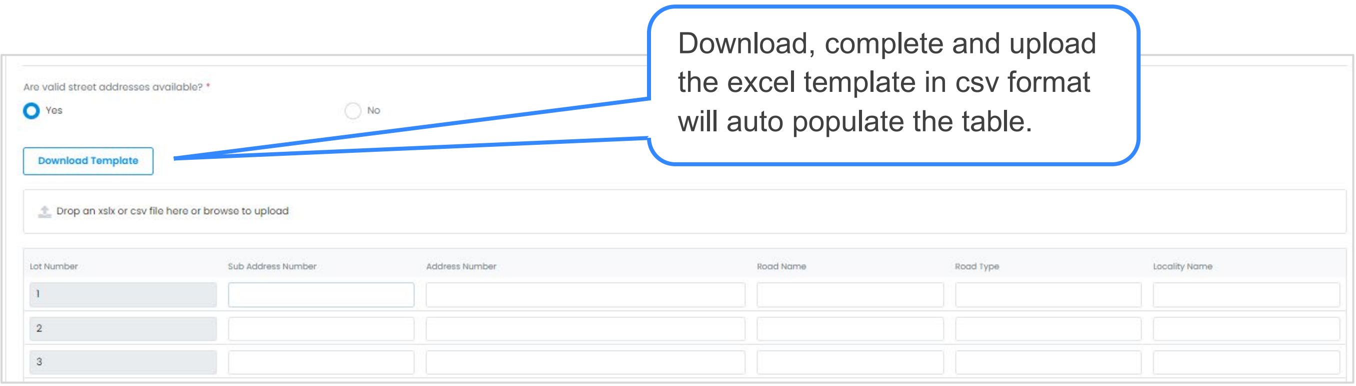
5.1 Plan Information



5.1.1 Are valid street addresses available?

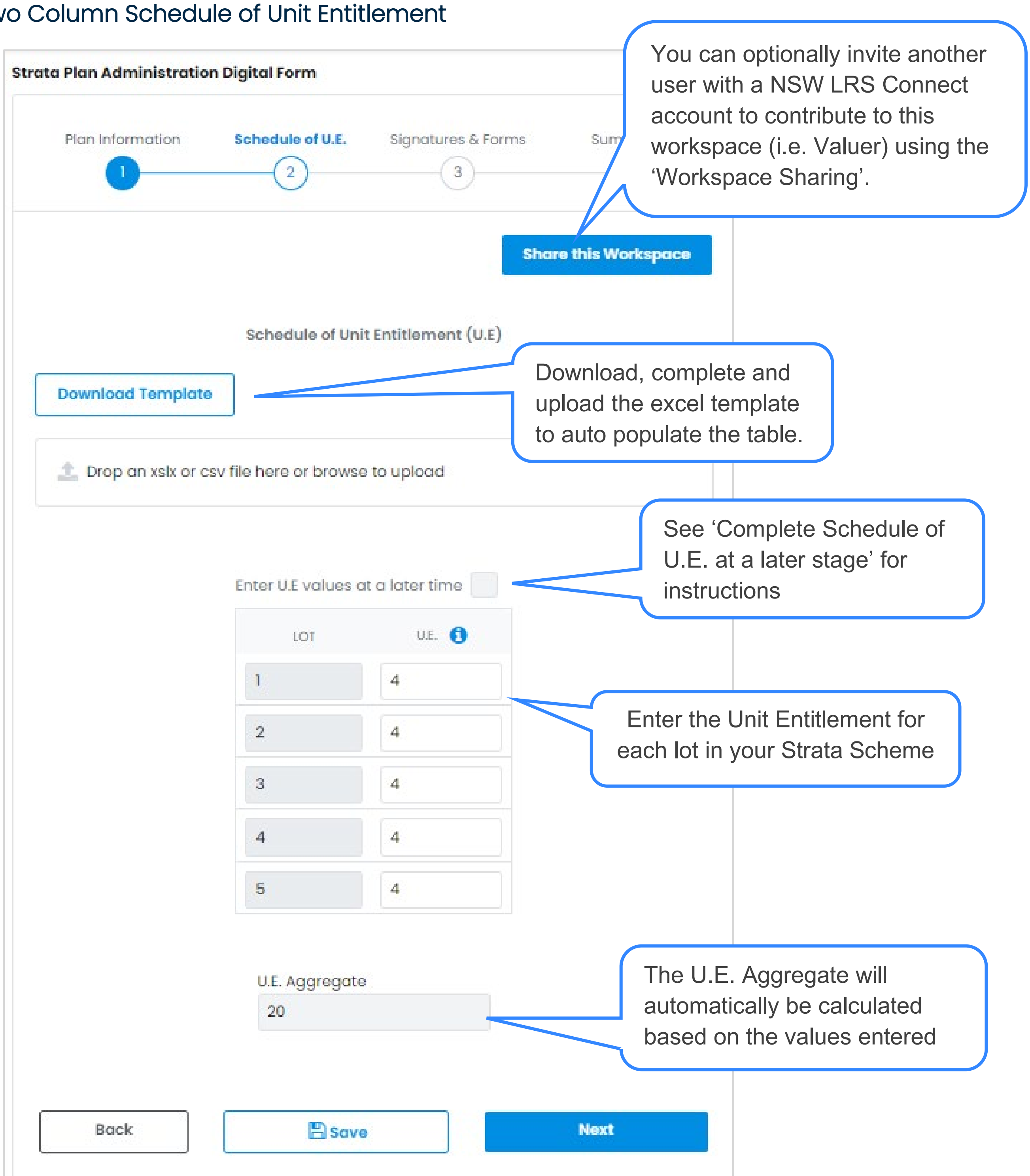
Select either **Yes** or **No** if your lots currently have valid street addresses associated with them at the time of lodgment. If **Yes** is selected, street address input fields will appear as per the image below with lot numbers pre-populated.

There is also the functionality to upload a .csv file to automatically populate the table based on an excel file. If not using the downloaded template, please ensure the headings in the excel document you upload match the table headings.
If **No** is selected, a statement will be rendered on the Digital Form ***Street addresses for all lots are not available***.

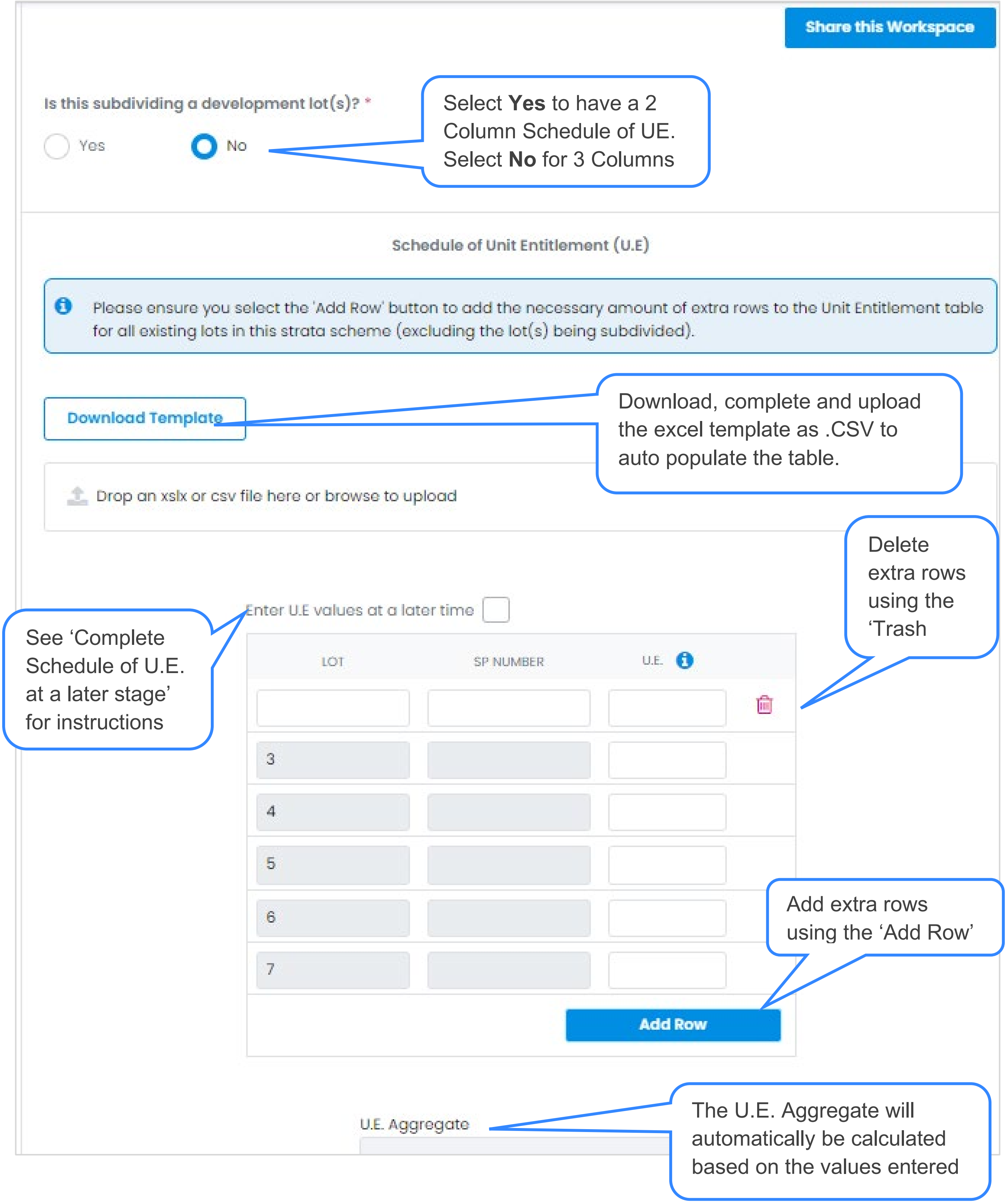


5.2 Schedule of Unit Entitlements

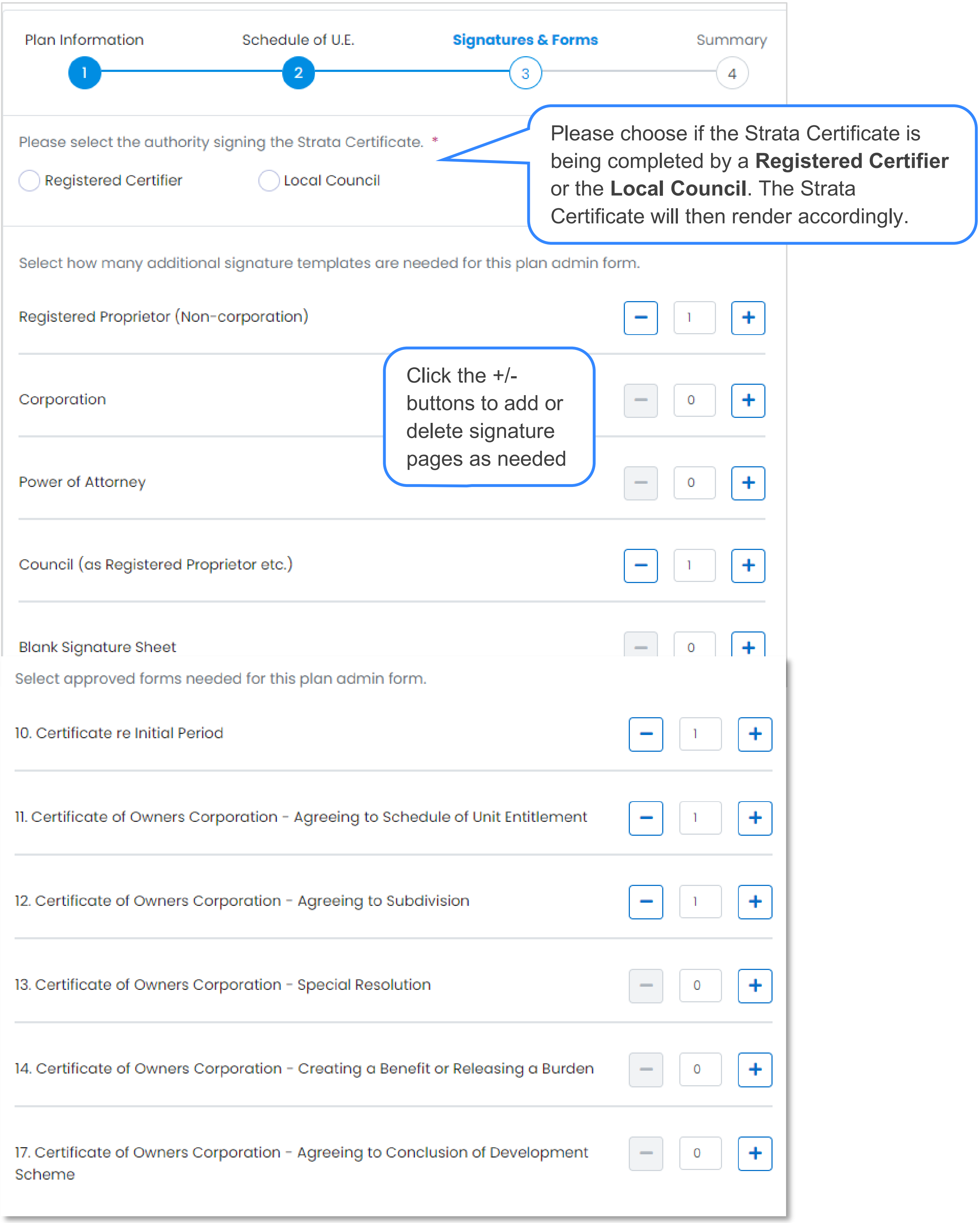
5.2.1 Two Column Schedule of Unit Entitlement



5.2.2 Three Column Schedule of Unit Entitlement



5.3 Signatures & Forms



5.4 Summary

TITLE REFERENCE	PURPOSE	LGA	LOCALITY	PARISH	COUNTY
4/123	STRATA PLAN	WAGGA WAGGA		SOUTH WAGGA WAGGA	WYNYARD
5/123	STRATA PLAN	WAGGA WAGGA	WAGGA WAGGA	SOUTH WAGGA WAGGA	WYNYARD
3/202456	STRATA PLAN	TAMWORTH REGIONAL	TAMWORTH	TAMWORTH	INGLIS

Plan of Subdivision of lots 4 - 5 in DP123 and lot 3 in DP202456

LGA	WAGGA WAGGA, TAMWORTH REGIONAL
Locality	WAGGA WAGGA, TAMWORTH
Parish	SOUTH WAGGA WAGGA, TAMWORTH
County	WYNYARD, INGLIS

This is a freehold Strata Scheme

SURVEYOR'S REFERENCE R-STRATA PLAN

Address for Service of Documents

1 Central Road,Mortdale,NSW,2223

The by-laws adopted for the scheme are:

Model by-laws for residential strata schemes together with:

The keeping of animals:*

Option A Option B

Smoke Penetration:*

Option A Option B

Please note these Options cannot be changed at the Summary screen. Navigate back to Section 1 – *Plan Information* screen to make changes.

Surveyor's Certificate

I, LEE MICHAEL SCHMALFELDT of TEST STREET 123, being a land surveyor registered under the *Surveying and Spatial Information Act 2002*, certify that the information shown in the accompanying plan is accurate and each applicable requirement of Schedule 1 of the Strata Schemes Development Act 2015 has been met.

The building encroaches on:

b) land other than a public place and an appropriate easement to permit the encroachment has been created by DP12345

Surveyor Identification No.

SU008499

Your name and surveyor ID will pre-populate from your account details

Electronic Signature

I consent to electronically signing the Surveyor's Certificate for SP102735. An electronic signature statement will be added to the S...

downloaded PDF.

Sign Last Signed: 06/04/2023 17:02:21

Surveyor registered under the *Surveying and Spatial Information Act 2002.*

Registered Surveyors can sign the Surveyor's Certificate electronically. When endorsed, the time and date will display showing the time the form was

Schedule of Unit Entitlement (U.E)

LOT	SP NUMBER	U.E
1		10
2		10
3		10
4		10
5		10
6		10
7		10
8		10
9		10
10		10
Total: 34		Next
		Aggregate: 340

Sheet(s)/Certificate(s) to be generated in downloaded PDF

Strata Certificate
Valuer Certificate

Signature Sheets to be generated in downloaded PDF

Registered Proprietor (Non-Corporation) x1
Council (as Registered Proprietor etc.) x1

Approved Form Sheets to be generated in downloaded PDF

Approved Form 10 x1
Approved Form 11 x1
Approved Form 12 x1

Signature and Approved form Sheets to be generated are based on the values entered in Section 3 – *Signatures & Forms* screen.

Strata Management

This Plan contains a Strata Management Statement.

This Plan contains a Strata Contract Statement.

Street Addresses

STREET ADDRESSES FOR ALL LOTS ARE NOT AVAILABLE.

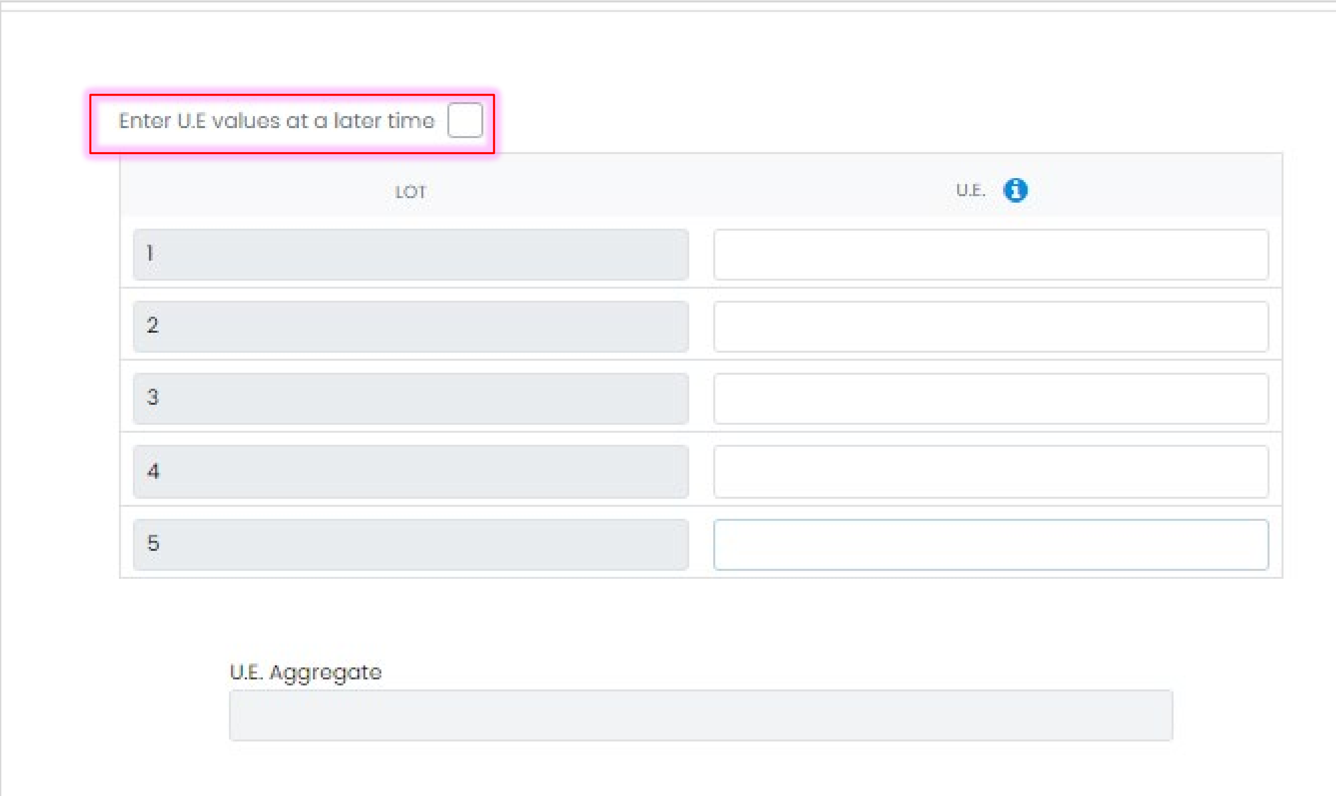
Download

Click to download a PDF of your admin sheet. If you are creating an 88b, you must create that form first so that easement info can auto populate on the admin sheet.

5.5 Complete the Schedule of UE at a later stage

When you are completing a workspace but the information for the Schedule of UE is not yet ready you can continue with the form and fill out the table at a later stage, prior to lodgment. Please follow the steps below:

1. On the 'Schedule of UE' Screen select the tick box to opt to 'Skip' to be able to complete the table later



2. Continue to complete the rest of the workspace as usual. If you download the PDF of the digital form the sheet with the Schedule of UE will be blank.
3. Once you have the information, navigate back to the 'Schedule of U.E.' screen in the digital form builder and complete the table.
4. Re-download the PDF containing the updated Schedule of UE
5. You can now choose to use this updated form to gather consents or merge the 'Schedule of U.E.' page into the signed PDF.
6. Upload the final version PDF that contains all consents and the update Schedule of U.E. on the 'Upload Documents' Screen ready for lodgment.

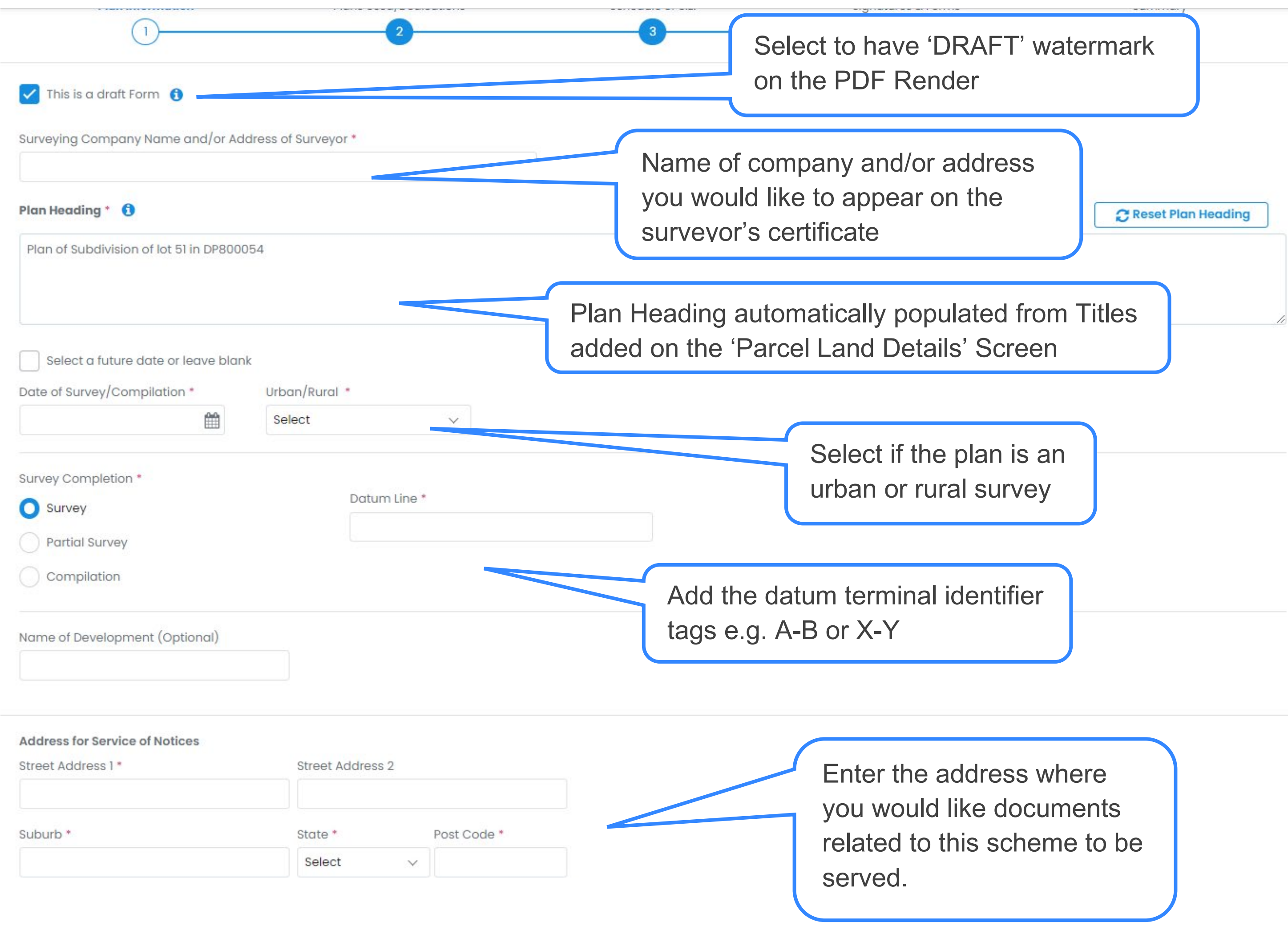
6. Community Plan Digital Admin Form

This guide provides instructions on how to use the Plan Admin Form Builder to create a Community Plan Administration sheet for your plan.

Pre-requisites:

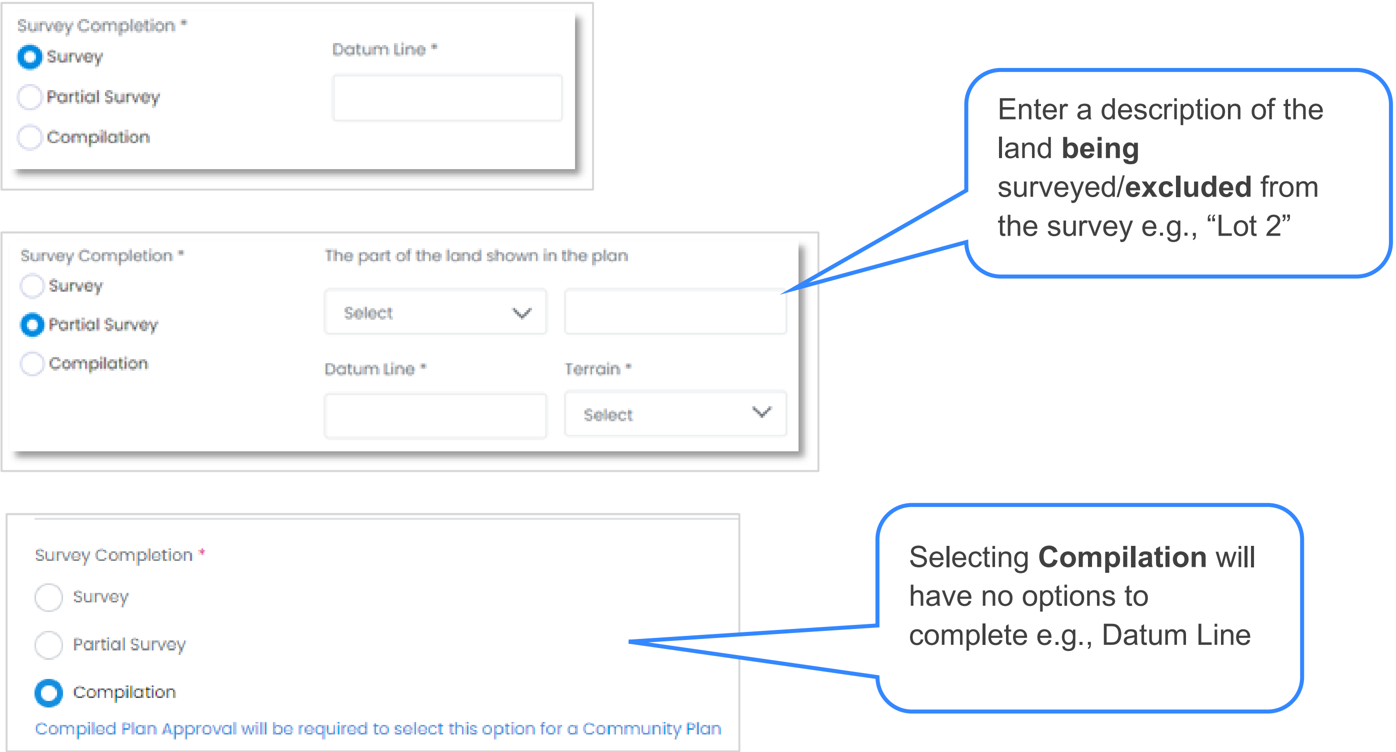
- You must have a LRS Connect account and be signed in before filling in the Community Plan Digital Admin Form. See the **Account Management** section of this guide for more info.
- You must create a workspace before filling in the Strata Plan Digital Admin Form. See the **Create a workspace** section of this guide for more info.

6.1 Plan Information



6.1.1 Survey Completion

The Survey Completion panel will give you three options, being **Survey**, **Partial Survey** and **Compiled**. Please choose the appropriate option related to your plan and complete all fields.

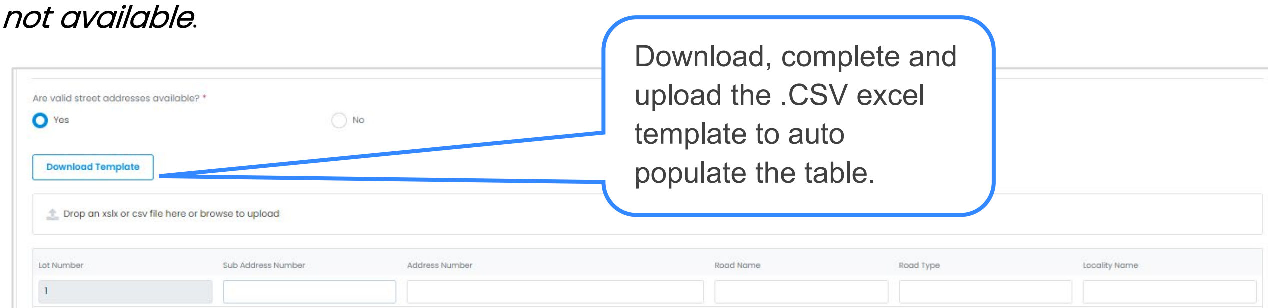


6.1.2 Are valid street addresses available?

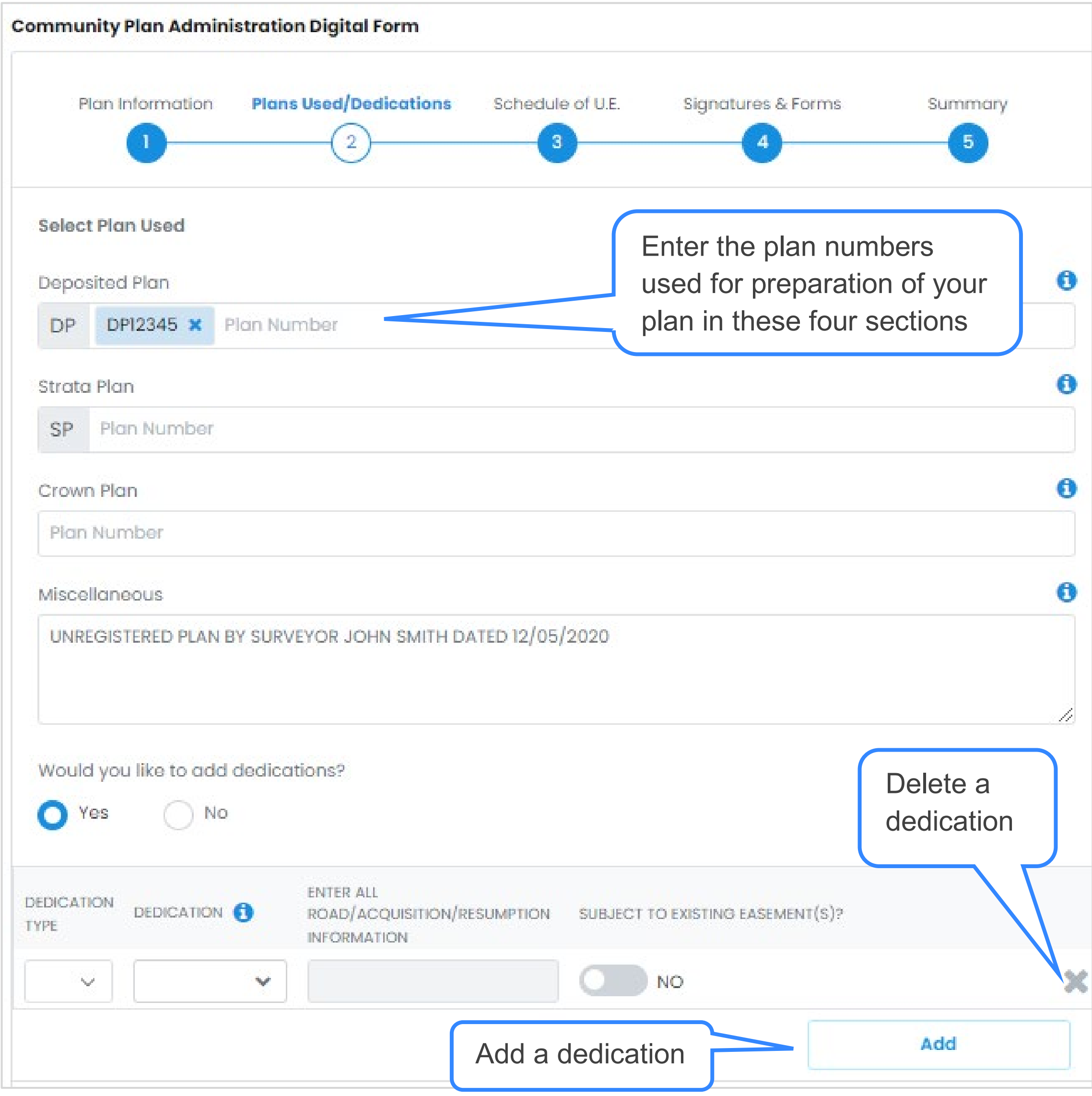
Select either **Yes** or **No** if your lots currently have valid street addresses associated with them at the time of lodgment. If Yes is selected, street address input fields will appear as per the image below with lot numbers pre-populated.

There is also the functionality to upload a .csv to automatically populate the table based on an excel file. If not using the downloaded template, please ensure the headings in the excel document you upload match the table headings.

If No is selected, a statement will be rendered on the Digital Form ***Street addresses for all lots are not available***.

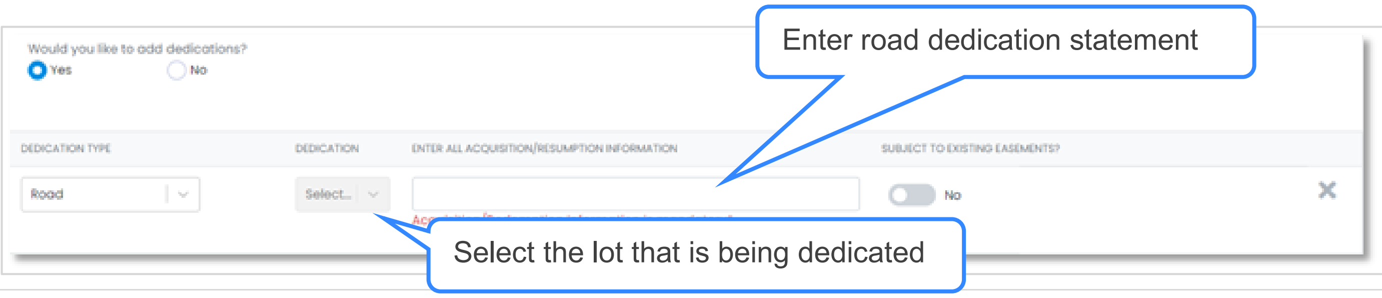


6.2 Dedications



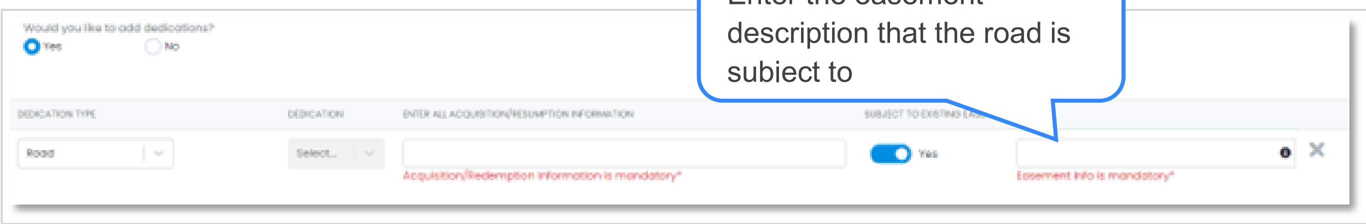
6.2.1 Would you like to add dedications?

Selecting **Yes** will give you multiple dedication options in the *Dedication Type* drop down box. Selecting **Road** will provide a free text box to enter the road dedication statement, whilst selecting any of **Public Reserve, Drainage Reserve or Temporary Road** will require you to select a lot number that is being dedicated.



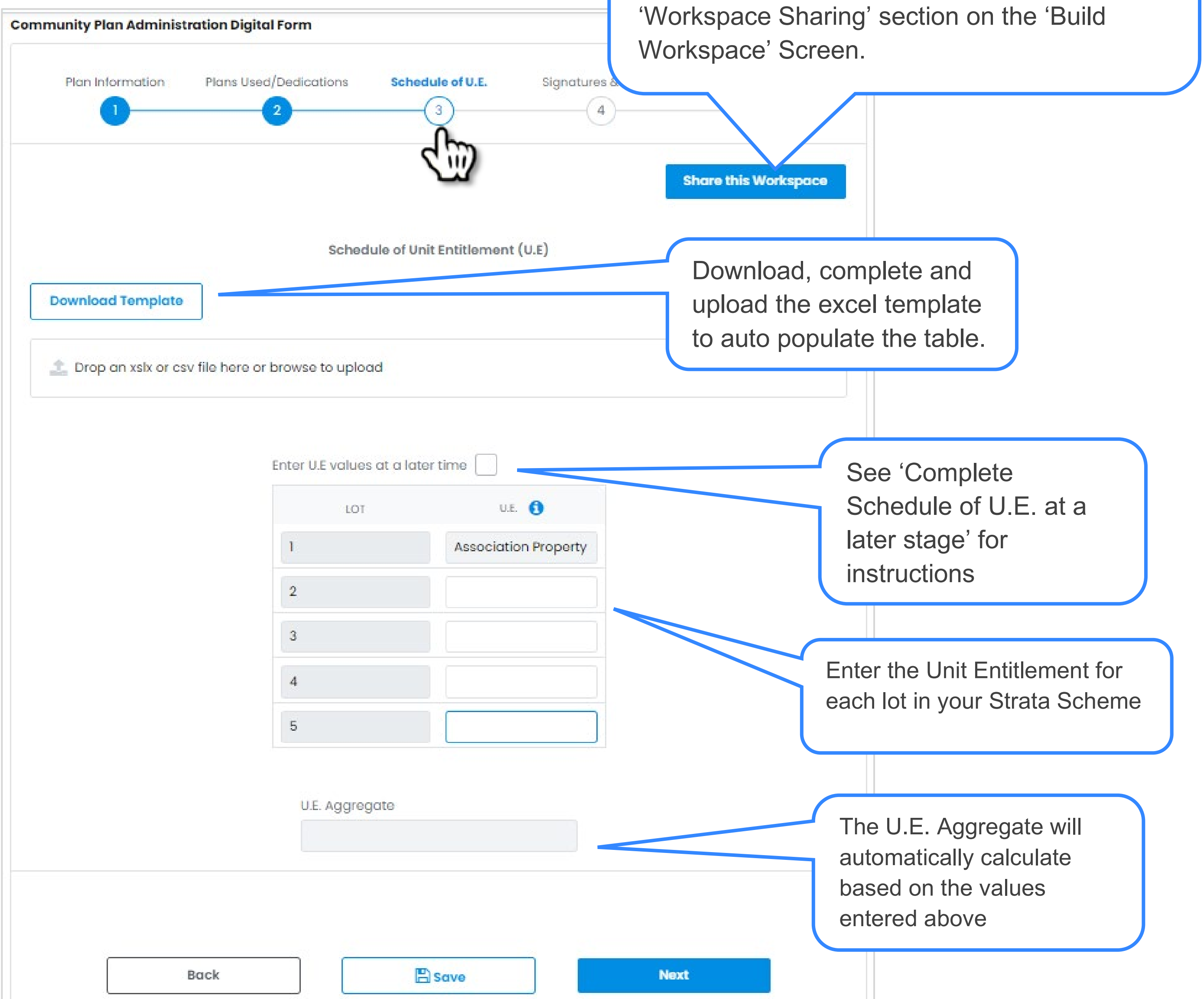
6.2.2 Road subject to existing easements?

If a road is subject to existing easements, then switch the toggle to **Yes**, and then add the easement description in the free text field provided.



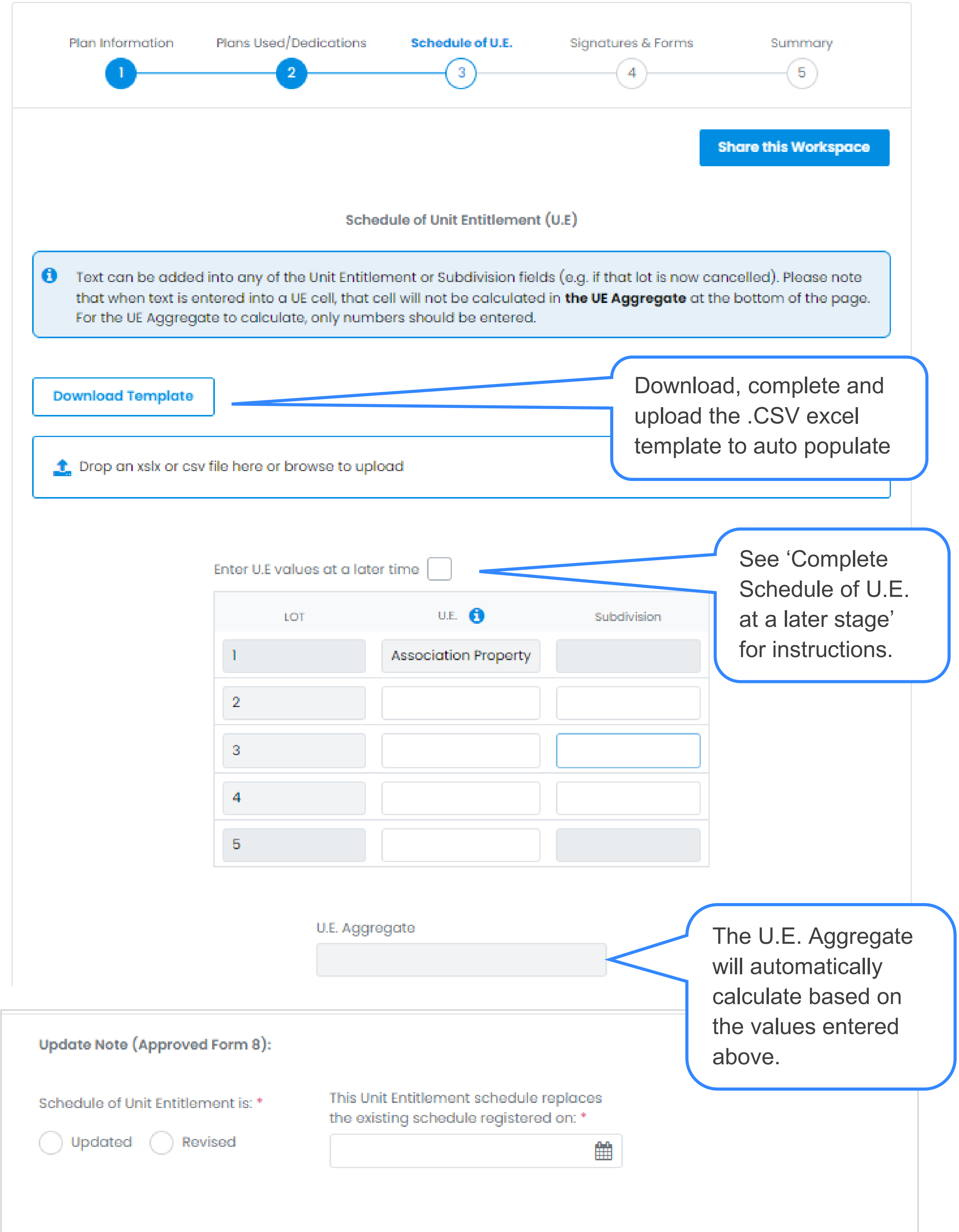
6.3 Schedule of Unit Entitlements

6.3.1 Two Column Schedule of Unit Entitlement

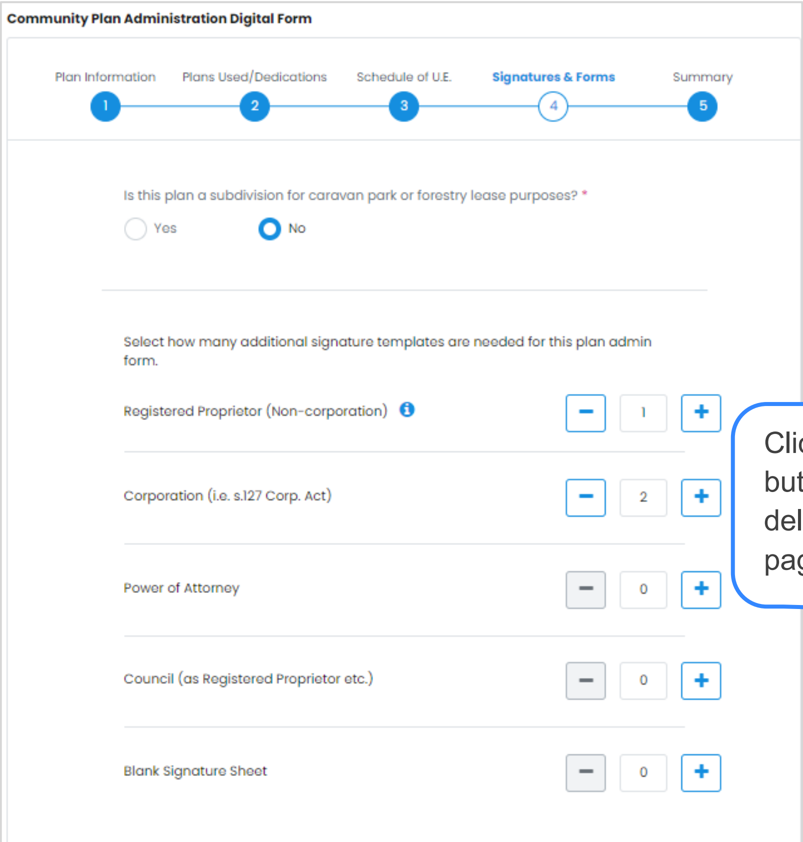


6.3.2 Three Column Schedule of Unit Entitlement

Community Plan Administration Digital Form



6.4 Signatures & Forms



Community Plan Administration Digital Form

Plan Information 1 | Plans Used/Dedications 2 | Schedule of U.E. 3 | **Signatures & Forms** 4 | Summary 5

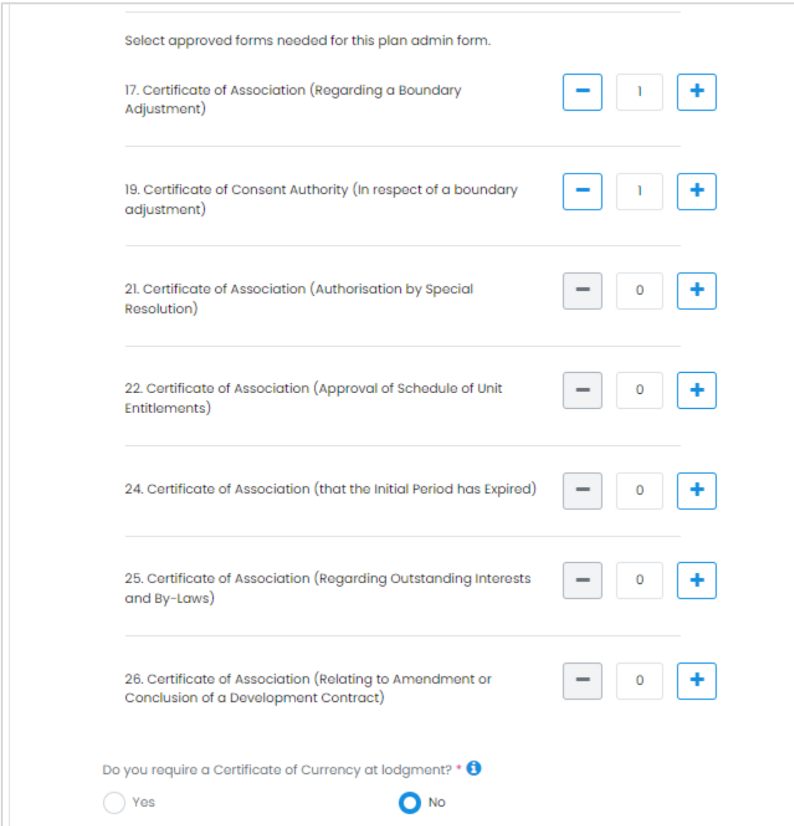
Is this plan a subdivision for caravan park or forestry lease purposes? *

○ Yes ● No

Select how many additional signature templates are needed for this plan admin form.

Registered Proprietor (Non-corporation)	1
Corporation (i.e. s.127 Corp. Act)	2
Power of Attorney	0
Council (as Registered Proprietor etc.)	0
Blank Signature Sheet	0

Click the +/- buttons to add or delete signature pages as needed



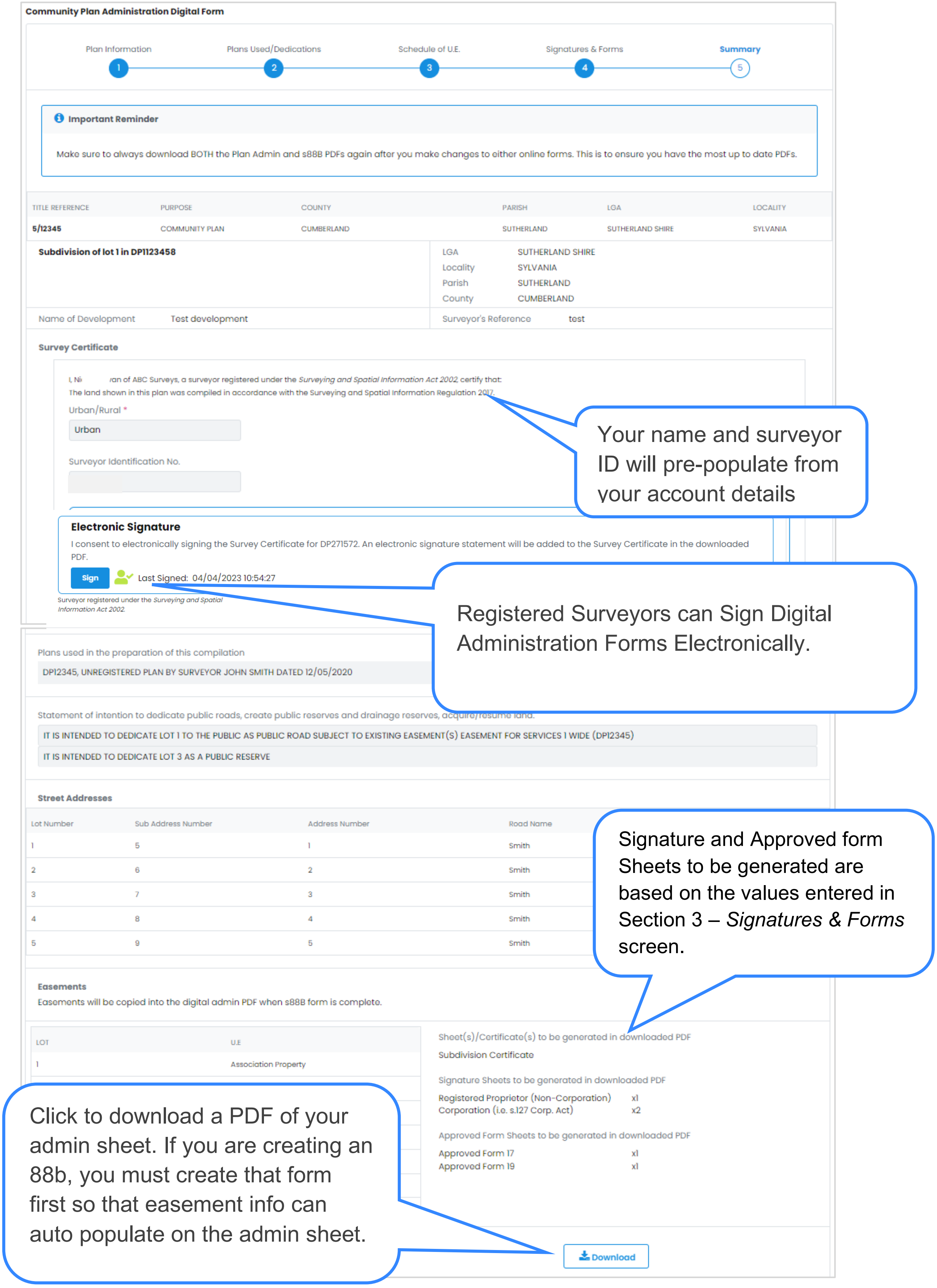
Select approved forms needed for this plan admin form.

17. Certificate of Association (Regarding a Boundary Adjustment)	1
19. Certificate of Consent Authority (In respect of a boundary adjustment)	1
21. Certificate of Association (Authorisation by Special Resolution)	0
22. Certificate of Association (Approval of Schedule of Unit Entitlements)	0
24. Certificate of Association (that the Initial Period has Expired)	0
25. Certificate of Association (Regarding Outstanding Interests and By-Laws)	0
26. Certificate of Association (Relating to Amendment or Conclusion of a Development Contract)	0

Do you require a Certificate of Currency at lodgment? *

○ Yes ● No

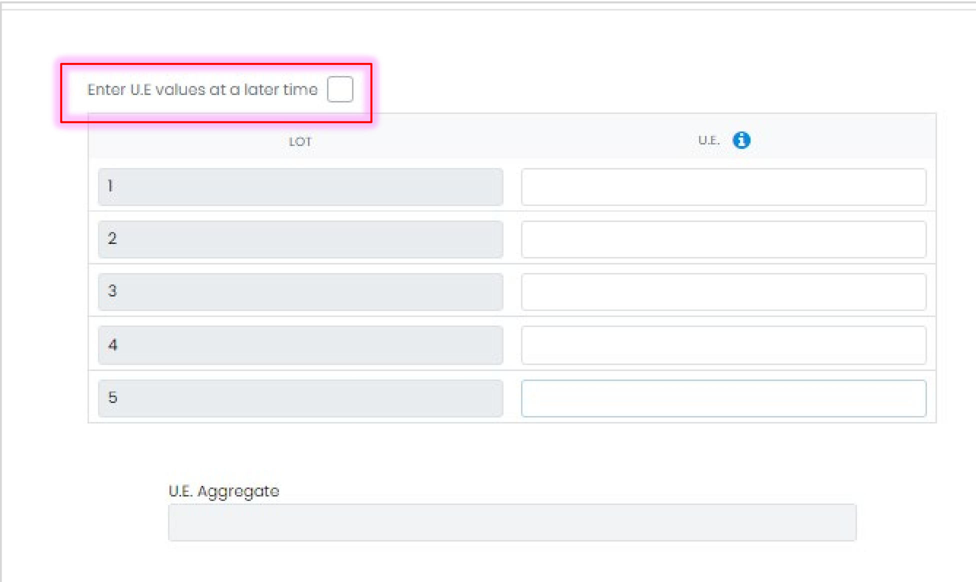
6.5 Summary


Community Plan Administration Digital Form
Plan Information 1
Plans Used/Dedications 2
Schedule of U.E. 3
Signatures & Forms 4
Summary 5
Important Reminder
Make sure to always download BOTH the Plan Admin and s88B PDFs again after you make changes to either online forms. This is to ensure you have the most up to date PDFs.
TITLE REFERENCE | PURPOSE | COUNTY | PARISH | LGA | LOCALITY
5/12345 | COMMUNITY PLAN | CUMBERLAND | SUTHERLAND | SUTHERLAND SHIRE | SYLVANIA
Subdivision of lot 1 in DP1123458
LGA SUTHERLAND SHIRE
Locality SYLVANIA
Parish SUTHERLAND
County CUMBERLAND
Name of Development Test development
Surveyor's Reference test
Survey Certificate
I, Ni ran of ABC Surveys, a surveyor registered under the Surveying and Spatial Information Act 2002, certify that:
The land shown in this plan was compiled in accordance with the Surveying and Spatial Information Regulation 2017.
Urban/Rural *
Urban
Surveyor Identification No.
Your name and surveyor ID will pre-populate from your account details
Electronic Signature
I consent to electronically signing the Survey Certificate for DP271572. An electronic signature statement will be added to the Survey Certificate in the downloaded PDF.
Sign
Last Signed: 04/04/2023 10:54:27
Surveyor registered under the Surveying and Spatial Information Act 2002.
Registered Surveyors can Sign Digital Administration Forms Electronically.
Plans used in the preparation of this compilation
DP12345, UNREGISTERED PLAN BY SURVEYOR JOHN SMITH DATED 12/05/2020
Statement of intention to dedicate public roads, create public reserves and drainage reserves, acquire/resume land.
IT IS INTENDED TO DEDICATE LOT 1 TO THE PUBLIC AS PUBLIC ROAD SUBJECT TO EXISTING EASEMENT(S) EASEMENT FOR SERVICES 1 WIDE (DP12345)
IT IS INTENDED TO DEDICATE LOT 3 AS A PUBLIC RESERVE
Street Addresses
Lot Number | Sub Address Number | Address Number | Road Name
1 | 5 | 1 | Smith
2 | 6 | 2 | Smith
3 | 7 | 3 | Smith
4 | 8 | 4 | Smith
5 | 9 | 5 | Smith
Signature and Approved form Sheets to be generated are based on the values entered in Section 3 – Signatures & Forms screen.
Easements
Easements will be copied into the digital admin PDF when s88B form is complete.
LOT | U.E
1 | Association Property
Sheet(s)/Certificate(s) to be generated in downloaded PDF
Subdivision Certificate
Signature Sheets to be generated in downloaded PDF
Registered Proprietor (Non-Corporation) x1
Corporation (i.e. s.127 Corp. Act) x2
Approved Form Sheets to be generated in downloaded PDF
Approved Form 17 x1
Approved Form 19 x1
Click to download a PDF of your admin sheet. If you are creating an 88b, you must create that form first so that easement info can auto populate on the admin sheet.
Download

6.6 Complete the Schedule of UE at a later stage

When you are completing a workspace but the information for the Schedule of UE is not yet ready you are able to continue with the form and fill out the table at a later stage, prior to lodgment. Please follow the steps below:

1. On the '**Schedule of UE**' Screen select the tick box to opt to 'Skip' to be able to complete the table later



2. Continue to complete the rest of the workspace as usual. If you download the PDF of the digital form the sheet with the Schedule of UE will be blank.
3. Once you have the information, navigate back to the 'Schedule of U.E.' screen in the digital form builder and complete the table.
4. Re-download the PDF containing the updated Schedule of UE
5. You can now choose to use this updated form to gather consents or merge the 'Schedule of U.E.' page into the signed PDF.
6. Upload the final version PDF that contains all consents and the update Schedule of U.E. on the 'Upload Documents' Screen ready for lodgment.

7. Digital Forms Miscellaneous

You can either manually or electronically merge a PDF document following the steps below. Please note to merge electronically you require the paid versions of the software. Unfortunately, you are unable to complete in CAD software.

7.1 Merging PDFs electronically

How to merge files to PDF in Adobe Pro:

1. Open one of the files using Adobe.
2. Open the Tools tab and select "Combine files."
3. Select "Add Files" and choose the files you want to include in your PDF.
4. Click, drag, and drop to reorder files or press "Delete" to remove any content you don't want.
5. When you're finished arranging, click "Combine Files".
6. Save as a PDF file and name your file then click the "Save" button.

7.2 How to merge two PDFs using Scanner

Complete the 'Plan Admin form', skipping the 'Schedule of U.E.'

Download the PDF file and collect all the signatures accordingly.

Once you have the Schedule of U.E. information:

1. Go to the 'Plan Admin Form Builder' and update the 'Schedule of U.E.'.
2. Download the updated Plan Admin Form
3. Print only Sheet 2 (Valuer's Certificate) and get the signatures.

Merging the two PDFs

1. Manually combine the completed and signed pages from the two PDFS in order (shown in top right corner) to create one final form.
2. Scan the complete final form and save as PDF file (with _P suffixes)
3. Go to 'Upload Documents' screen in the workspace and drop/upload the file with the other Mandatory docs.
4. Document is ready for lodgment.

7.3 How to save excel template as .CSV File

To upload excel templates into NSW LRS Connect they need to be saved in a .CSV format.

The 'Help Centre' video guides include a step-by-step video tutorial for how to complete this.

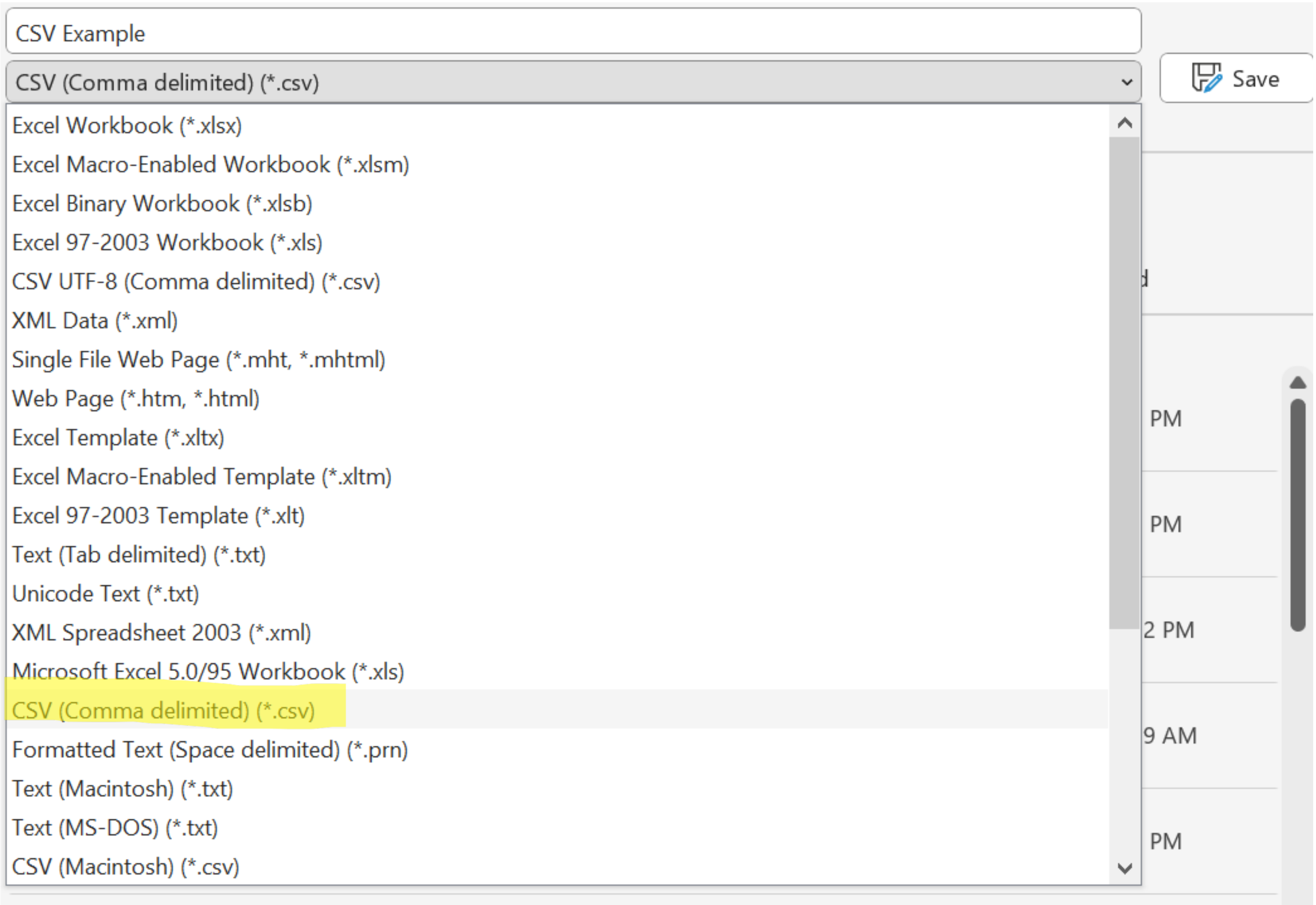
1. After downloading the required template from NSW LRS Connect, either the Street Address table or the Schedule of UE table. Enable editing on the excel page and complete the table.

3. Select 'File'

4. Select 'Save as'

5. Enter the Name you want to save the file as

6. Select the option 'CSV (Comma Delimited) (*.csv) from the drop down



7. Save the document and upload to NSW LRS Connect

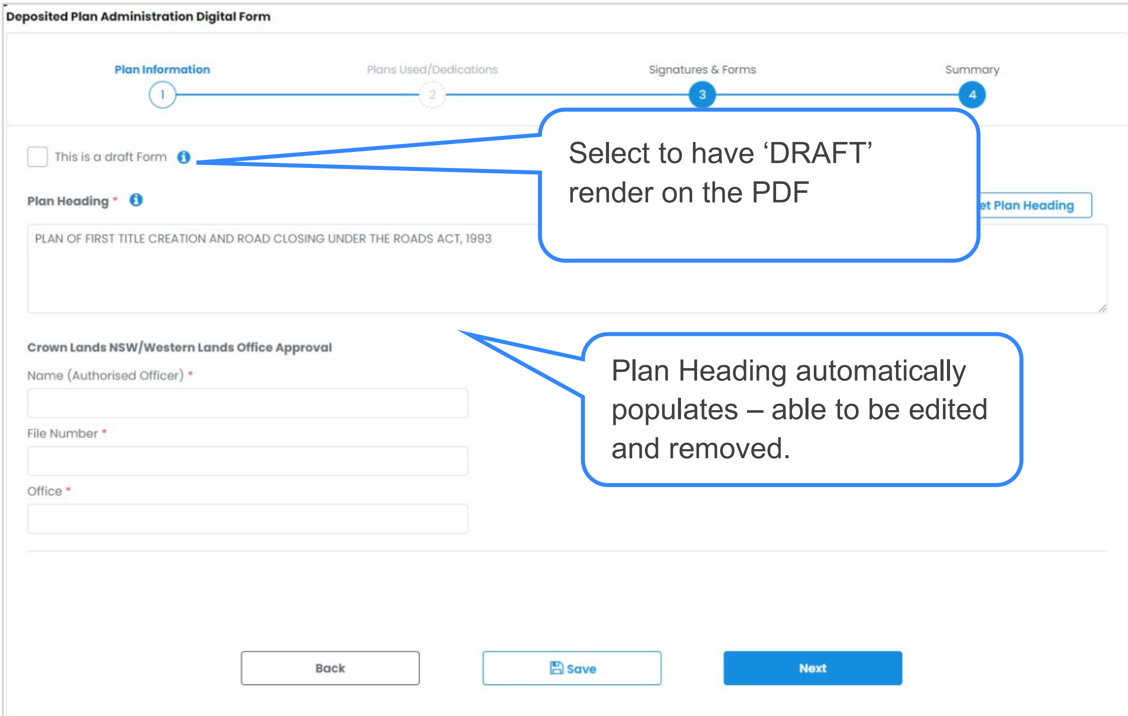
8. Crown Road Closure Plan Digital Admin Form

This guide provides instructions on how to use the Crown Road Closure Plan Admin Form Builder to create the Administration sheet for your plan.

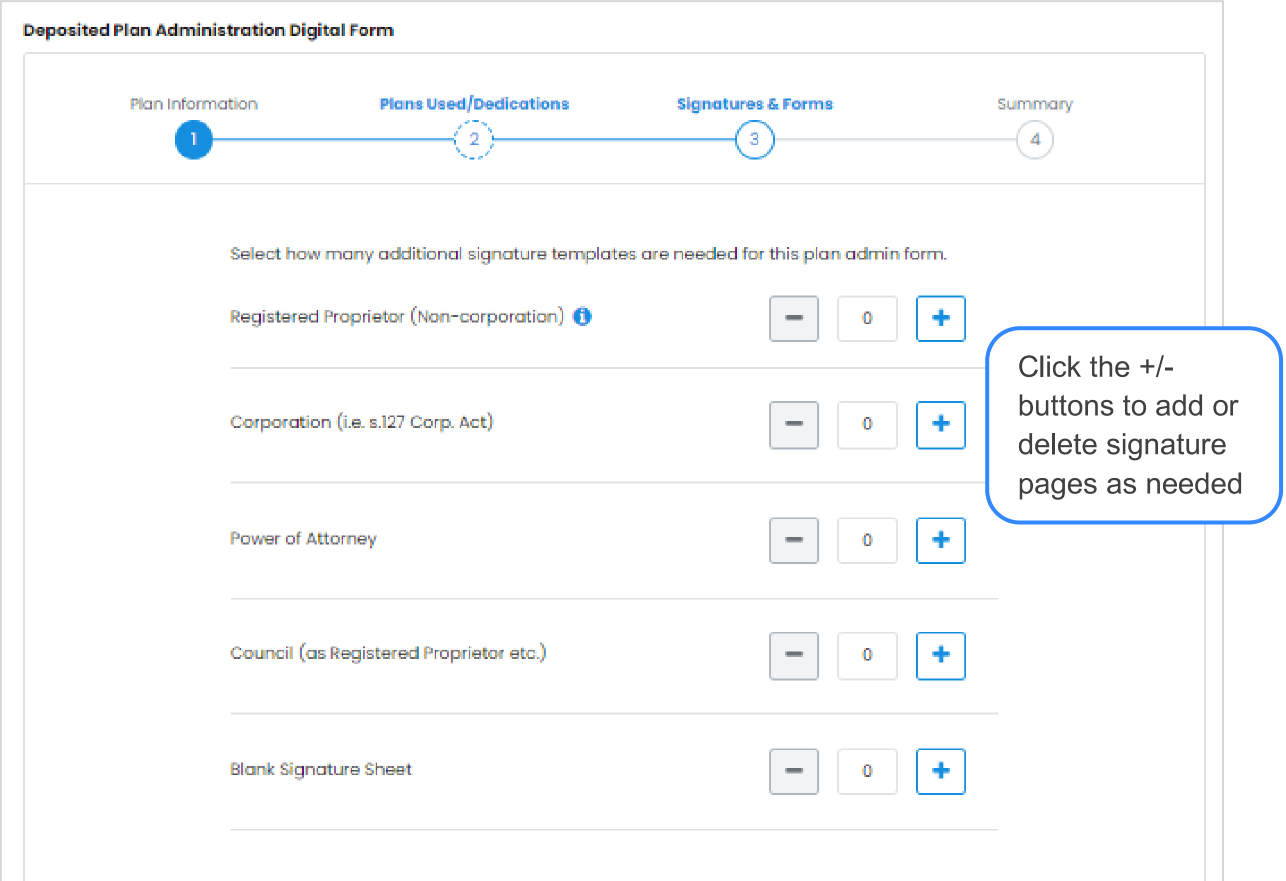
Pre-requisites:

- You must have an approved Crown Lands account and be signed in before filling in the Crown Road Closure Plan Digital Admin Form.
- You must create a workspace before filling in the Crown Road Closure Plan Digital Admin Form. See the **Create a workspace** section of this guide for more info.

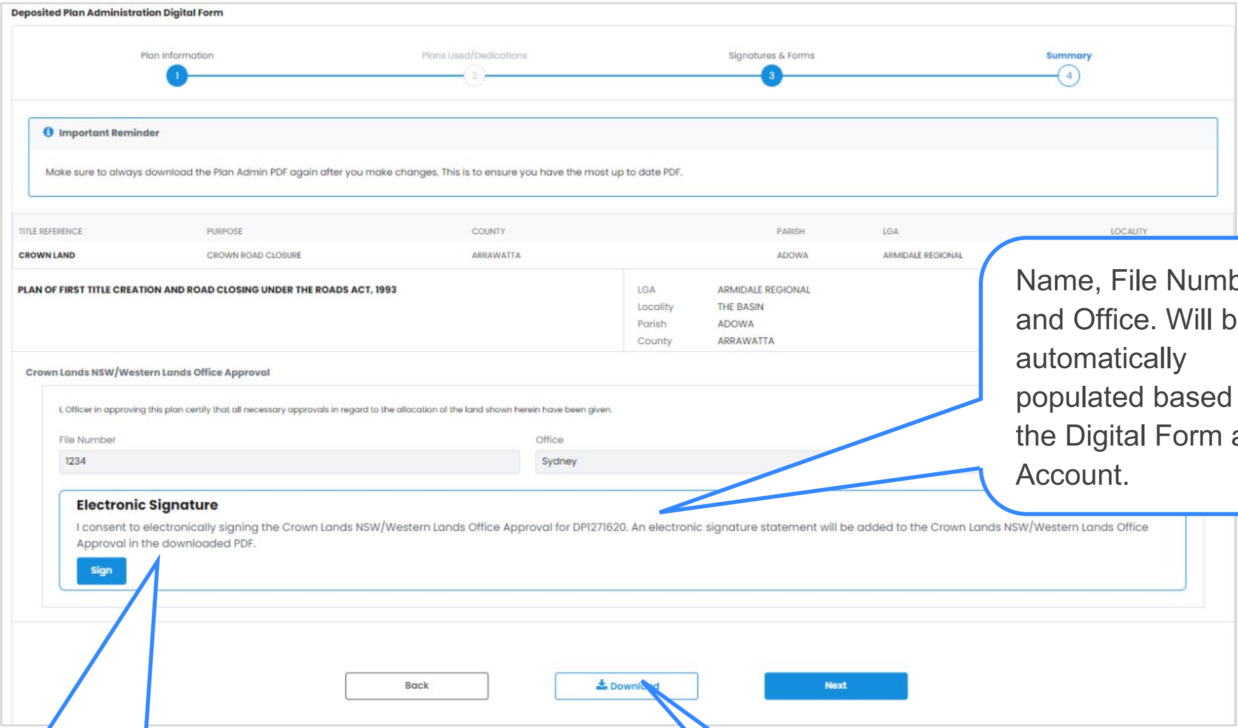
8.1 Plan Information



8.2 Signatures



8.3 Summary



Name, File Number and Office. Will be automatically populated based on the Digital Form and Account.

Restricted Users can Sign Digital Administration Forms Electronically. Once signed the time and date will display showing the time the form was signed.

Click to download a PDF of your admin sheet. If you are creating an 88b, you must create that form first so that easement info can auto populate on the admin sheet.

9. Digital Plan Builder

The Digital Plan Builder is a new section found in NSW LRS Connect workspaces, that allows a Surveyor or Plan Workspace Contributor the ability to create a LandXML file from a CAD file they have made.

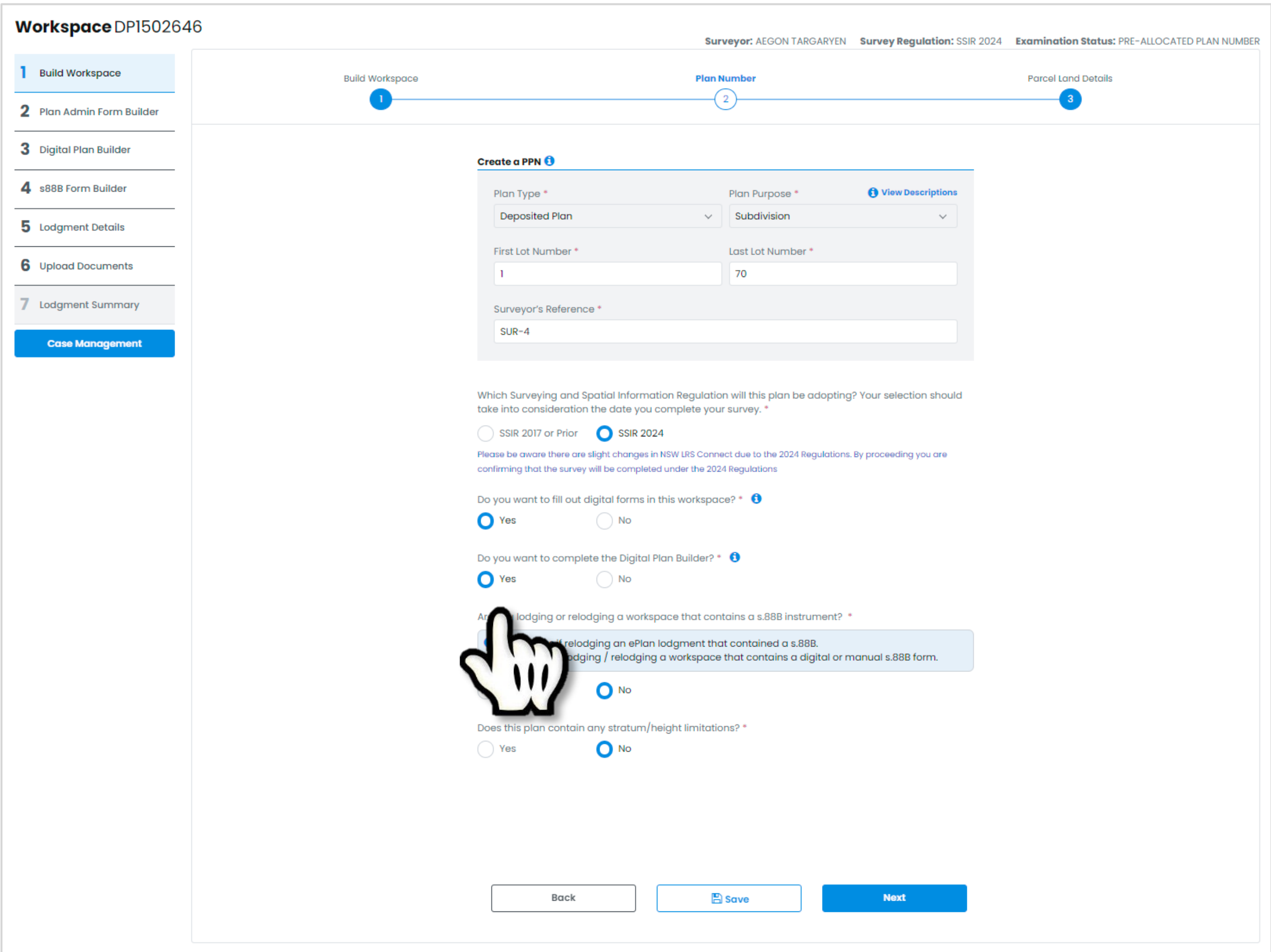
Before using the Digital Plan Builder, the CAD file intended to be translated into a LandXML, must first be constructed within NSW LRS' standard layering format.

A downloadable .dwt template file can be found here.

The purpose of the Digital Plan Builder is to allow for the easy creation of a LandXML file that you can lodge with your workspace, with no prior knowledge needed of creating LandXML's or additional software to use.

To begin using the Digital Plan Builder, you must select to you it on the **Plan Number** screen of a workspace.

Be advised that in order to use the Digital Plan Builder, you must first also choose to use Digital Forms in the workspace, as the Digital Plan Builder utilises information in the Digital Admin Form to help build a LandXML file for you.



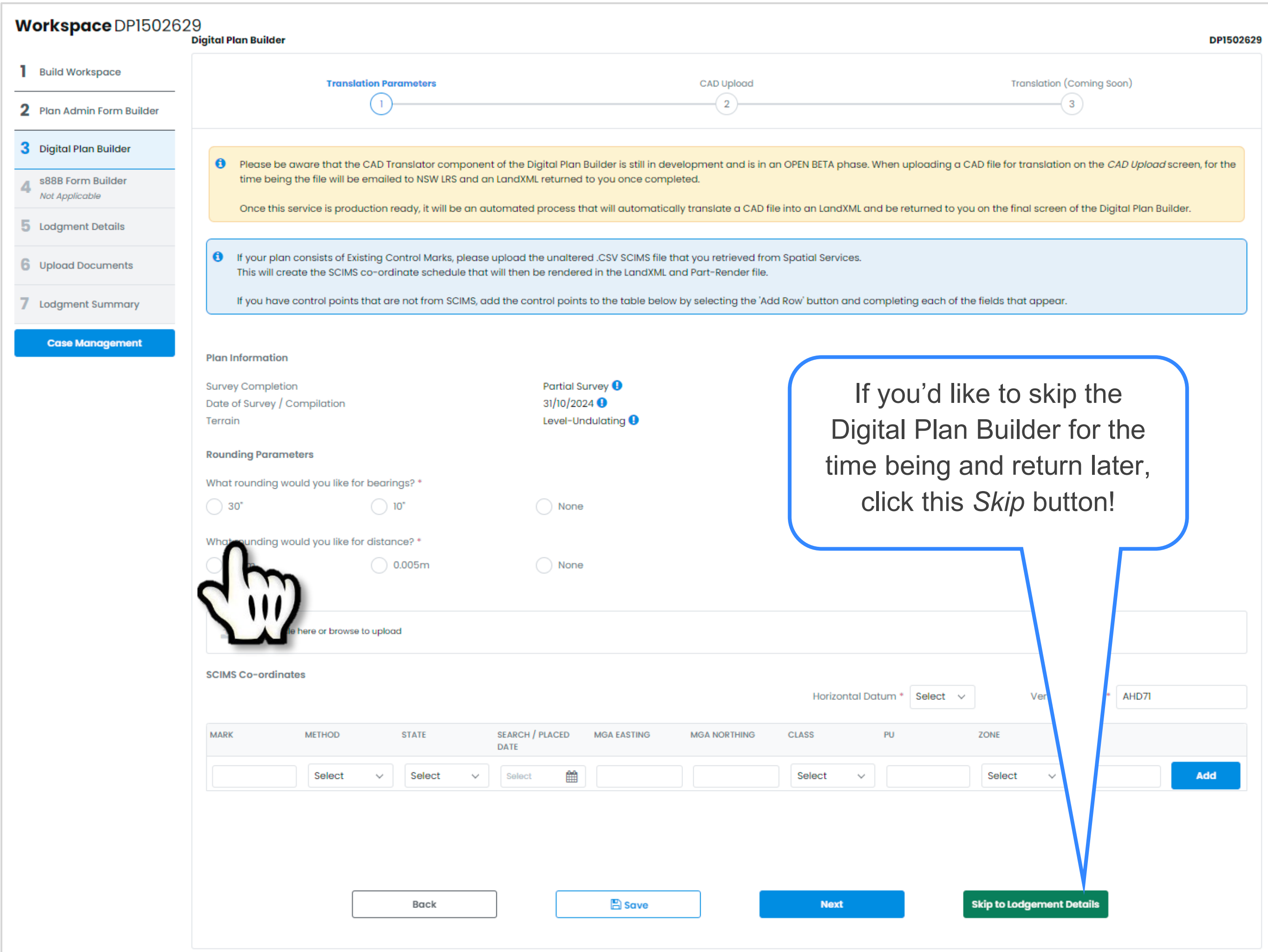
- Once you have selected Yes to using both the Digital Forms and the Digital Plan Builder, navigate through the workspace, completing the Digital Admin Form Builder, and you will then come to the Digital Plan Builder, the first screen being the **Translation Parameters** screen.

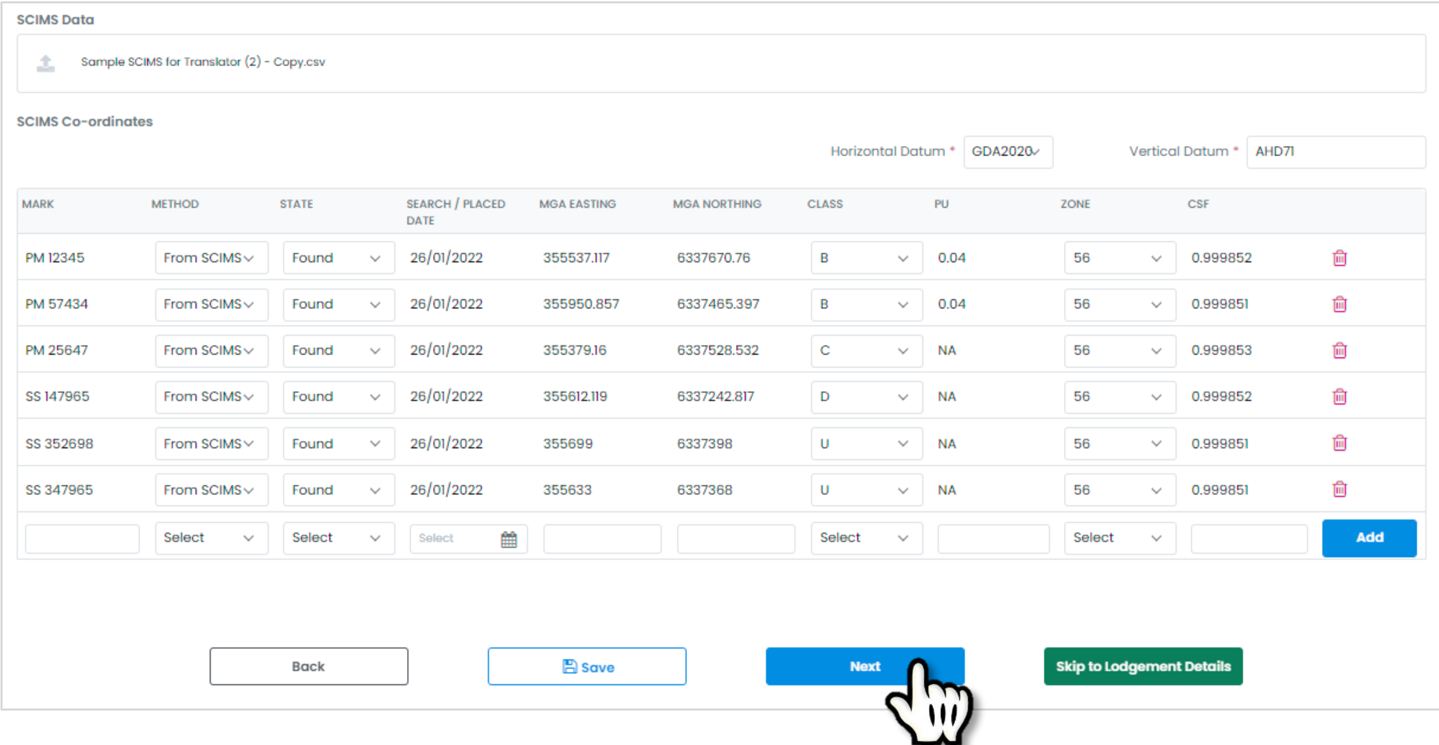
9.1 Translation Parameters

The Translation Parameters screen is where you will be required to input some pre-information to help the CAD Translator build your LandXML file.

You will be required to input *Rounding Parameters* for your bearings and distances if desired, or these can be set to *None* for no rounding to take place.

You will also be required to input Control Mark information into the table provided. You can either enter all control marks in manually, or upload a Control Mark csv file downloaded from SCIMS, which will populate the **SCIMS Co-Ordinates** table automatically with the Control Mark information inside that csv.



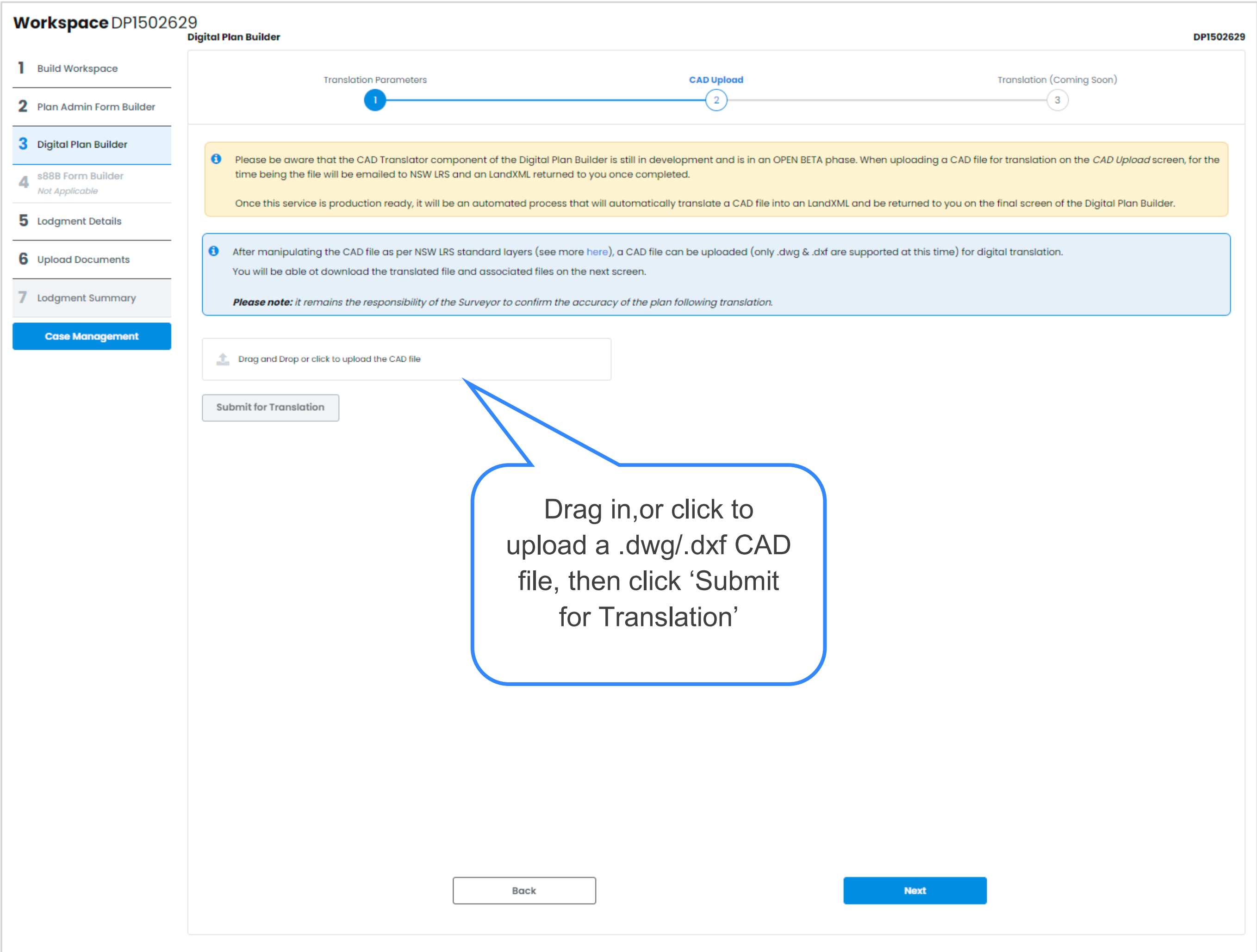


Once you have completed all mandatory fields on this screen, click *Save* or *Next*.

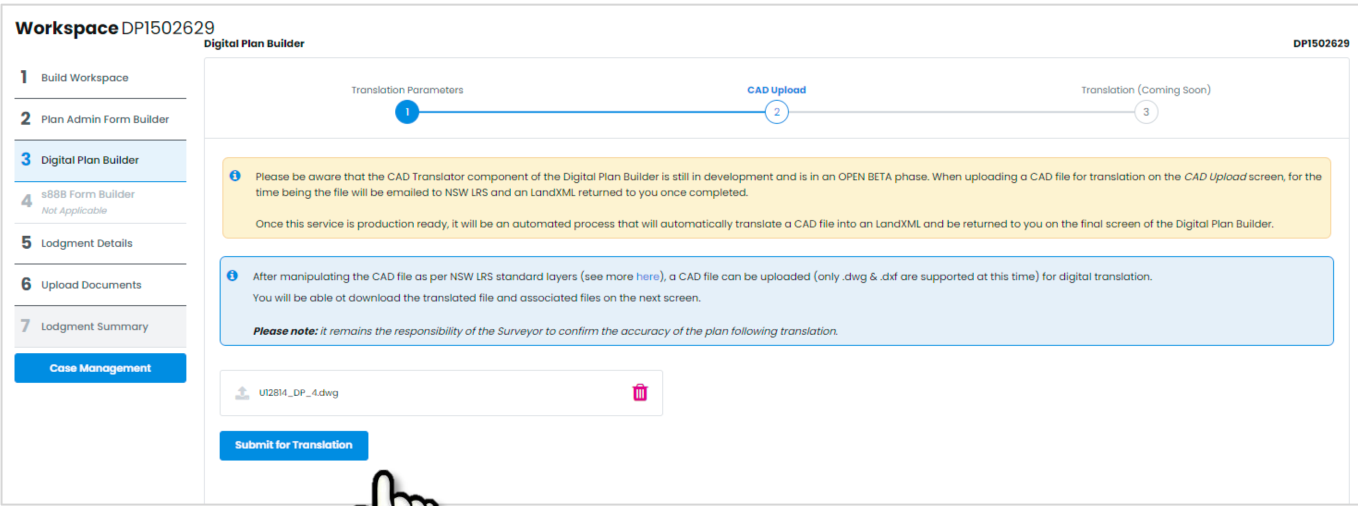
9.2 CAD Upload

The CAD Upload screen is where you will be able to upload your CAD file (dwg or dxf are the currently supported formats).

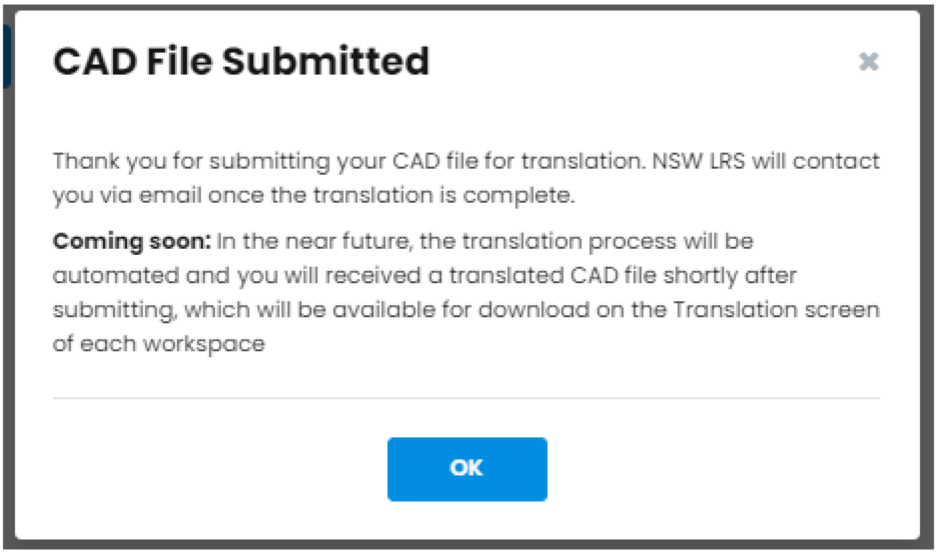
Please ensure the CAD file you intend to upload has been created using the standard layering set out by NSW LRS. This is a requirement, otherwise the CAD file will not get translated correctly into a LandXML.



After uploading a CAD file, there will be a quick virus scan, then you can click the **Submit for Translation** button.



Once the file has been submitted, you will receive a popup confirming that the file has been sent to NSW LRS for translation.



As the CAD Translator will still be in a BETA release for the time being, your CAD file will translated within NSW LRS and then returned to you via email once the translation is completed.

9.3 Translation

This screen allows you to download the translated LandXML, LandXML Validation report for that file, a part rendered CAD file and any validation results for the part rendered CAD file.

This will be a seamless process that takes place completely within the workspace. The translation process should take a couple of minutes from when you submitted your CAD file.

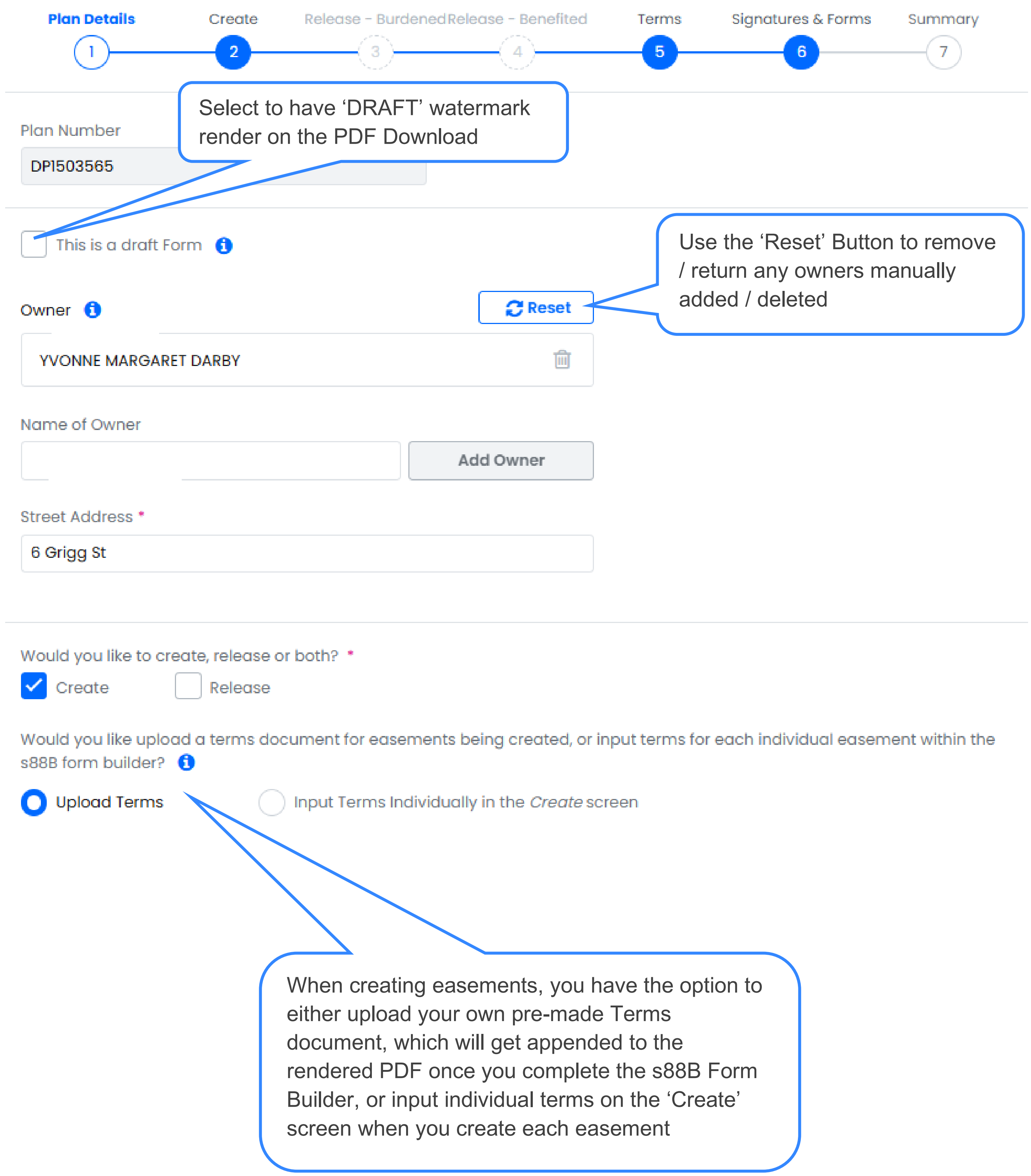
10. Section 88B Instrument Digital Form

This guide provides instructions on how to use the s88B Form Builder to create a s88B Digital Form to accompany your Plan and Digital Administration sheet.

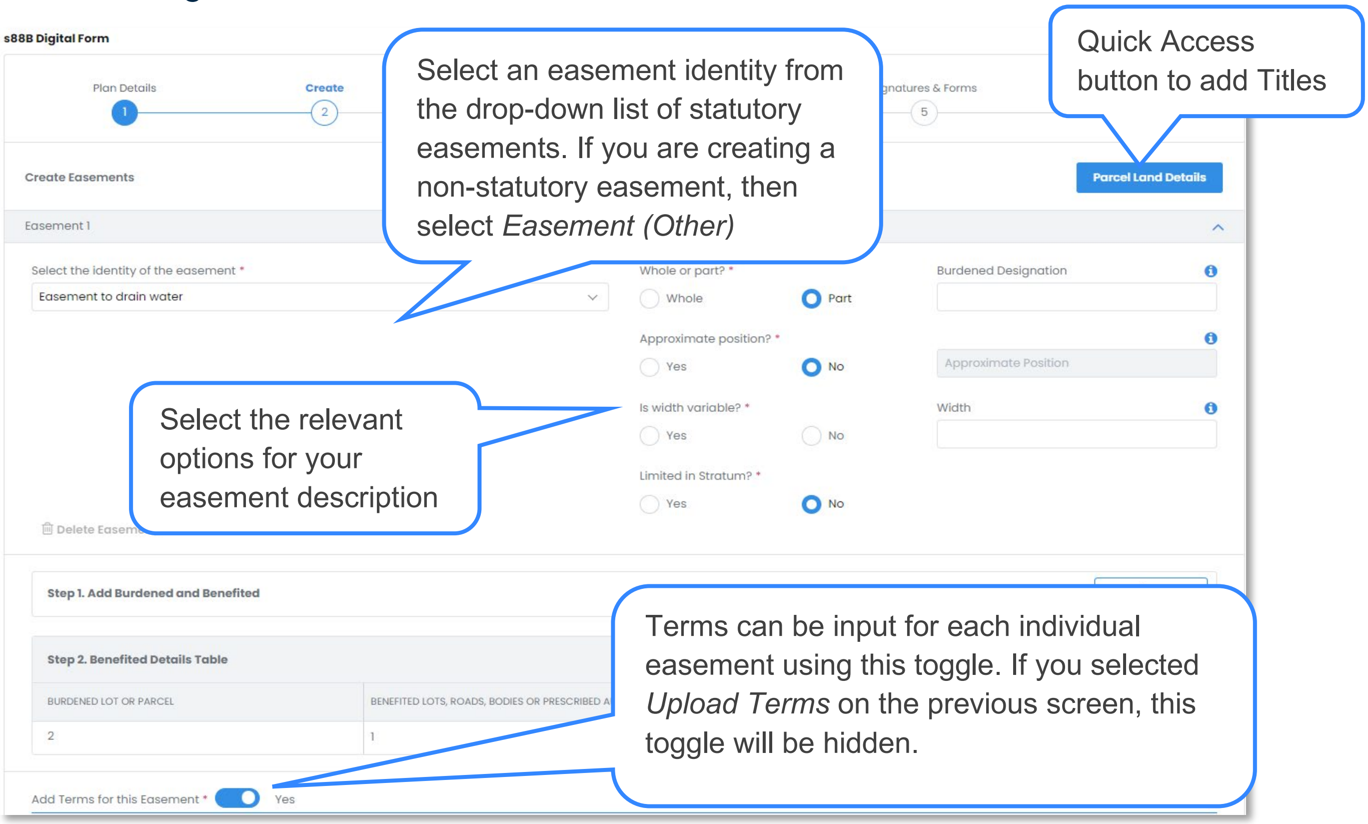
Pre-requisites:

- You must have a LRS Connect account and be signed in before completing the s88B Form Builder. See the **Account Management** section of this guide for more info.
- You must create a workspace before completing the s88B Form Builder. See the **Create a workspace** section of this guide for more info.
- You must create a Digital Administration Sheet before completing the s88B Form Builder. See the **DP/SP/CP/CRC Digital Admin Form** section of this guide for more info.

10.1 Plan Details



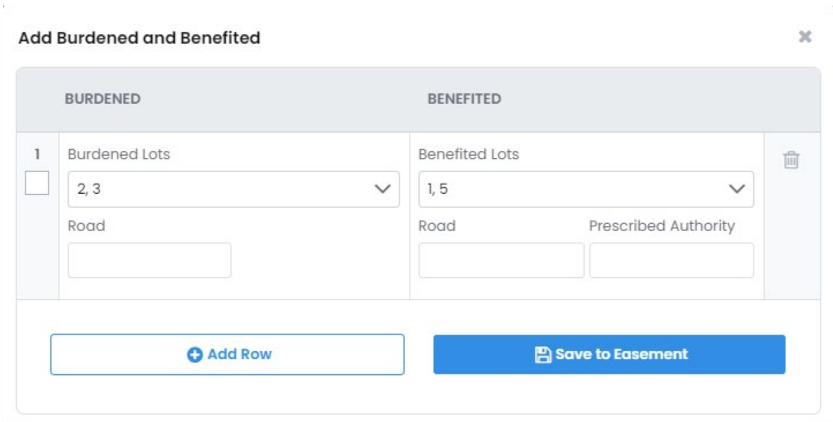
10.2 Creating Easements



10.2.1 Add / Edit Burdened and Benefited Information

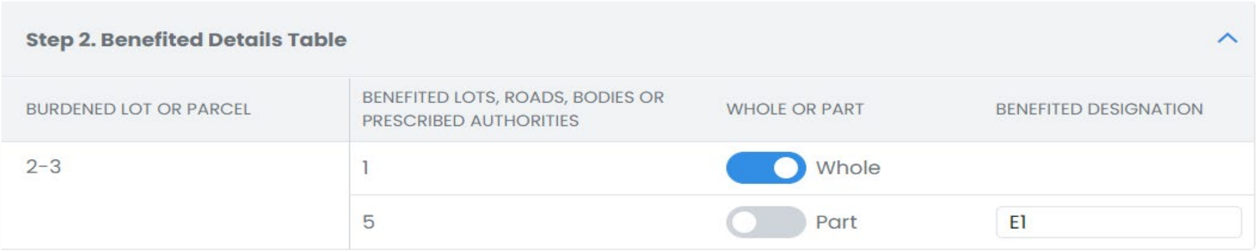
This screen will pop up once you click the **Add / Edit Burdened Lots** button in section 2. Here you will add the relevant Burdened/Benefited information for the easement being created.

Select the tick box under the row number if the easement is burdening and benfiting the same lot(s).
Click **Add Row** to enter further burdened/benefited information for other lots in the plan.
When finished click **Save** *to Easement* to return back to the easement creation screen.



10.2.2 Benefited Details Table

Here you will select if the easement you are creating has a benefit to **whole** or **part**. The toggle button will be set to *whole* by default. If **part** is selected, you will also need to enter the part benefited designation.

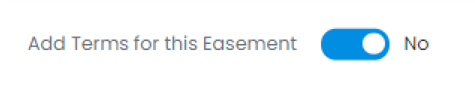


Step 2. Benefited Details Table

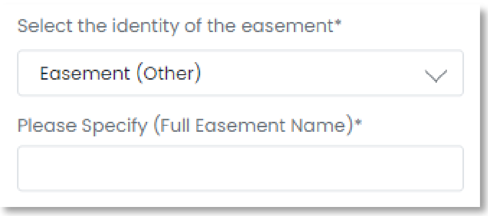
BURDENED LOT OR PARCEL	BENEFITED LOTS, ROADS, BODIES OR PRESCRIBED AUTHORITIES	WHOLE OR PART	BENEFITED DESIGNATION
2-3	1	Whole	
	5	Part	E1

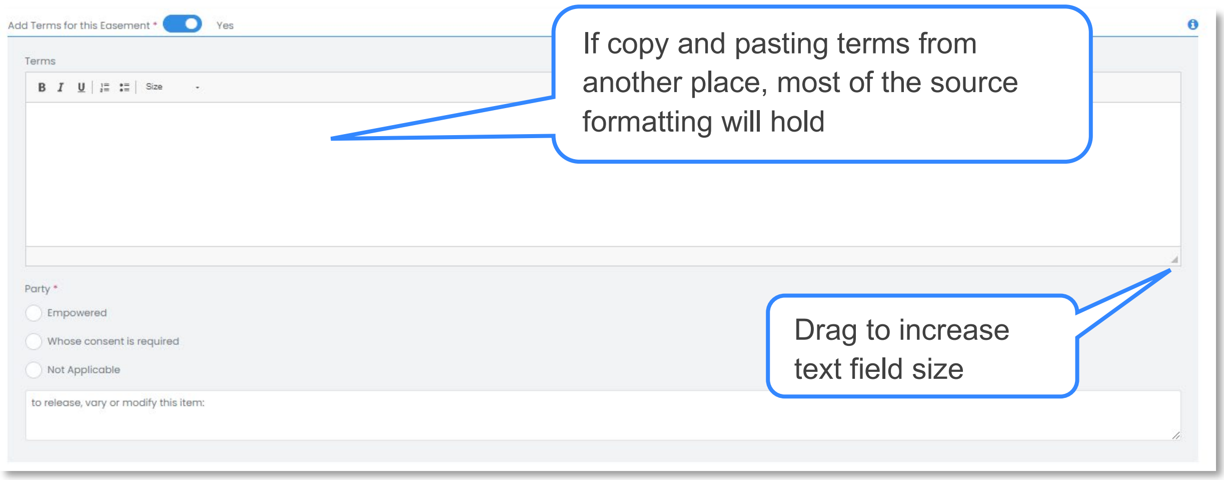
10.2.3 Easement Terms

If you are creating a statutory easement, the easement terms toggle button will default to **No**. Leaving this toggled to No will mean your easement will adopt the statutory terms for that easement. You can choose to toggle this to **Yes** and add your own terms. (Please note when toggled to Yes, no statutory terms will be adopted)



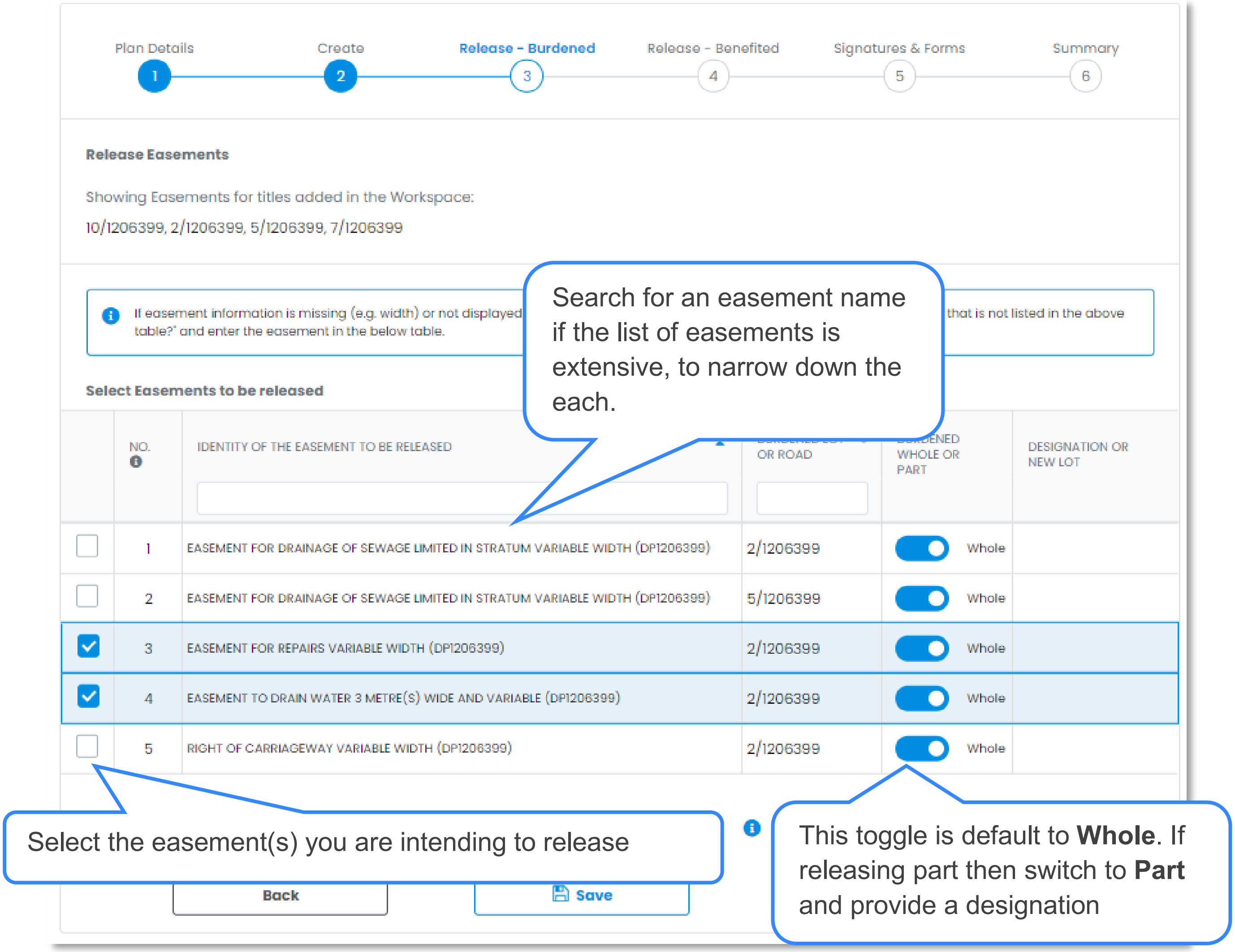
Selecting *Easement (Other)* will allow you to enter a non-statutory easement description. The terms toggle will then default to **Yes** and you will be required to enter the full terms of this easement.



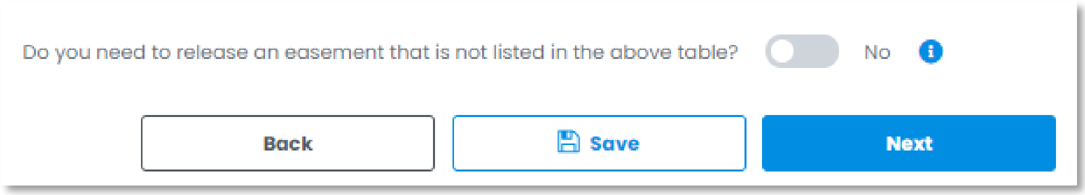


10.3 Release – Burdened

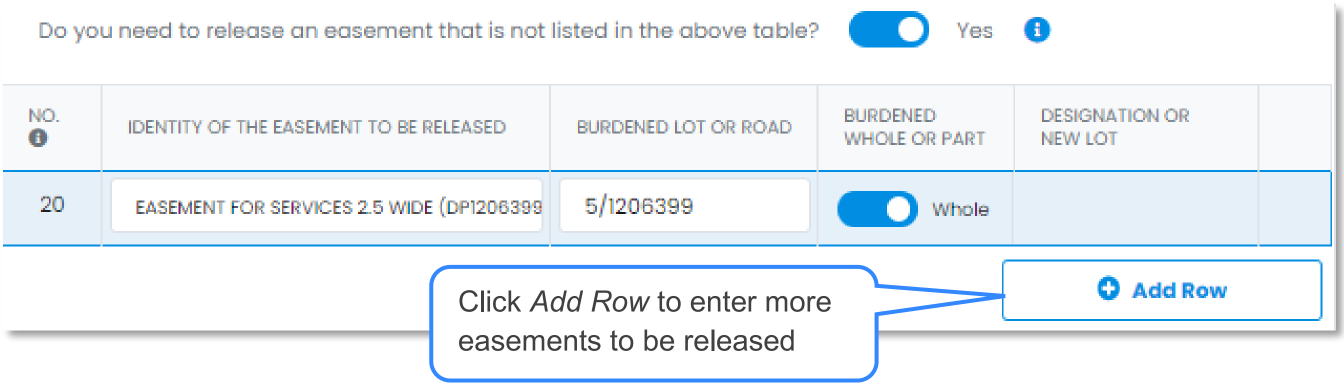
This screen will display a list of all easements that can be released from the title references you have added into your workspace.



Toggle this option to **Yes** if something you want to release is not shown in the above list of easements or information is missing from the above list of easements (e.g., a width is missing).



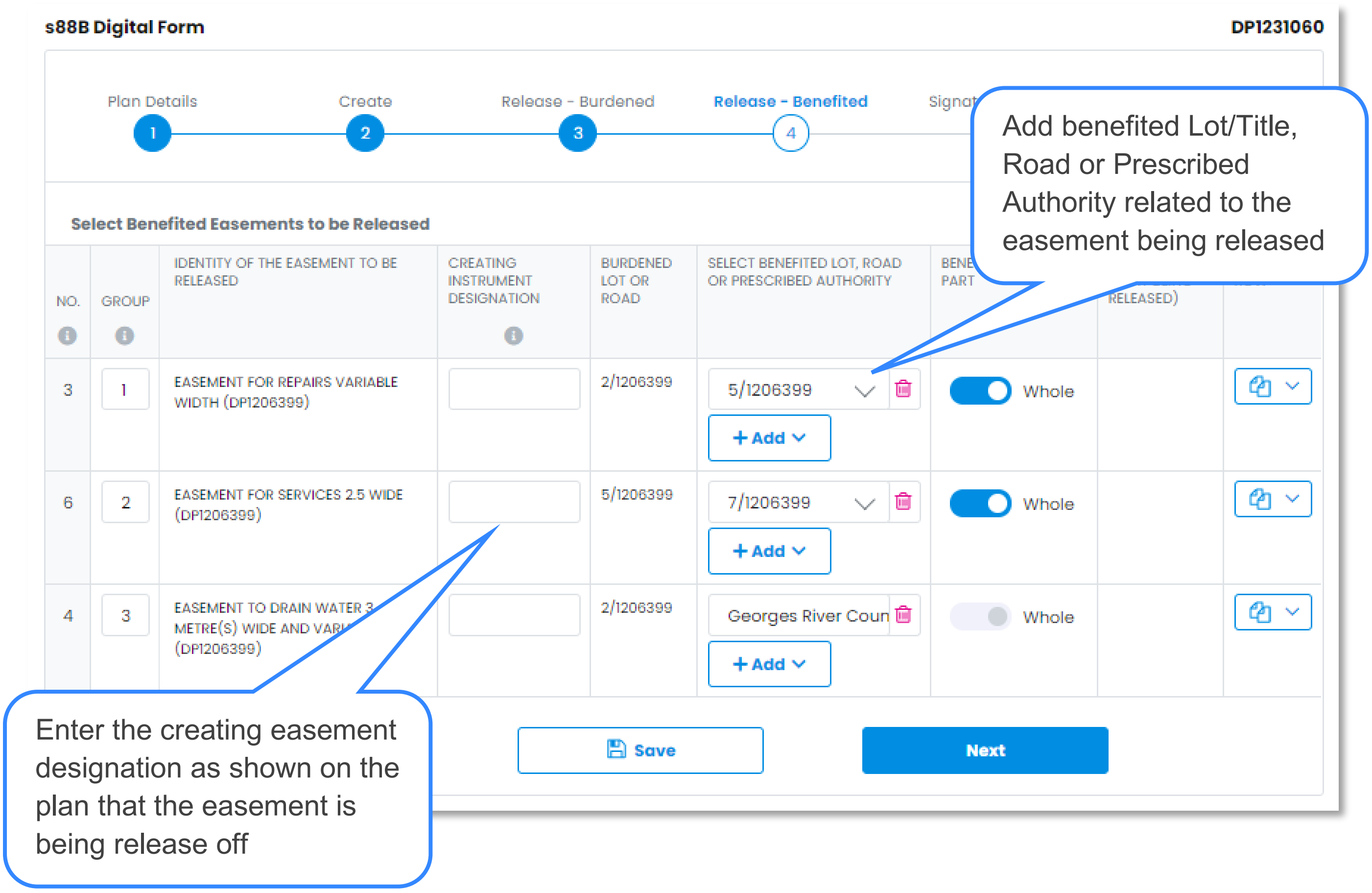
You will then be able to enter the exact release information in the fields provided.



10.4 Release – Benefited

Based on your selections in the previous **Release – Burdened** screen, those easements selected for release will now appear in the **Release – Benefited** screen.

In this screen you will now provide the benefiting easement information you are intending to release.

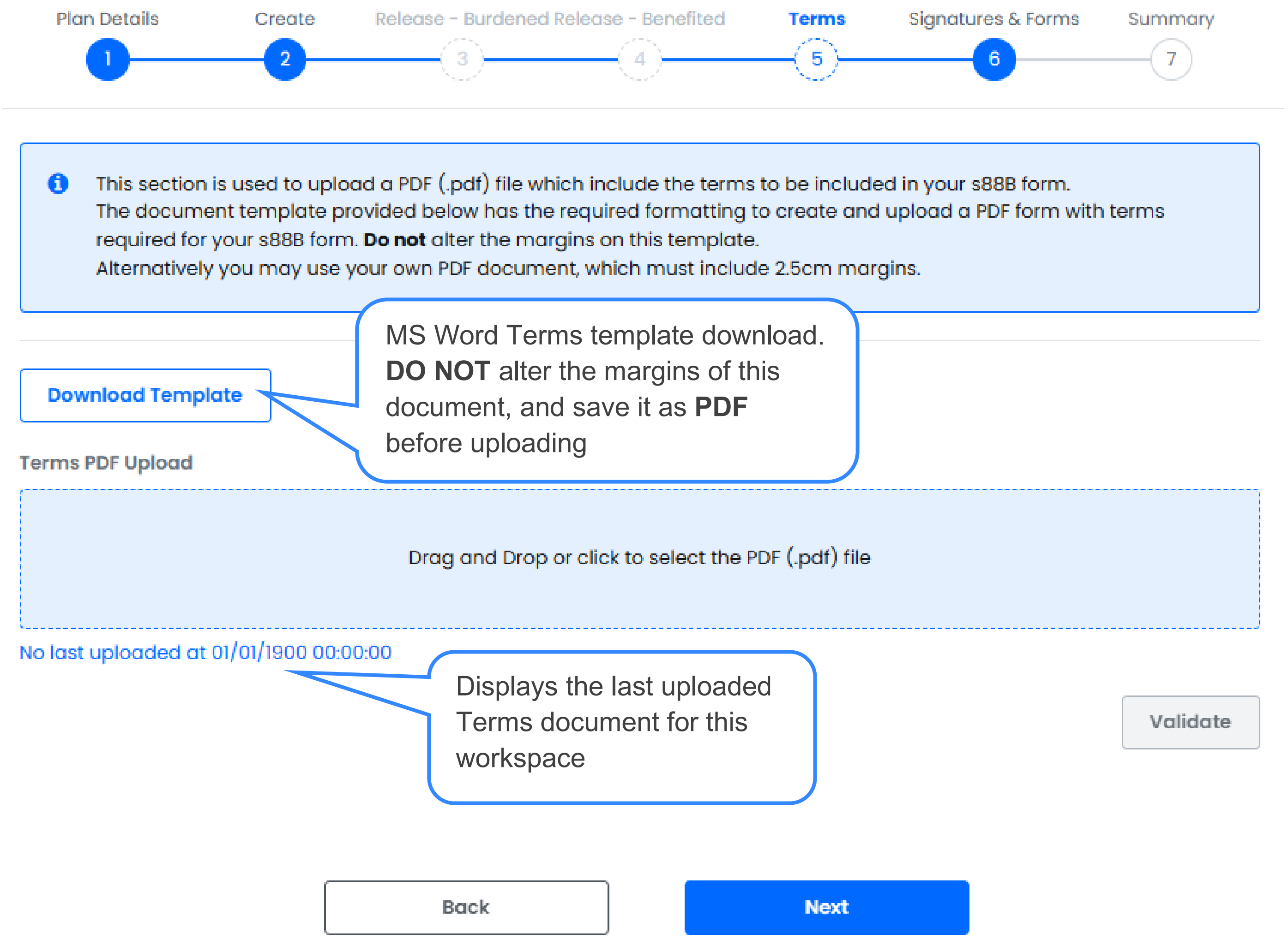


10.5 Terms

If you selected *Upload Terms* on the **Plan Details** screen of the s88B Form Builder, you will be able to upload your own Terms document on this screen.

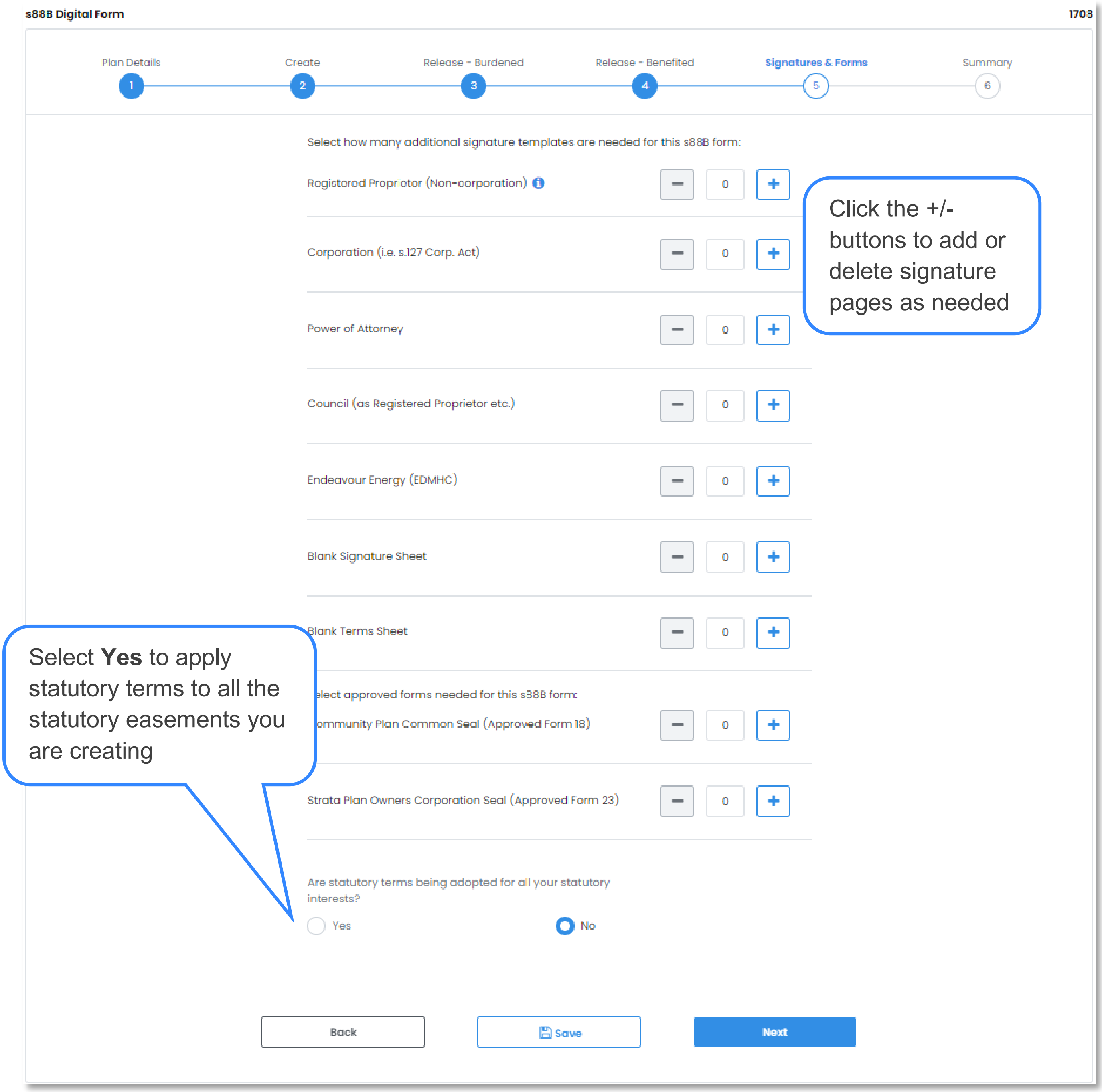
It is advised to use the provided MS Word template, which can be downloaded from this screen by clicking *Download Template* button. The template has pre-defined margins that will allow your terms document to be correctly inserted into the rendered PDF of your s88B Instrument.

Although the Terms template is a word document, the final terms document you upload **Must be a PDF**. Please save the Terms document in MS word as a PDF before uploading it to the **Terms** screen.



10.6 Signatures & Forms

On the signatures screen, Click the +/- buttons to add or delete signature pages as needed. You can also type the number required into the number fields.

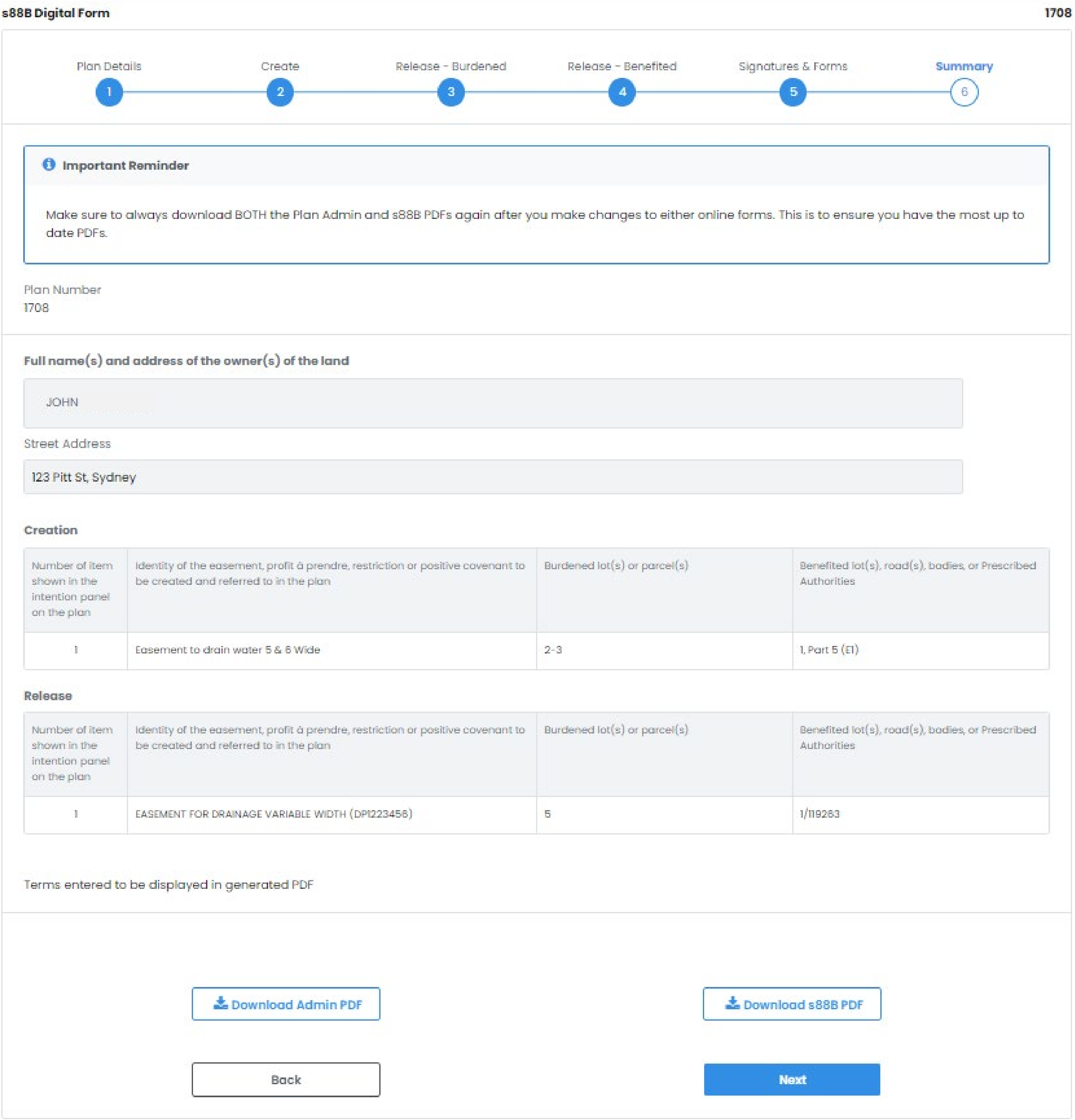


10.7 Summary

The summary screen will display the registered proprietor's name and address, all easement information you are creating and releasing and any signature sheets you selected to appear in the PDF render.

Ensure that all information has been populated correctly and if there are any issues, you can click the **Back** button to return to the previous screens and update any information you need.

If everything is in order, please download both the Admin PDF and s88B PDF.



s88B Digital Form **1708**

Plan Details 1 | Create 2 | Release - Burdened 3 | Release - Benefited 4 | Signatures & Forms 5 | **Summary** 6

Important Reminder

Make sure to always download BOTH the Plan Admin and s88B PDFs again after you make changes to either online forms. This is to ensure you have the most up to date PDFs.

Plan Number
1708

Full name(s) and address of the owner(s) of the land

JOHN

Street Address

123 Pitt St, Sydney

Creation

Number of item shown in the intention panel on the plan	Identity of the easement, profit à prendre, restriction or positive covenant to be created and referred to in the plan	Burdened lot(s) or parcel(s)	Benefited lot(s), road(s), bodies, or Prescribed Authorities
1	Easement to drain water 5 & 6 Wide	2-3	1, Part 5 (E1)

Release

Number of item shown in the intention panel on the plan	Identity of the easement, profit à prendre, restriction or positive covenant to be created and referred to in the plan	Burdened lot(s) or parcel(s)	Benefited lot(s), road(s), bodies, or Prescribed Authorities
1	EASEMENT FOR DRAINAGE VARIABLE WIDTH (DP1223456)	5	1/119263

Terms entered to be displayed in generated PDF

Download Admin PDF | Download s88B PDF

Back | Next

10.8 88B Miscellaneous

To are create an easement over an outside title (i.e. a title next door to your subject parcel):

1. Go to the ***Parcel Land Details*** screen in the ***Build Workspace*** section.
2. Enter the outside title required for the Easement.
3. Edit the title to have a 'Purpose' of 'Easement – Burdened' or 'Easement – Benefited Only'
4. Save your changes.
5. Return to the 88B 'Create' screen.
6. Update the ***Add/Edit burdened lots*** section.
7. Save your changes.

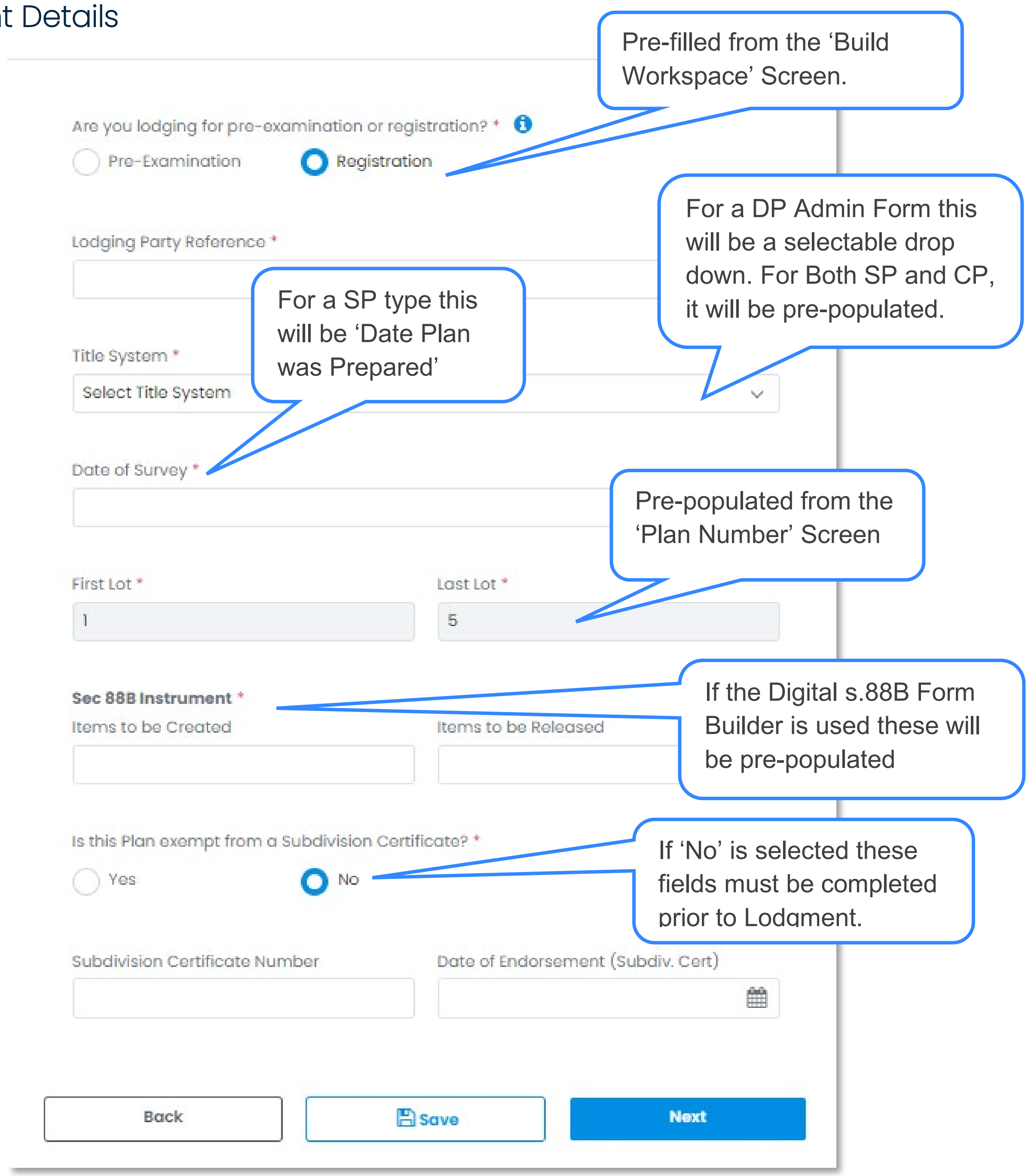
11. Lodgment Details

This guide provides instructions on how to complete the 'Lodgment Details' Screen within a Workspace.

Pre-requisites:

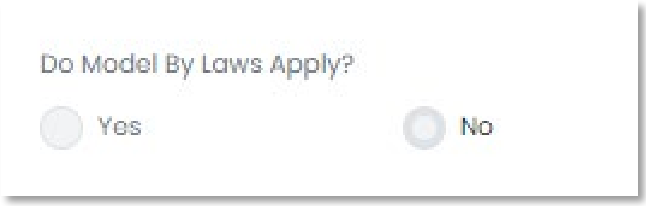
- You have completed the 'Build Workspace' Section and have created a PPN.
- If you have opted to use the Digital Forms these will also need to be completed.

11.1 Lodgment Details

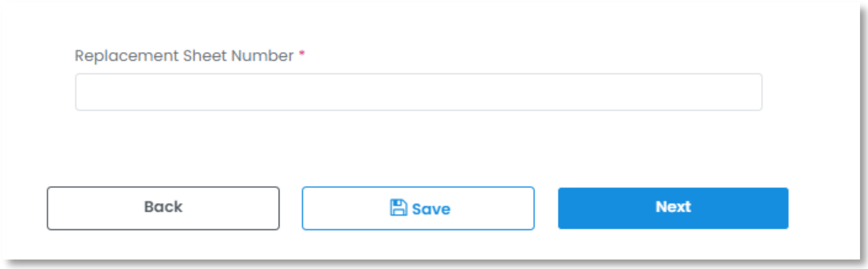


11.2 Further Notes Lodgment Details

- The fields on this screen are dynamic and will change depending on your selections throughout the workspace.
- If the workspace is for a Strata Plan Type, there will be an extra question relating to the bylaws. This field will be pre-populated if the Digital Admin Form Builder is completed or if digital forms are not being used, it will be editable.



- If the plan purpose requires a 'Replacement Sheet Number' this field will be on 'Lodgment Details' Screen with a validation to ensure the correct alphanumeric characters are entered. After selecting 'Next' or 'Save' this field will become greyed out and disabled. Please enter with care.



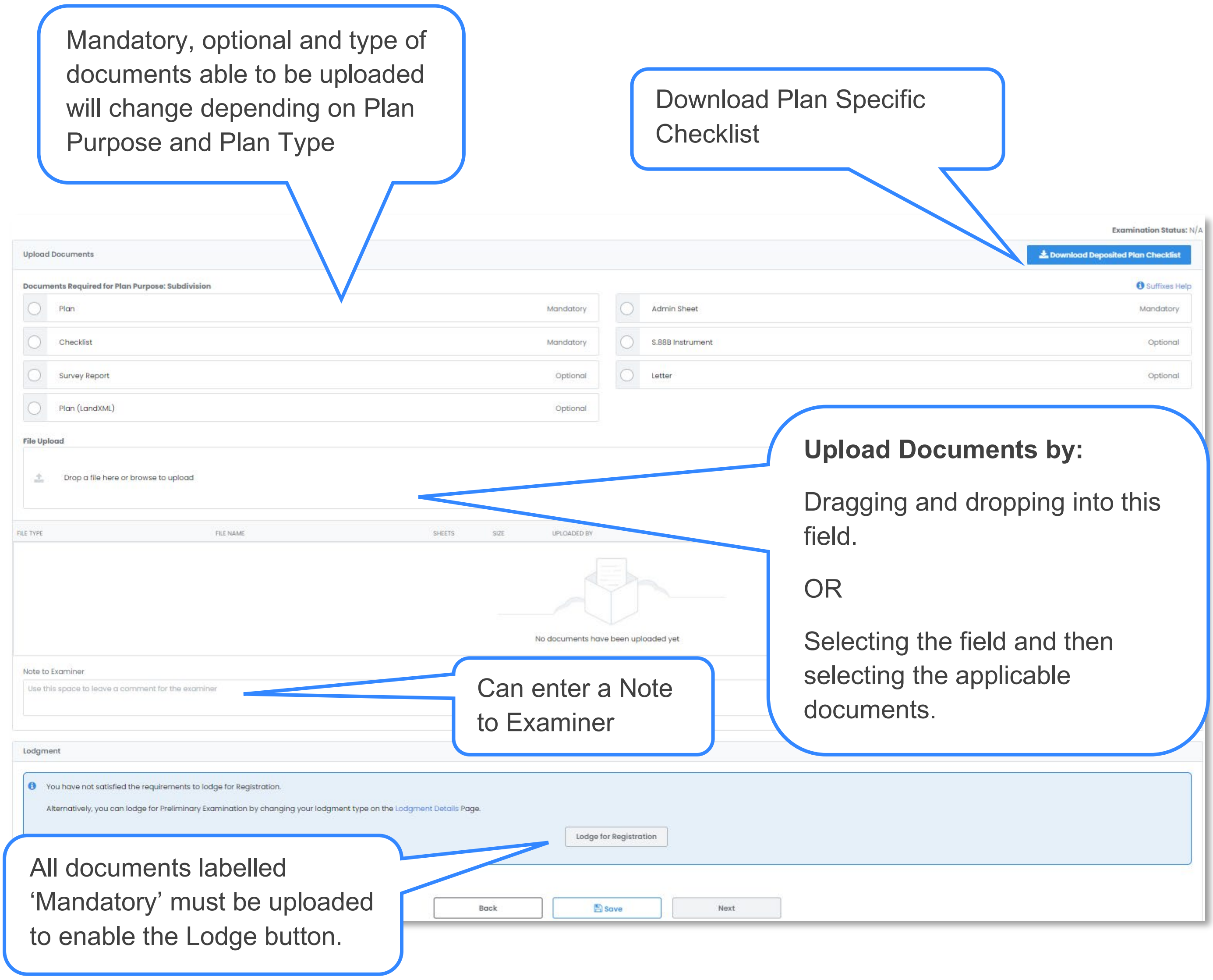
12. Upload Documents

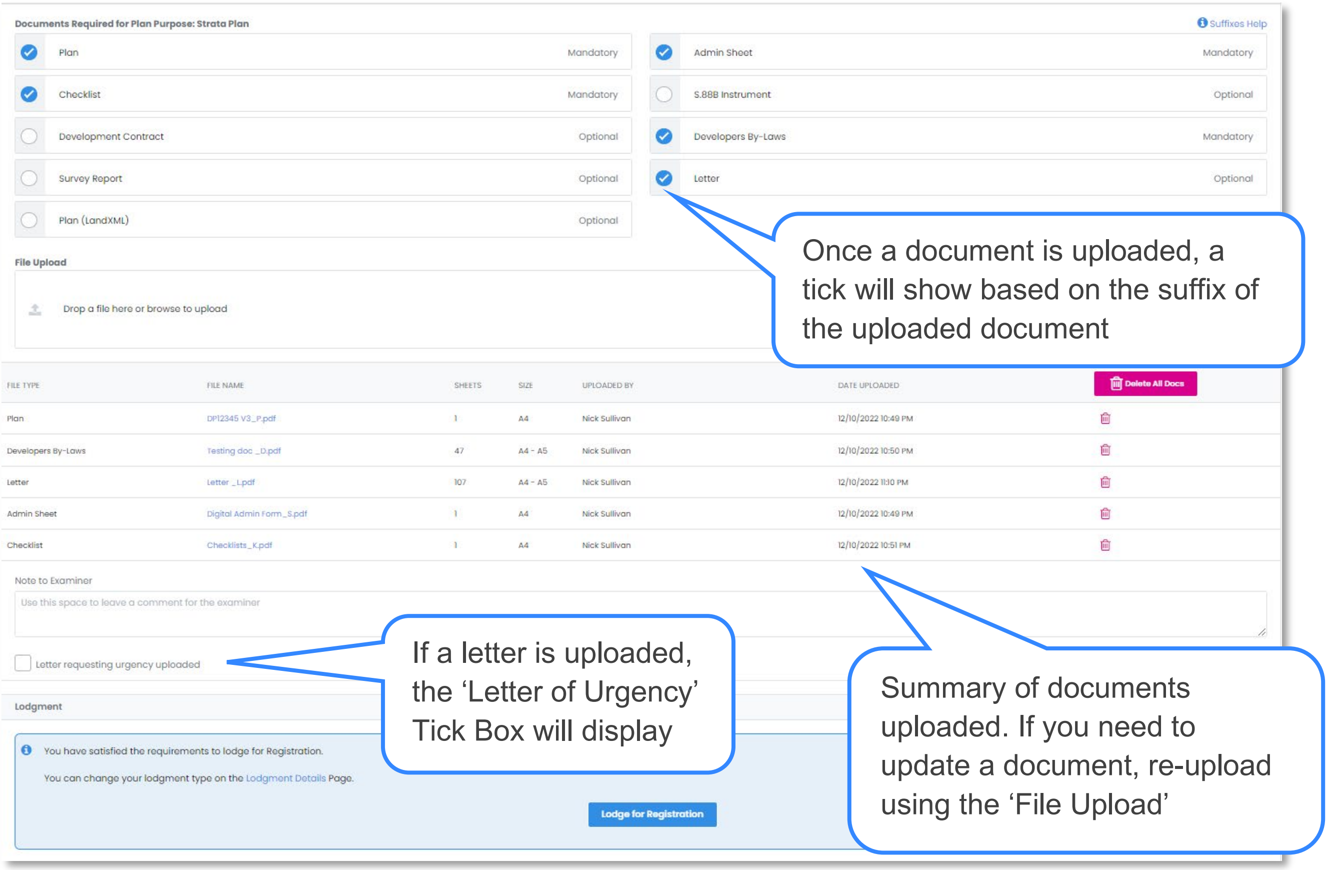
This guide provides instructions on how to complete the 'Upload Documents' Screen within a Workspace.

Pre-requisites:

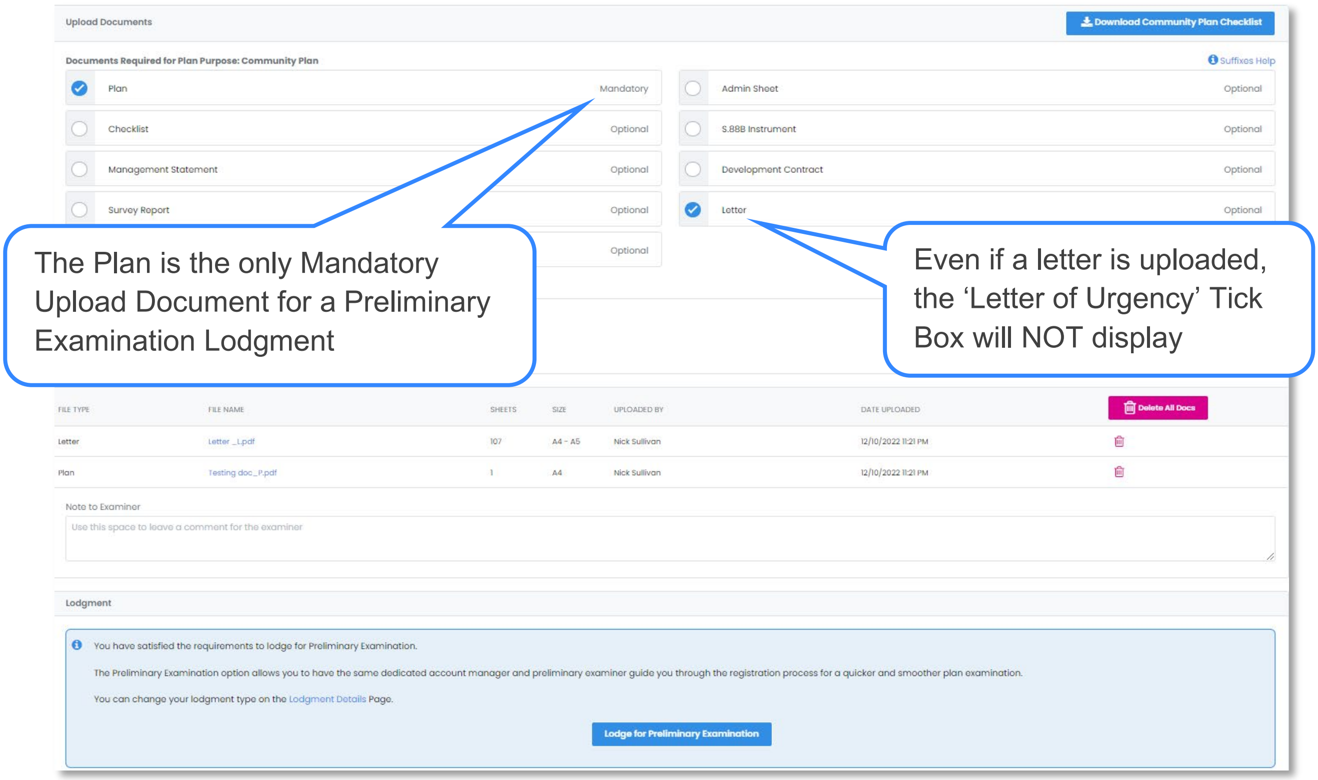
- You have completed the 'Build Workspace' Section, have created a PPN.
- If you have opted to use the Digital Forms these will also need to be completed.

12.1 Upload Documents – Registration

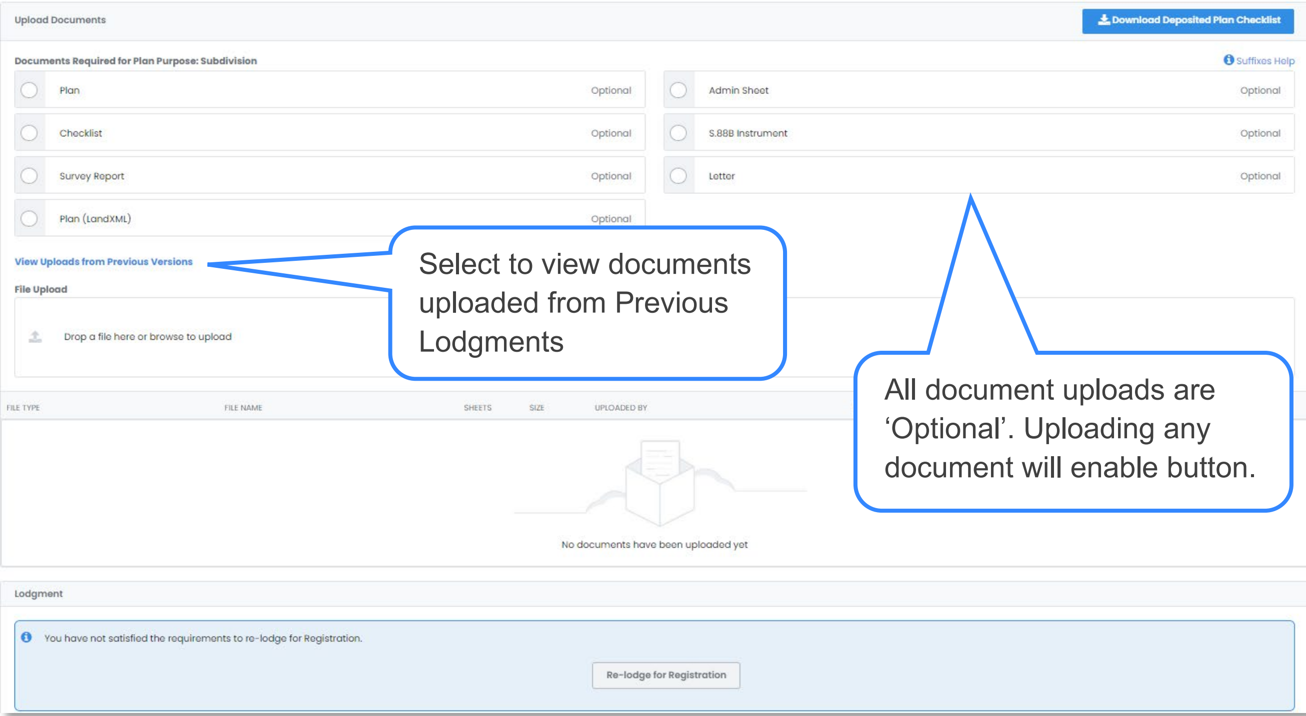




12.2 Upload Documents – Pre-Examination

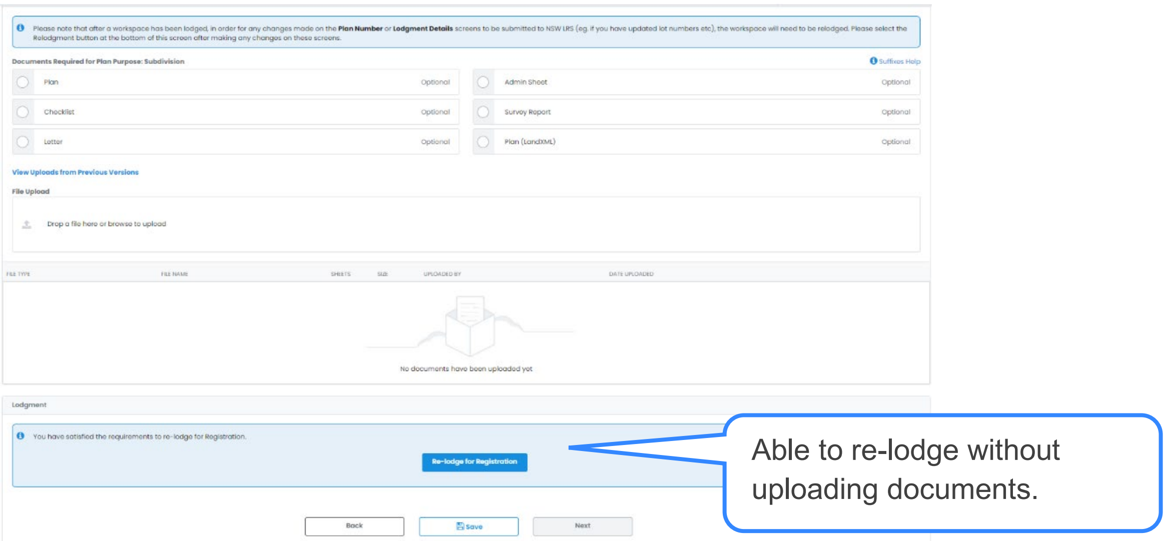


12.3 Upload Documents – Re-lodge for Pre-Examination or Registration



Re-Lodging a Workspace with no Documents Uploaded:

- If you update information on the Plan Number or Lodgment Details screen you will be able to re-lodge the workspace without uploading documents. This will update the NSW LRS system.
- For Example: this can be used is you need to update lot numbers after originally lodging the plan.

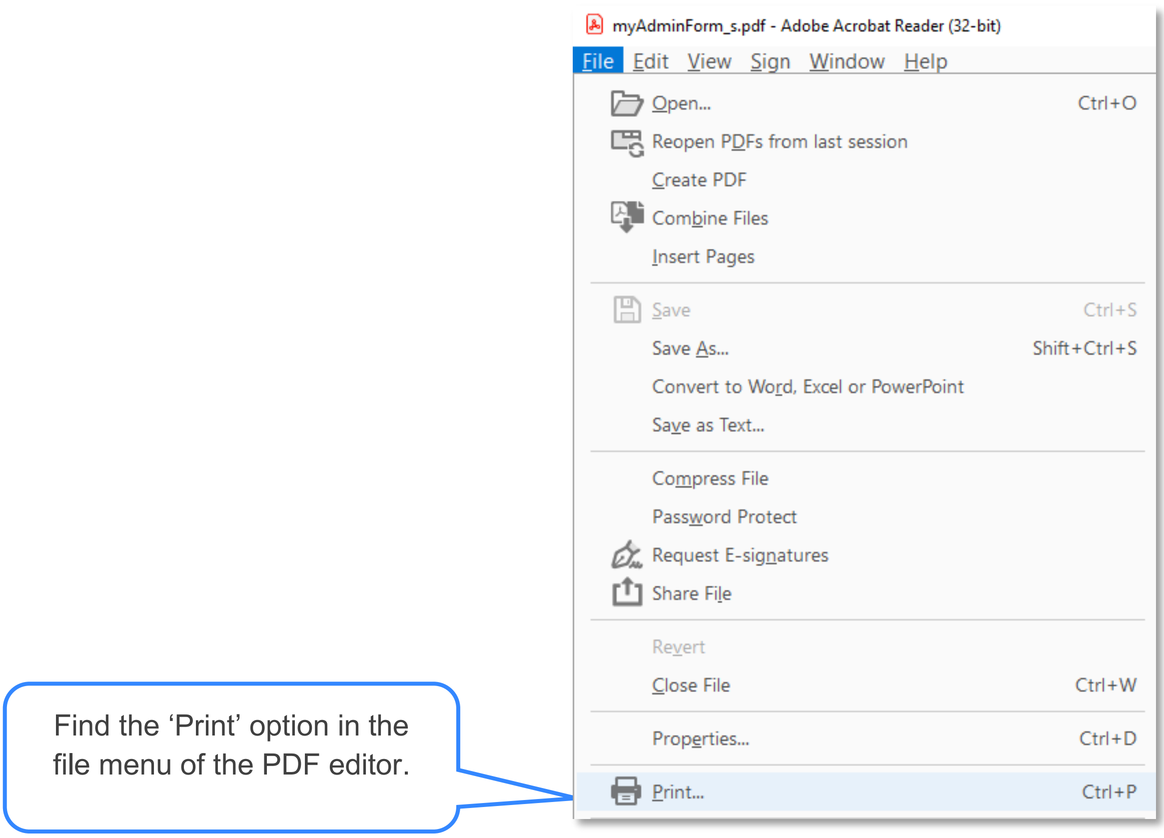


12.4 Upload Documents – Invalid Signatures

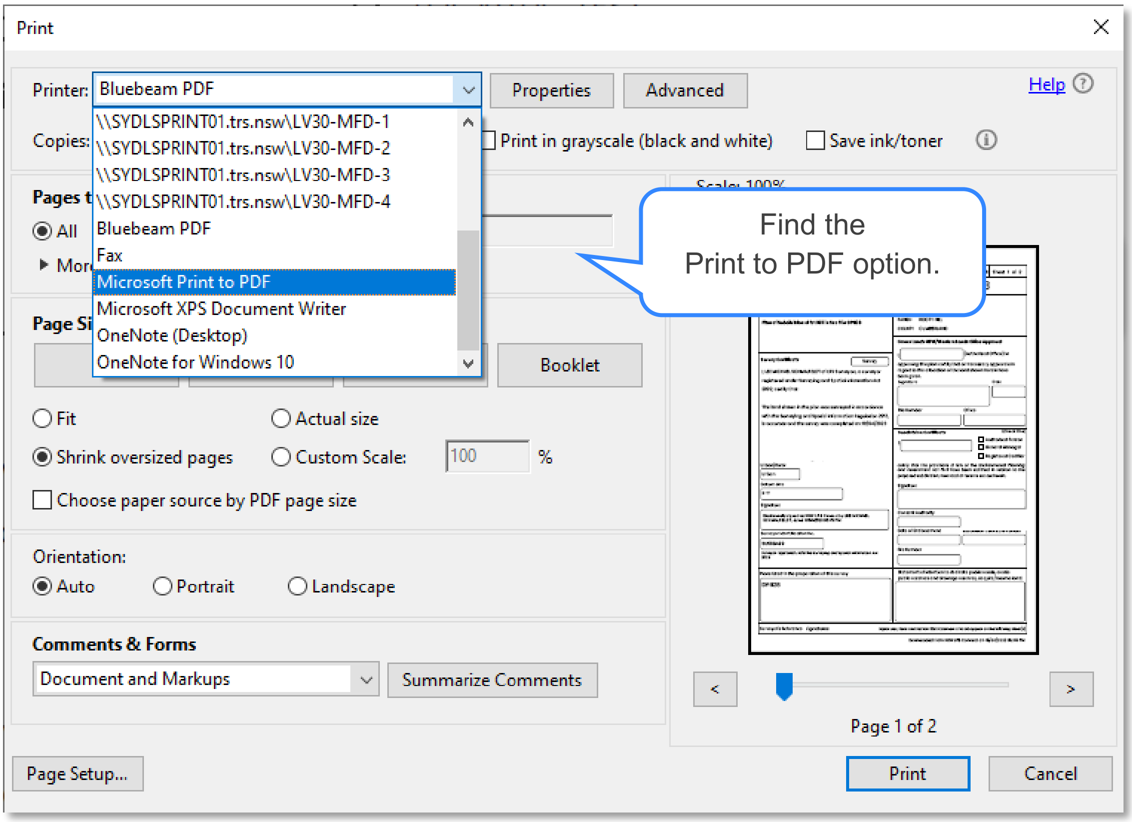
When uploading documents with electronic signatures, you may see an error that states that the pdf contains an invalid signature or has been edited after an electronic signature was added. This can be fixed in a variety of ways, one being to use the ‘Print to PDF’ option on your pdf editor of choice.

To ‘print to PDF’, open the file or document that you want to print to PDF, and click on the ‘File’ menu, in the top left corner of your screen.

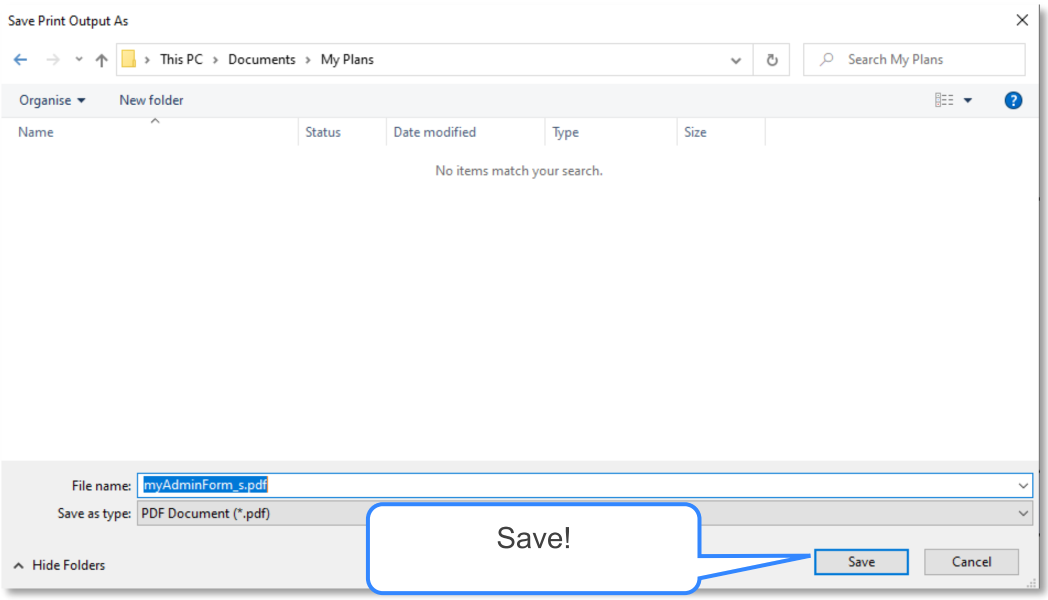
In the ‘File’ menu, click on "Print" or press "Ctrl+P" (Windows) on your keyboard.



In the Print dialog box, select ‘Print to PDF’ or ‘Save as PDF’ as your printer.



Choose the location where you want to save the PDF file and give it a name, then save your file.



This file can now be uploaded to the workspace, and you will no longer see an error.

12.5 Further Notes Upload Documents:

- No longer required to upload ZIP packets, documents are to be uploaded as a PDF (.XML accepted for Digital Plan LandXML upload). If a file is not a PDF, it will not be uploaded.
- The fields on this screen are dynamic and will change depending on your selections throughout the workspace.
- Documents will be identified by their suffix, if an unknow suffix is used the document will not be uploaded.
- Please ensure the suffix used corresponds with the document you are uploading.
- If a Plan and the associated Plan LandXML File is upload with lodgment, in the event of a re-lodgment both the Plan and Plan LandXML must be relodged together.
- If the workspace is for a Strata Plan Type, depending on the selections from earlier in the workspace the Developer By-Laws, Management Statement and Development Contract will change from Optional to Mandatory uploads.
- If on the ‘Plan Number’ screen in the ‘Build Workspace’ section, the radio button question “Does this workspace require a s.88B Instrument?” is set to ‘Yes’ then it will be mandatory to upload a S.88B Instrument.

12.5.1 Suffix Help Table:

- The below table can be accessed by selecting 'Suffixes Help' on the top right-hand side of the 'Upload Documents' Screen.

FILE TYPE	FILE FORMAT ALLOWED	FILE SUFFIX
Plan	PDF	_P
Plan (LandXML)	XML	_P
Admin Sheet	PDF	_S
S.88B Instrument	PDF	_B
Survey Report	PDF	_R
Letter	PDF	_L
Checklist	PDF	_K
Developers By-Laws	PDF	_D
Pipeline Form	PDF	_F
DP Management Statement	PDF	_M
Building Management Statement	PDF	_M
SP Management Statement	PDF	_M
DP Development Contract	PDF	_C
SP Development Contract	PDF	_C

12.5.2 Error Messages when Uploading Docs:

Error Message Displayed	Issue & How to Rectify
"Uploaded document [Document Name] is password protected or encrypted. Please make sure to un-lock the file and re-upload"	The document uploaded is encrypted or a password is required to open the document. Please remove these security features from the PDF and then upload the document for lodgment.
"The uploaded document is larger than the expected file size, please ensure that if the document is in colour, that it is converted to black and white before lodging your documents."	We require most documents to be lodged in black and white. Whilst you are able through to continue with lodgment with large files, please confirm they are in black and white. If your document is not in black and white, please remove the file, export as a black and white PDF and then re-upload for lodgment.
"Multiple uploaded files are larger than expected (see files highlighted yellow in the uploaded documents table). Please ensure that if the documents are in colour, that they are converted to black and white before lodging your documents."	We require most documents to be lodged in black and white. Whilst you are able through to continue with lodgment with large files, please confirm they are in black and white. If your document is not in black and white, please remove the file, export as a black and white PDF and then re-upload this for lodgment.
"Uploaded document [Document Name] is corrupted. Please investigate the file and re-upload"	The file you have uploaded is corrupted and unable to be lodged. Please re-save or re-export the file to PDF, ensure you can successfully open the PDF. Then upload to NSW LRS Connect for lodgment.
"[Document Name] uploaded is not in an acceptable file format. The uploaded document for this file type must be PDF."	For all suffixes (excluding _P for a LandXML files), only PDFs can be uploaded for lodgment. You are no longer required to upload zip packets, please upload each file as a PDF with the correct suffix.

	Please export the file to PDF and then re-upload the file.
"[Document Name] uploaded is not in an acceptable file format. The uploaded document for this file type must be PDF or XML."	For _P file suffixes, files can be uploaded as a PDF and .XML If you upload a .XML file you will be required to upload the corresponding PDF image file. Please ensure the files upload are in PDF or XML format. Do this by exporting the file to PDF. For XML you can utilise the CAD to LandXML Translator in the 'Tools' section or an existing LandXML Software Provider.
"Your file contains an invalid signature or has been edited after an electronic signature was added. Please review the help guide related to electronic signatures and re-upload [Document Name] once the file has been fixed"	The PDF you have uploaded has an invalid electronic signature or has been edited after an electronic signature was provided. i.e a Registered Proprietor electronically signed the signature template and then the Subdivision Certificate was completed and electronically signed. Please confirm that all electronic signatures are valid and correctly signed. If all signatures are valid and the issue is due to editing the PDF after a different section was electronically signed, please use the 'Print to PDF' function in the file options of the PDF. Once creating this new PDF, you will be able to upload the document with the correct suffix. For further information please see the 'Invalid Signatures' Section
"Some files have not been uploaded as they are the wrong document type or contain the wrong suffix for this workspace. See the 'Suffix Help' section on this page for more info"	If you have uploaded multiple documents at one time and one or more of them; • does not have a suffix • has a suffix that is not recognised • has a suffix that is not required for the plan purpose of the workspace.

	If you have uploaded a file without a suffix please add the suffix to the end of the file name. i.e DP12345_P.pdf or Signatures_S.pdf If you have included a suffix, please refer to the 'Suffix Help' table to check that the suffix you used was the right one for the document you are trying to upload. Make sure there is no further file name or spaces after the suffix.
"[Document Name] has the wrong suffix so could not be uploaded. View "Suffixes Help" for guidance."	The document uploaded either does not have a suffix, has a suffix that is not recognised or has a suffix that is not required for the plan purpose of the workspace. If you have uploaded a file without a suffix please add the suffix to the end of the file name. i.e DP12345_P.pdf or Signatures_S.pdf If you have included a suffix, please refer to the 'Suffix Help' table to check that the suffix you used was the right one for the document you are trying to upload. Make sure there is no further file name or spaces after the suffix.
"Are you sure you wish to replace the document "File name"" Yes/No	You are only able to upload one document with each suffix. If you try to upload a document with a suffix that has already been uploaded, you will have the option to replace the originally uploaded document with the newly uploaded document

	or keep the original document and not upload the new document. If you require both documents please combined them into one PDF to be uploaded.
"Uploaded letter document must not exceed a file size of 20mb"	If you have uploaded a letter requesting urgency the file size must not exceed 20mb.
"Please only upload one document of the same suffix type at any one time"	Only one document with each potential suffix for that Plan Purpose is able to be uploaded. Please ensure your files are labelled with the correct suffix for the document you are trying to upload. Upload one document with that suffix at a time. If you upload a document with a suffix that has already been uploaded, you will be prompted to confirm if you want to replace the original file uploaded with the new one.
"Warning: A Plan Image (_P.pdf) must also be uploaded with a LandXML (_P.xml)."	If you are lodging or re-lodging a workspace and have uploaded a LandXML (_P.xml) file but have not uploaded a Plan Image File (_P.pdf). You are required to always upload a pdf plan image file along with a LandXML file.
"Warning: A LandXML (_P.xml) must also be uploaded with your Plan Image (_P.pdf), as a LandXML has previously been lodged for this Plan."	If you are re-lodging a workspace that was lodged with a LandXML file and have only uploaded my Plan Image File (_P.pdf) but have not uploaded a LandXML file (_P.xml). If you are a relodging a Plan for a workspace that had an LandXML originally lodged, you will be required to re-lodge with the LandXML.
"A virus scan of the uploaded documents is currently underway. Please try	The virus scan of the uploaded documents is not yet complete. Please try to lodge again in a few moments. Try waiting for about 10 seconds

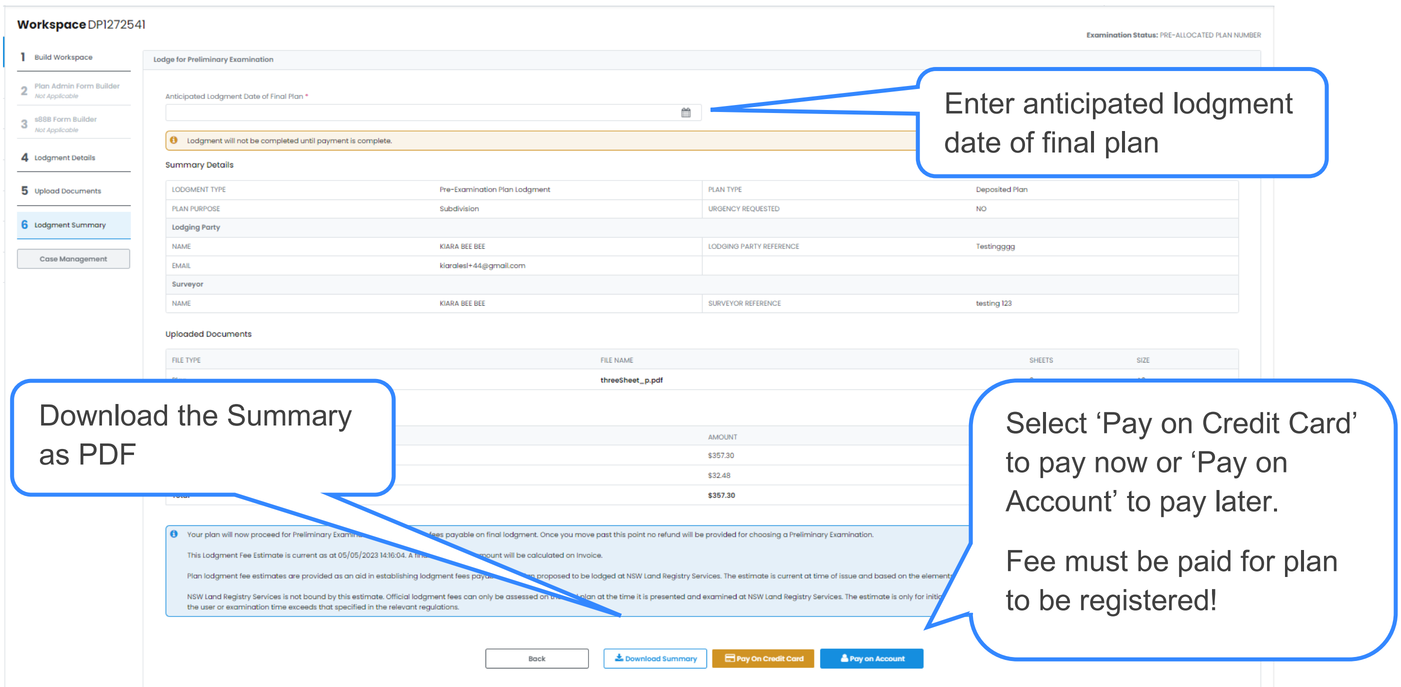
Lodging/Relodging your workspace again shortly"	and then clicking the Lodge/Relodge button again.
"A virus has been detected in document '[document name]' uploaded to the workspace (see the document(s) highlighted red on this screen). Lodgment/Relodgment can not commence until the infected file is removed"	A document that was uploaded for lodgment has been found to have a virus. Please remove this file and upload a file that is not infected for lodgment.
"This document contains a virus, please delete it from the workspace"	A document that was uploaded for lodgment has been found to have a virus. Please remove this file and upload a file that is not infected for lodgment.

13. Lodgment Summary

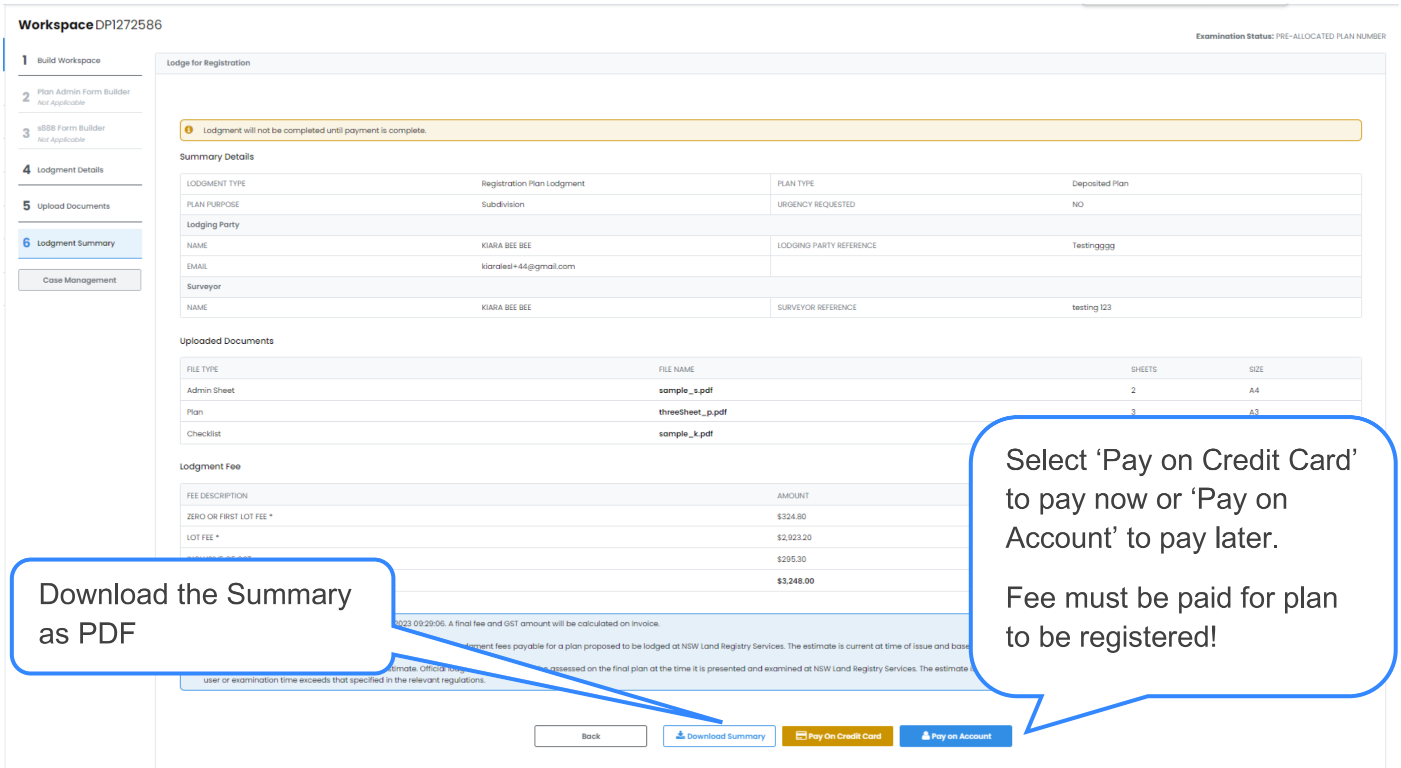
Pre-requisites

- Must be a Surveyor or Lodging party
- Workspace must be completed and ready for lodgment.
- OR Workspace has previously been lodged with no changes have made to the workspace.

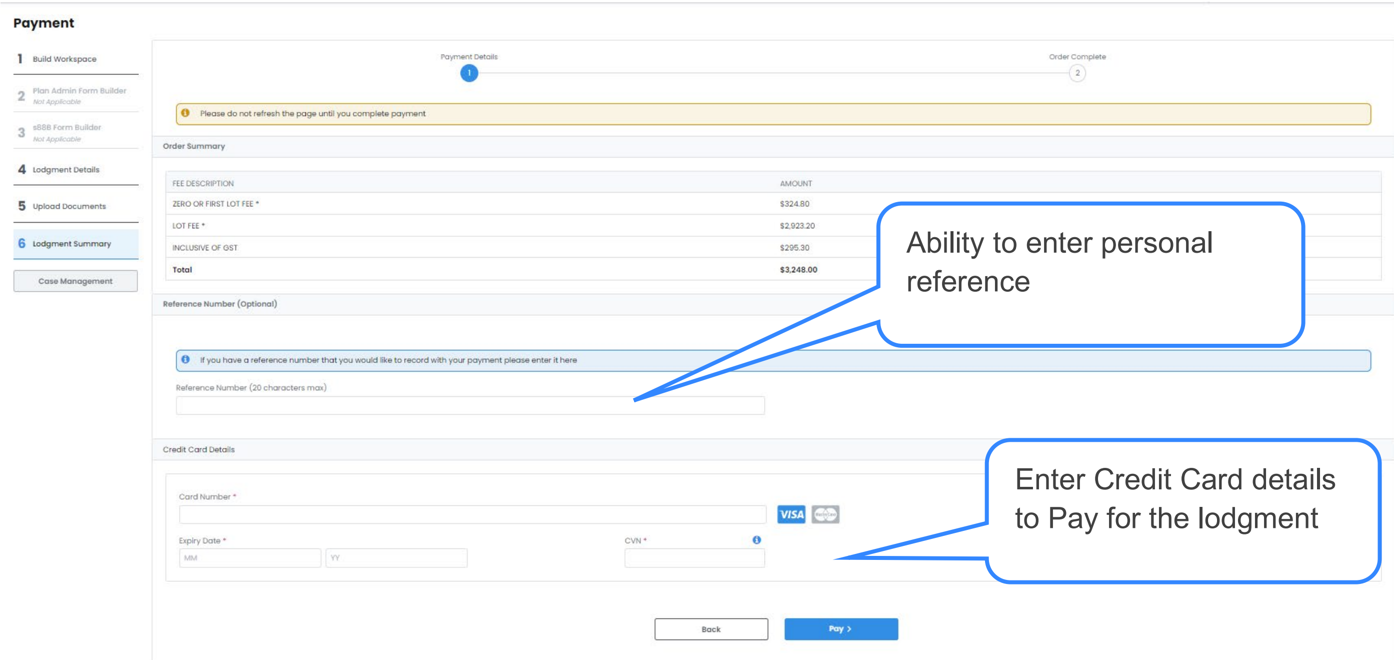
13.1 Preliminary Examination Lodgment Summary

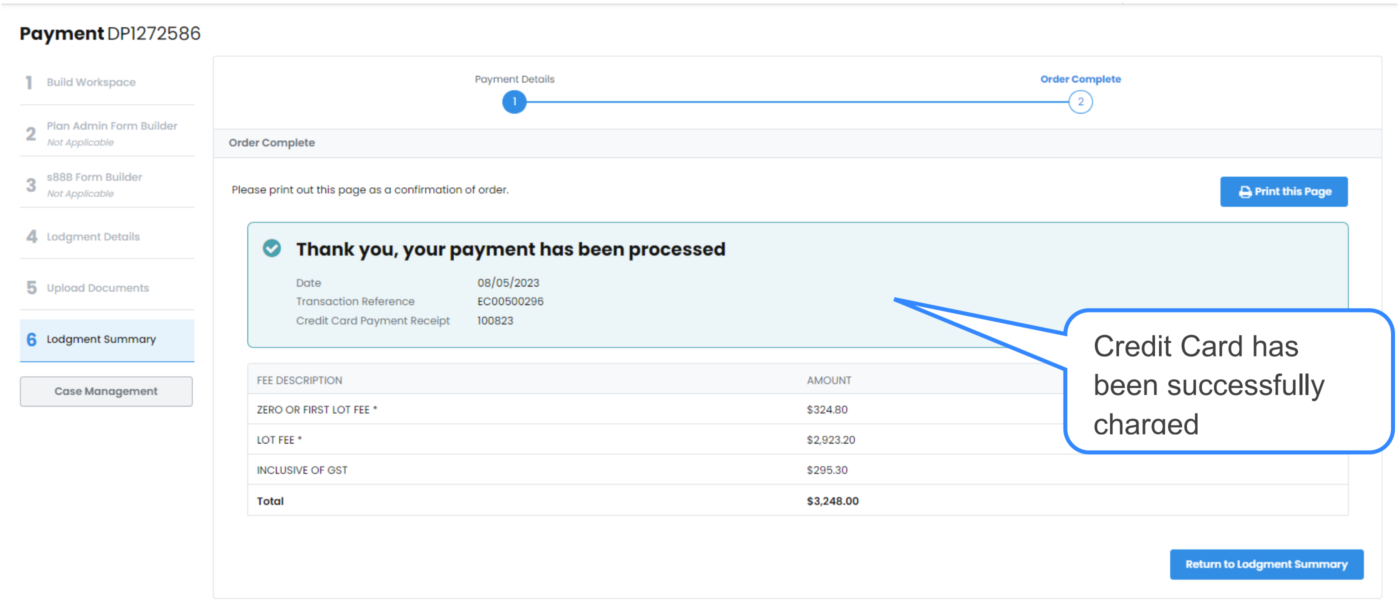


13.2 Registration Lodgment Summary



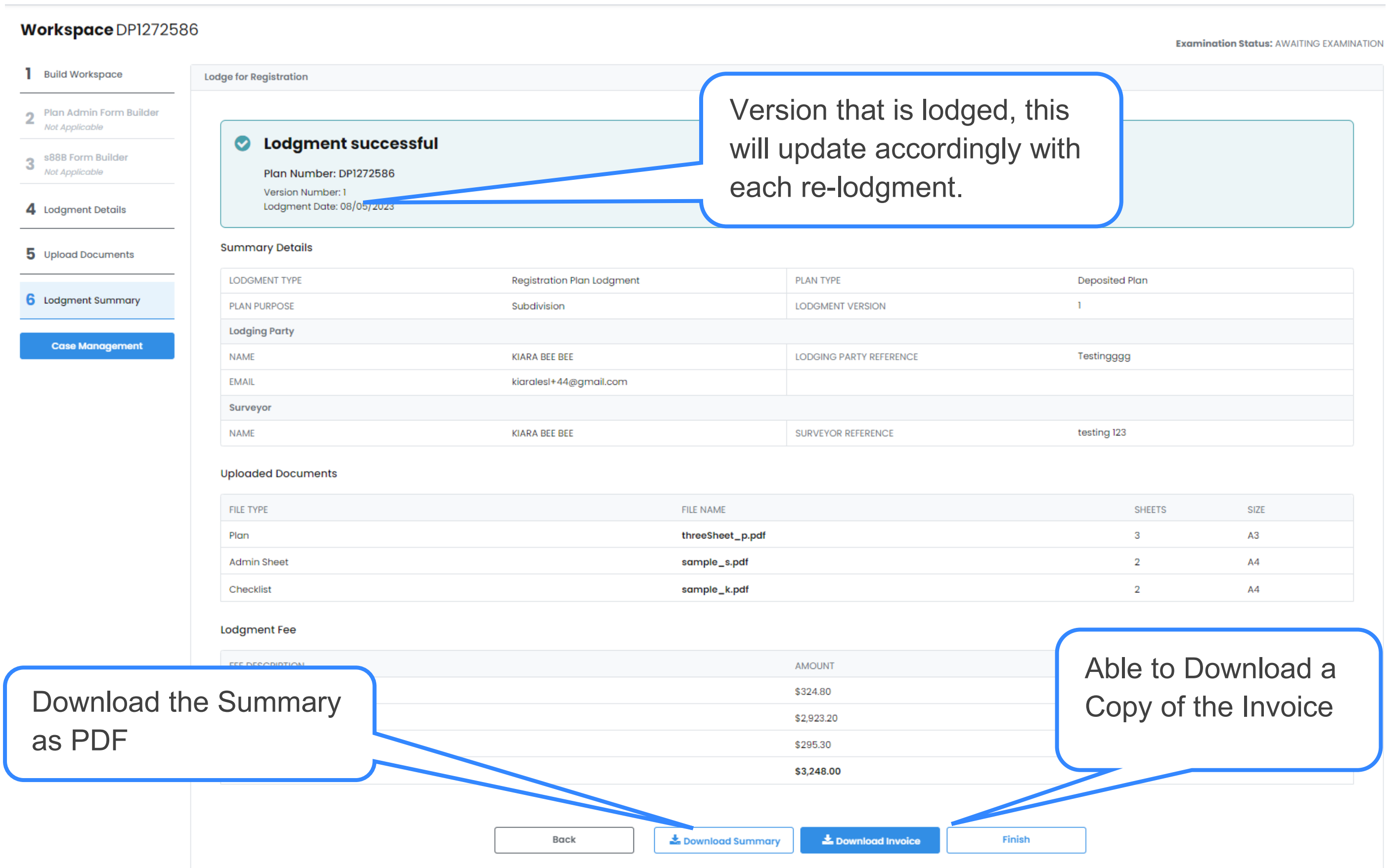
13.3 Pay on Credit Card





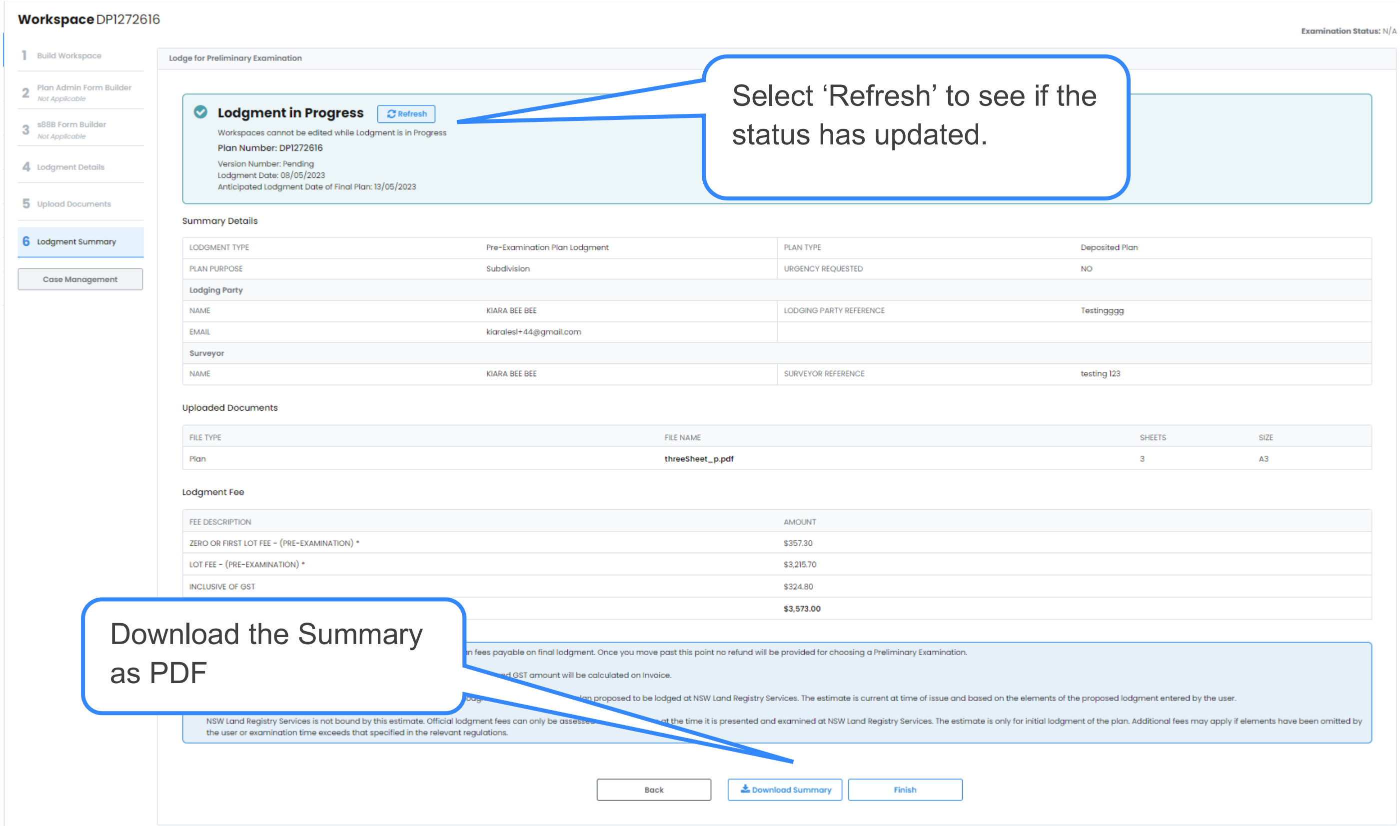
13.4 Lodgment Paid

After completing a payment option for your plan, you will be able to return to the 'Lodgment Summary' screen to see that the Lodgment was successful and the details that were lodged.



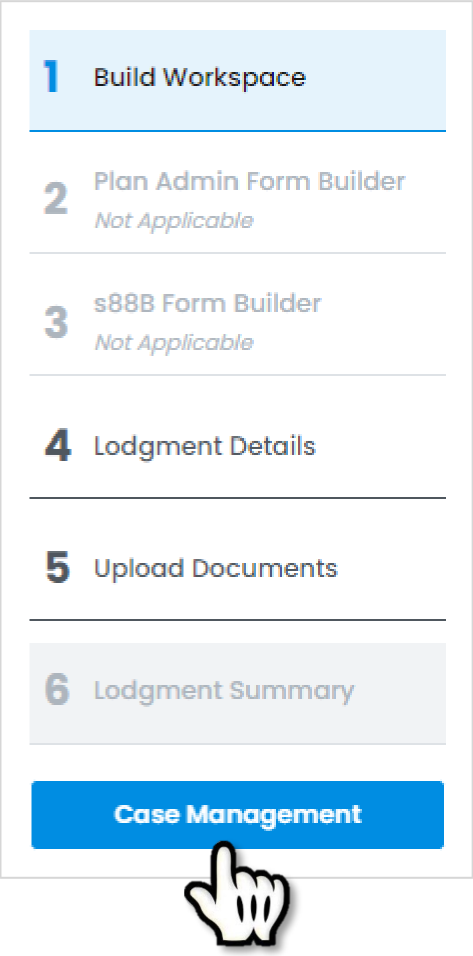
If the lodgment is still in progress to transmitting to NSWLRS you will see the ‘Lodgment in Progress’ screen. You will not be able to access a workspace whilst a lodgment in progress. If the lodgment in progress status is held for longer than 30 minues please contact NSW LRS at connect@nswlrs.com.au.

You will not be able to download a copy of the invoice until the lodgment is successful.



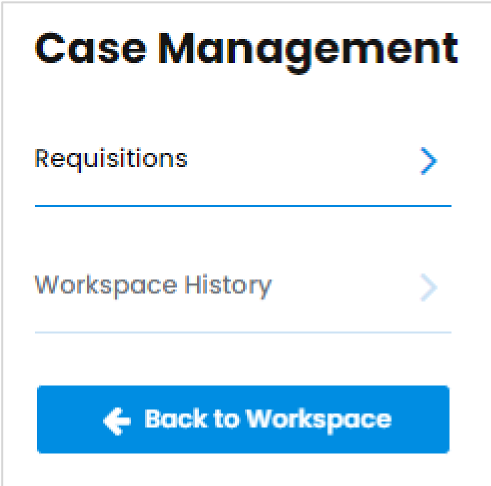
14. Case Management

After a workspace has been lodged for either Preliminary Examination or Registration, users with access to that workspace will be able to navigate to the Case Management section.



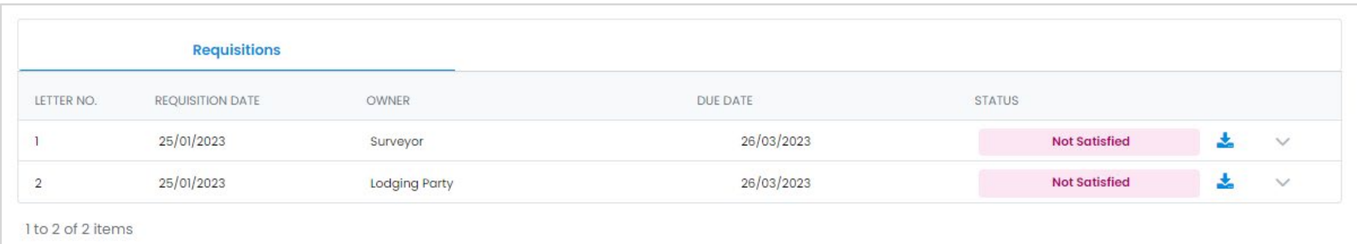
Note: If the workspace has not yet been lodged, the Case Management section will be disabled

In Case Management, you will find the **Requisitions** and **Workspace History** sections for this particular workspace.



14.1 Requisitions

The Requisitions section will display any *Surveyor* or *Lodging Party* requisitions raised by NSW LRS for this workspace.


Requisitions

LETTER NO.	REQUISITION DATE	OWNER	DUE DATE	STATUS
1	25/01/2023	Surveyor	26/03/2023	Not Satisfied
2	25/01/2023	Lodging Party	26/03/2023	Not Satisfied

1 to 2 of 2 items

14.2 Workspace History

The workspace history section will display all Lodgment and Re-Lodgment activity for this workspace, including the lodgment version number, type, date, and the details of that particular lodgment version

DP1270198

Surveyor: Jason Surveyor **Lodging Party:** I Love Surveying

Workspace History

VERSION	LODGMENT TYPE	LODGMENT DATE	VIEW DETAILS
1	Lodgment	24/01/2023 12:04 PM	View

Clicking on the *View* button will then display the details of that lodgment version

Workspace Version 1 DP1270198

Details | Documents

Lodgment Details

Lodgment Type	Lodgment	**Created**	01/01/1900 0:00 AM
Lodged By	I Love Surveying	**Last Modified**	24/01/2023 12:04 PM

Plan Details

Plan Type	Deposited Plan	**Plan Purpose**	Subdivision
Plan Sheets	1		

Lot Details

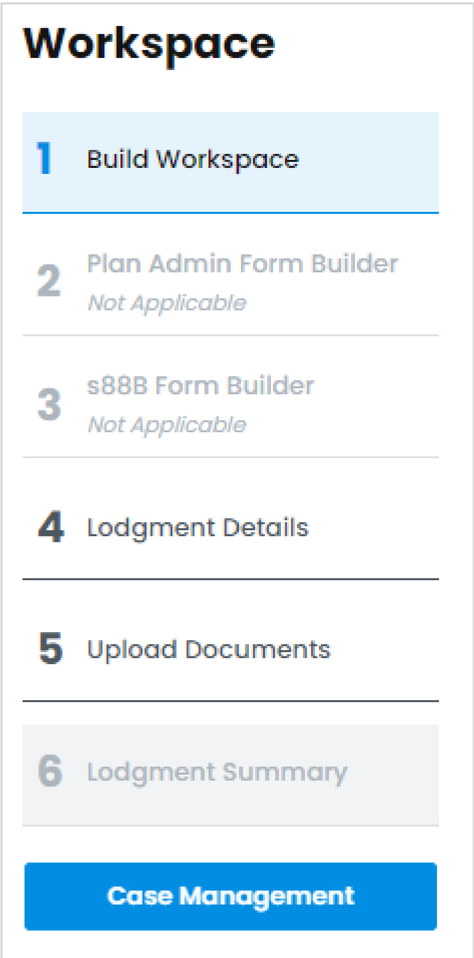
First Lot	1	**Last Lot**	5

15. Requisitions

Pre-requisites

- Must be a Surveyor or Lodging party
- Workspace must be lodged, and requisitions raised by NSW LRS

15.1 Viewing requisitions for a workspace

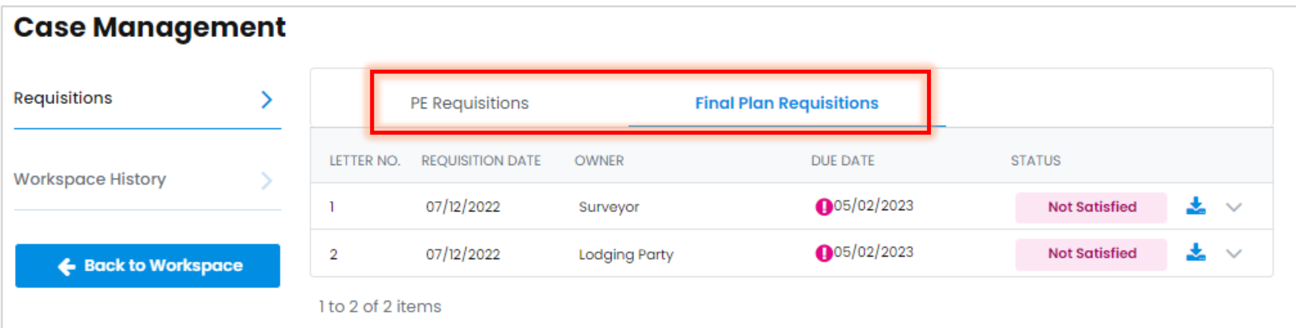


When a workspace has been lodged for either pre-examination or registration, and that workspace has then had requisitions raised against it for one or more of the documents lodged, you will be able to view those requisitions from the 'Case Management' button in the workspace's navigation menu.

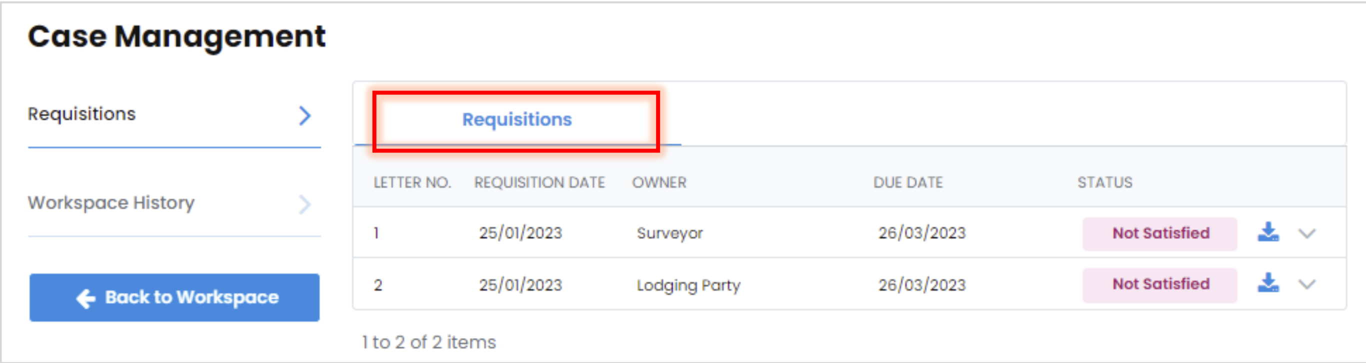
From here you can select the 'Requisitions' tab and you will be presented with any requisitions raised for this workspace.

Any Pre-Examination requisitions will be viewable from the 'PE Requisitions' & 'Final Plan Requisitions' tabs, whilst non-PE lodgment requisitions will be viewable from the 'Requisitions' tab.

Preliminary Examination Lodgment - Requisitions

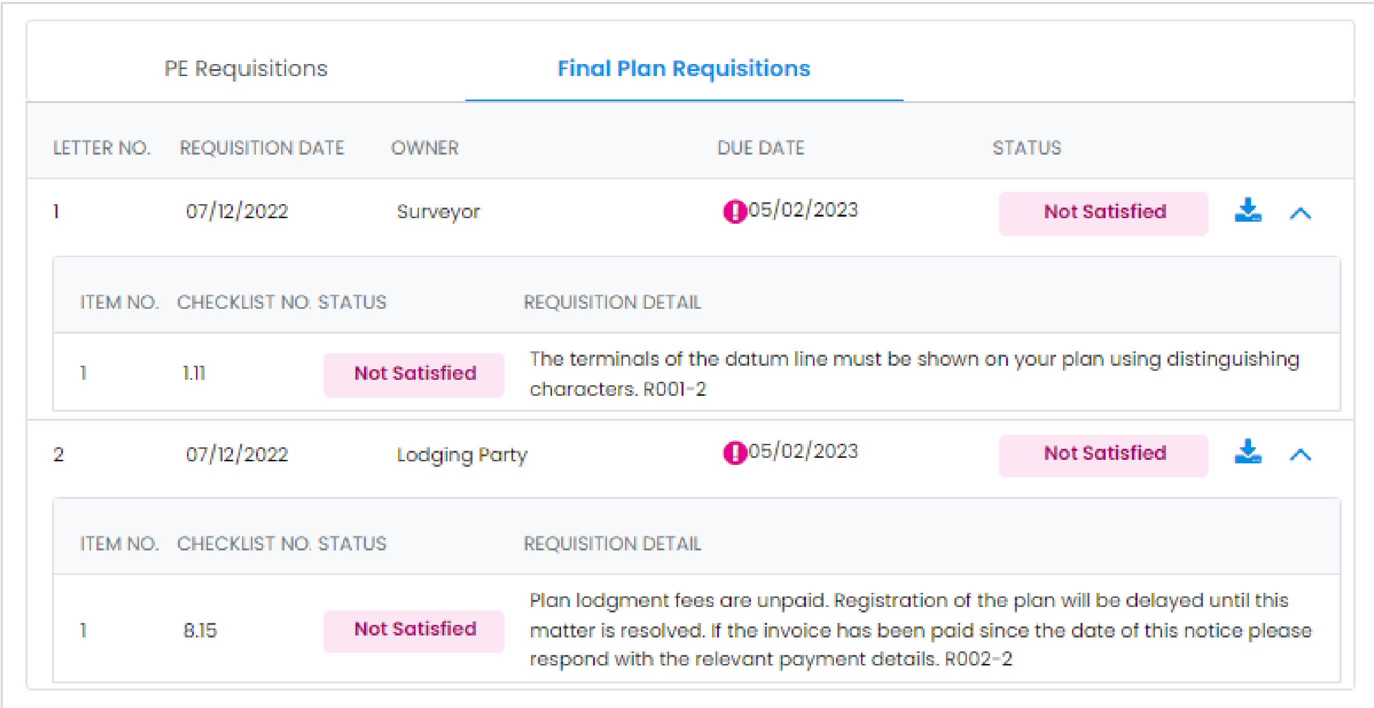


Non-Preliminary Examination Lodgment - Requisitions

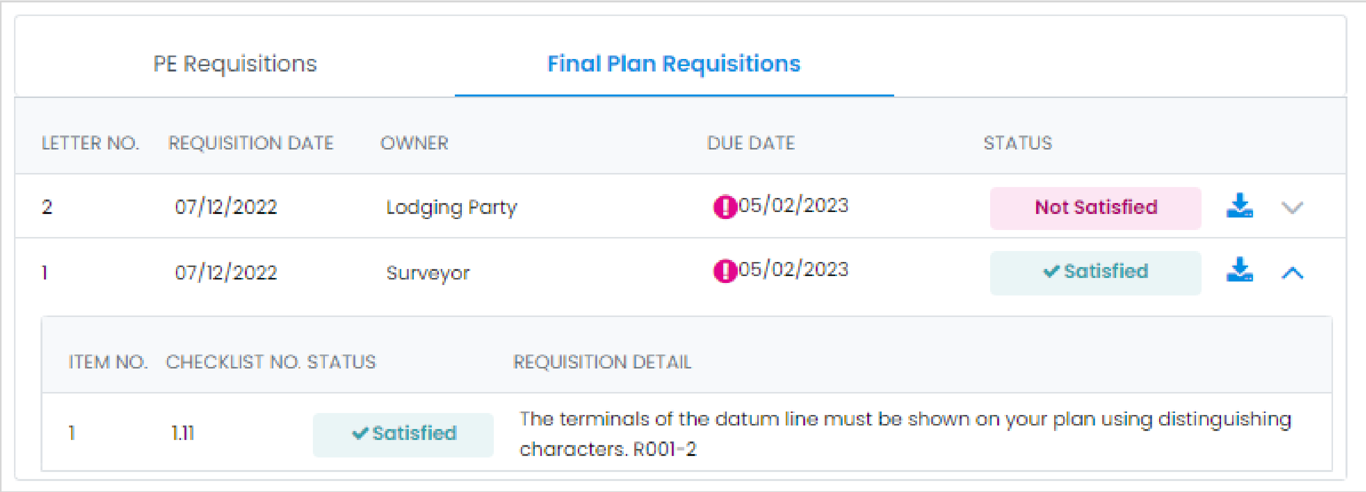


15.2 Viewing the details of a requisition

To see the details of a specific requisition, click the down arrow next to that requisition, which will then reveal the specific details of that requisition. Note, you can open the details of multiple requisitions at once.



When a NSW LRS Plan Examiner have satisfied a requisition, you will see the status of that specific requisition updated to ‘Satisfied’

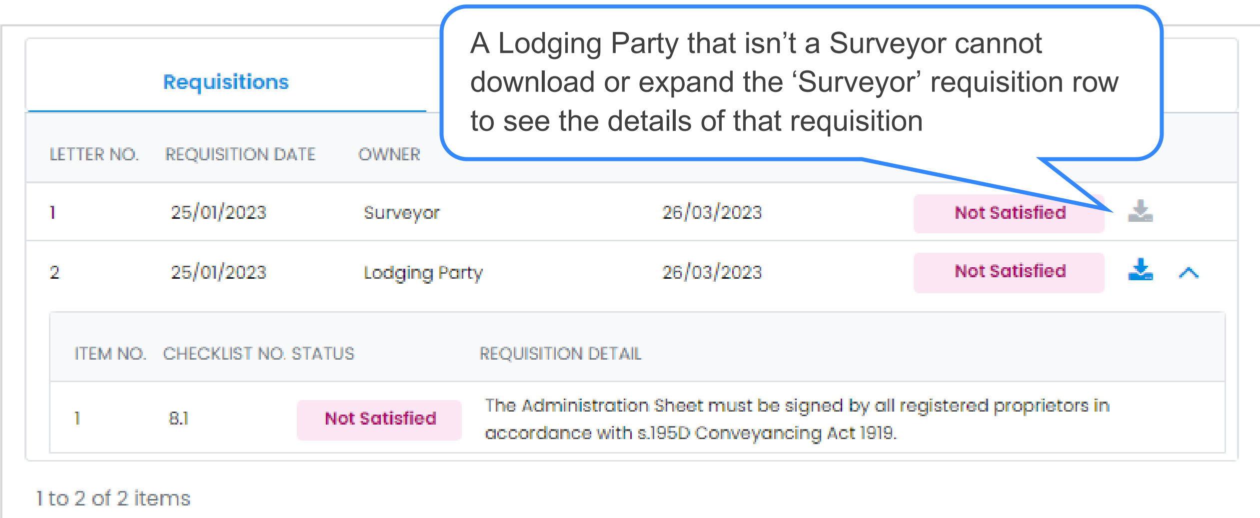


15.3 Who can see what requisitions?

If a Surveyor is also the lodging party of a workspace, then they will be able to see **both** ‘Surveyor’ and ‘Lodging Party’ requisition.

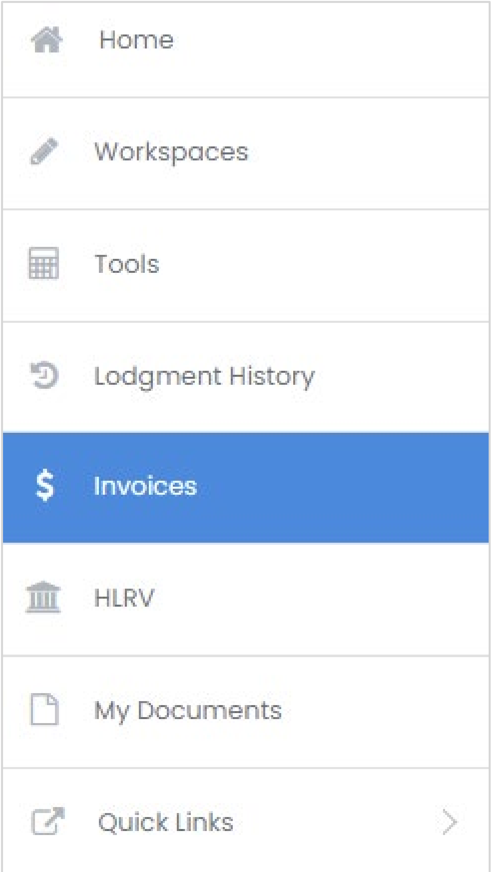
However, if a workspace has been lodged by a user that is not the surveyor that created the workspace, or is not a surveyor that works for the same company as the surveyor that created the workspace, then that user will ONLY be able to view the ‘Lodging Party’ requisitions.

If there is Surveyor requisitions raised against this workspace, that user will only be able to see that Surveyor requisition(s) have been raised, but they **will not** be able to view the details of those Surveyor requisitions. If they wish to know what the Surveyor requisitions are, they should contact the Surveyor of the workspace to discuss.



16. Pay an Invoice

16.1 Invoices screen



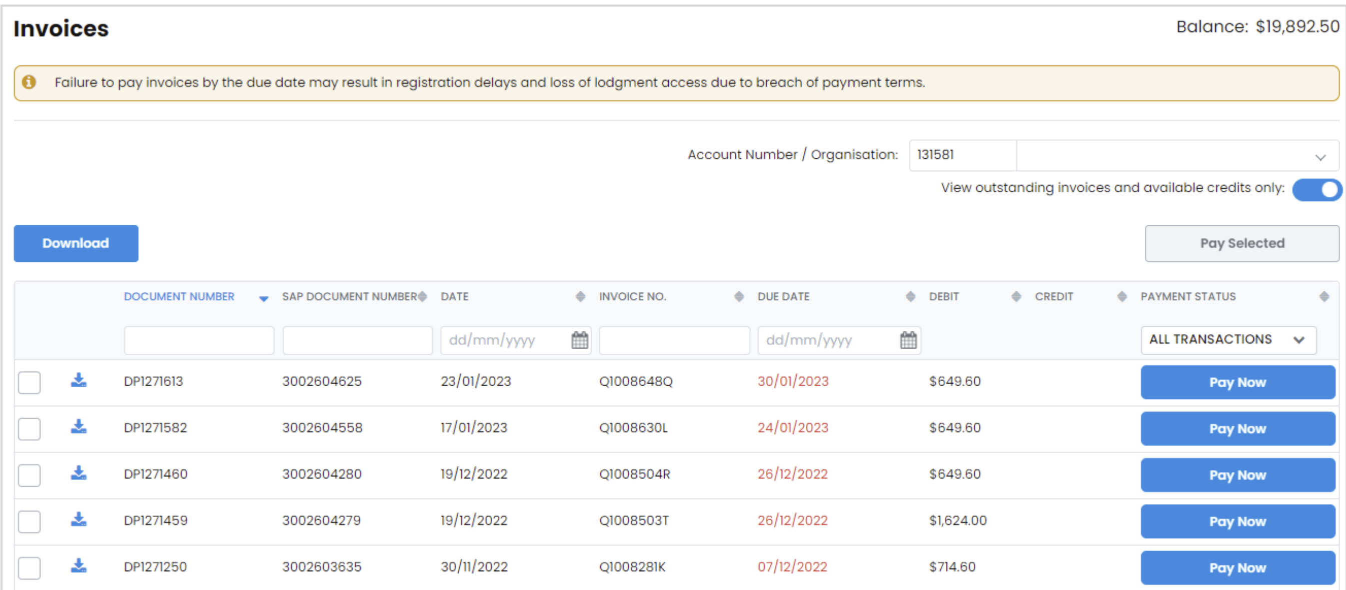
If a workspace has been lodged and the invoice was not paid at the time of lodgment (i.e., ‘Pay on Account’ was selected), then you will be able to pay for this invoice at a later time from the ‘Invoices’ screen.

On this screen you will be able to see all the invoices (outstanding, paid, credited etc.) for your account.

If you are a user that is linked to more than one account, you will be able to select different accounts from the **Account Number / Organisation** drop down list.

To pay an invoice, click the **Pay Now** button next to the invoice you wish to take care of.

If you wish to pay multiple invoices at once, you can select the tick boxes at the far left of the invoice table and then click the **Pay Selected** button to pay for all the selected invoices at once.



Invoices Balance: $19,892.50

Failure to pay invoices by the due date may result in registration delays and loss of lodgment access due to breach of payment terms.

Account Number / Organisation: 131581

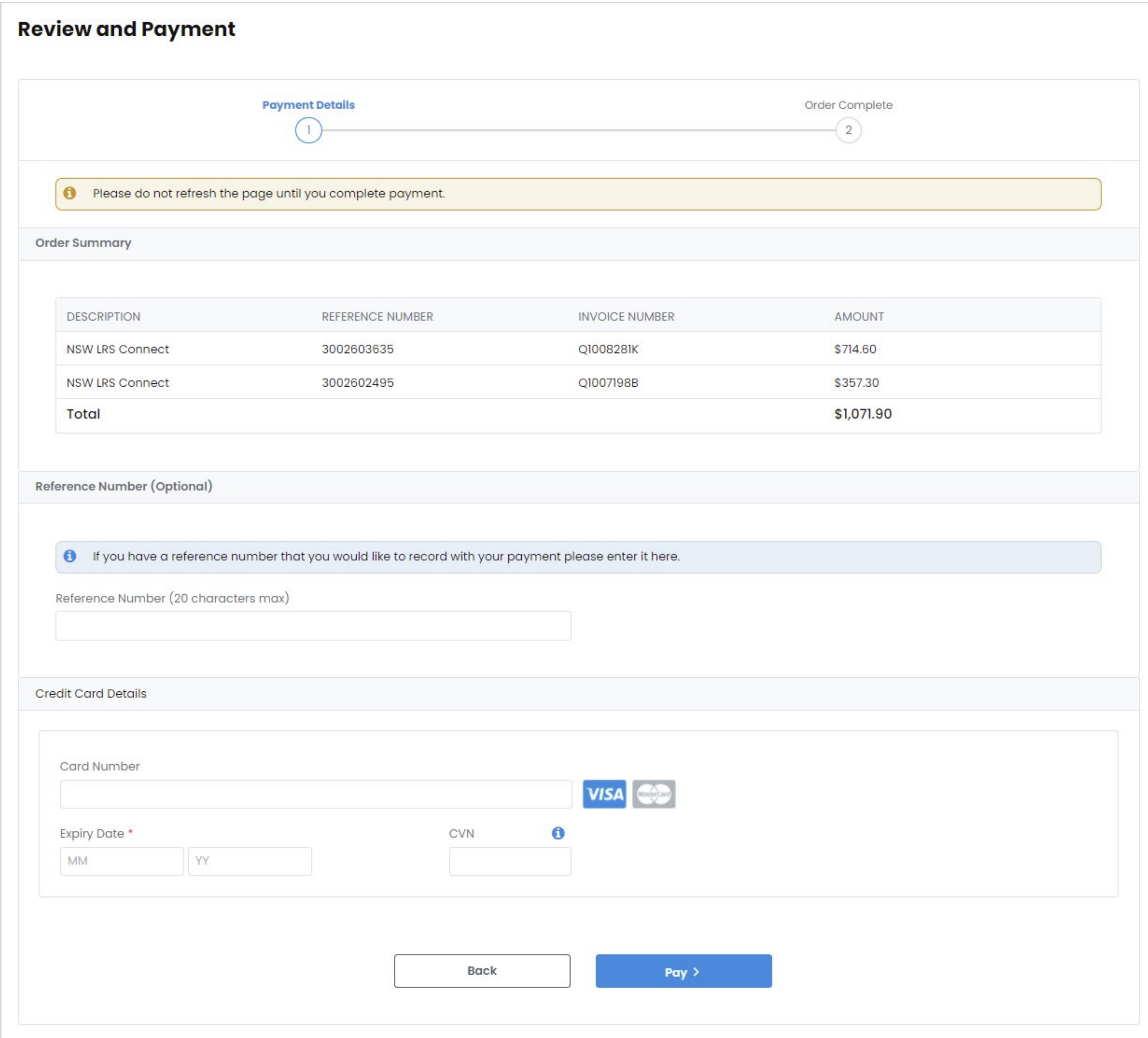
View outstanding invoices and available credits only:

Download

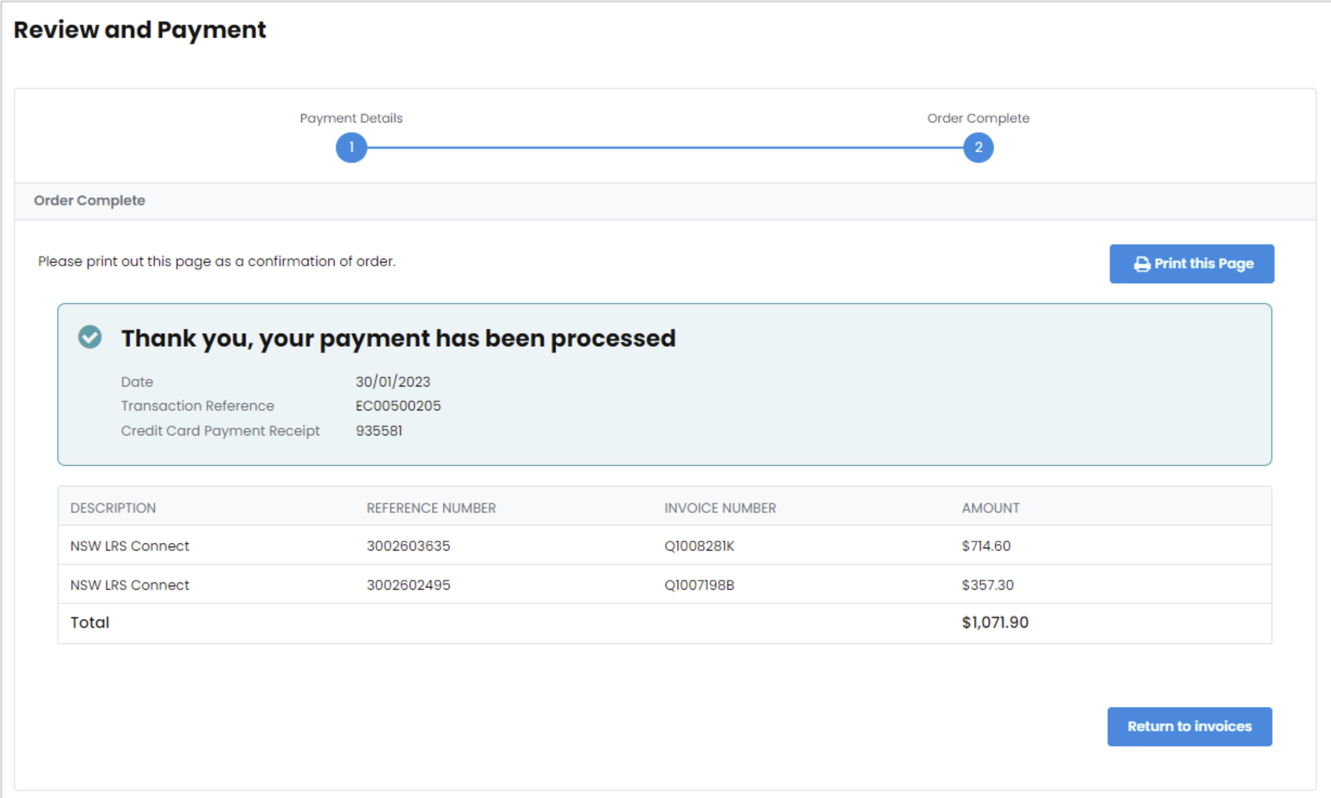
Pay Selected

		DOCUMENT NUMBER	SAP DOCUMENT NUMBER	DATE	INVOICE NO.	DUE DATE	DEBIT	CREDIT	PAYMENT STATUS
				dd/mm/yyyy		dd/mm/yyyy			ALL TRANSACTIONS
		DP1271613	3002604625	23/01/2023	Q1008648Q	30/01/2023	$649.60		Pay Now
		DP1271582	3002604558	17/01/2023	Q1008630L	24/01/2023	$649.60		Pay Now
		DP1271460	3002604280	19/12/2022	Q1008504R	26/12/2022	$649.60		Pay Now
		DP1271459	3002604279	19/12/2022	Q1008503T	26/12/2022	$1,624.00		Pay Now
		DP1271250	3002603635	30/11/2022	Q1008281K	07/12/2022	$714.60		Pay Now

You will now be navigated to the **Review and Payment** screen where you will see an 'Order Summary' of the invoices you selected to be paid and will be required to enter your credit card details to complete the payment.

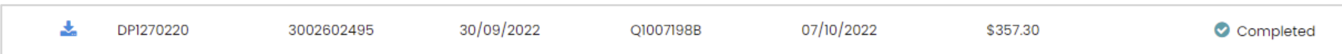


Once payment has been completed you will see a success message that your payment has been processed and successfully completed!



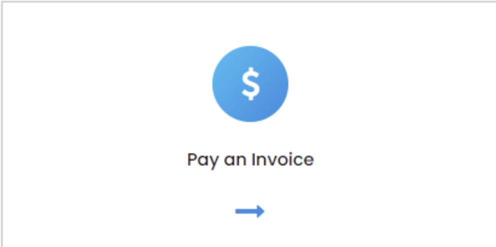
Upon returning to the Invoices screen, you can click the 'View outstanding invoices and available credits only' toggle to now display all invoices, and you will be able to see your invoices now haver a status of "Completed".

You can also click the blue download button to the left on the left to download a copy of the invoice for your records.

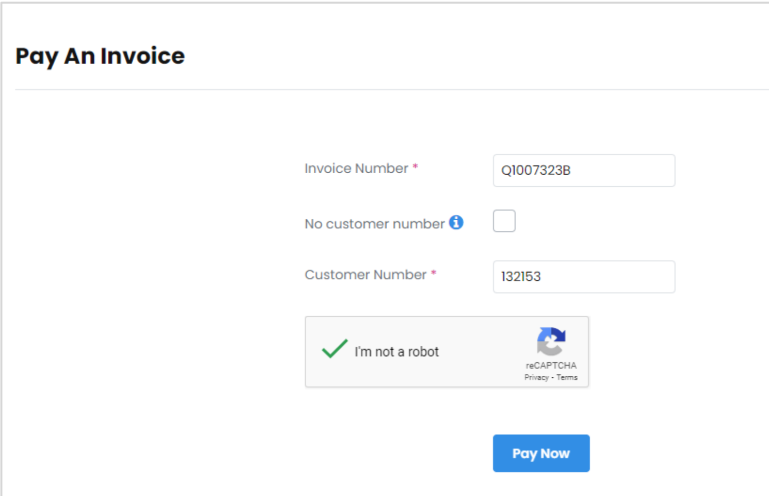


16.2 Pay an Invoice tile

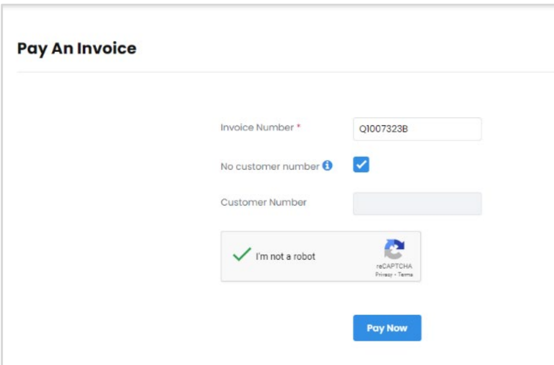
If you are not linked to a Surveyor or Lodging Party and would like to pay an invoice, you can do so by using the **Pay an Invoice** button on LRS Connect Home page.



On this screen you will be asked to enter the invoice number you wish to pay, along with your customer number.



If you do not have a customer number (i.e.. You are a one off customer and do not have a NSW LRS account), then enter your invoice number and tick the 'No customer number' box

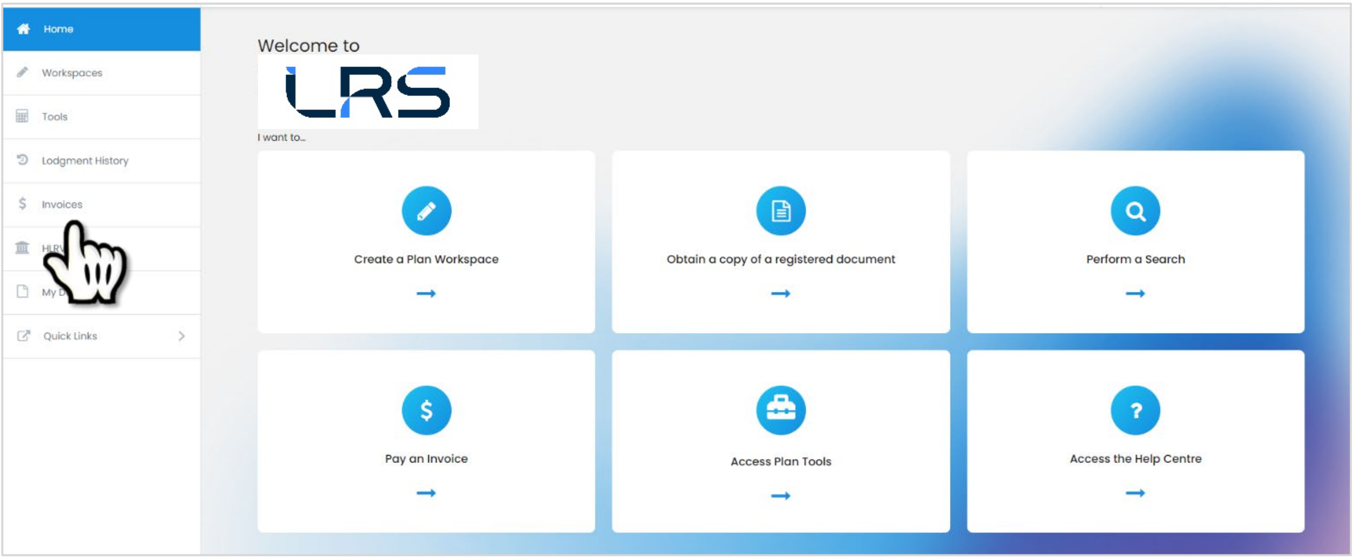


After completing one of the above options, complete the reCAPTCHA by selecting the tick box and then completing the question. Finally, select **Pay Now** and proceed to enter your credit card details and complete payment of the invoice.

17. Lodgment History

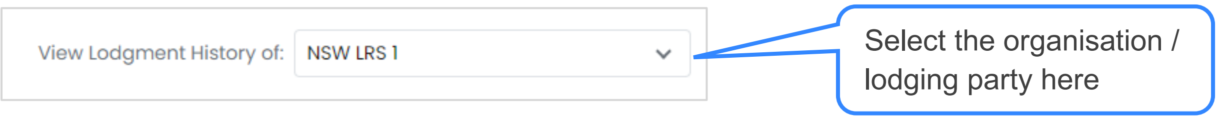
The Lodgment History allows a user of NSW LRS Connect to view details of previous lodgments.

To view the Lodgment History, select Lodgment History from the side navigation menu.

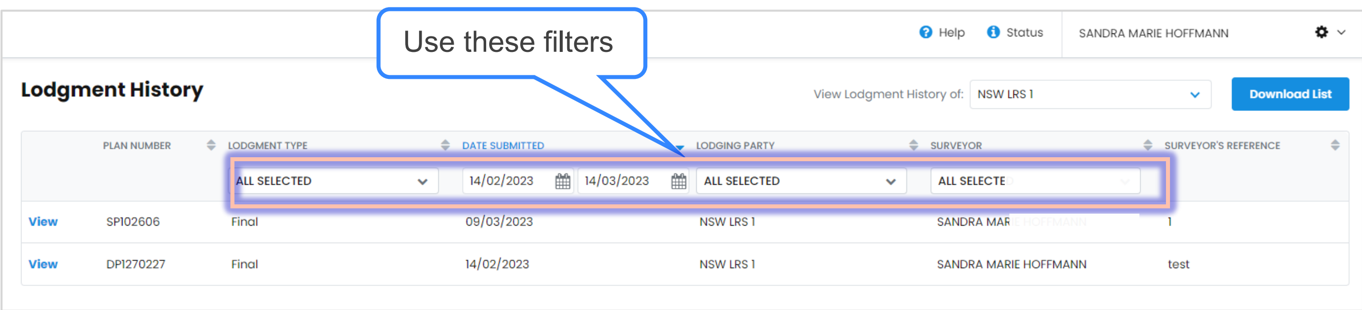


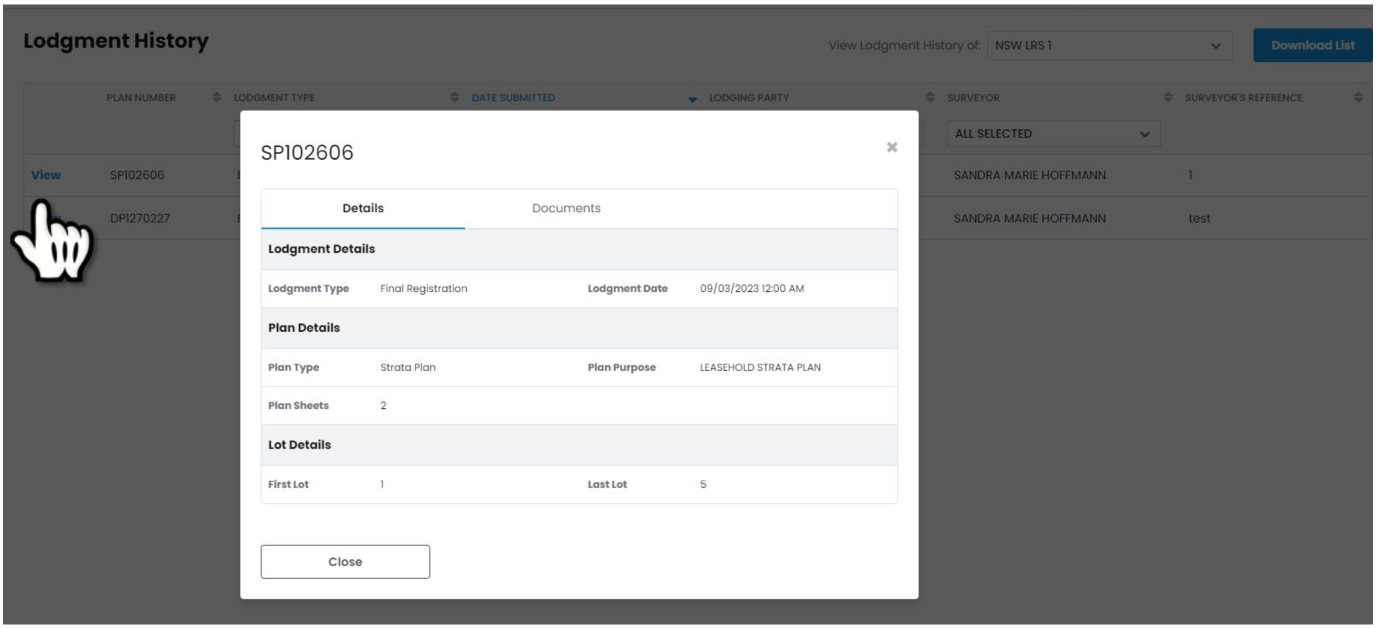
In this window, you will be able to see previously lodged workspaces for a selected account.

You can view all organisation/lodging party you are linked to in the drop-down on top right corner.



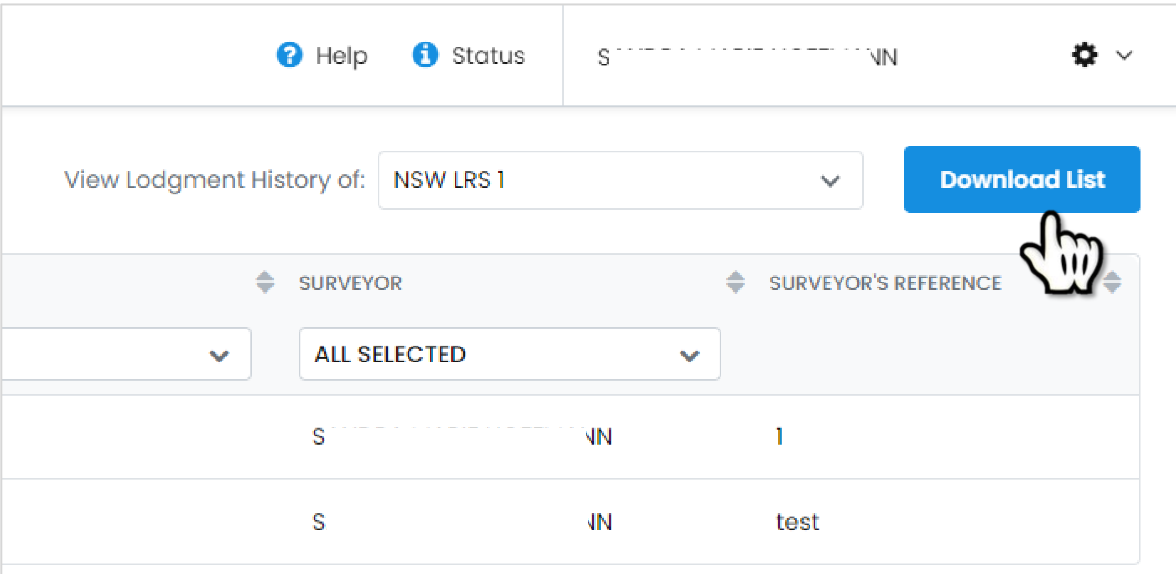
You can further filter the lodged plans by using the filters across the top of table (lodgment type, date submitted, lodging party, surveyor, surveyor's reference).

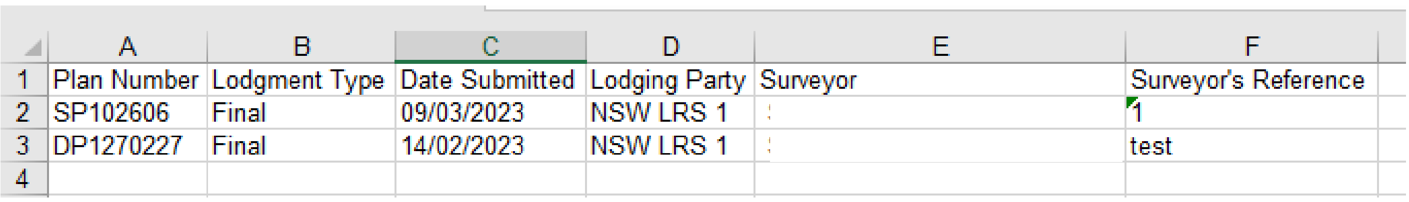




By clicking the **View** next to Plan Number, you can view the details of that lodged plan, including all the lodged documents.

You also can use the **Download List** button to download a .xlsx file of the table on the screen.

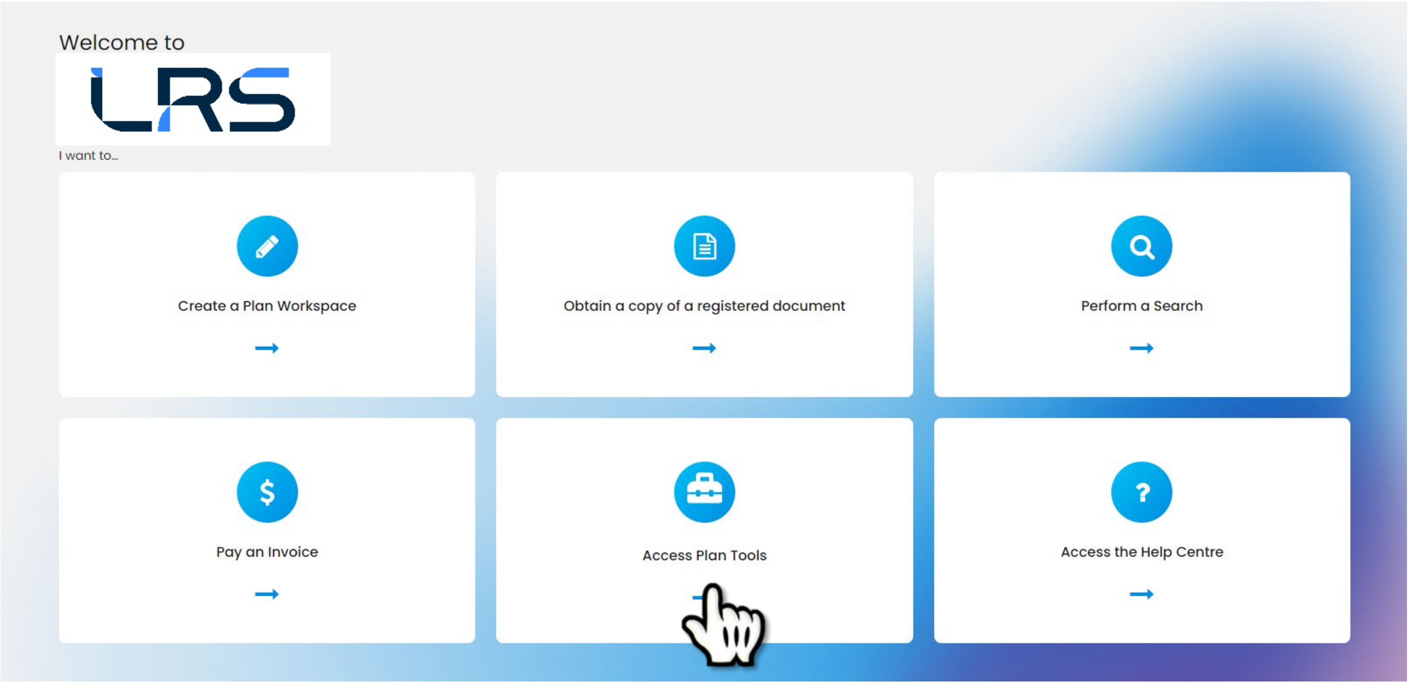




	A	B	C	D	E	F
1	Plan Number	Lodgment Type	Date Submitted	Lodging Party	Surveyor	Surveyor's Reference
2	SP102606	Final	09/03/2023	NSW LRS 1		1
3	DP1270227	Final	14/02/2023	NSW LRS 1		test
4						

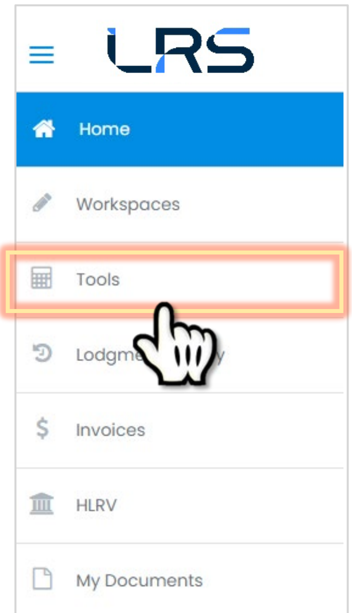
18. Tools

This section will provide you with instructions on how to use multiple tools provided in LRS Connect. Tools in LRS Connect can be accessed from LRS Connect Home page by clicking on the 'Access Plan Tools' tile.



<u>OR</u>

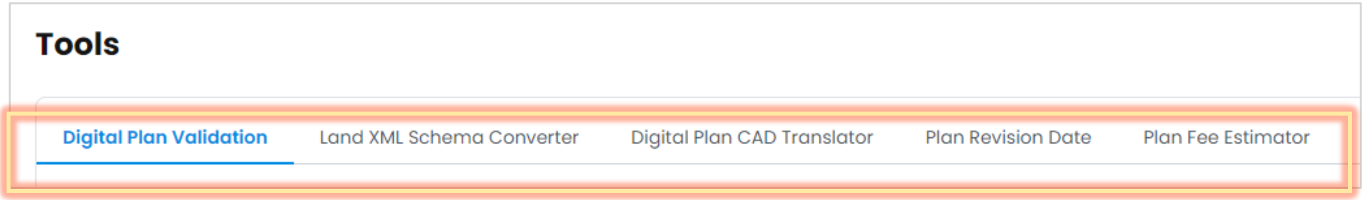
Tools can also be accessed at anytime by clicking on 'Tools' on the side navigation menu.



There are currently five different tools that can be accessed through the Tools section:

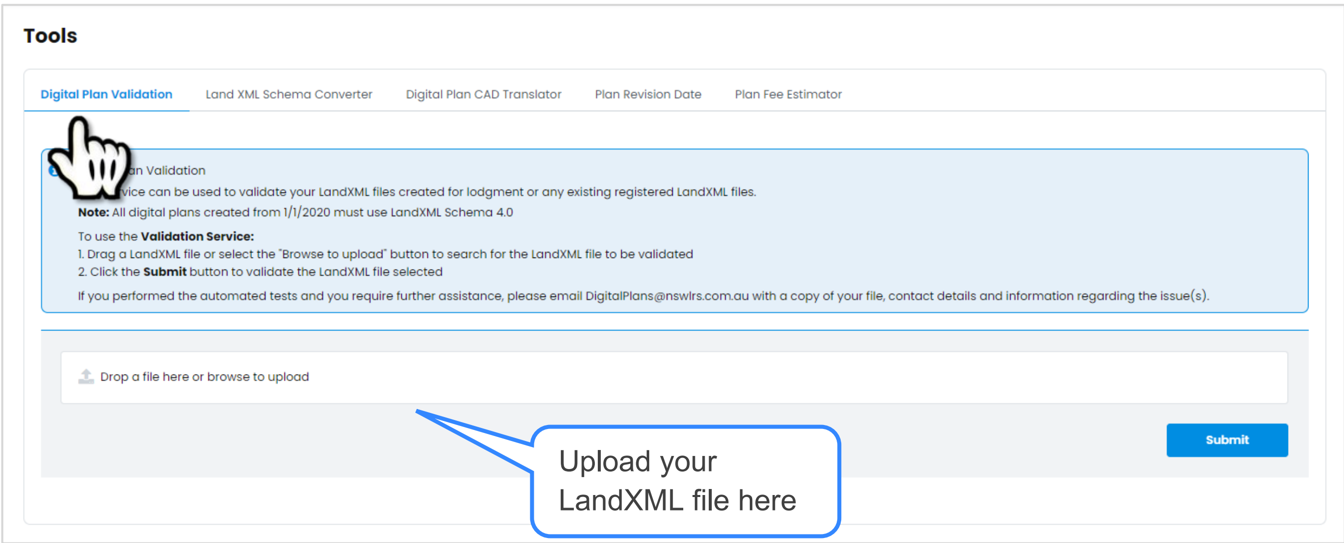
- Digital Plan Validation
- LandXML Schema Converter
- Digital Plan CAD Translator
- Plan Revision Date
- Plan Fee Estimator

Different tools can be selected by clicking on the name of the tool on the tab across the top.

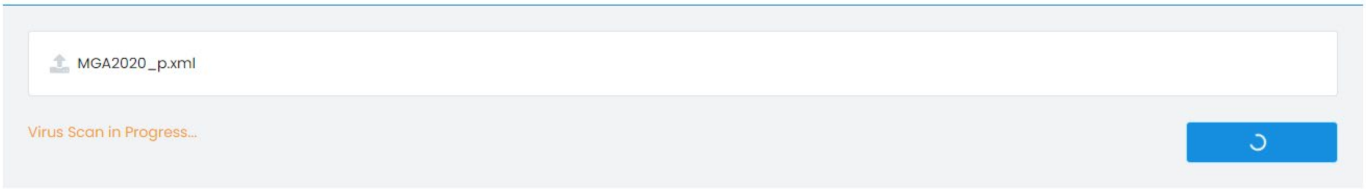


18.1 Digital Plan Validation

The Digital Plan Validation tool is used to validate any LandXML files created in latest version of NSW Digital Plans standard.



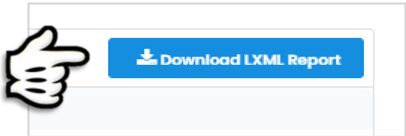
To use this tool, you will need to upload a .xml file, either by dragging and dropping it into the field provided or clicking the field and browsing your files. Once selected, click the **Submit** button.



A virus scan will run after uploading your .xml file.

RULE	RULE DESCRIPTION	STATUS	ERROR MESSAGE
1	Schema Check	PASSED	
2	Parcel line check (minimum one line)	PASSED	
4	Urban/Rural	PASSED	
5	Surveyed/Compiled	PASSED	
6	Misclose & Area calculation(s)	PASSED	
7	Control Traverse Loop Misclose	PASSED	
8	Lot Area exists	PASSED	
9	SCIMS Sketch	NOT_APPLICABLE	
10	Lot Area - Part Lots	NOT_APPLICABLE	
11	Date of Survey	PASSED	
12	SCIMS data	PASSED	
13	Datum Terminals	PASSED	
14	Datum bearing	PASSED	
15	Datum distance	PASSED	
16	SCIMS date	PASSED	
17	Control Connection(s)	PASSED	
18	Datum Verification	PASSED	
19	Number of SCIMS marks required	PASSED	
20	Number of placed SCIMS marks required	PASSED	
21	Combined Scale Factor	PASSED	
22	Permanent Mark connections	PASSED	
23	Traverse Loop Misclose	PASSED	
24	Check Points Requirements	PASSED	
25	Corner not marked	NOT_APPLICABLE	
26	RMs within 30m	PASSED	
27	Lot numbers	PASSED	
28	Placed RM to Multiple corner	PASSED	

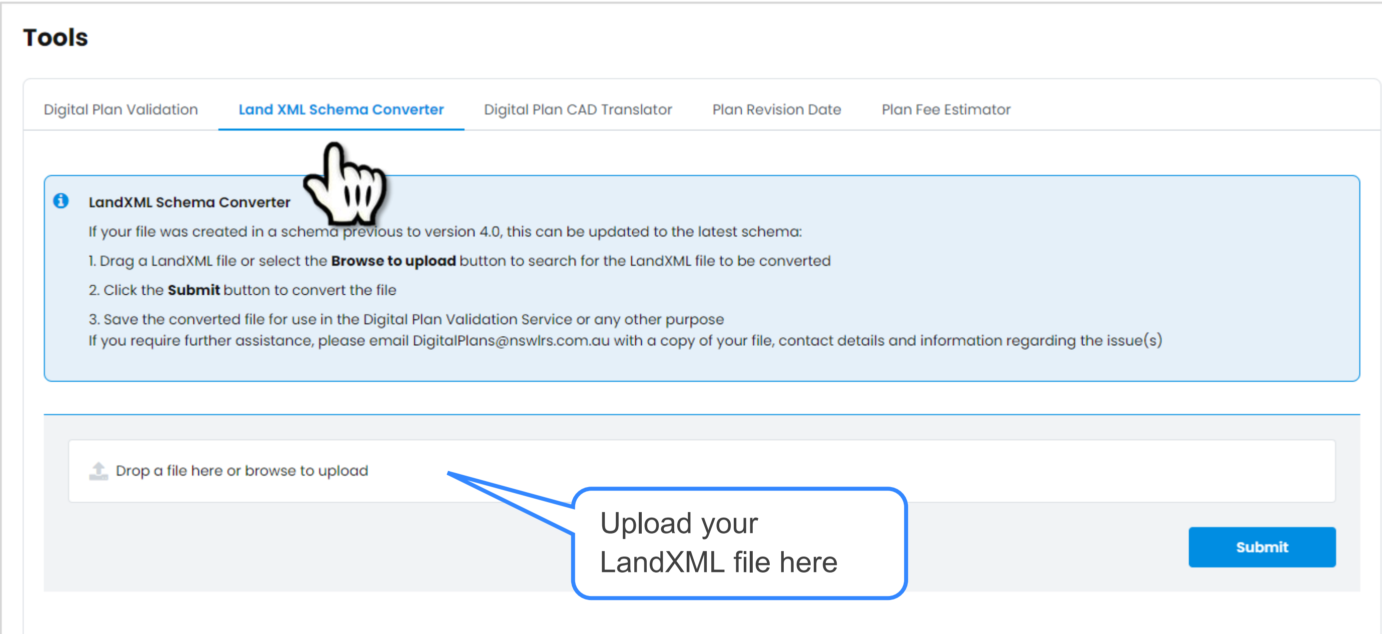
This will then run number of schematic and business rules and provide the results (Passed, Not Applicable, Failed) with details of fails when applicable.



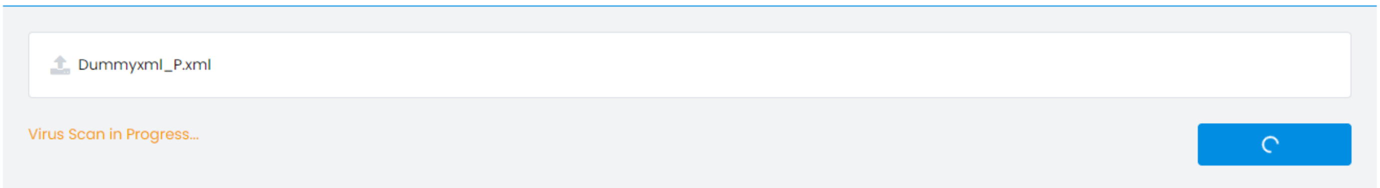
By clicking on the Download LXML Report button, you can download a PDF version of the above validation report.

18.2 Land XML Schema Converter

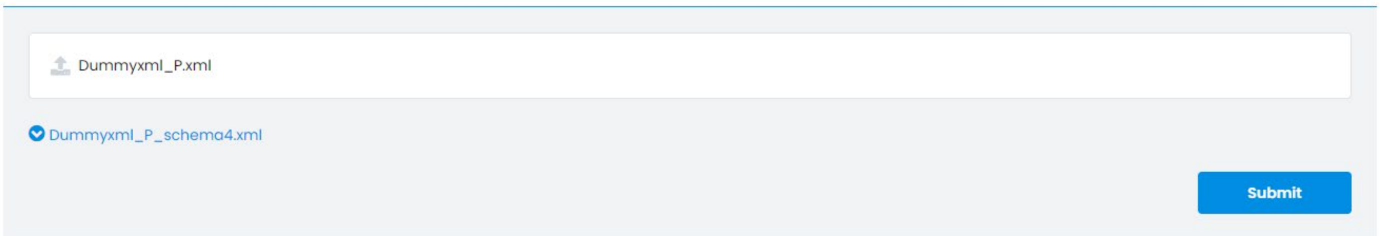
The LandXML Schema Converter tool is used to update LandXML files created in old version of NSW Digital Plans standard to the latest version.



To use this tool, you will need to upload a .xml file, either by dragging and dropping it into the field provided or clicking the field and browsing your files. Once selected, click the **Submit** button.

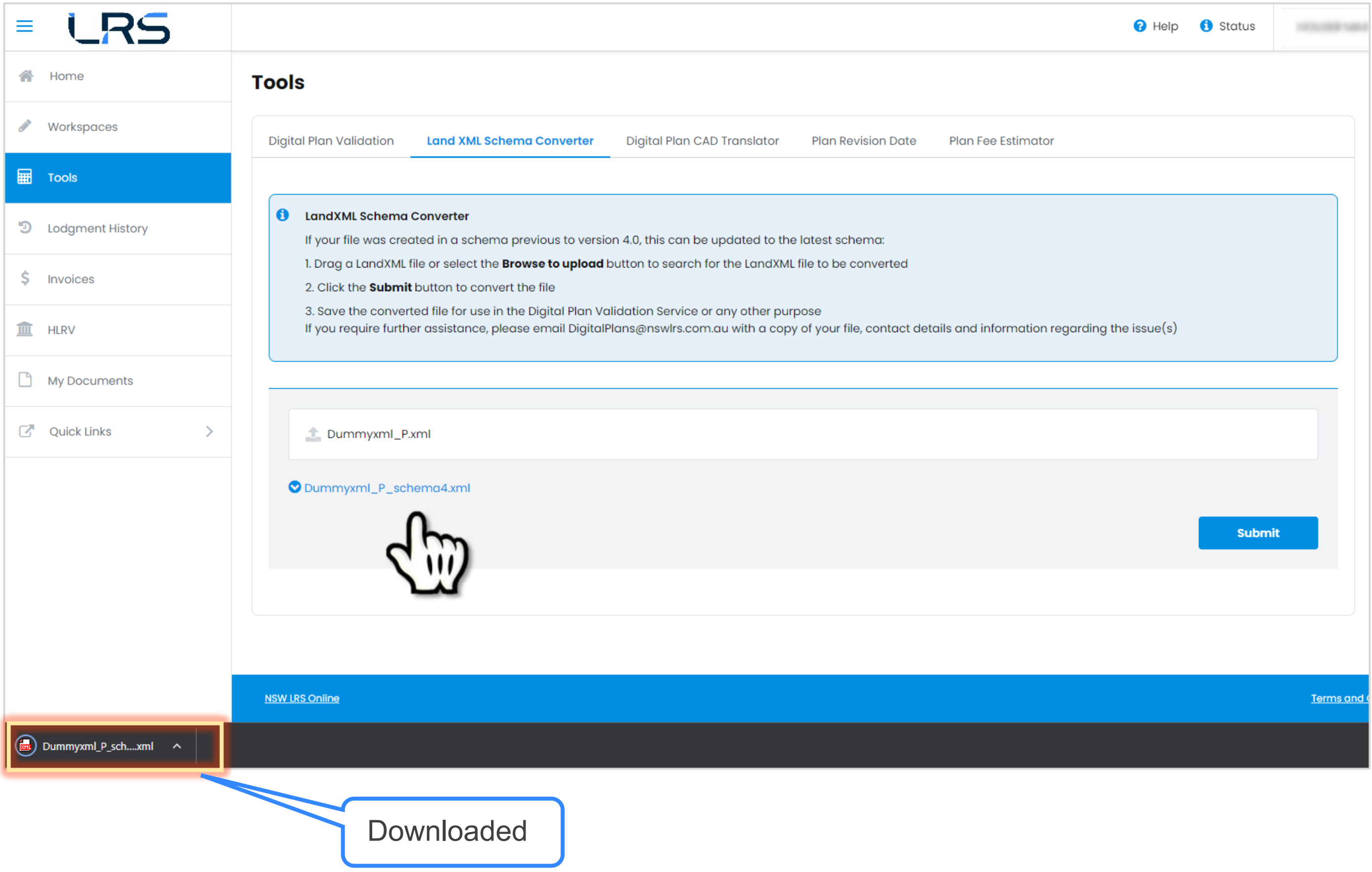


A virus scan will run after uploading your .xml file.



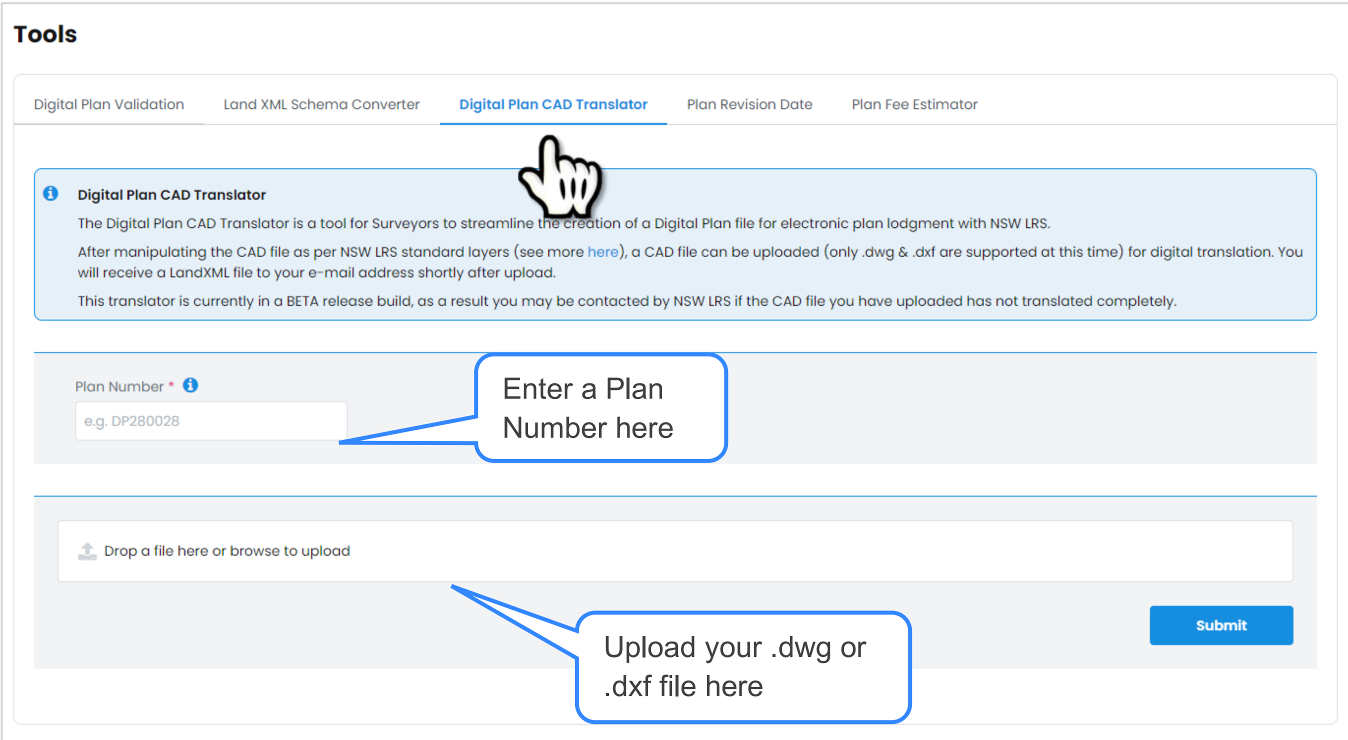
Converted file will be returned with added suffix '_schema4' to the uploaded file name.

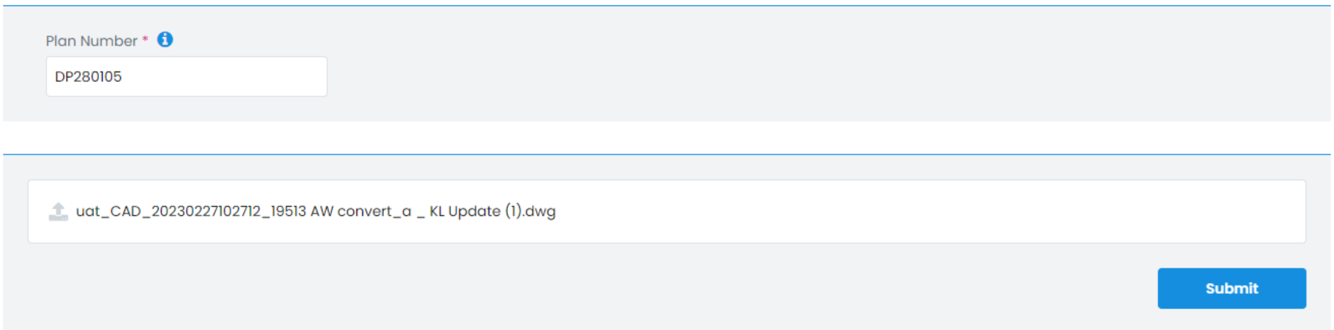
You can download the converted file by clicking on it and should be in the specified download folder.



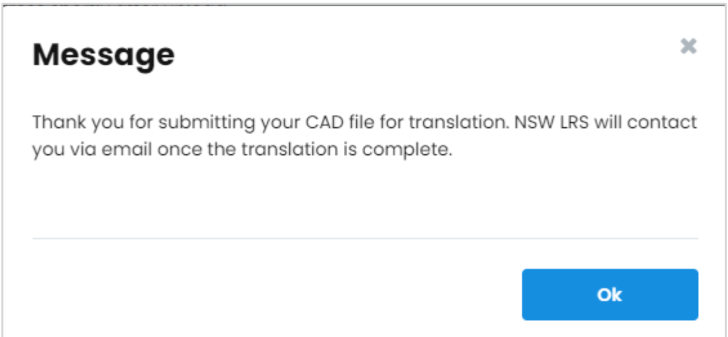
18.3 Digital Plan CAD Translator

The Digital Plan CAD Translator is a tool used to translate a .dwg or .dxf file type into a LandXML file. The file uploaded through this tool will be sent to LRS Digital Plans team and the translated file will be returned to the email address registered with your NSW LRS Connect account by the team. If any issue with the submitted file, the team will also contact through the same email address.





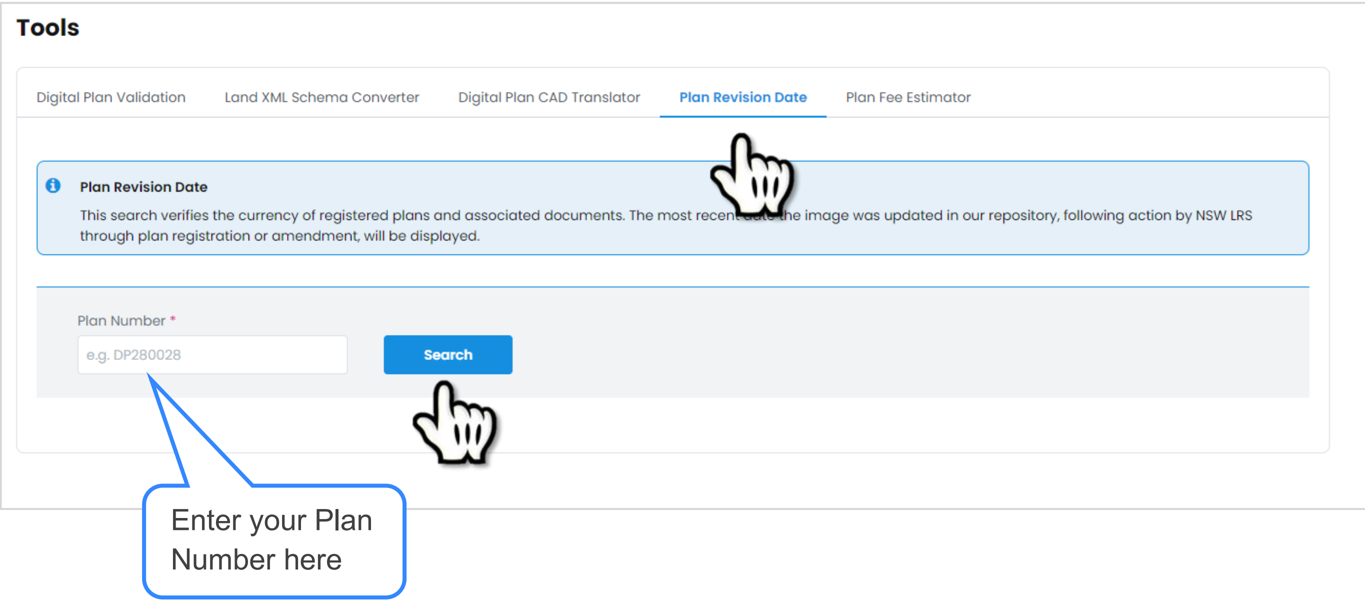
When the above fields have been populated with a Plan Number and the associated .dwg file uploaded. You can now click the **Submit** button to send the file for translation. A virus scan will run to check your uploaded file.



Once the virus scan is successful, file will be sent, and you will be contacted by the Digital Plans team once the file is reviewed and translated.

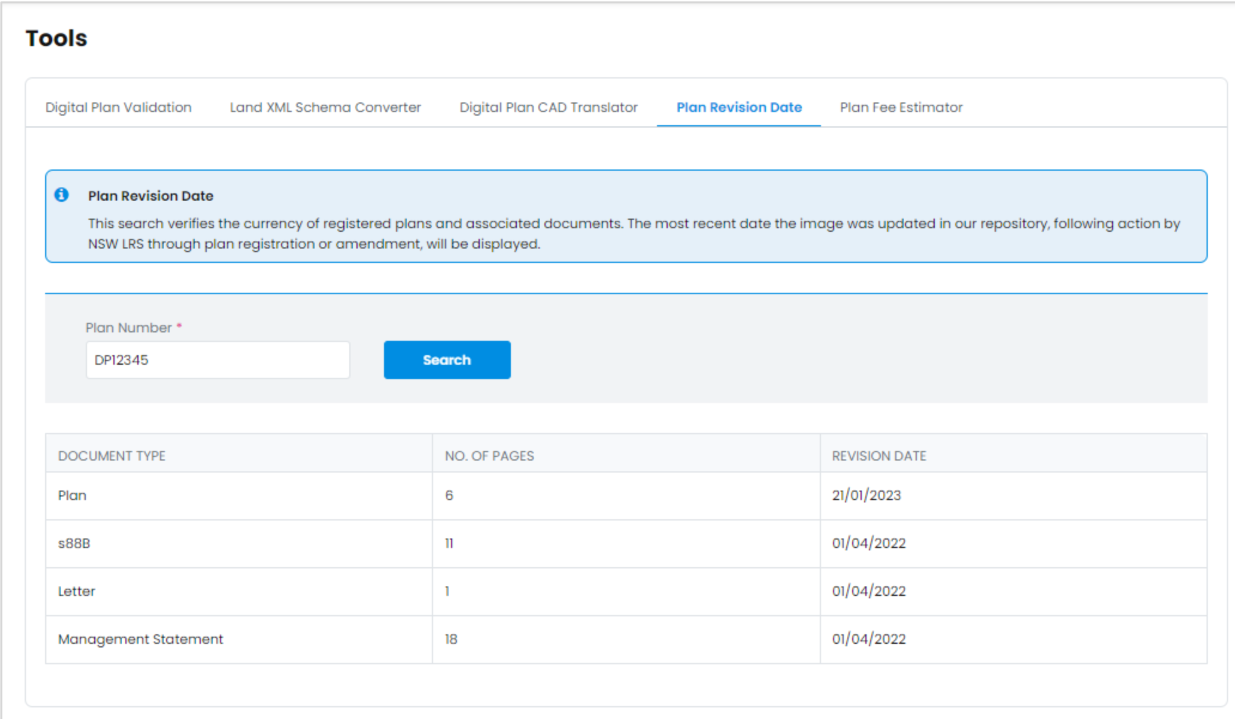
18.4 Plan Revision Date

The Plan Revision Date Tool is used to verify the currency of registered plans and the associated documents.



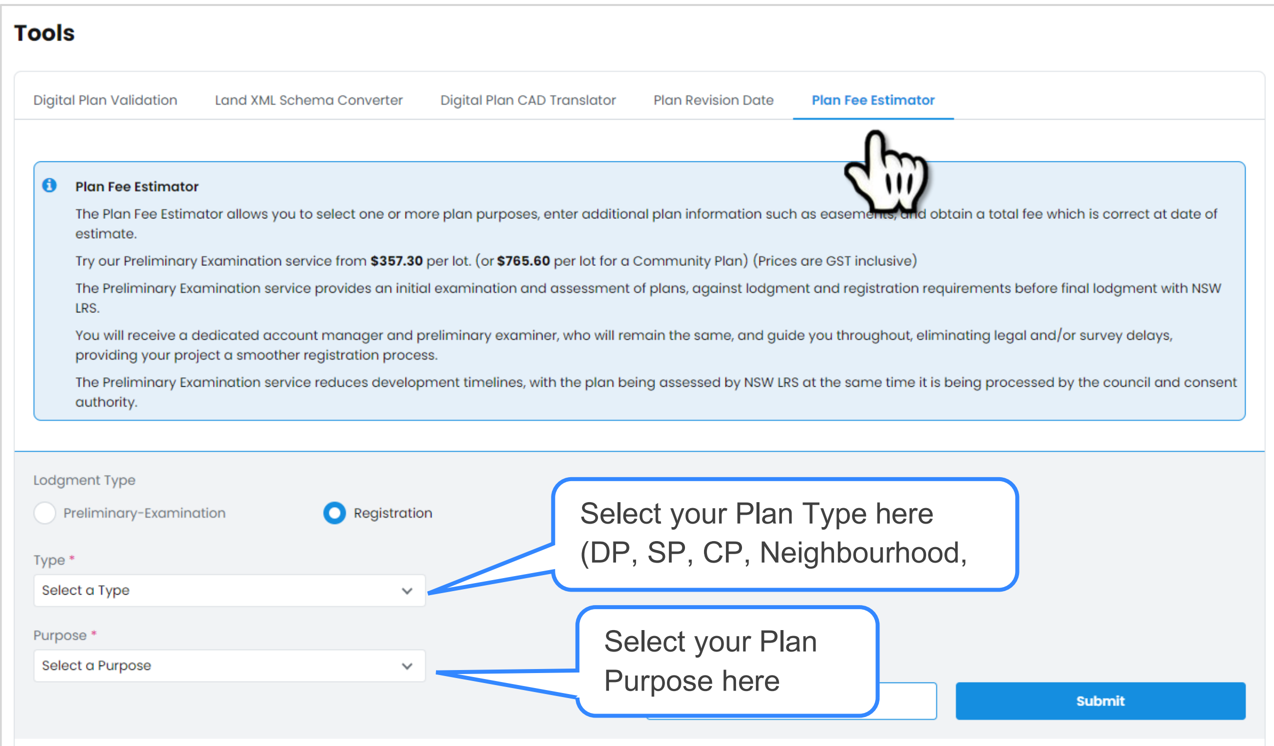
Once you've entered your plan number, click the **Search** button.

The tool will now provide you with the most recent revised date of the plan and its associated documents for the entered plan number.

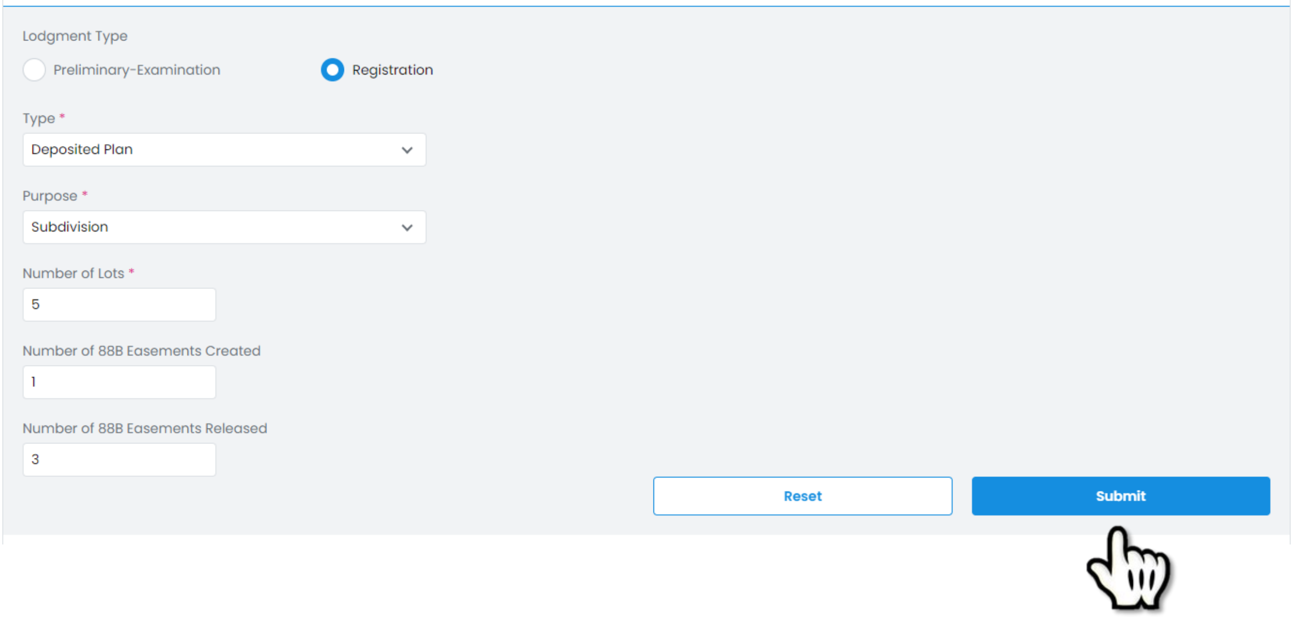


18.5 Plan Fee Estimator

The Plan Fee Estimator tool provides you with an estimate of your plan fee prior to lodgment. You can use this tool to estimate your fee for either Preliminary Examination or Registration of a plan.

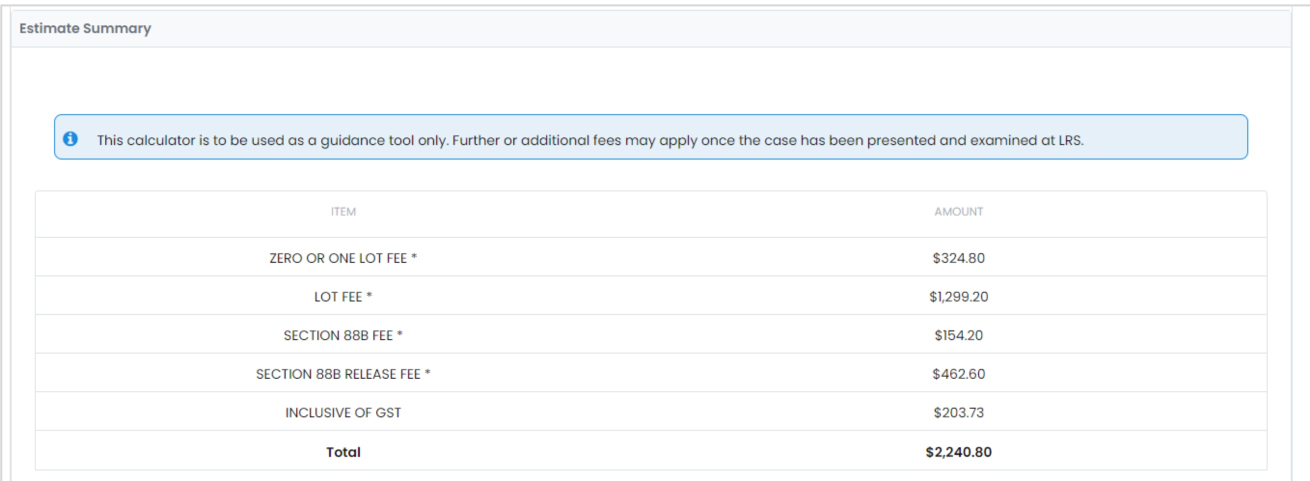


After selecting your Plan Type and Purpose, the Plan Fee Estimator will then provide any additional fields for further required information for fee calculation, such as Number of Lots, or Number of s88B instruments to be created/released.



In this example, a Deposited Plan for the purpose of a Subdivision has been selected. This subdivision is creating five new lots with one s88B creating one instrument and three releases.

You can now click the **Submit** button.



Estimate Summary

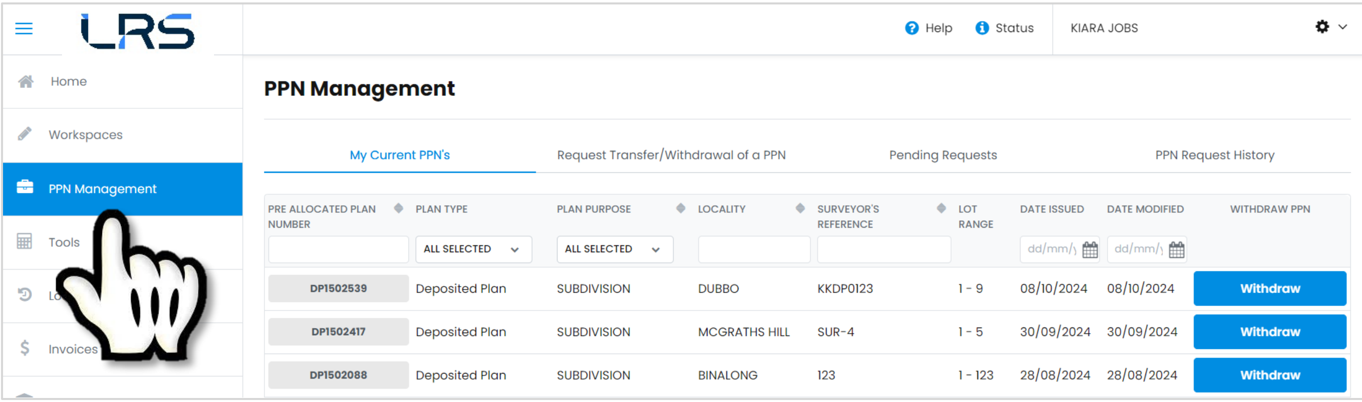
This calculator is to be used as a guidance tool only. Further or additional fees may apply once the case has been presented and examined at LRS.

ITEM	AMOUNT
ZERO OR ONE LOT FEE *	$324.80
LOT FEE *	$1,299.20
SECTION 88B FEE *	$154.20
SECTION 88B RELEASE FEE *	$462.60
INCLUSIVE OF GST	$203.73
Total	**$2,240.80**

The Plan Fee Estimator will now provide a summary and breakdown of the fees associated with your chosen Plan Type and Purpose.

19. PPN Management

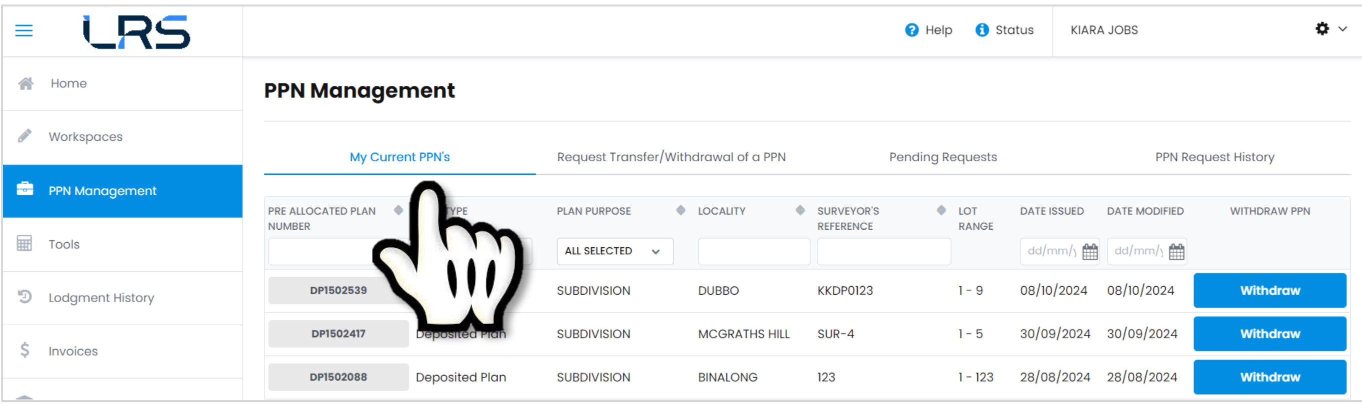
The PPN Management dashboard allows surveyors to view, transfer, and withdraw pre-allocated plan numbers (PPN). PPN Management can be accessed from the side navigation menu in NSW LRS Connect.



19.1 How to view your PPNs

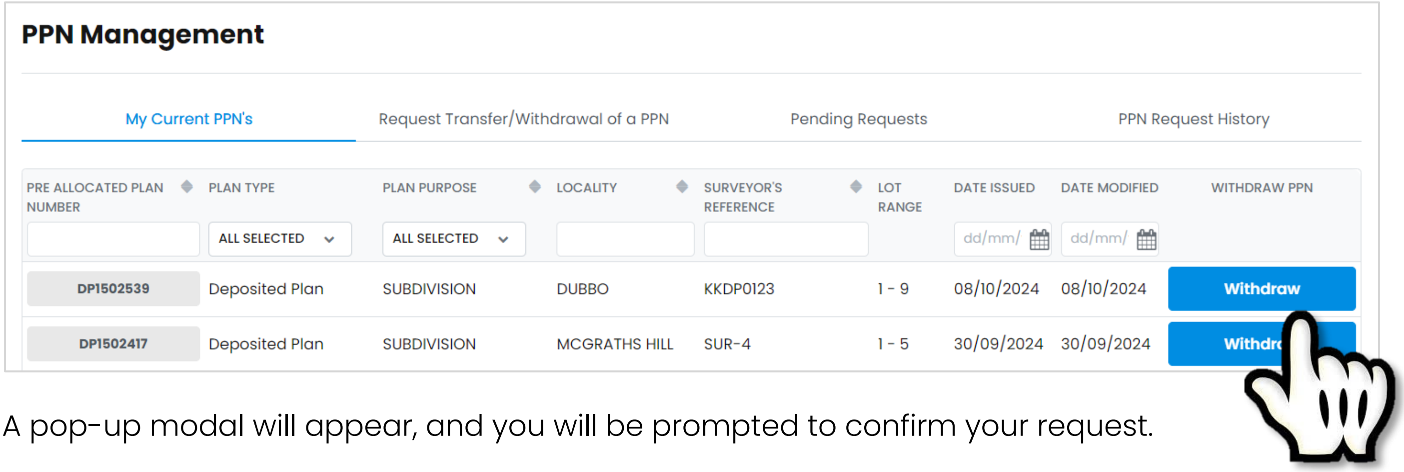
You can view your existing pre-allocated plan numbers by selecting the PPN Management button from the side navigation menu. From the **My Current PPN's** tab, you can view PPNs created by you and PPNs transferred to you.

PPNs that have been lodged or withdrawn will not be shown on the My Current PPN's screen.

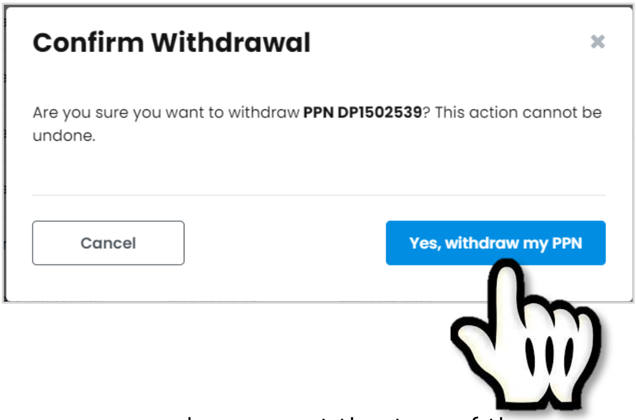


19.2 How to withdraw a PPN that you created

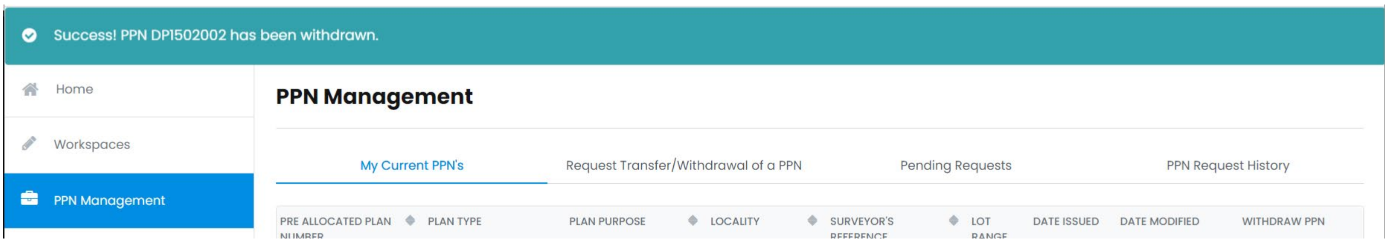
You can withdraw a PPN that you created by selecting the corresponding **Withdraw** button from the **My Current PPN's** tab.



A pop-up modal will appear, and you will be prompted to confirm your request.

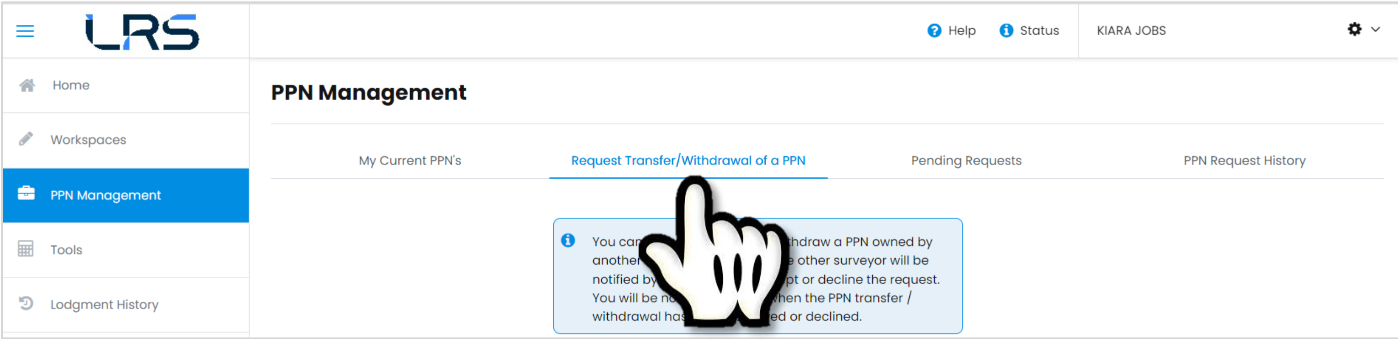


Once complete, you will see a success banner at the top of the screen that confirms your PPN is withdrawn. Once a PPN is withdrawn, it will no longer be displayed on the My Current PPN's screen. The associated workspace will also be removed from your Workspaces screen.

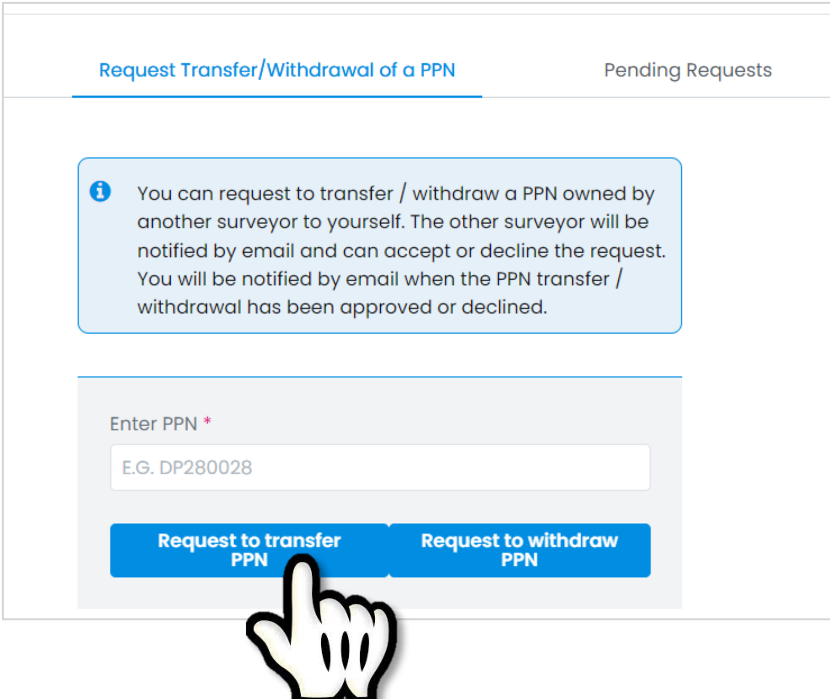


19.3 How to transfer a PPN from another surveyor

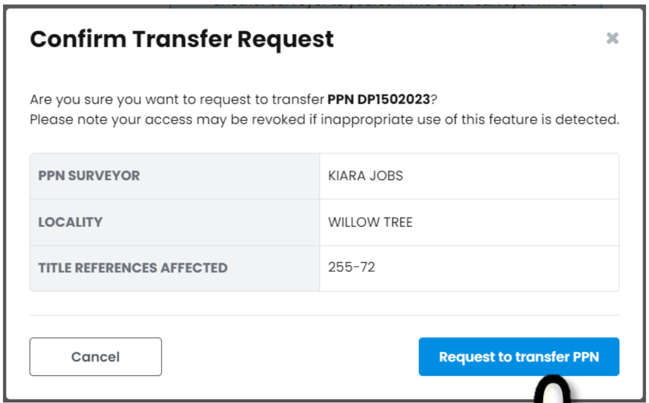
You can request to transfer a PPN owned by another surveyor to yourself by selecting the **Request Transfer/Withdrawal of a PPN** tab from the PPN Management screen.



To transfer a PPN number from another surveyor to yourself, enter the PPN number and select **the Request to transfer PPN** button.

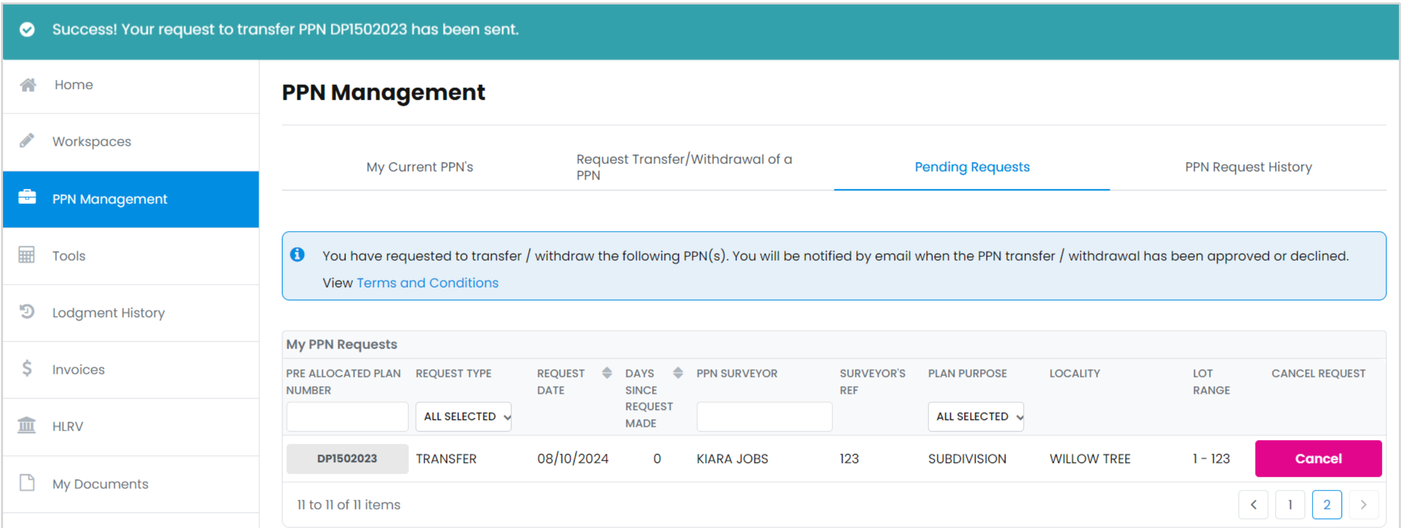


A pop-up modal will appear, and you will be prompted to confirm the transfer request.



Once complete, you will see a success banner at the top of t[…] that confirms your request to transfer PPN has been sent to the PPN surveyor. An e[…]ill be sent to the PPN surveyor to action, and you will be notified by email when the PPN transfer has been approved or declined.

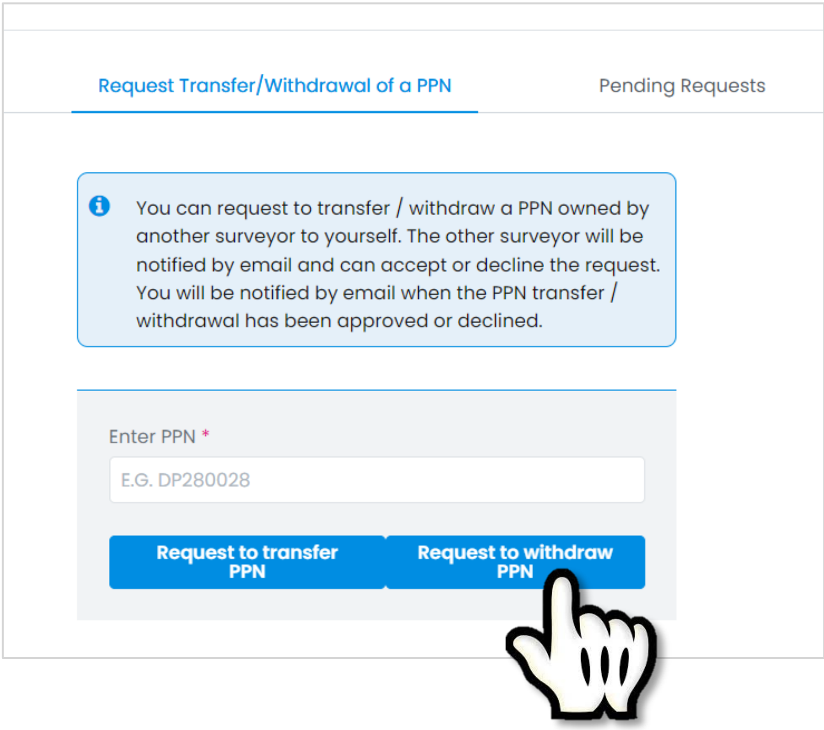
You will be redirected to the Pending Requests tab where you can view all PPN requests that you have initiated.



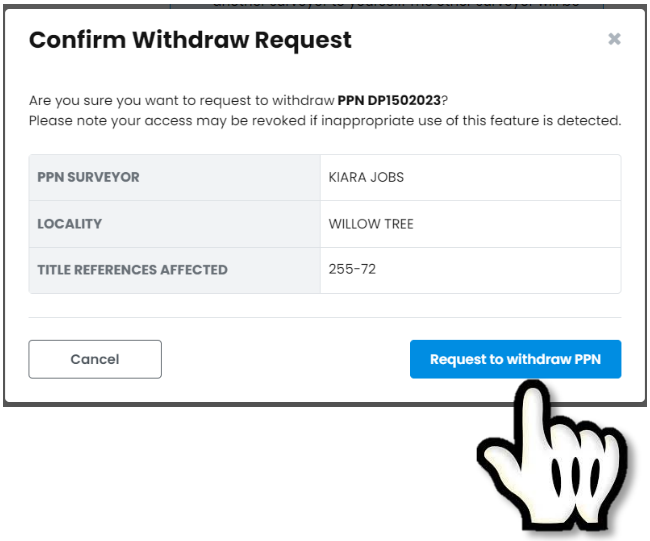
19.4 How to withdraw a PPN from another surveyor

You can request to withdraw a PPN owned by another surveyor by selecting the **Request Transfer/Withdrawal of a PPN** tab from the PPN Management screen.

To withdraw a PPN number from another surveyor, enter the PPN number and select the **Request to withdraw PPN** button.



A pop-up modal will appear, and you will be prompted to confirm the withdraw request.



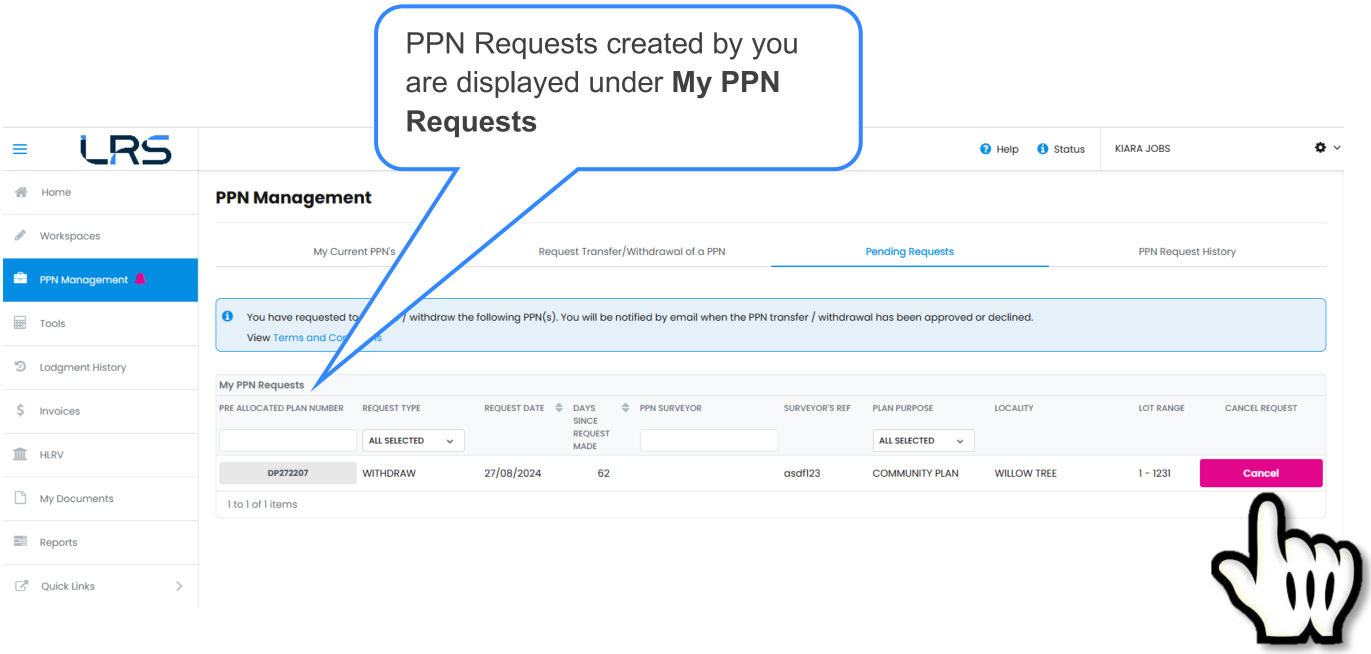
Once complete, you will see a success banner at the top of the screen that confirms your request to withdraw PPN has been sent to the PPN surveyor. An email will be sent to the PPN surveyor to action, and you will be notified by email when the PPN withdrawal has been approved or declined.

You will be redirected to the Pending Requests tab where you can view all PPN requests which you've initiated.

19.5 How to view pending PPN requests

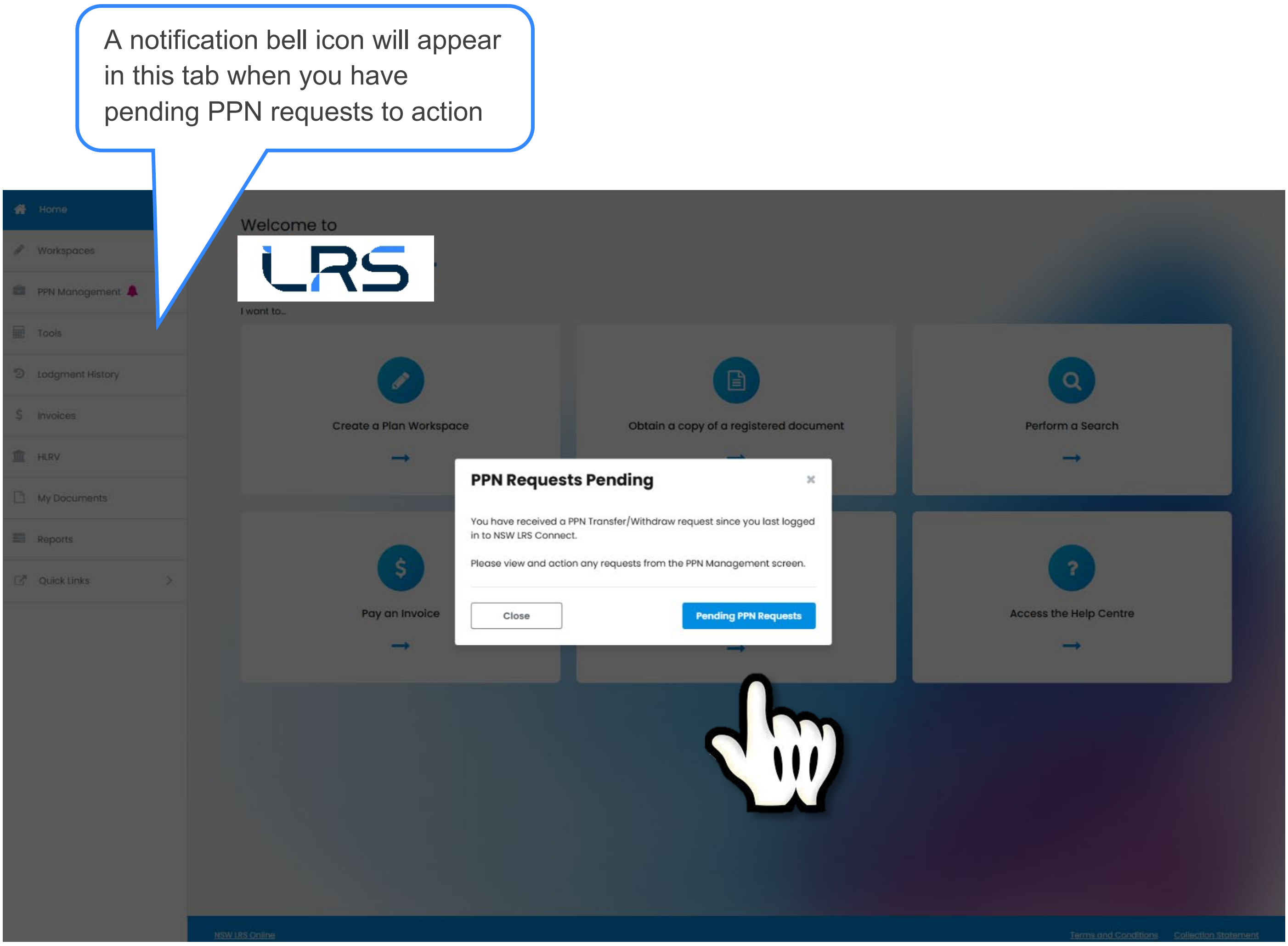
You can view PPN requests from the **Pending Requests** tab within the PPN Management screen. PPN requests that were created by you are displayed under the My PPN Requests table.

If you wish to cancel your PPN request, you can do so by clicking on the corresponding **Cancel** button on the far right of the My PPN Requests table.

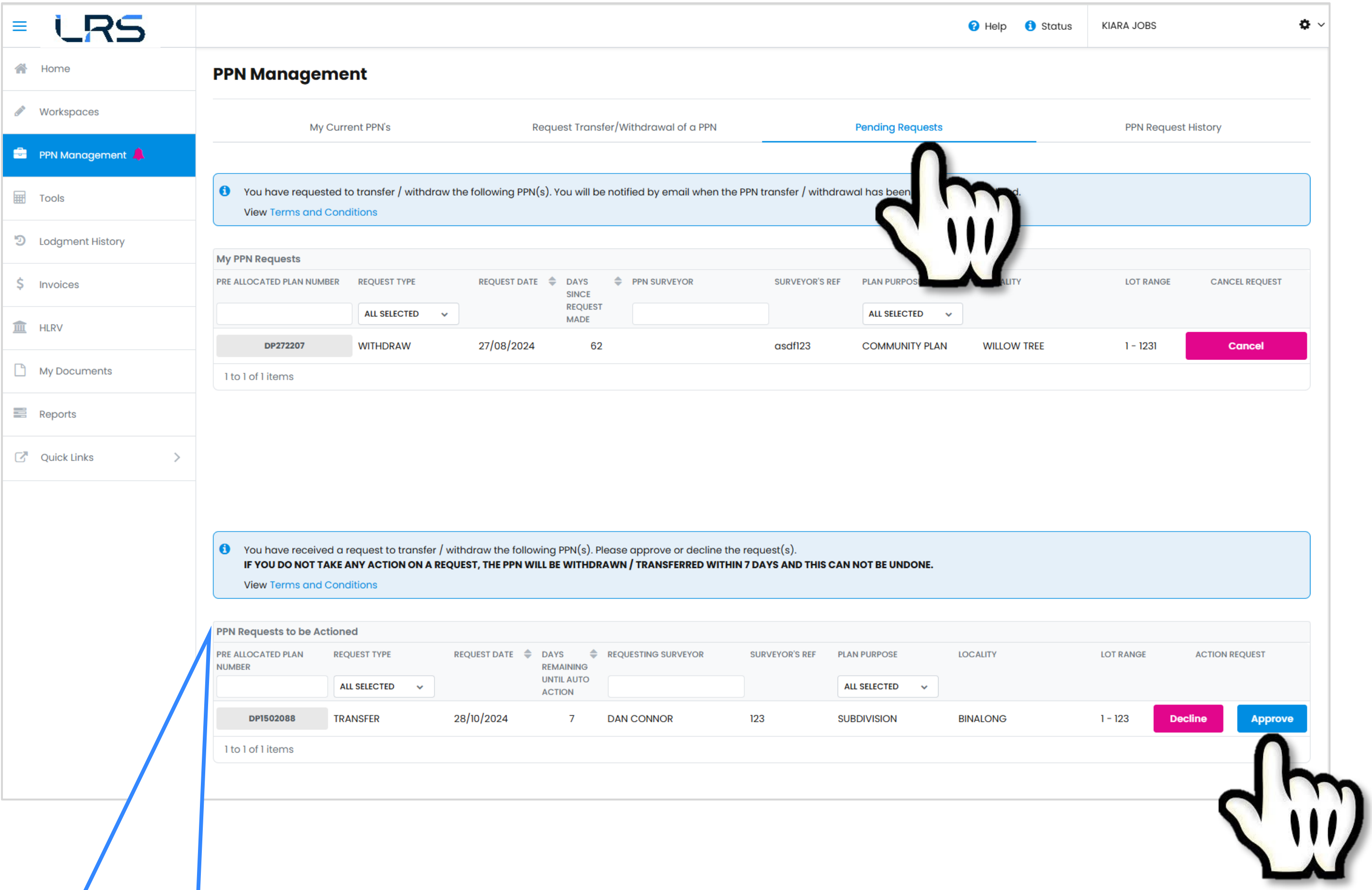


19.6 How to approve or decline PPN requests

If another surveyor requests to transfer or withdraw a PPN you own, you will be notified by email to approve or decline the request. You will also receive a pop-up notification of pending PPN requests after logging into your LRS Connect account.



From the **Pending Requests** tab, you can approve or decline PPN requests by clicking on **Approve** or **Decline** on the far right of the **PPN Requests to be Actioned** table.



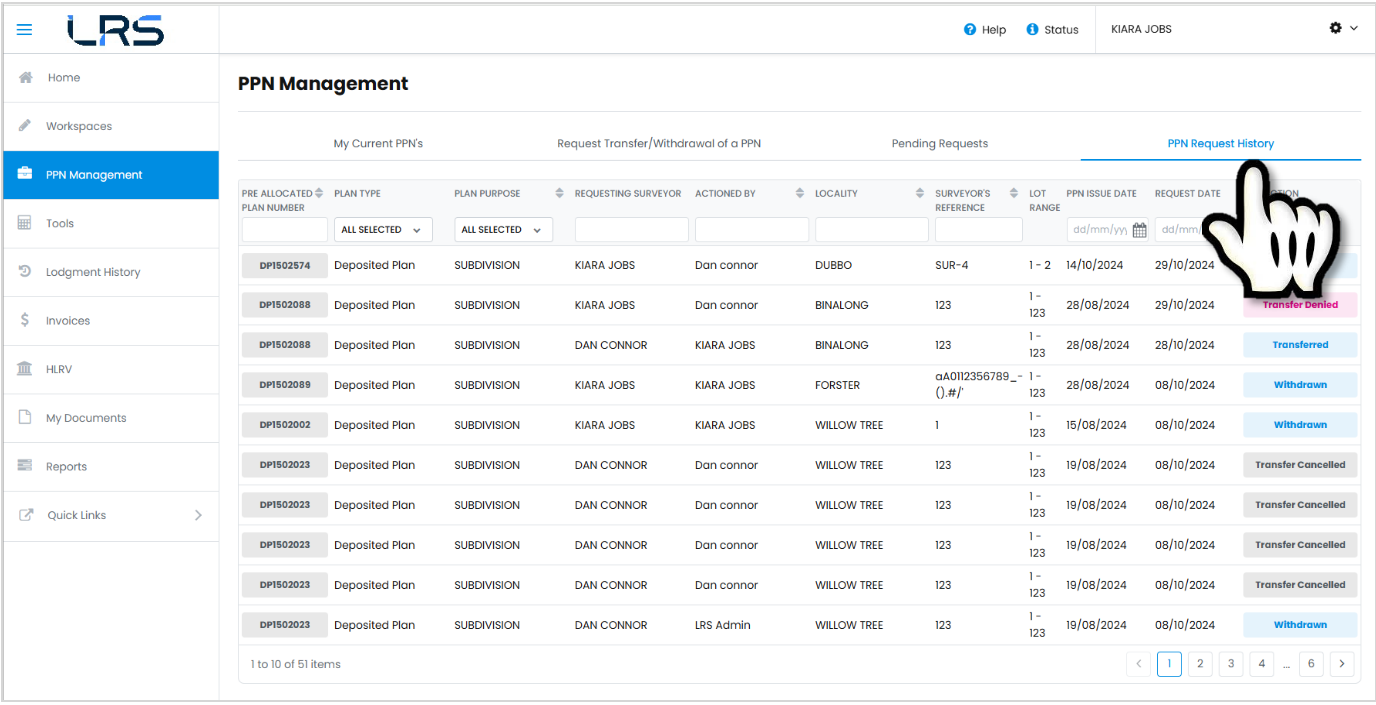
PPN requests made by other surveyors for you to action are displayed under **PPN Requests to be Actioned**

Once you confirm approval, you will see a success banner at the top of the screen that confirms your PPN is transferred or withdrawn. Once a PPN is transferred or withdrawn, it will no longer be displayed on the My Current PPN's screen. The associated workspace will also be removed from your Workspaces screen.

19.7 How to view PPN request history

You can view all PPN requests that were actioned from the **PPN Request History** tab within the PPN Management screen. The PPN Request History page will display:

- PPN requests that were approved
- PPN requests that were declined
- PPN requests that were cancelled



Customer enquiries

For specific queries about NSW LRS Connect please contact the team at [Connect@nswlrs.com.au]

For all other enquiries, contact NSW Land Registry Services. Call us on (02) 8776 3575, contact us online or visit www.nswlrs.com.au