

NSW LRS Connect User Manual

Version 2025.1





Table of contents

Introduction	1
1. Account Management	4
1.1 Sign-Up	4
1.2 Logging In.....	7
1.3 Password Reset	8
1.4 Unblocking your Account.....	11
1.5 Manage Account Type.....	12
1.6 Register a New Organisation	14
1.7 Update Account Information	17
1.8 Update Organisation Details.....	18
1.9 Link to an Organisation or a Surveyor.....	21
1.10 Manage Linked Users.....	23
1.11 Manage Organisation/Surveyor Administrators.....	26
1.12 Change Login Details	29
1.13 Subscription Preferences.....	33
2. Current Workspaces	35
2.1 My Workspaces.....	35
2.2 Organisation Workspaces.....	36
2.3 Shared Workspaces	37
3. Creating a Workspace.....	38
3.1 Building a new Workspace	38
3.1.1 How to create a workspace	38
3.1.2 Linked Lodging Party	42
3.1.3 Unlinked Lodging Party	42
3.1.4 Shared Users	44
3.2 Plan Number	46
3.2.1 Create a new PPN	47
3.2.2 Existing PPN.....	50
3.2.3 An existing Community Plan Number	53
3.2.4 Plan Purpose Descriptions	55
4. Deposited Plan Digital Admin Form.....	59
4.1 Plan Information	59



4.1.1 Survey Completion.....	59
4.1.2 Are valid street addresses available?	60
4.2 Dedications.....	61
4.2.1 Would you like to add dedications?	61
4.2.2 Road subject to existing easements?	62
4.3 Signatures	62
4.4 Summary	63
5. Strata Plan Digital Admin Form	64
5.1 Plan Information	64
5.1.1 Are valid street addresses available?	65
5.2 Schedule of Unit Entitlements.....	66
5.2.1 Two Column Schedule of Unit Entitlement	66
5.2.2 Three Column Schedule of Unit Entitlement.....	67
5.3 Signatures & Forms.....	68
5.4 Summary	69
5.5 Complete the Schedule of UE at a later stage	71
6. Community Plan Digital Admin Form.....	72
6.1 Plan Information	72
6.1.1 Survey Completion.....	73
6.1.2 Are valid street addresses available?	73
6.2 Dedications.....	74
6.2.1 Would you like to add dedications?	74
6.2.2 Road subject to existing easements?	75
6.3 Schedule of Unit Entitlements.....	75
6.3.1 Two Column Schedule of Unit Entitlement	75
6.3.2 Three Column Schedule of Unit Entitlement.....	76
6.4 Signatures & Forms	77
6.5 Summary	78
6.6 Complete the Schedule of UE at a later stage	79
7. Digital Forms Miscellaneous	80
7.1 Merging PDFs electronically	80
7.2 How to merge two PDFs using Scanner	80
7.3 How to save excel template as .CSV File	81
8. Crown Road Closure Plan Digital Admin Form.....	82



8.1 Plan Information	82
8.2 Signatures	83
8.3 Summary	84
9. Digital Plan Builder	85
9.1 Translation Parameters	86
9.2 CAD Upload	87
9.3 Translation	89
10. Section 88B Instrument Digital Form	89
10.1 Plan Details	90
10.2 Creating Easements	91
10.2.1 Add / Edit Burdened and Benefited Information	91
10.2.2 Benefited Details Table	92
10.2.3 Easement Terms	92
10.3 Release – Burdened	93
10.4 Release – Benefited	95
10.5 Terms	96
10.6 Signatures & Forms	97
10.7 Summary	98
10.8 88B Miscellaneous	99
11. Lodgment Details	100
11.1 Lodgment Details	100
11.2 Further Notes Lodgment Details	101
12. Upload Documents	102
12.1 Upload Documents – Registration	102
12.2 Upload Documents – Pre-Examination	103
12.3 Upload Documents – Re-lodge for Pre-Examination or Registration	104
12.4 Upload Documents – Invalid Signatures	105
12.5 Further Notes Upload Documents:	107
12.5.1 Suffix Help Table:	108
12.5.2 Error Messages when Uploading Docs:	109
13. Lodgment Summary	113
13.1 Preliminary Examination Lodgment Summary	113
13.2 Registration Lodgment Summary	114
13.3 Pay on Credit Card	114



13.4 Lodgment Paid	115
14. Case Management.....	116
14.1 Requisitions.....	117
14.2 Workspace History	117
15. Requisitions	119
15.1 Viewing requisitions for a workspace.....	119
15.2 Viewing the details of a requisition.....	120
15.3 Who can see what requisitions?	121
16. Pay an Invoice	122
16.1 Invoices screen.....	122
16.2 Pay an Invoice tile	125
17. Lodgment History.....	126
18. Tools.....	128
18.1 Digital Plan Validation.....	129
18.2 Land XML Schema Converter.....	131
18.3 Digital Plan CAD Translator	133
18.4 Plan Revision Date	134
18.5 Plan Fee Estimator	135
19. PPN Management.....	137
19.1 How to view your PPNs	137
19.2 How to withdraw a PPN that you created.....	137
19.3 How to transfer a PPN from another surveyor	138
19.4 How to withdraw a PPN from another surveyor.....	140
19.5 How to view pending PPN requests.....	142
19.6 How to approve or decline PPN requests	143
19.7 How to view PPN request history.....	145
Customer enquiries.....	145

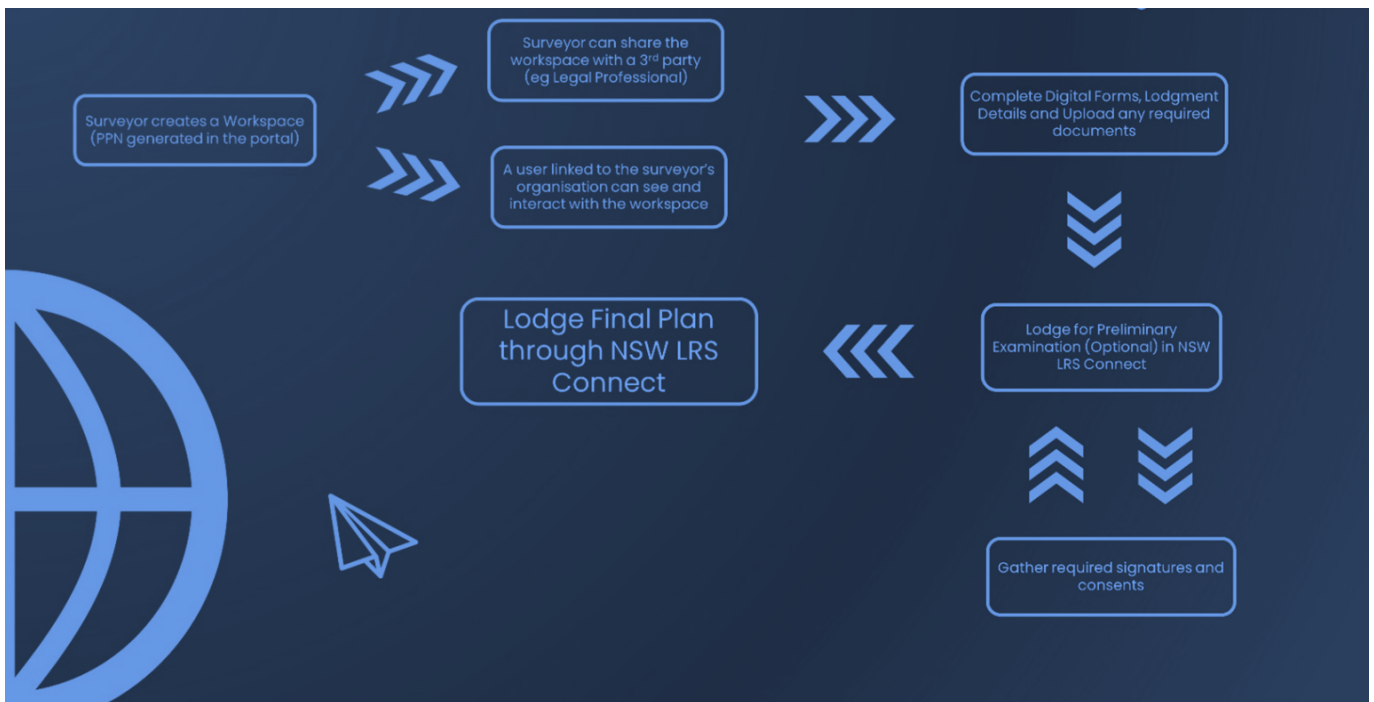
Introduction

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!

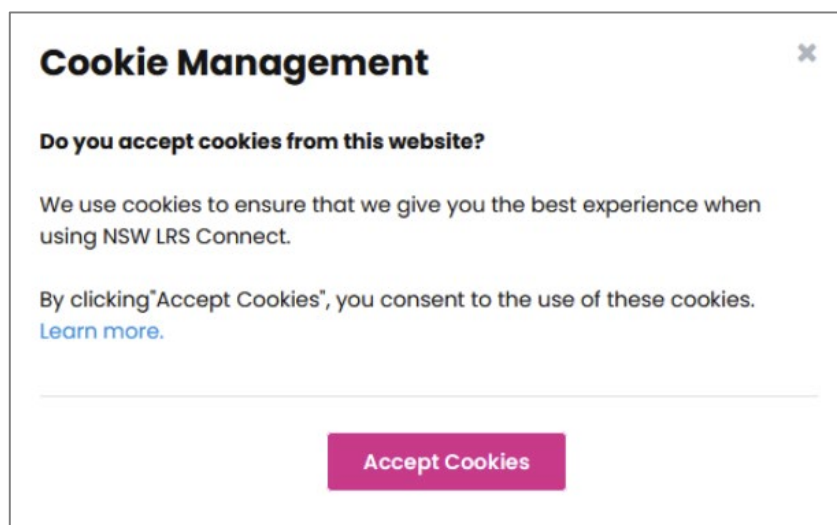
Lodgment Workflow



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.

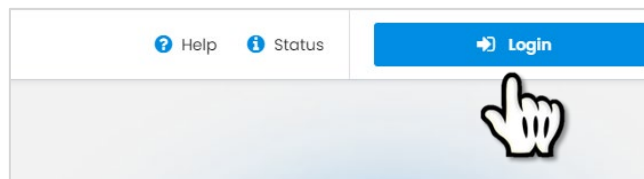
1.1 Sign-Up

Purpose:

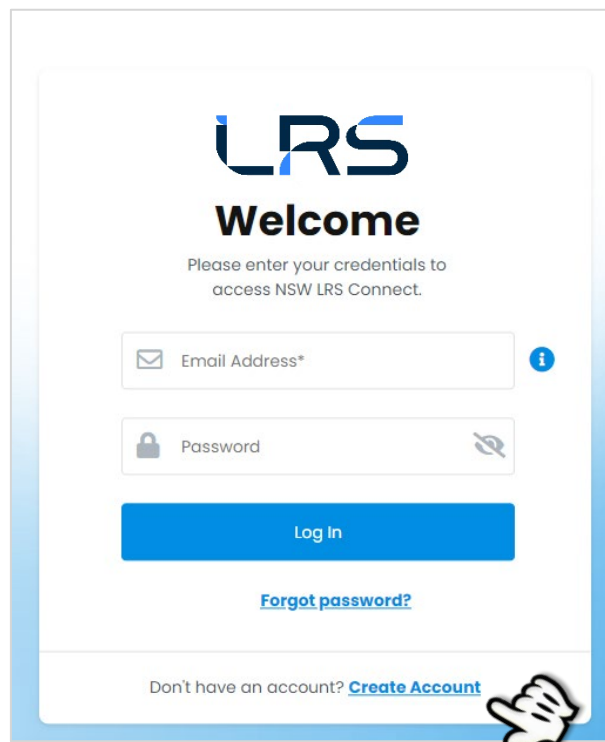
In order to Log in and use LRS Connect, you will need to sign up first. This section will guide you through the sign-up process.

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.



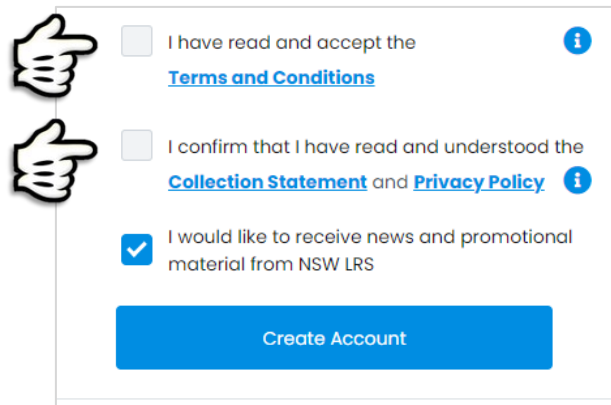
2. From the login screen, click on the **Create Account** link.



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.

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.



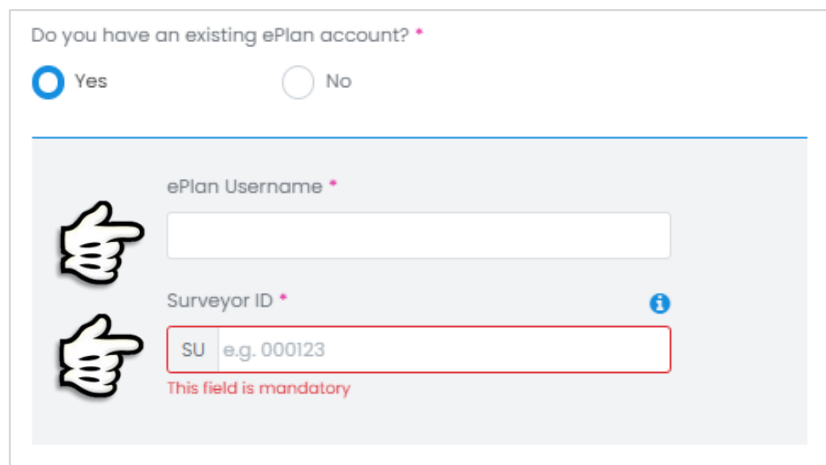
I have read and accept the [Terms and Conditions](#) ⓘ

I confirm that I have read and understood the [Collection Statement](#) and [Privacy Policy](#) ⓘ

I would like to receive news and promotional material from NSW LRS

[Create Account](#)

- 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 used 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.
- 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.



Do you have an existing ePlan account? *

Yes No

ePlan Username *

Surveyor ID * ⓘ

SU e.g. 000123

This field is mandatory

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

- 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.

POSTAL ADDRESS

i If a PO box is provided a street address is not required. If both a PO box and a Street Address are provided any physical correspondence will be delivered to the PO Box by default.

Street Address 1 *

Street Address 2

Suburb

State Postcode

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

Yes No



FINANCE DETAILS

Financial Correspondence Email *

Payables Contact Given Name * Payables Contact Surname *

Account Statement Frequency *
 Weekly Monthly

DIRECT DEBIT DETAILS

i **Did you know?** Providing direct debit details helps 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 *

i **Authorisation Statement**
 I request and authorise you, NSW Land Registry Services, to arrange for funds to be debited from the nominated account.
 I acknowledge that this request will have immediate effect following the processing of this request.
 By clicking finish, I/We confirm I/We have read and understood the collection statement [collection statement](#) and have read and accept the terms and conditions [terms and conditions](#).

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:

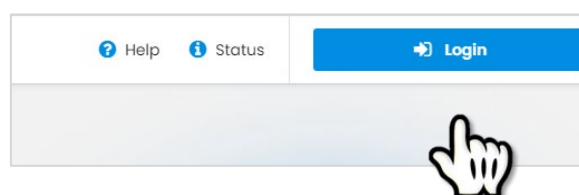
This section will guide you through the Log in process.

Pre-requisites:

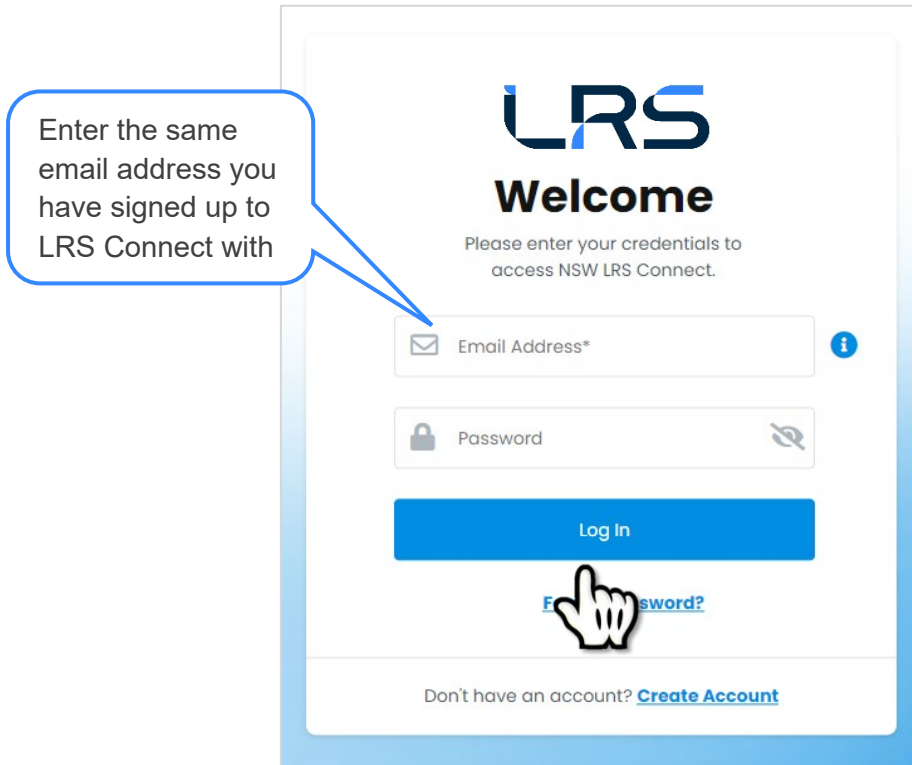
- You must have an active LRS Connect account. See the "Sign Up" section of this manual if you have not created your account.

How to Log in:

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

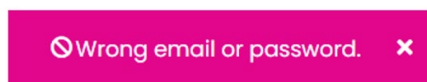


2. Enter your email address attached to your NSW LRS Connect Account, and password. Once this is done, click the **Log In** button. You will now be directed to the LRS Connect home page.



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:

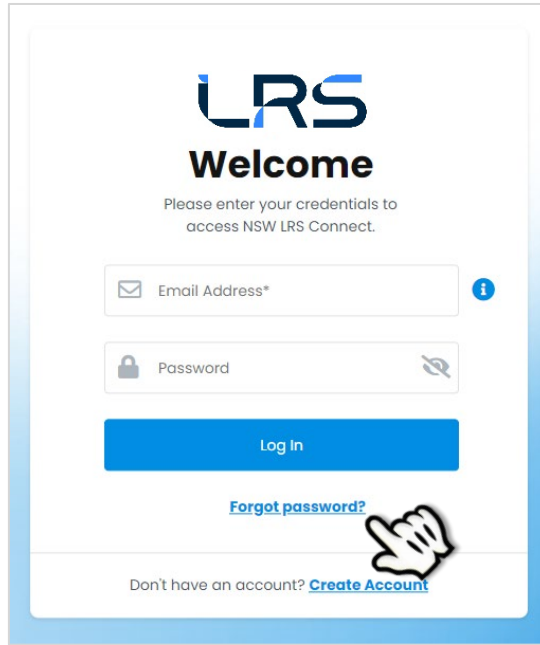
This section will guide you through the password reset process.

Pre-requisites:

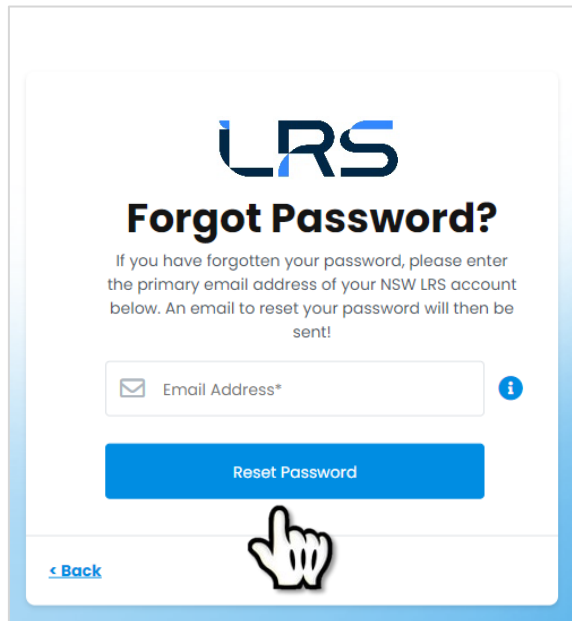
- You must have an active account LRS Connect account. See the “Sign Up” section of this manual if you have not created your account.

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.

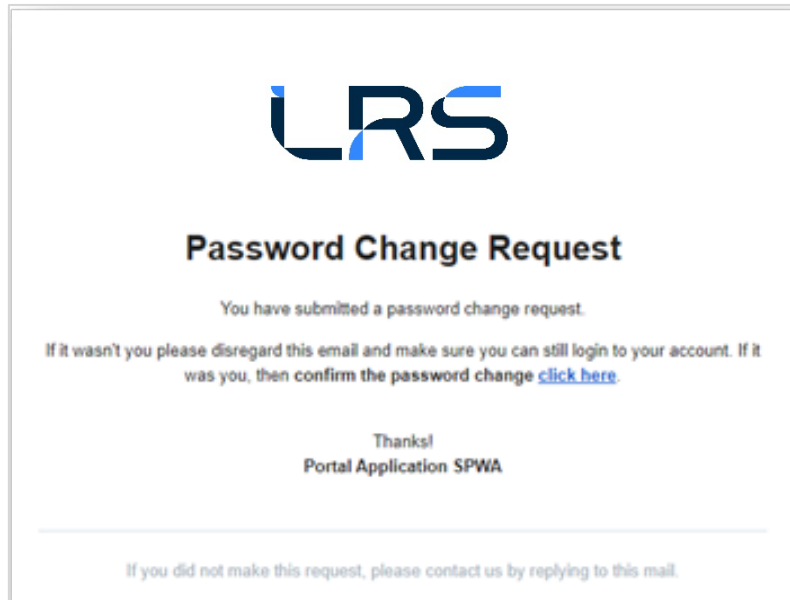


2. Enter your email address and click **Reset Password**.

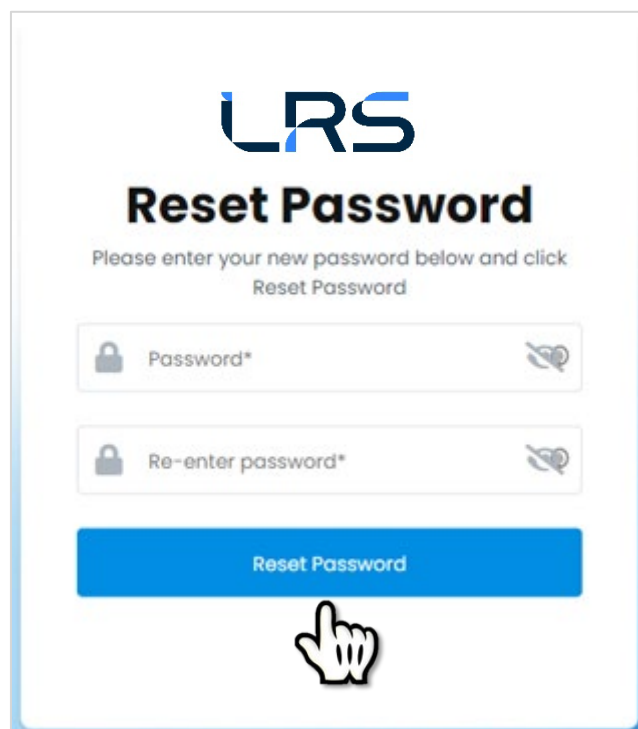




3. In your mailbox, you will find a new email from Noreply.Connect@nswlrs.com.au. Click the link provided to reset your password.



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:

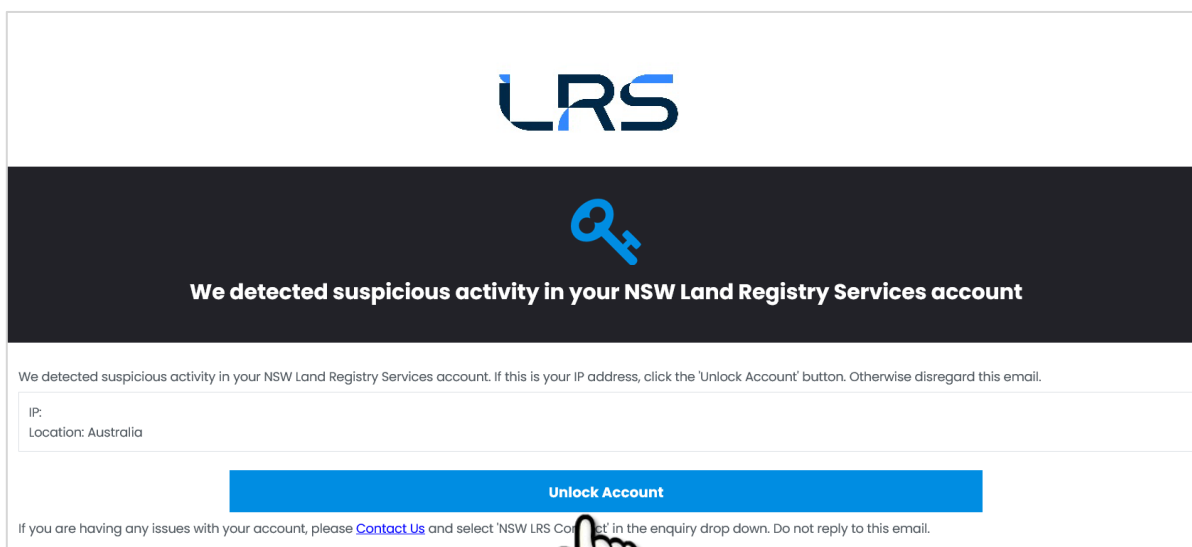
- You must have an active account LRS Connect account. See the “Sign Up” section of this manual if you have not created your account.

How to unblock your account:

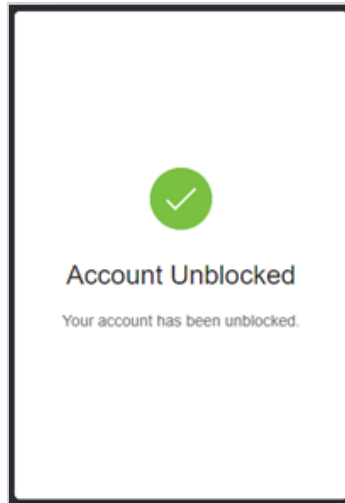
There are two ways in which you can unblock your account. The first way is to reset your password. Follow the steps outlined in the “Password Reset” section of this manual if you wish to unblock your account using this method. Alternatively, you can follow the steps below:

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:

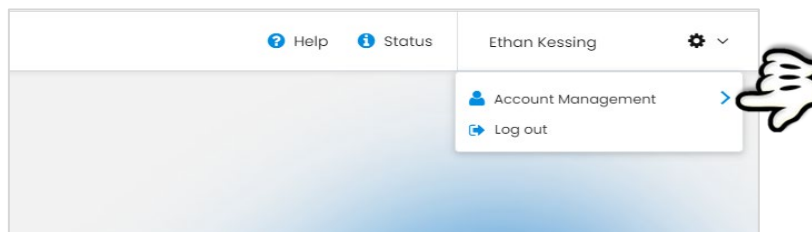
This section will guide you through the process of managing your account type.

Pre-requisites:

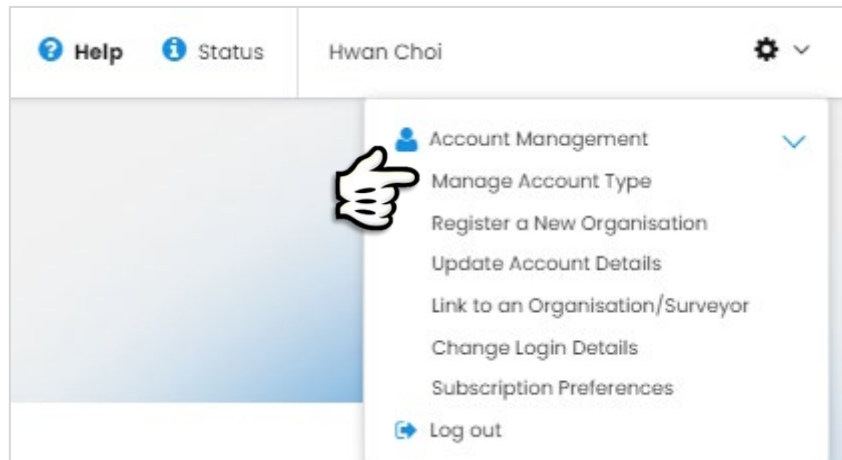
- You must have an active account LRS Connect account that is not a Registered Surveyor account (i.e you can be a Plan Workspace Contributor. Registered Surveyor has no higher profile to 'upgrade' to). See the "Sign Up" section of this manual if you have not created your account.

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**.

Select which option best describes the industry you work in i

- Registered Surveyor**
Use this account to create workspaces/preallocated plan numbers as well as lodge and manage plans on behalf of yourself or the organisation you work for
- Plan Workspace Contributor**
Use this account to lodge/ manage plans or contribute to components of workspaces e.g. Digital Forms
- Legal Professional**
Use this account to lodge/ manage plans or contribute to components of workspaces e.g. Digital Forms
- Developer**
Use this account to lodge and manage plans on behalf of the organisation you work for
- Government**
Use this account to lodge and manage plans on behalf of the organisation you work for
- Real Estate Agent**
- General Public**
- Financial Institution**
- Other**

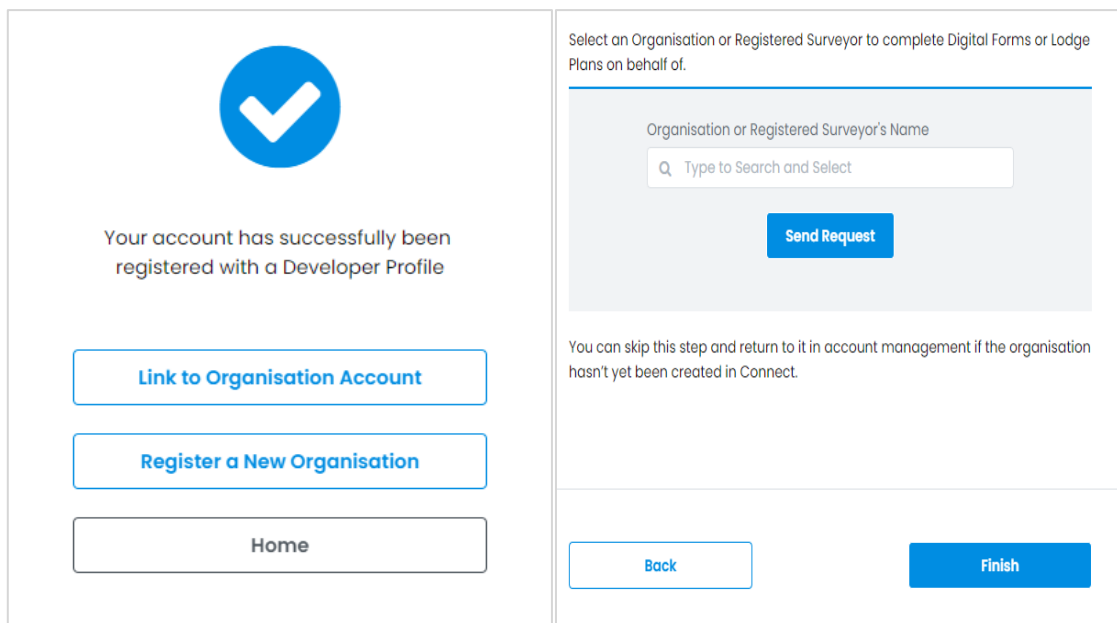
Do you have an existing ePlan account? *

Yes No

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:

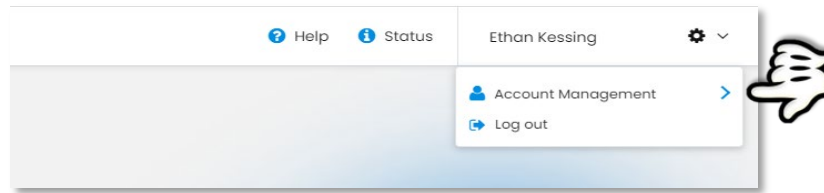
This section will guide you through the process of registering a new organisation.

Pre-requisites:

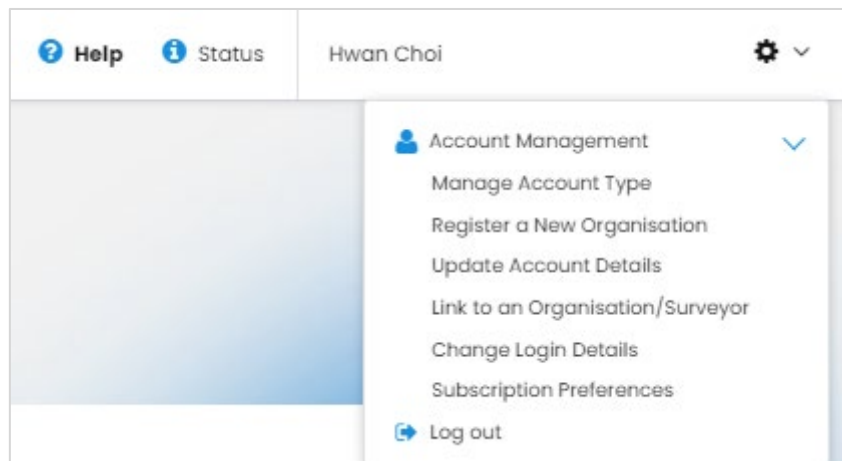
- You must have an active account LRS Connect account. See the "Sign Up" section of this manual if you have not created your account.

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.

ORGANISATION INFORMATION	
Legal Entity Name *	Business Name *
<input type="text"/>	<input type="text"/>
ABN *	
<input type="text"/>	
ORGANISATION CONTACT DETAILS	
Primary Email (Correspondence/Requisition) *	Office Contact Number *
<input type="text"/>	<input type="text"/>
Mobile Contact Number	
<input type="text"/>	

PO BOX DETAILS		
P.O Box *	<input type="text"/>	
Suburb	State	Post Code
<input type="text"/>	Select <input type="text"/>	<input type="text"/>
ORGANISATION POSTAL ADDRESS		
<p>i If a PO box is provided a street address is not required. If both a PO box and a Street Address are provided any physical correspondence will be delivered to the PO Box by default.</p>		
Street Address 1 *	<input type="text"/>	
Street Address 2	<input type="text"/>	
Suburb	State	Post Code
<input type="text"/>	Select <input type="text"/>	<input type="text"/>

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

i 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 **i**

i **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



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.

Authorisation Statement
As an authorised Administrator of the Organisation selected I certify that the user(s) invited to become an Administrator will be able to approve or deny requests for other users to lodge plans or contribute to workspaces on behalf of the Organisation.
The Organisation agrees to be liable for actions made by the Administrator(s) and payment of any and all invoices incurred by the user(s) approved. By clicking 'Send Invitation', I/We confirm I/We have read and understood the [collection statement](#) and have read and accept the [terms and conditions](#).

ADD ADMINISTRATOR

[Send Invitation](#)

There is a limit of five administrators per organisation.

Administrators

NAME	EMAIL	STATUS
------	-------	--------

1.7 Update Account Information

Purpose:

This section will guide you in updating your Account Information.

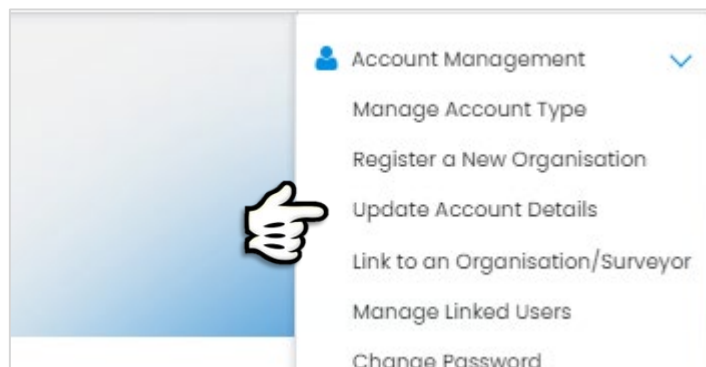
Pre-requisites:

- 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

- 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.
- 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.

The screenshot shows a form titled "CONTACT INFORMATION" with the following fields: "First Name *" (with an asterisk), "Middle Name", "Last Name *" (with an asterisk), "Contact Number *" (with an asterisk), and "Primary Email Address *" (with an asterisk). Each field has a corresponding text input box. At the bottom right of the form is a blue "Update" button. A hand cursor icon is pointing at the "Update" button.

1.8 Update Organisation Details

Purpose:

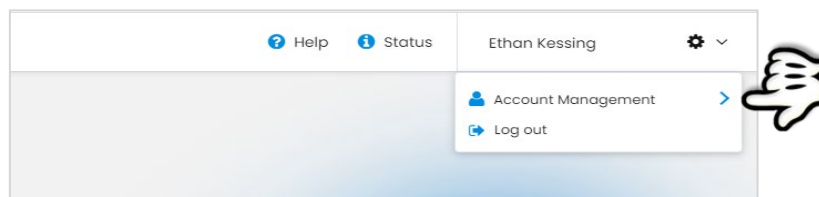
This section will guide you through the process of updating organisation details, if you are a Registered Surveyor this will be the same process to update your personal details.

Pre-requisites:

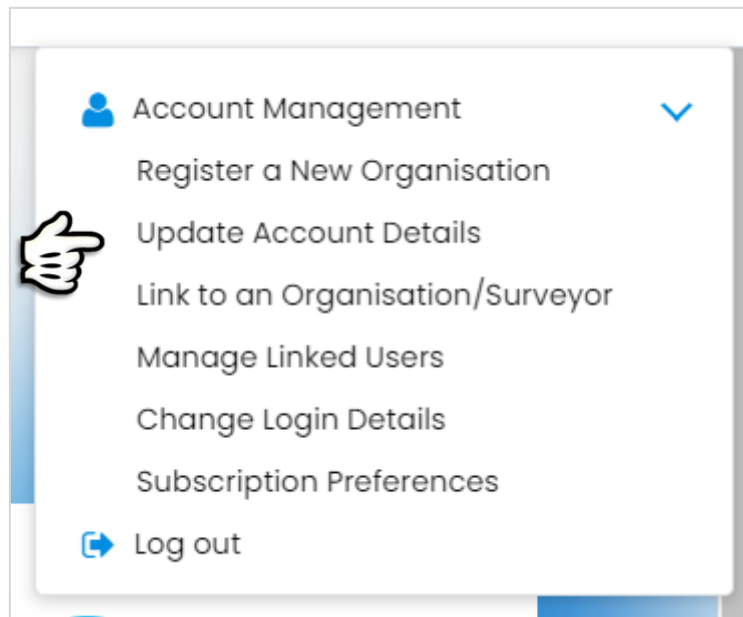
- You must have an active account LRS Connect account with organisation administrator privileges. See the "Sign Up" section of this manual if you have not created your account.

How to register a new organisation:

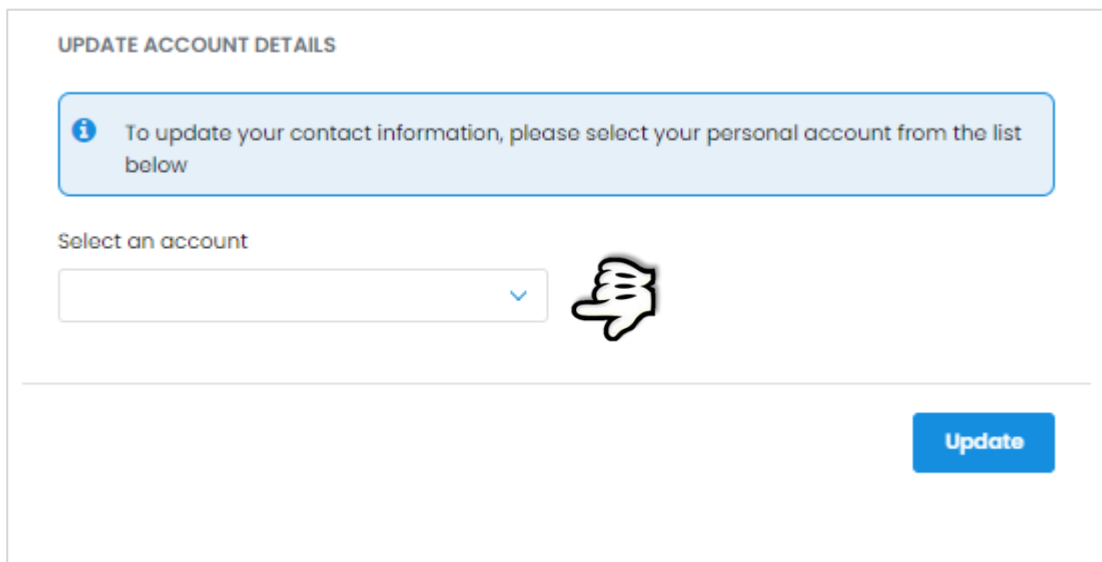
1. To update your Organisation Details, navigate to the **Account Management** menu by selecting the drop-down menu next to your name on the top right corner of the LRS Connect home page.



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.

UPDATE ACCOUNT DETAILS

i To update your contact information, please select your personal account from the list below

Select an account

KIARA JONES

Given Name(s) * Last Name *

KIARA JONES

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.

ORGANISATION INFORMATION

Organisation Trading Name * ABN *

Surv&Swerve 12345

ORGANISATION CONTACT DETAILS

Primary Email (Correspondence/Requisition) * Office Contact Number *

mrsurv12345@gmail.com

Mobile Contact Number

PO BOX DETAILS

P.O Box *

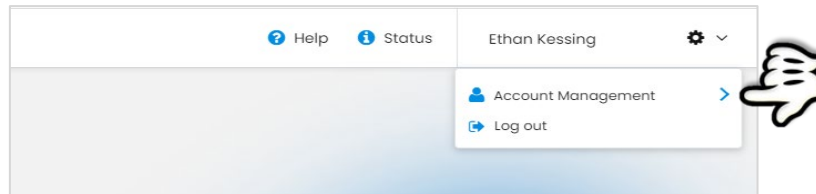
1

Suburb * State * Post Code *

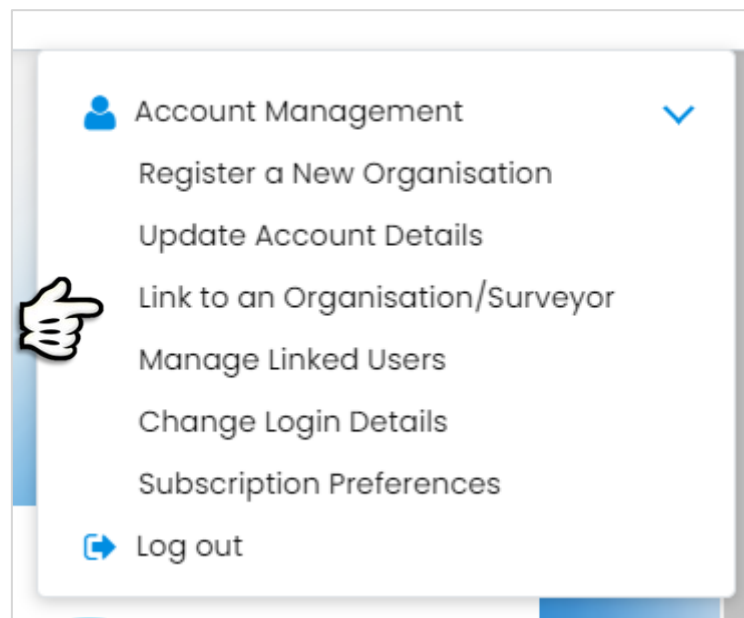
Epping NSW 2121

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.

Select an Organisation or Registered Surveyor to complete Digital Forms or Lodge Plans on behalf of.

Organisation or Registered Surveyor's Name

[Send Request](#)

Organisations or Registered Surveyors you can lodge on behalf of:

ORGANISATION NAME	STATUS

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:

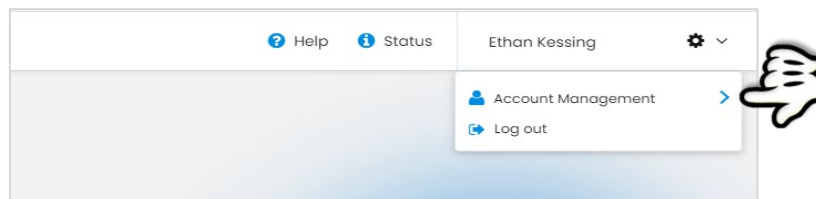
This section will guide you through the management process for Linked Users. See **Link to an Organisation/surveyor, Shared Workspaces** and **Linked Lodging Parties** for more information on this. Administrators for the Organisation/Surveyor will be responsible for managing Linked Users.

Pre-requisites:

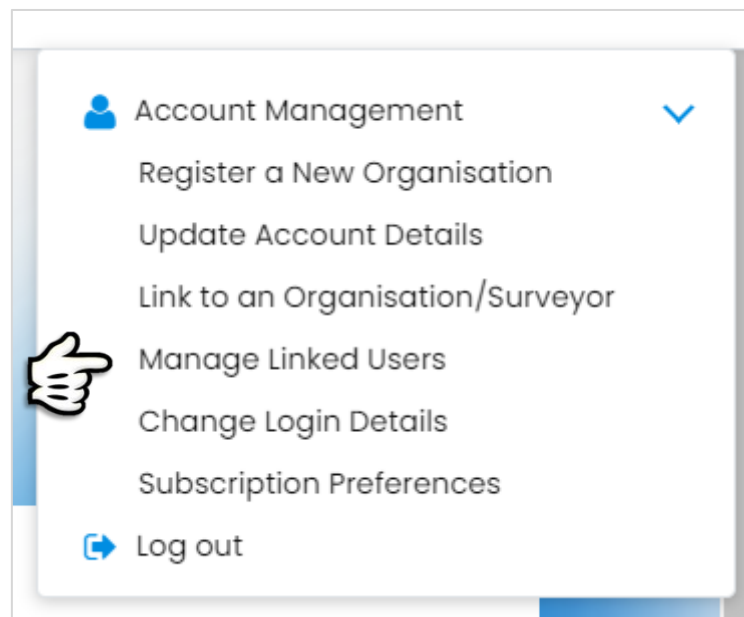
- You must have an active account LRS Connect account with organisation administrator privilege. See the “Sign Up” section of this manual if you have not created your account.

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
<input type="text"/>				

No items to show...



- 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.

Manage Linked Users

HOLGER MAX BEUTHIEN

Select Organisation
 HOLGER MAX BEUTHIEN

Individuals
Administrators

Information **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
<input type="text"/>				
Dar	710@live.com	Contributor	Pending	<div style="display: flex; gap: 5px;"> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">Deny</div> <div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Approve</div> </div>
		Contributor	Active	
Bar	@gmail.com	Contributor	Active	
call	!@gmail.com	Contributor	Active	
Dan B	2@live.com	Contributor	Active	
D	2@live.com	Contributor	Active	
Dc	@live.com	Contributor	Active	
Dar	!@live.com	Contributor	Active	
Hw	i@gmail.com	Contributor	Active	

1 to 9 of 9 items

1.11 Manage Organisation/Surveyor Administrators

Purpose:

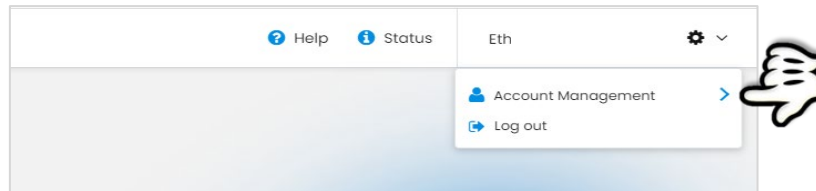
This section will guide you through the management process for Organisation and Surveyor Administrators. See [Link to an Organisation/Surveyor, Shared Workspaces](#) and [Linked Lodging Parties](#) for more information on this.

Pre-requisites:

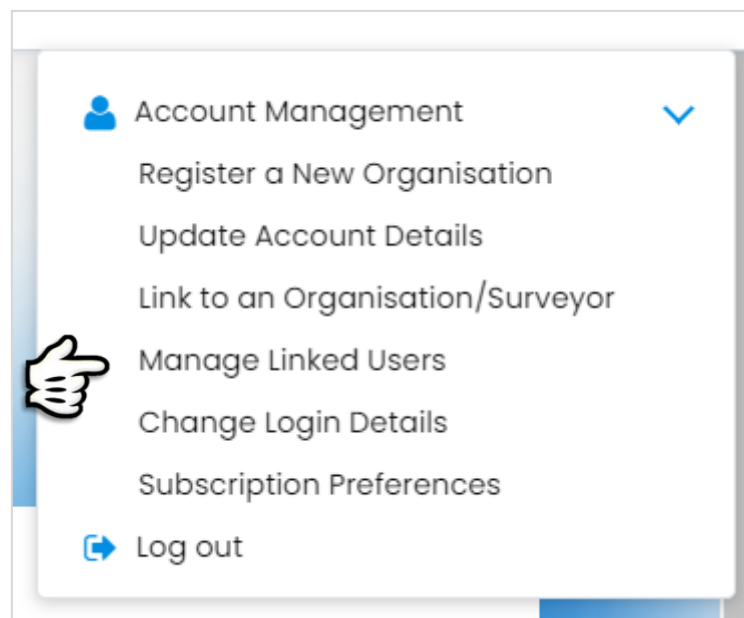
- You must have an active account LRS Connect account with organisation administrator privilege. See the "Sign Up" section of this manual if you have not created your account.

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.

Manage Linked Users

LEE MICHAEL SCHMALFELDT

Select Organisation: MICHAEL SCHMALFELDT

Individuals | **Administrators**

Information **Authorisation Statement**

As an authorised Administrator of the Organisation selected I certify that the user(s) invited to become an Administrator will be able to approve or deny requests for other users to lodge plans or contribute to workspaces on behalf of the Organisation.

The Organisation agrees to be liable for actions made by the Administrator(s) and payment of any and all invoices incurred by the user(s) approved. By clicking 'Send Invitation', I/We confirm I/We have read and understood the [collection statement](#) and have read and accept the [terms and conditions](#).

ADD ADMINISTRATOR

I'm not a robot

[Send Invitation](#)

Information There is a limit of five administrators per organisation.

- 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	
Peter	t@gmail.com	Pending	
Daksl	i@gmail.com	Active	
Hol	@live.com	Active	

- 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.

Information You have been invited to be an Administrator for test4 in NSW LRS Connect. This will allow you to manage who can lodge plans or contribute to workspaces on behalf of the Organisation.

Accept or decline this invitation using the buttons below.

[Decline](#) [Accept](#)

1.12 Change Login Details

Purpose:

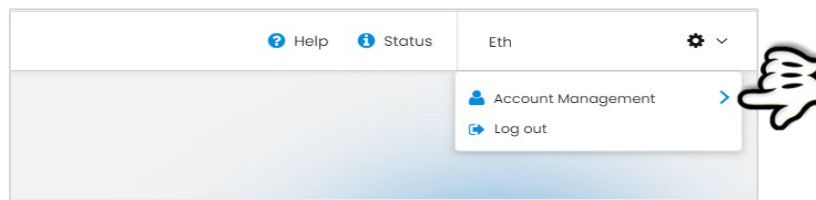
This section will guide you through changing your account email and password. See “Password Reset” and “Unblocking your Account” for more information.

Pre-requisites:

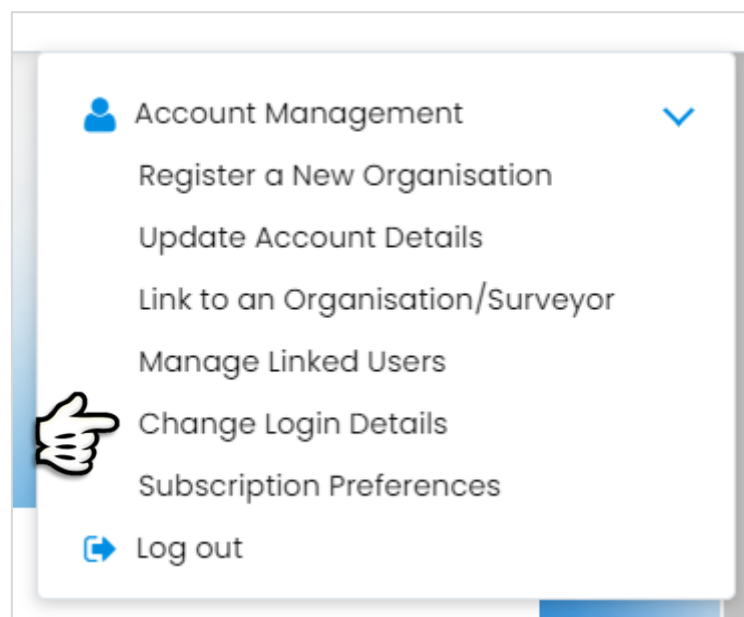
- You must have an active account LRS Connect account. See the “Sign Up” section of this manual if you have not created your account.

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'.

Change Login Details

Change Login Email Address

To change your login email address, please first complete all pending actions for this account (eg. Check your email for any pending invites etc, and complete all actions on these). After this, you will be able to update your login email address.




[Change Login Email Address](#)


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.

Change Login Details

Change Login Email Address

To change your login email address, please first complete all pending actions for this account (eg. Check your email for any pending invites etc, and complete all actions on these). After this, you will be able to update your login email address.

 testaccount@gmail.com


 **Change Login Email Address**

- 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.

Change Password

To reset your password, an email will be sent to your primary email address. Press the button below to request this email.

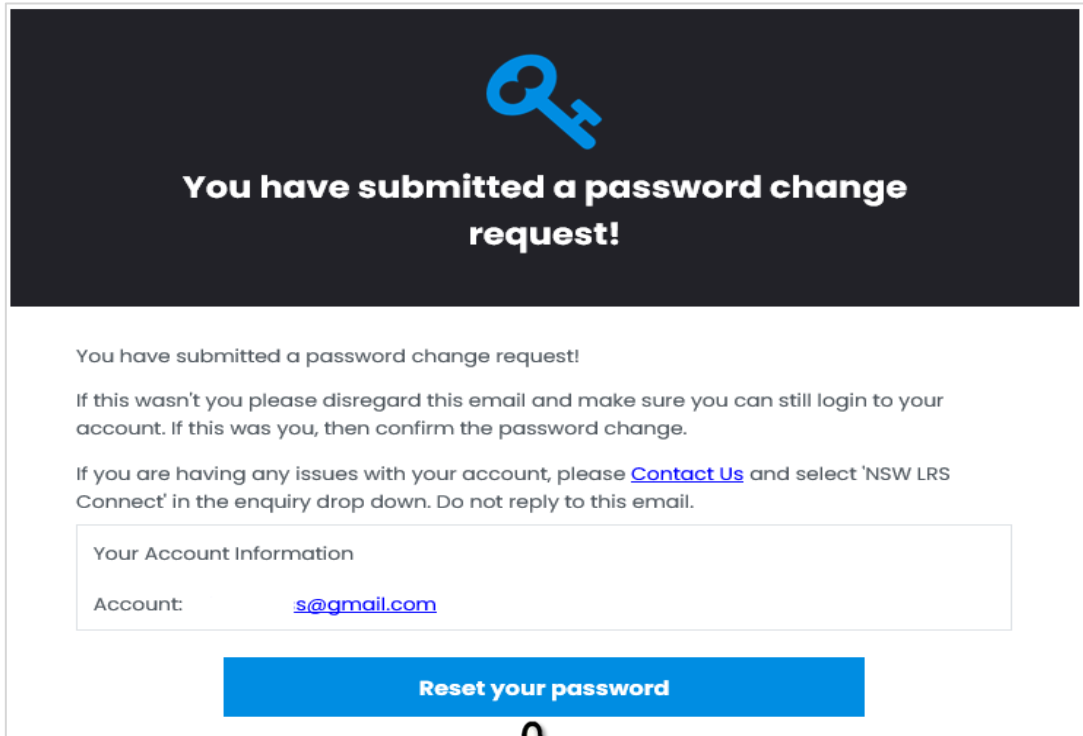
testaccount@gmail.com

 **Change Password**

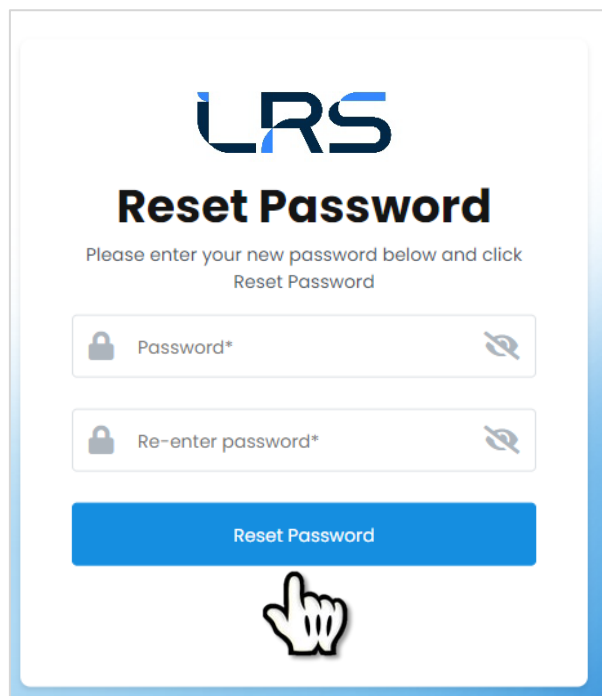
The banner below will appear at the top of the page notifying you that an email has been sent.

 We have sent you an email with instructions on how to reset your password. Check your inbox and click on the link provided.

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:

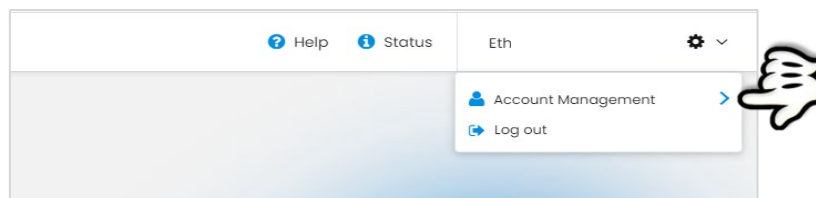
This section will guide you through the management process for Subscription Preferences.

Pre-requisites:

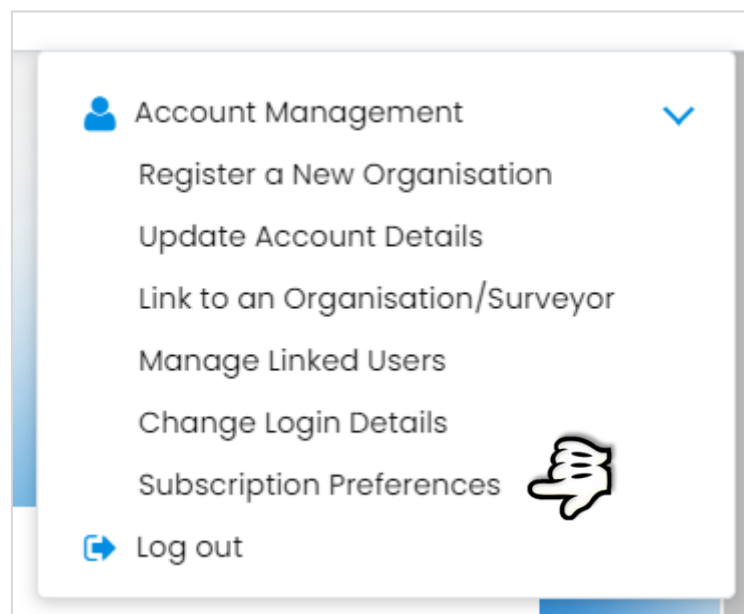
- You must have an active account LRS Connect account. See the “Sign Up” section of this manual if you have not created your account.

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.

Account Settings
Mail Subscriptions

i Showing email subscriptions for general correspondence: s@gmail.com

I agree to receive promotional material from NSW LRS

Update Subscriptions

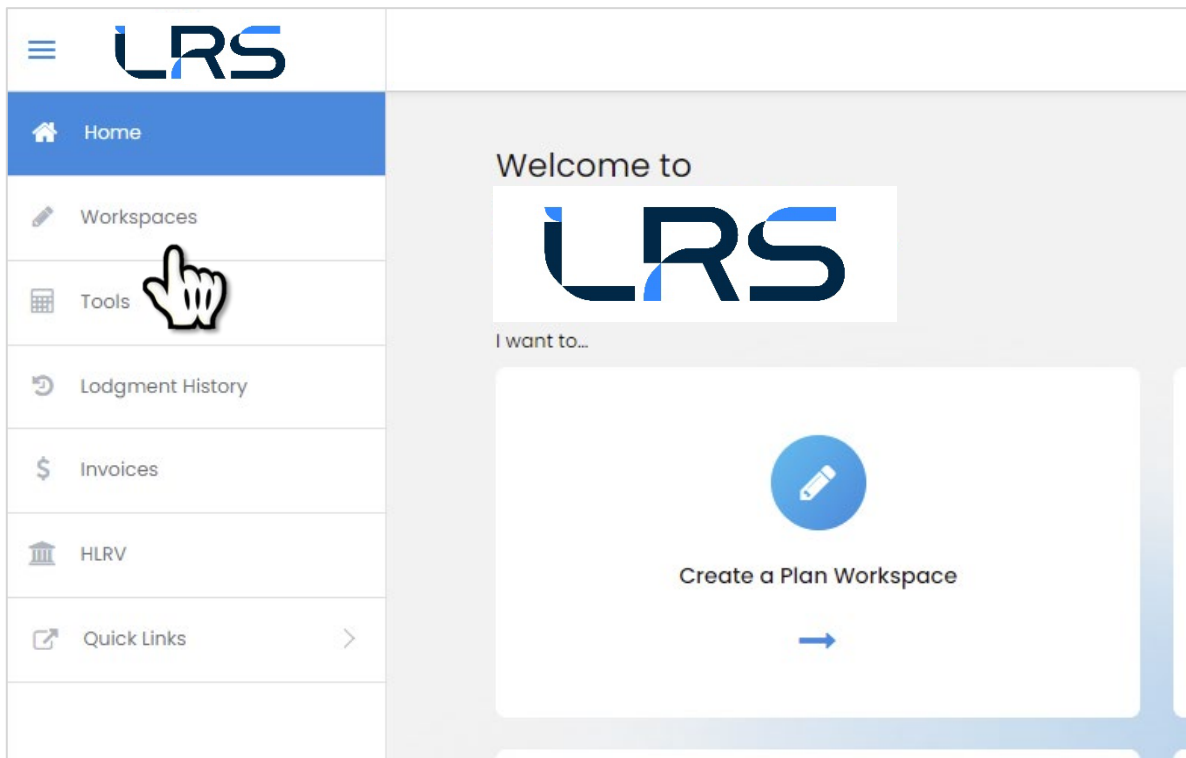
2. Current Workspaces

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 any workspaces you have interacted with from the Organisation Workspaces or Shared Workspaces tabs.

Current Workspaces

My Workspaces Organisation Workspaces Shared Workspaces

LOGGMENT STATUS	EXAMINATION STATUS	WORKSPACE NAME	PLAN NUMBER	PLAN PURPOSE	DATE CREATED	DATE MODIFIED
ALL SELECTED	ALL SELECTED			ALL SELECTED	dd/mm/yy	dd/mm/yy
Not Lodged		S888 Create	1638	Consolidation	16/09/2022	23/09/2022
Not Lodged		SPconKB	1656	Strata Consolidation Plan	23/09/2022	23/09/2022
Not Lodged		SPsubKB	1655	Strata Subdivision Plan	23/09/2022	23/09/2022

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.


Current Workspaces Create New Workspace

My Workspaces Organisation Workspaces Shared Workspaces

Select Organisation Organisations

LOGGMENT STATUS	EXAMINATION STATUS	WORKSPACE NAME	PLAN NUMBER	PLAN PURPOSE	DATE CREATED	DATE MODIFIED	MODIFIED BY	SURVEYOR
ALL SELECTED	ALL SELECTED			ALL SELECTED				

No items to show...



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

Current Workspaces + Create New Workspace

My Workspaces | **Organisation Workspaces** | Shared Workspaces

Select Organisation: IT SOLUTIONS

LOGDMENT STATUS	EXAMINATION STATUS	WORKSPACE NAME	PLAN NUMBER	PLAN PURPOSE	DATE CREATED	DATE MODIFIED	MODIFIED BY	SURVEYOR
ALL SELECTED	ALL SELECTED			ALL SELECTED				
Not Lodged		SPconKB	1656	Strata Consolidation Plan	23/09/2022	23/09/2022	N	N
Not Lodged		SPsubKB	1655	Strata Subdivision Plan	23/09/2022	23/09/2022	N	N
Not Lodged		SPKB	1654	Strata Plan	23/09/2022	23/09/2022	N	N
Not Lodged		DPKB	1652	Subdivision	23/09/2022	23/09/2022	N	N

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.

Current Workspaces

My Workspaces | Organisation Workspaces | **Shared Workspaces**

LOGDMENT STATUS	EXAMINATION STATUS	WORKSPACE NAME	PLAN NUMBER	PLAN PURPOSE	DATE CREATED	DATE MODIFIED
ALL SELECTED	ALL SELECTED			ALL SELECTED		
Not Lodged		Die & Duffin Webinar 2408	1527	Subdivision	23/08/2022	18/09/2022

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.

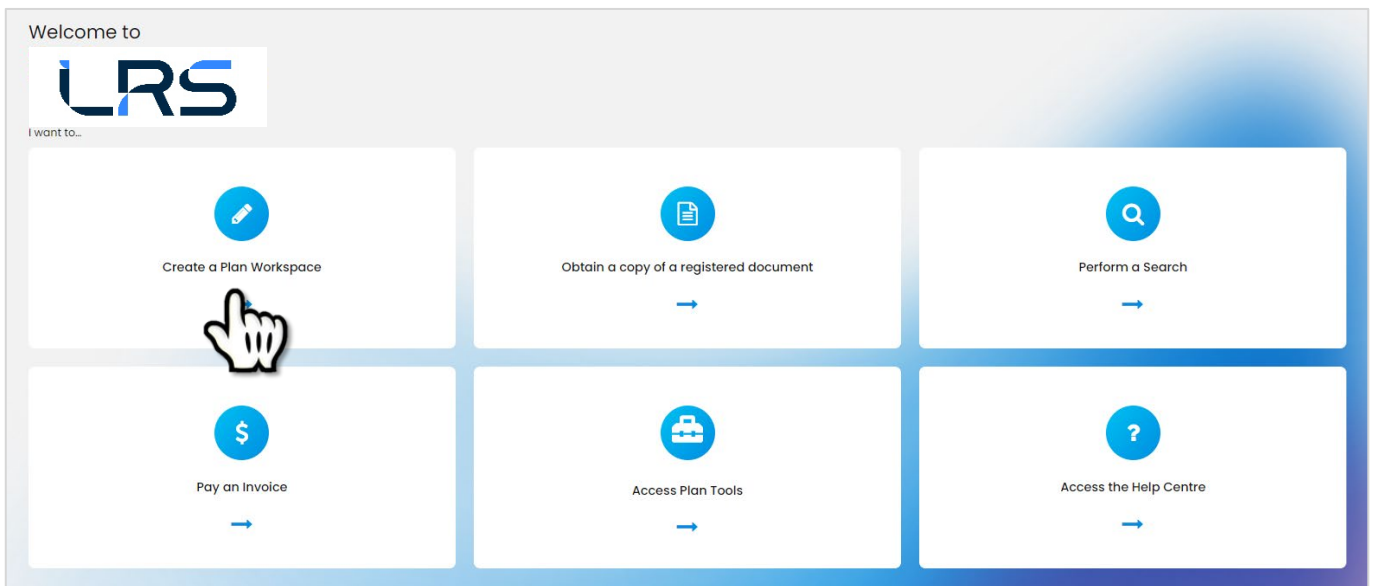
3.1 Building a new Workspace

Pre-requisites:

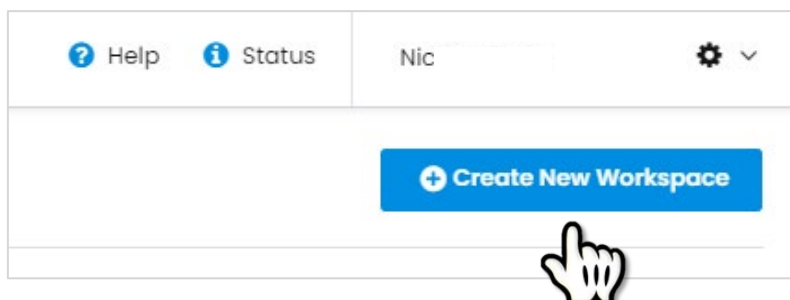
- You must have an account and be a **Registered Surveyor** to begin building a workspace (see the **Account Management** section of this guide for more info).

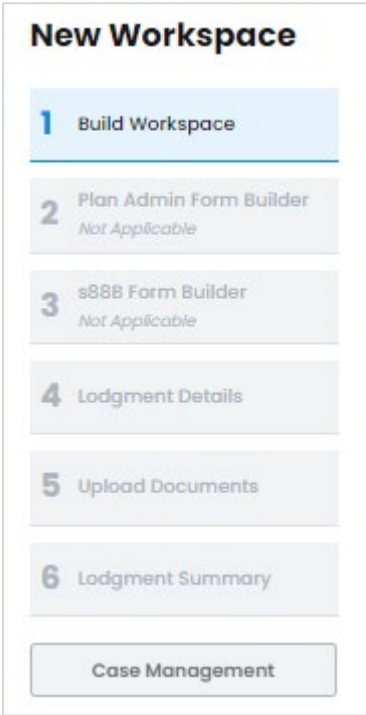
3.1.1 How to create a workspace

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:

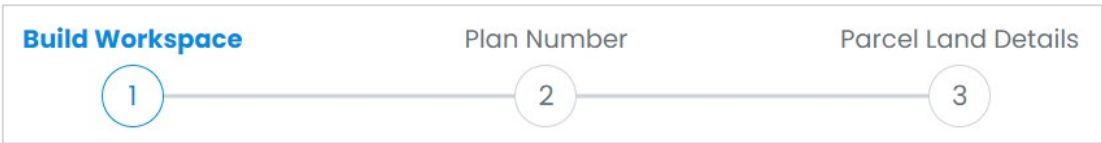
- 1. Build Workspace, 2. Plan Admin Form Builder, 3. S88B Form Builder, 4. Lodgment Details, 5. Upload Documents & 6. Lodgment Summary.

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 * ?

Name must be unique

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

Can use the same workspace for both PE and Final lodgment

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

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.

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

Myself Another Surveyor

Enter the BOSSI ID belonging to the Surveyor that you are creating the workspace on behalf of

Surveyor BOSSI ID *

SU e.g. 000123

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.

The screenshot shows a form titled "Are you creating this workspace for yourself or on behalf of another Surveyor?". There are two radio buttons: "Myself" (selected) and "Another Surveyor". Below this is the "Select Lodging Party" section with two radio buttons: "Linked Lodging Party" (selected) and "Unlinked Lodging Party". A dropdown menu below shows "B) PTY LTD." with a downward arrow. A tooltip on the right says "This workspace will be shared with all users linked to this Lodging Party". Hand icons point to the "Myself" and "Linked Lodging Party" options.

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.

The screenshot shows the "Select Lodging Party" section with two radio buttons: "Linked Lodging Party" and "Unlinked Lodging Party" (selected). A tooltip on the right says "Choose Unlinked Lodging Party if you would like to select a 'one-off' lodging party for this workspace that you are not linked to". Below the radio buttons is a text field with the placeholder "Select an Organisation or Registered Surveyor you would like as the Lodging Party for this workspace. They will be able to complete the Digital Forms and lodge this workspace on your behalf." A hand icon points to the "Unlinked Lodging Party" option.

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.

Select Lodging Party i

Linked Lodging Party Unlinked Lodging Party i

Select an Organisation or Registered Surveyor you would like as the Lodging Party for this workspace. They will be able to complete the Digital Forms and lodge this workspace on your behalf.

Organisation or Registered Surveyor's Name

Q Nick

Nicks Surveys

Select Lodging Party

You will receive a prompt to confirm your request.

Confirm Request x

By selecting this option you confirm you have agreed with **Nicks Surveys** that they will be the designated Lodging Party for this workspace.

Are you sure you wish to continue?

Cancel

Continue

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.

LODGING PARTY NAME	STATUS
Nicks Surveys	<div style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 5px;">Active</div>

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.

The screenshot shows the 'Build Workspace' form with the following fields and options:

- Custom Workspace Name ***: Text input field containing 'Shared User Workspace'.
- 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
- Lodging Party**: Dropdown menu showing 'BEVERIDGE WILLIAMS & CO PTY LTD.'
- Effective Date ***: Date input field showing '26/02/2023' with a calendar icon.

Next, you will need to save your workspace.

The screenshot shows a top bar with two buttons: 'Save' (with a floppy disk icon) and 'Next'. A hand cursor is pointing at the 'Save' button. Below this is a 'Confirm' dialog box with a close button (x) in the top right. The text inside the dialog reads: 'Once you click Save, you will not be able to change the workspace selection you made. Are you ready to continue?'. At the bottom of the dialog are two buttons: 'Cancel' and 'Yes, Save'. A hand cursor is pointing at the 'Yes, Save' button.

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.

The screenshot shows a form for sharing a workspace. At the top is a text input field containing 'F/'. Below it is a date picker for 'Anticipated Lodgment Date' with the value '27/05/2023'. To the right of the date picker is a tooltip that reads: 'Allows a Surveyor/Lodging Party to share this workspace with a third party. They will be able to view and contribute to this workspace. They will not be able to lodge. Please note that the third party user must be signed up to NSW LRS Connect before they can have a workspace shared with them'. Below the date picker is a question: 'Do you want to share this workspace with an individual? (e.g. Legal Professional)'. There are two radio buttons: 'Yes' (which is selected) and 'No'. A hand cursor is pointing at the 'Yes' radio button. Below the question is a text input field for the email address of the user to share the workspace with. Below this is a search bar for email addresses with 'ail.com' entered. Below the search bar is a reCAPTCHA widget with the text 'I'm not a robot' and a hand cursor icon. Below the reCAPTCHA is a blue button labeled 'Share Workspace'. A hand cursor is pointing at this button. At the bottom of the form are two buttons: 'Save' (with a floppy disk icon) and 'Next'.

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

Confirm Share Workspace ✕

Are you sure you want to share this workspace with **Nick Contributor** ?

Optional:

Do you want to leave a comment? This will be emailed to Nick Contributor if you select Yes

NoYes



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

This workspace is shared with:

NAME	STATUS
Nick Contributor	Shared

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.

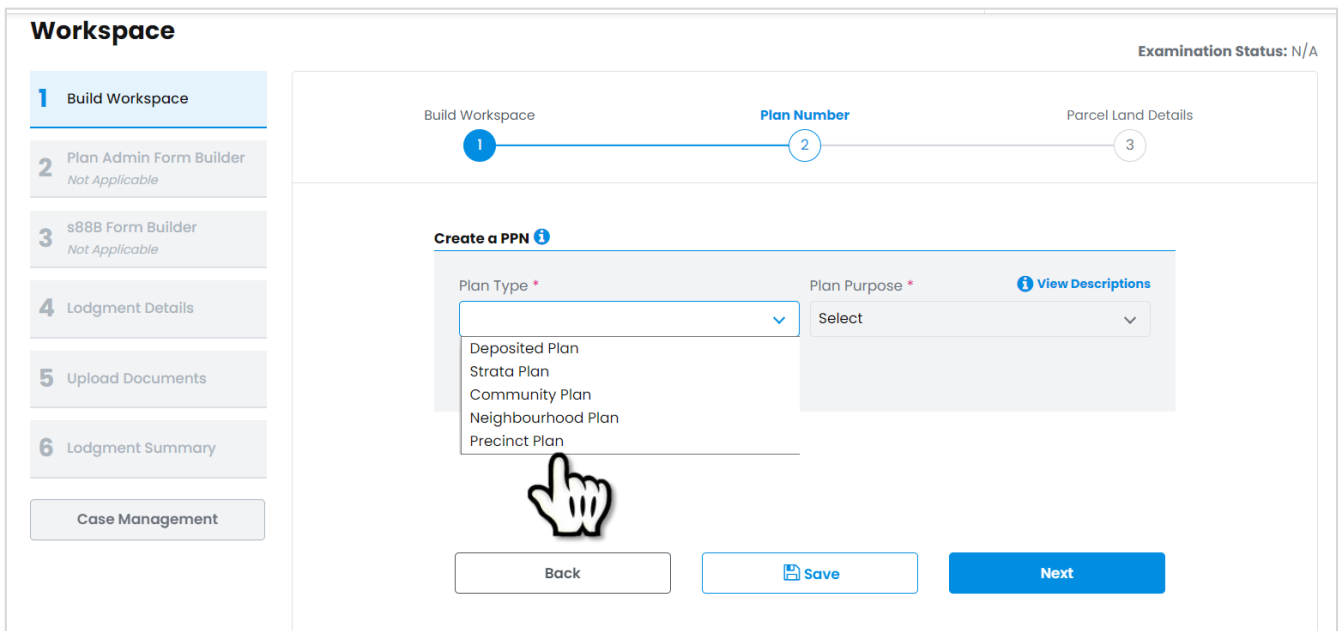
Pre-requisites:

- 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

Workspace

Examination Status: N/A

Build Workspace | Plan Number | Parcel Land Details

Create a PPN

Plan Type *
Deposited Plan

Plan Purpose *
Subdivision

View Descriptions

First Lot Number *
Last Lot Number *

Surveyor's Reference *

Do you want to fill out digital forms in this workspace? *

Yes No

Does this workspace require a s.88B instrument? *

Yes No

Does this plan contain any stratum/height limitations? *

Yes No

Update radio buttons for the requirements of your plan

Back Save Next

- 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

Is this a Development Scheme (Staged Development)? *

Yes No

Which Stage? *

The Stage for this plan purpose should be 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.

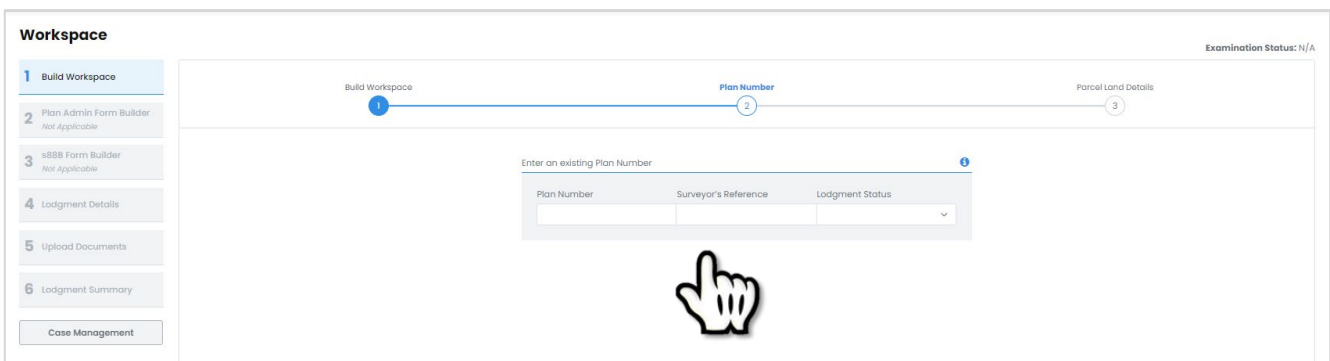
For more information, please refer to the **Lodging Party** section of the User Guide.

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 have 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

The screenshot shows the 'Plan Information' form with the following fields and callouts:

- Plan Information** (Step 1) and **Summary** (Step 4) tabs.
- This is a draft Form **1**: Select to have the 'DRAFT' watermark on the digital admin form when downloaded.
- Surveying Company Name and/or Address of Surveyor *: Name of Company and/or address you would like to appear on the survey certificate.
- Plan Heading *: Plan of Subdivision of Lot 1 in DP12345. Plan Heading automatically populated based on purpose of the plan and the Titles added. Includes a **Reset Plan Heading** button.
- Select a future date or leave blank: Select to complete Date of Survey at a later time.
- Date of Survey/Compilation *: Calendar icon.
- Urban/Rural *: Select. Select if the plan is an urban or rural survey.
- Survey Completion *:
 - Survey
 - Partial Survey
 - Compilation
- Datum Line *: Text input field.
- Are valid street addresses available? *:
 - Yes
 - No

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.

Survey Completion *

Survey

Partial Survey

Compilation

Datum Line *

Survey Completion *

Survey

Partial Survey

Compilation

The part of the land shown in the plan

Select

Datum Line *

Terrain *

Select

Enter a description of the land **being** surveyed or **excluded** from the survey e.g., "Lot 2"

Survey Completion *

Survey

Partial Survey

Compilation

When **Compilation** is selected, no other fields will appear e.g., Datum Line

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.***

Are valid street addresses available? *

Yes No

[Download Template](#)

Drop an xlsx or csv file here or browse to upload

Lot Number	Sub Address Number	Address Number	Road Name	Road Type	Locality Name
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Download, complete and upload the excel template in csv format will auto populate the table

4.2 Dedications

Deposited Plan Administration Digital Form

Plan Information **Plans Used/Dedications** Signatures & Forms Summary

1 2 3 4

Select Plan Used

Deposited Plan
 DP DPI2345 ✕ Plan Number

Strata Plan
 SP Plan Number

Crown Plan
 Plan Number

Miscellaneous

Would you like to add dedications?
 Yes No

Enter the plan numbers used for preparation of your plan in these four sections

Delete a dedication

DEDICATION TYPE	DEDICATION	ENTER ALL ROAD/ACQUISITION/RESUMPTION INFORMATION	SUBJECT TO EXISTING EASEMENT(S)?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> NO

Add a dedication

Add

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.

Would you like to add dedications?
 Yes No

DEDICATION TYPE	DEDICATION	ENTER ALL ACQUISITION/RESUMPTION INFORMATION	SUBJECT TO EXISTING EASEMENTS?
Road	Select...	<input type="text"/>	<input type="checkbox"/> No

Acquisition/Redemption information is mandatory*

Select the lot that is being dedicated

Enter road dedication statement

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.

Enter the easement description that the road is subject to

4.3 Signatures

Deposited Plan Administration Digital Form

Plan Information Plans Used/Dedications **Signatures & Forms** Summary

1 2 3 4

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

Please click here, if you need to select the approved forms **v**

Do you require a Certificate of Currency at lodgment? * **i**

Yes No

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

4.4 Summary

Deposited Plan Administration Digital Form

Plan Information Plans Used/Dedications Signatures & Forms **Summary**

1 2 3 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 DPI2345			LGA	SUTHERLAND SHIRE	
			Locality	ENGADINE	
			Parish	BOOMI	
			County	BENARBA	
SURVEYOR'S REFERENCE	test				

Survey 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 * Urban/Rural *

X-Y L

Surveyor Identification No.
 SUC

Electronic Signature

I consent to electronically signing the Survey Certificate for DPI278423. 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 *Surveying and Spatial Information Act 2002*.

Plans used in the preparation of this survey
 DPI2345,

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

The screenshot shows the 'Plan Information' section of the Strata Plan Digital Admin Form. It includes several fields and options with callouts explaining their purpose:

- 1** This is a draft Form: Select to have 'DRAFT' watermark on the PDF Render.
- 2** Surveying Company Name and/or Address of Surveyor *: Name of Company and/or address you would like to appear on the survey certificate.
- 3** Plan Heading *: Plan Heading automatically populated based on purpose of the plan and the Titles added. (Includes a 'Reset Plan Heading' button).
- Address for Service of Documents: Enter the address where you would like documents related to this strata scheme to be served. (Includes fields for Street Address 1, Street Address 2, Suburb, State, and Post Code).
- By-Laws *: Select the type of By-Laws being lodged with the Plan. If Model by-laws are being adopted, then selection either Option A or Option B where appropriate. (Options include 'Model by-laws for residential strata schemes together with:' and 'The Strata by-laws lodged with the plan').
- Encroachment: Does the building encroach on other land? * If the building in your plan encroaches on other land, then please select **Yes**, and choose from options (a) and/or (b). If there is no encroachment, then choose (c). (Options include 'Yes' with sub-options a, b, and c, and 'No').
- Does the plan contain a Strata Management Statement? *: Select **Yes** or **No** to whether your Plan is being lodged with a Strata Management Statement or Strata Development Contract.
- Does the plan contain a Strata Development Contract? *: Select **Yes** or **No**.

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*.

Are valid street addresses available? *

Yes No

[Download Template](#)

Drop an xlsx or csv file here or browse to upload

Lot Number	Sub Address Number	Address Number	Road Name	Road Type	Locality Name
1					
2					
3					

Download, complete and upload the excel template in csv format will auto populate the table.

5.2 Schedule of Unit Entitlements

5.2.1 Two Column Schedule of Unit Entitlement

Strata Plan Administration Digital Form

Plan Information **Schedule of U.E.** Signatures & Forms Summary

1 2 3

[Share this Workspace](#)

Schedule of Unit Entitlement (U.E)

[Download Template](#)

Drop an xlsx or csv file here or browse to upload

Enter U.E values at a later time

LOT	U.E. ?
1	4
2	4
3	4
4	4
5	4

U.E. Aggregate
20

[Back](#) [Save](#) [Next](#)

You can optionally invite another user with a NSW LRS Connect account to contribute to this workspace (i.e. Valuer) using the 'Workspace Sharing'.

Download, complete and upload the excel template to auto populate the table.

See 'Complete Schedule of U.E. at a later stage' for instructions

Enter the Unit Entitlement for each lot in your Strata Scheme

The U.E. Aggregate will automatically be calculated based on the values entered

5.2.2 Three Column Schedule of Unit Entitlement

[Share this Workspace](#)

Is this subdividing a development lot(s)? *

Yes No

Select **Yes** to have a 2 Column Schedule of UE. Select **No** for 3 Columns

Schedule of Unit Entitlement (U.E)

i Please ensure you select the 'Add Row' button to add the necessary amount of extra rows to the Unit Entitlement table for all existing lots in this strata scheme (excluding the lot(s) being subdivided).

[Download Template](#)

Drop an xlsx or csv file here or browse to upload

Enter U.E values at a later time

See 'Complete Schedule of U.E. at a later stage' for instructions

LOT	SP NUMBER	U.E. i	
3			
4			
5			
6			
7			

[Add Row](#)

U.E. Aggregate

Delete extra rows using the 'Trash'

Add extra rows using the 'Add Row'

The U.E. Aggregate will automatically be calculated based on the values entered

5.3 Signatures & Forms

Plan Information Schedule of U.E. **Signatures & Forms** Summary

1 — 2 — 3 — 4

Please select the authority signing the Strata Certificate. *

Registered Certifier Local Council

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

Registered Proprietor (Non-corporation)	-	1	+
Corporation	-	0	+
Power of Attorney	-	0	+
Council (as Registered Proprietor etc.)	-	1	+
Blank Signature Sheet	-	0	+

Select approved forms needed for this plan admin form.

10. Certificate re Initial Period	-	1	+
11. Certificate of Owners Corporation - Agreeing to Schedule of Unit Entitlement	-	1	+
12. Certificate of Owners Corporation - Agreeing to Subdivision	-	1	+
13. Certificate of Owners Corporation - Special Resolution	-	0	+
14. Certificate of Owners Corporation - Creating a Benefit or Releasing a Burden	-	0	+
17. Certificate of Owners Corporation - Agreeing to Conclusion of Development Scheme	-	0	+

Please choose if the Strata Certificate is being completed by a **Registered Certifier** or the **Local Council**. The Strata Certificate will then render accordingly.

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

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:*		
			<input type="radio"/> Option A <input checked="" type="radio"/> Option B		
			Smoke Penetration:*		
			<input checked="" type="radio"/> Option A <input type="radio"/> 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

Electronic Signature

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

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

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

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

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

The screenshot shows a digital form interface. At the top, there is a checkbox labeled "Enter U.E values at a later time" which is currently unchecked. Below this is a table with two columns: "LOT" and "U.E.". The table has five rows, numbered 1 to 5. Each row has a grey input field under "LOT" and a white input field under "U.E.". Below the table is a section labeled "U.E. Aggregate" with a grey input field.

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

The screenshot shows the 'Plan Information' form with several callouts:

- 1** This is a draft Form : Select to have 'DRAFT' watermark on the PDF Render
- Surveying Company Name and/or Address of Surveyor *: [Text Field] Name of company and/or address you would like to appear on the surveyor's certificate
- Plan Heading *: [Text Field] Plan of Subdivision of lot 51 in DP800054: Plan Heading automatically populated from Titles added on the 'Parcel Land Details' Screen
- Select a future date or leave blank
- Date of Survey/Compilation *: [Calendar Icon] Urban/Rural *: [Dropdown Menu] Select: Select if the plan is an urban or rural survey
- Survey Completion *: Survey, Partial Survey, Compilation
- Datum Line *: [Text Field] Add the datum terminal identifier tags e.g. A-B or X-Y
- Name of Development (Optional): [Text Field]
- Address for Service of Notices:
 - Street Address 1 *: [Text Field]
 - Street Address 2: [Text Field]
 - Suburb *: [Text Field]
 - State *: [Dropdown Menu] Select
 - Post Code *: [Text Field]
 Enter the address where you would like documents related to this scheme to be served.

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.

Enter a description of the land **being surveyed/excluded** from the survey e.g., "Lot 2"

Selecting **Compilation** will have no options to complete e.g., Datum Line

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.***

Download, complete and upload the .CSV excel template to auto populate the table.

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

Community Plan Administration Digital Form

Plan Information Plans Used/Dedications **Schedule of U.E.** Signatures

1 2 3 4

Share this Workspace

Schedule of Unit Entitlement (U.E)

Download Template

Drop an xlsx or csv file here or browse to upload

Enter U.E values at a later time

LOT	U.E.
1	Association Property
2	
3	
4	
5	

U.E. Aggregate

Back Save Next

You can optionally invite another user with NSW LRS Connect account to contribute to this workspace (i.e., Valuer) using the 'Workspace Sharing' section on the 'Build Workspace' Screen.

Download, complete and upload the excel template to auto populate the table.

See 'Complete Schedule of U.E. at a later stage' for instructions

Enter the Unit Entitlement for each lot in your Strata Scheme

The U.E. Aggregate will automatically calculate based on the values entered above

6.3.2 Three Column Schedule of Unit Entitlement

Community Plan Administration Digital Form

Plan Information Plans Used/Dedications **Schedule of U.E.** Signatures & Forms Summary

1 2 3 4 5

[Share this Workspace](#)

Schedule of Unit Entitlement (U.E)

i Text can be added into any of the Unit Entitlement or Subdivision fields (e.g. if that lot is now cancelled). Please note that when text is entered into a UE cell, that cell will not be calculated in **the UE Aggregate** at the bottom of the page. For the UE Aggregate to calculate, only numbers should be entered.

[Download Template](#)

Drop an xlsx or csv file here or browse to upload

Enter U.E values at a later time

LOT	U.E. i	Subdivision
1	Association Property	
2		
3		
4		
5		

U.E. Aggregate

Update Note (Approved Form 8):

Schedule of Unit Entitlement is: *

Updated Revised

This Unit Entitlement schedule replaces the existing schedule registered on: *

Download, complete and upload the .CSV excel template to auto populate

See 'Complete Schedule of U.E. at a later stage' for instructions.

The U.E. Aggregate will automatically calculate based on the values entered above.

6.4 Signatures & Forms

Community Plan Administration Digital Form

Plan Information Plans Used/Dedications Schedule of U.E. **Signatures & Forms** Summary

1 — 2 — 3 — 4 — 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) ⓘ	<input type="button" value="-"/>	<input type="text" value="1"/>	<input type="button" value="+"/>
Corporation (i.e. sJ27 Corp. Act)	<input type="button" value="-"/>	<input type="text" value="2"/>	<input type="button" value="+"/>
Power of Attorney	<input type="button" value="-"/>	<input type="text" value="0"/>	<input type="button" value="+"/>
Council (as Registered Proprietor etc.)	<input type="button" value="-"/>	<input type="text" value="0"/>	<input type="button" value="+"/>
Blank Signature Sheet	<input type="button" value="-"/>	<input type="text" value="0"/>	<input type="button" value="+"/>

Select approved forms needed for this plan admin form.

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

Do you require a Certificate of Currency at lodgment? * ⓘ

Yes No

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

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, Nik [Name], 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.
[Field]

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

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. s127 Corp. Act) x2

Approved Form Sheets to be generated in downloaded PDF

Approved Form 17 x1
Approved Form 19 x1

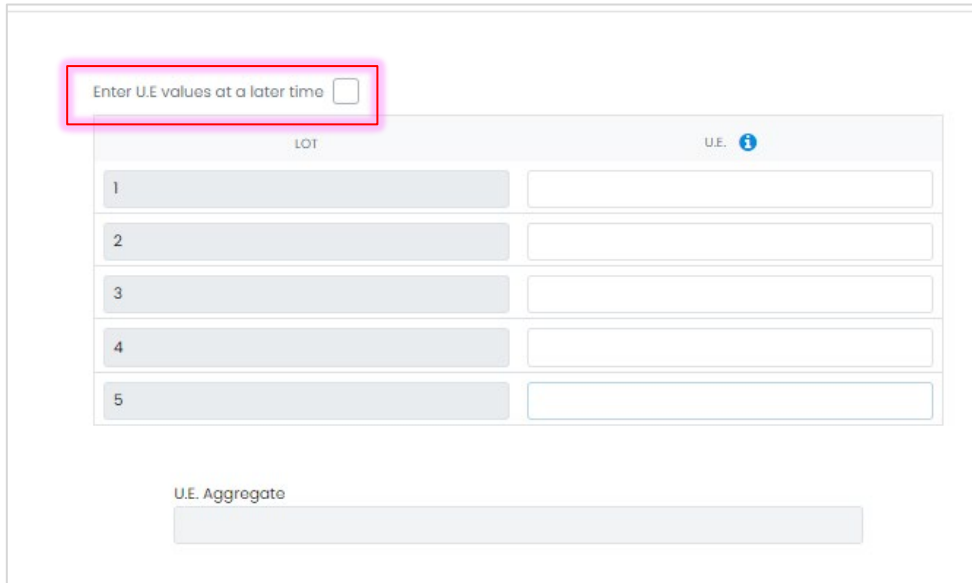
Click to download a PDF of your admin sheet. If you are creating an 88b, you must create that form first so that easement info can auto populate on the admin sheet.

[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



The screenshot shows a web form titled "Schedule of UE". At the top, there is a checkbox labeled "Enter U.E values at a later time" which is currently unchecked. Below this is a table with five rows, each representing a "LOT" (numbered 1 to 5) and a corresponding "U.E." value. The "U.E." column is currently blank. At the bottom of the form, there is a field labeled "U.E. Aggregate" which is also blank.

LOT	U.E.
1	
2	
3	
4	
5	

U.E. Aggregate

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.

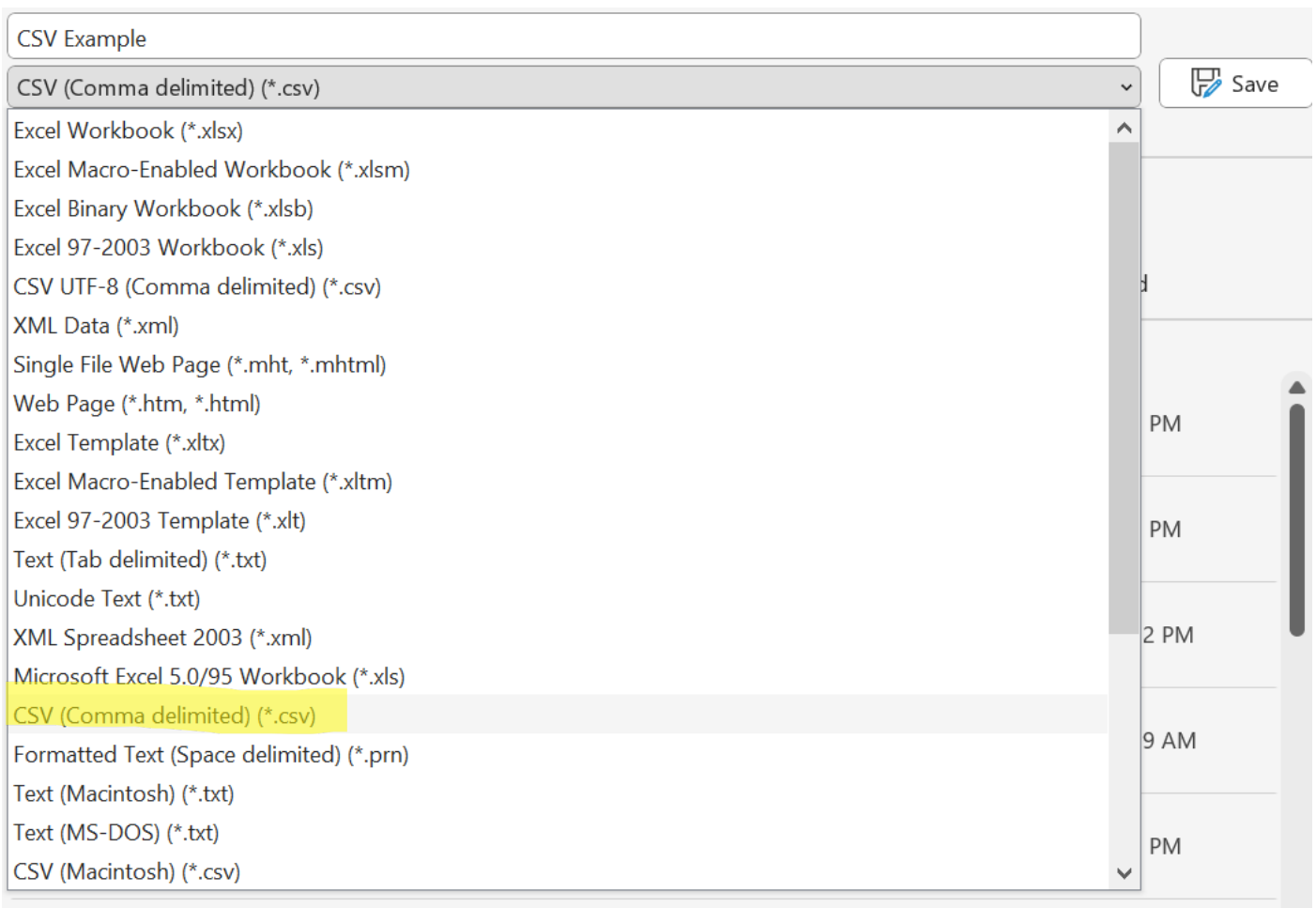
1. After downloading the required template from NSW LRS Connect, either the Street Address table or the Schedule of UE table. Enable editing on the excel page and complete the table.

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

Deposited Plan Administration Digital Form

Plan Information (1) | Plans Used/Dedications (2) | Signatures & Forms (3) | Summary (4)

This is a draft Form

Plan Heading *
PLAN OF FIRST TITLE CREATION AND ROAD CLOSING UNDER THE ROADS ACT, 1993

Crown Lands NSW/Western Lands Office Approval

Name (Authorised Officer) *
File Number *
Office *

Back | Save | Next

Select to have 'DRAFT' render on the PDF

Plan Heading automatically populates – able to be edited and removed.

8.2 Signatures

Deposited Plan Administration Digital Form

Plan Information **Plans Used/Dedications** Signatures & Forms Summary

1 2 3 4

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

Registered Proprietor (Non-corporation) ⓘ	-	0	+
Corporation (i.e. s.127 Corp. Act)	-	0	+
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

8.3 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 the Plan Admin PDF again after you make changes. This is to ensure you have the most up to date PDF.

TITLE REFERENCE	PURPOSE	COUNTY	PARISH	LGA	LOCALITY
CROWN LAND	CROWN ROAD CLOSURE	ARRAWATTA	ADOWA	ARMIDALE REGIONAL	
PLAN OF FIRST TITLE CREATION AND ROAD CLOSING UNDER THE ROADS ACT, 1993			LGA	ARMIDALE REGIONAL	
			Locality	THE BASIN	
			Parish	ADOWA	
			County	ARRAWATTA	

Crown Lands NSW/Western Lands Office Approval

I, Officer in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given.

File Number: 1234 Office: Sydney

Electronic Signature
I consent to electronically signing the Crown Lands NSW/Western Lands Office Approval for DPI271620. An electronic signature statement will be added to the Crown Lands NSW/Western Lands Office Approval in the downloaded PDF.

Sign

Back Download Next

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.

Workspace DPI502646

Surveyor: AEGON TARGARYEN Survey Regulation: SSIR 2024 Examination Status: PRE-ALLOCATED PLAN NUMBER

Build Workspace (1) Plan Number (2) Parcel Land Details (3)

Create a PPN

Plan Type * Plan Purpose * [View Descriptions](#)

Deposited Plan Subdivision

First Lot Number * Last Lot Number *

1 70

Surveyor's Reference *

SUR-4

Which Surveying and Spatial Information Regulation will this plan be adopting? Your selection should take into consideration the date you complete your survey. *

SSIR 2017 or Prior SSIR 2024

Please be aware there are slight changes in NSW LRS Connect due to the 2024 Regulations. By proceeding you are confirming that the survey will be completed under the 2024 Regulations.

Do you want to fill out digital forms in this workspace? * [?](#)

Yes No

Do you want to complete the Digital Plan Builder? * [?](#)

Yes No

Are you lodging or reloading a workspace that contains a s.88B instrument? *

Yes No

Are you lodging / reloading an ePlan lodgment that contained a s.88B instrument / reloading a workspace that contains a digital or manual s.88B form.

Yes No

Does this plan contain any stratum/height limitations? *

Yes No

[Back](#) [Save](#) [Next](#)

- 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.

Workspace DPI502629 DPI502629

Digital Plan Builder

1 Build Workspace | 2 Plan Admin Form Builder | **3 Digital Plan Builder** | 4 sBBB Form Builder (Not Applicable) | 5 Lodgment Details | 6 Upload Documents | 7 Lodgment Summary

Case Management

Translation Parameters | CAD Upload | Translation (Coming Soon)

1 Please be aware that the CAD Translator component of the Digital Plan Builder is still in development and is in an OPEN BETA phase. When uploading a CAD file for translation on the *CAD Upload* screen, for the time being the file will be emailed to NSW LRS and an LandXML returned to you once completed. Once this service is production ready, it will be an automated process that will automatically translate a CAD file into an LandXML and be returned to you on the final screen of the Digital Plan Builder.

2 If your plan consists of Existing Control Marks, please upload the unaltered .CSV SCIMS file that you retrieved from Spatial Services. This will create the SCIMS co-ordinate schedule that will then be rendered in the LandXML and Part-Render file. If you have control points that are not from SCIMS, add the control points to the table below by selecting the 'Add Row' button and completing each of the fields that appear.

Plan Information

Survey Completion: Partial Survey **31/10/2024**

Date of Survey / Compilation: Level-Undulating

Terrain: Level-Undulating

Rounding Parameters

What rounding would you like for bearings? *

30" 10" None

What rounding would you like for distance? *

0.005m None

Click here or browse to upload

SCIMS Co-ordinates

Horizontal Datum: Select | Vertical Datum: AHD71

MARK	METHOD	STATE	SEARCH / PLACED DATE	MGA EASTING	MGA NORTHING	CLASS	PU	ZONE
<input type="text"/>	Select	Select	Select	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	Select

Buttons: Back | Save | Next | **Skip to Lodgement Details**

Callout: If you'd like to skip the Digital Plan Builder for the time being and return later, click this *Skip* button!

SCIMS Data

Sample SCIMS for Translator (2) - Copy.csv

SCIMS Co-ordinates

Horizontal Datum * GDA2020 Vertical Datum * AHD71

MARK	METHOD	STATE	SEARCH / PLACED DATE	MGA EASTING	MGA NORTHING	CLASS	PU	ZONE	CSF	
PM 12345	From SCIMS	Found	26/01/2022	355537.117	6337670.76	B	0.04	56	0.999852	
PM 57434	From SCIMS	Found	26/01/2022	355950.857	6337465.397	B	0.04	56	0.999851	
PM 25647	From SCIMS	Found	26/01/2022	355379.16	6337528.532	C	NA	56	0.999853	
SS 147965	From SCIMS	Found	26/01/2022	355612.119	6337242.817	D	NA	56	0.999852	
SS 352698	From SCIMS	Found	26/01/2022	355699	6337398	U	NA	56	0.999851	
SS 347965	From SCIMS	Found	26/01/2022	355633	6337368	U	NA	56	0.999851	
<input type="text"/>	Select	Select	Select	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	Select	<input type="text"/>	<input type="button" value="Add"/>

Back Save Next Skip to Lodgement Details

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.

Workspace DP1502629 DP1502629

Digital Plan Builder

1 Build Workspace
2 Plan Admin Form Builder
3 **Digital Plan Builder**
4 s888 Form Builder
Not Applicable
5 Lodgment Details
6 Upload Documents
7 Lodgment Summary

Case Management

Translation Parameters CAD Upload Translation (Coming Soon)

1 2 3

1 Please be aware that the CAD Translator component of the Digital Plan Builder is still in development and is in an OPEN BETA phase. When uploading a CAD file for translation on the *CAD Upload* screen, for the time being the file will be emailed to NSW LRS and an LandXML returned to you once completed.

Once this service is production ready, it will be an automated process that will automatically translate a CAD file into a LandXML and be returned to you on the final screen of the Digital Plan Builder.

2 After manipulating the CAD file as per NSW LRS standard layers (see more [here](#)), a CAD file can be uploaded (only .dwg & .dxf are supported at this time) for digital translation. You will be able to download the translated file and associated files on the next screen.

Please note: it remains the responsibility of the Surveyor to confirm the accuracy of the plan following translation.

Drag and Drop or click to upload the CAD file

Submit for Translation

Drag in, or click to upload a .dwg/.dxf CAD file, then click 'Submit for Translation'

Back Next

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

Workspace DP1502629 DP1502629

Digital Plan Builder

1 Build Workspace
2 Plan Admin Form Builder
3 **Digital Plan Builder**
4 s888 Form Builder
Not Applicable
5 Lodgment Details
6 Upload Documents
7 Lodgment Summary

Case Management

Translation Parameters CAD Upload Translation (Coming Soon)

1 2 3

1 Please be aware that the CAD Translator component of the Digital Plan Builder is still in development and is in an OPEN BETA phase. When uploading a CAD file for translation on the *CAD Upload* screen, for the time being the file will be emailed to NSW LRS and an LandXML returned to you once completed.

Once this service is production ready, it will be an automated process that will automatically translate a CAD file into a LandXML and be returned to you on the final screen of the Digital Plan Builder.

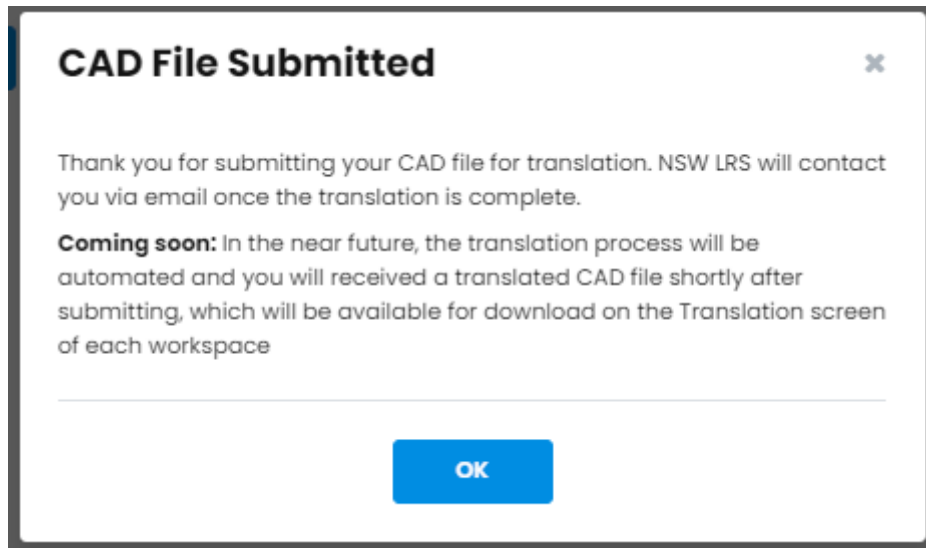
2 After manipulating the CAD file as per NSW LRS standard layers (see more [here](#)), a CAD file can be uploaded (only .dwg & .dxf are supported at this time) for digital translation. You will be able to download the translated file and associated files on the next screen.

Please note: it remains the responsibility of the Surveyor to confirm the accuracy of the plan following translation.

U2814_DP_4.dwg

Submit for Translation

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

Plan Details Create Release - Burdened Release - Benefited Terms Signatures & Forms Summary

1 — 2 — 3 — 4 — 5 — 6 — 7

Plan Number
DP1503565

This is a draft Form ⓘ

Owner ⓘ Reset

YVONNE MARGARET DARBY

Name of Owner Add Owner

Street Address *
6 Grigg St

Would you like to create, release or both? *
 Create Release

Would you like upload a terms document for easements being created, or input terms for each individual easement within the s88B form builder? ⓘ
 Upload Terms Input Terms Individually in the *Create* screen

Select to have 'DRAFT' watermark render on the PDF Download

Use the 'Reset' Button to remove / return any owners manually added / deleted

When creating easements, you have the option to either upload your own pre-made Terms document, which will get appended to the rendered PDF once you complete the s88B Form Builder, or input individual terms on the 'Create' screen when you create each easement

10.2 Creating Easements

Callout 1: Select an easement identity from the drop-down list of statutory easements. If you are creating a non-statutory easement, then select *Easement (Other)*

Callout 2: Select the relevant options for your easement description

Callout 3: Quick Access button to add Titles

Callout 4: Terms can be input for each individual easement using this toggle. If you selected *Upload Terms* on the previous screen, this toggle will be hidden.

The screenshot shows the 'Create Easements' form with the following fields and options:

- Easement 1:**
 - Select the identity of the easement * (Dropdown menu)
 - Whole or part? * (Radio buttons: Whole, Part - Part is selected)
 - Approximate position? * (Radio buttons: Yes, No - No is selected)
 - Is width variable? * (Radio buttons: Yes, No)
 - Limited in Stratum? * (Radio buttons: Yes, No - No is selected)
- Parcel Land Details:** (Quick Access button)
- Step 1. Add Burdened and Benefited:** (Section header)
- Step 2. Benefited Details Table:**

BURDENED LOT OR PARCEL	BENEFITED LOTS, ROADS, BODIES OR PRESCRIBED A
2	1
- Add Terms for this Easement *:** (Toggle switch: Yes)

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 benefiting 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.

Add Burdened and Benefited

BURDENED		BENEFITED	
1	Burdened Lots 2, 3	Benefited Lots 1, 5	
<input type="checkbox"/>	Road	Road	Prescribed Authority
+ Add Row		Save to Easement	

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	<input checked="" type="checkbox"/> Whole	
	5	<input type="checkbox"/> 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)

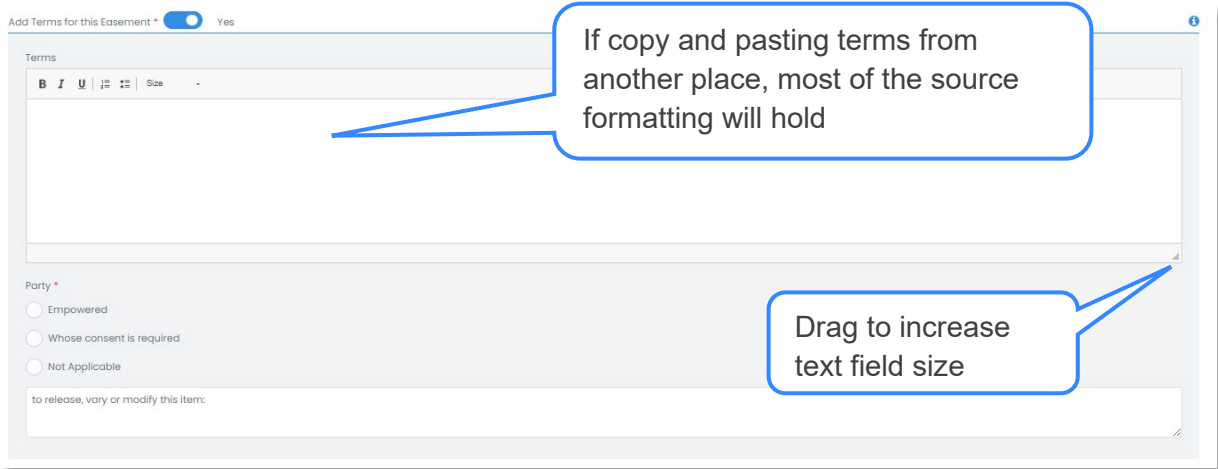
Add Terms for this Easement No

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.

Select the identity of the easement*

Easement (Other)

Please Specify (Full Easement Name)*



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.

Plan Details Create **Release - Burdened** Release - Benefited Signatures & Forms Summary

Release Easements

Showing Easements for titles added in the Workspace:
10/1206399, 2/1206399, 5/1206399, 7/1206399

Select Easements to be released

NO.	IDENTITY OF THE EASEMENT TO BE RELEASED	OR ROAD	BURDENED WHOLE OR PART	DESIGNATION OR NEW LOT
<input type="checkbox"/>	1 EASEMENT FOR DRAINAGE OF SEWAGE LIMITED IN STRATUM VARIABLE WIDTH (DP1206399)	2/1206399	<input checked="" type="checkbox"/> Whole	
<input type="checkbox"/>	2 EASEMENT FOR DRAINAGE OF SEWAGE LIMITED IN STRATUM VARIABLE WIDTH (DP1206399)	5/1206399	<input checked="" type="checkbox"/> Whole	
<input checked="" type="checkbox"/>	3 EASEMENT FOR REPAIRS VARIABLE WIDTH (DP1206399)	2/1206399	<input checked="" type="checkbox"/> Whole	
<input checked="" type="checkbox"/>	4 EASEMENT TO DRAIN WATER 3 METRE(S) WIDE AND VARIABLE (DP1206399)	2/1206399	<input checked="" type="checkbox"/> Whole	
<input type="checkbox"/>	5 RIGHT OF CARRIAGEWAY VARIABLE WIDTH (DP1206399)	2/1206399	<input checked="" type="checkbox"/> Whole	

Back Save

Search for an easement name if the list of easements is extensive, to narrow down the each.

Select the easement(s) you are intending to release

This toggle is default to **Whole**. If releasing part then switch to **Part** and provide a designation

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).

Do you need to release an easement that is not listed in the above table? No ⓘ

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

Do you need to release an easement that is not listed in the above table? Yes ⓘ

NO. ⓘ	IDENTITY OF THE EASEMENT TO BE RELEASED	BURDENED LOT OR ROAD	BURDENED WHOLE OR PART	DESIGNATION OR NEW LOT	
20	EASEMENT FOR SERVICES 2.5 WIDE (DP1206399	5/1206399	<input checked="" type="checkbox"/> Whole		

Click *Add Row* to enter more easements to be released

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.

s88B Digital Form DP1231060

Plan Details Create Release - Burdened Release - Benefited Signat

1 — 2 — 3 — 4

Select Benefited Easements to be Released

NO.	GROUP	IDENTITY OF THE EASEMENT TO BE RELEASED	CREATING INSTRUMENT DESIGNATION	BURDENED LOT OR ROAD	SELECT BENEFITED LOT, ROAD OR PRESCRIBED AUTHORITY	BENE PART	(RELEASED)
3	1	EASEMENT FOR REPAIRS VARIABLE WIDTH (DP1206399)	<input type="text"/>	2/1206399	5/1206399 <input type="text"/> <input type="button" value="+ Add"/> <input type="button" value="X"/>	<input checked="" type="checkbox"/> Whole	<input type="button" value="🔄"/>
6	2	EASEMENT FOR SERVICES 2.5 WIDE (DP1206399)	<input type="text"/>	5/1206399	7/1206399 <input type="text"/> <input type="button" value="+ Add"/> <input type="button" value="X"/>	<input checked="" type="checkbox"/> Whole	<input type="button" value="🔄"/>
4	3	EASEMENT TO DRAIN WATER 3 METRE(S) WIDE AND VARI (DP1206399)	<input type="text"/>	2/1206399	Georges River Coun <input type="text"/> <input type="button" value="+ Add"/> <input type="button" value="X"/>	<input type="checkbox"/> Whole	<input type="button" value="🔄"/>

Add benefited Lot/Title, Road or Prescribed Authority related to the easement being released

Enter the creating easement designation as shown on the plan that the easement is being release off

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.

Plan Details Create Release - Burdened Release - Benefited **Terms** Signatures & Forms Summary

1 2 3 4 5 6 7

i This section is used to upload a PDF (.pdf) file which include the terms to be included in your s88B form. The document template provided below has the required formatting to create and upload a PDF form with terms required for your s88B form. **Do not** alter the margins on this template. Alternatively you may use your own PDF document, which must include 2.5cm margins.

[Download Template](#)

MS Word Terms template download. **DO NOT** alter the margins of this document, and save it as **PDF** before uploading

Terms PDF Upload

Drag and Drop or click to select the PDF (.pdf) file

No last uploaded at 01/01/1900 00:00:00

Displays the last uploaded Terms document for this workspace

[Validate](#)

[Back](#) [Next](#)

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.

s88B Digital Form 1708

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

Select how many additional signature templates are needed for this s88B form:

Registered Proprietor (Non-corporation) ⓘ	-	0	+
Corporation (i.e. s.127 Corp. Act)	-	0	+
Power of Attorney	-	0	+
Council (as Registered Proprietor etc.)	-	0	+
Endeavour Energy (EDMHC)	-	0	+
Blank Signature Sheet	-	0	+
Blank Terms Sheet	-	0	+

Select approved forms needed for this s88B form:

Community Plan Common Seal (Approved Form 18)	-	0	+
Strata Plan Owners Corporation Seal (Approved Form 23)	-	0	+

Are statutory terms being adopted for all your statutory interests?

Yes No

Back Save Next

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

Select **Yes** to apply statutory terms to all the statutory easements you are creating

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 Create Release - Burdened Release - Benefited Signatures & Forms Summary

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 (DPI223456)	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

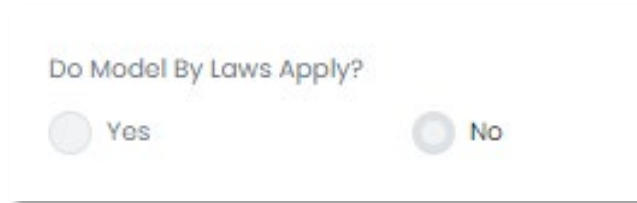
The screenshot shows the 'Lodgment Details' form with the following fields and callouts:

- Are you lodging for pre-examination or registration? ***
 - Pre-Examination
 - Registration (Callout: Pre-filled from the 'Build Workspace' Screen.)
- Lodging Party Reference *** (Callout: For a DP Admin Form this will be a selectable drop down. For Both SP and CP, it will be pre-populated.)
- Title System *** (Callout: For a SP type this will be 'Date Plan was Prepared')
- Date of Survey *** (Callout: Pre-populated from the 'Plan Number' Screen)
- First Lot *** (value: 1) and **Last Lot *** (value: 5)
- Sec 88B Instrument ***
 - Items to be Created
 - Items to be Released (Callout: If the Digital s.88B Form Builder is used these will be pre-populated)
- Is this Plan exempt from a Subdivision Certificate? ***
 - Yes
 - No (Callout: If 'No' is selected these fields must be completed prior to Lodgment.)
- Subdivision Certificate Number** and **Date of Endorsement (Subdiv. Cert)** (calendar icon)

Buttons at the bottom: Back, Save, Next

11.2 Further Notes Lodgment Details

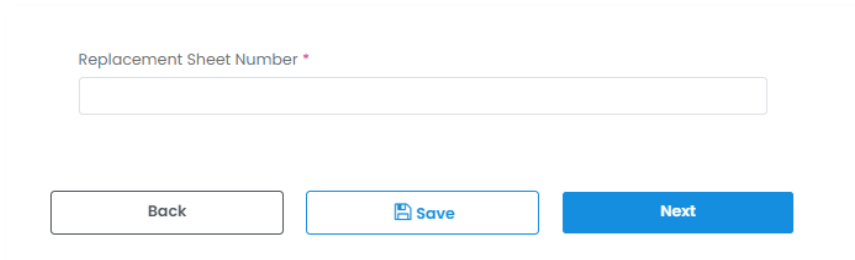
- The fields on this screen are dynamic and will change depending on your selections throughout the workspace.
- If the workspace is for a Strata Plan Type, there will be an extra question relating to the bylaws. This field will be pre-populated if the Digital Admin Form Builder is completed or if digital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



Do Model By Laws Apply?

Yes No

- 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.



Replacement Sheet Number *

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

Mandatory, optional and type of documents able to be uploaded will change depending on Plan Purpose and Plan Type

Download Plan Specific Checklist

Upload Documents by:
 Dragging and dropping into this field.
 OR
 Selecting the field and then selecting the applicable documents.

Can enter a Note to Examiner

All documents labelled 'Mandatory' must be uploaded to enable the Lodge button.

The screenshot shows the 'Upload Documents' interface. At the top right, it says 'Examination Status: N/A' and has a 'Download Deposited Plan Checklist' button. The main area is titled 'Documents Required for Plan Purpose: Subdivision' and contains two columns of document types with radio buttons and labels: 'Plan' (Mandatory), 'Checklist' (Mandatory), 'Survey Report' (Optional), 'Plan (LandXML)' (Optional), 'Admin Sheet' (Mandatory), 'S.889 Instrument' (Optional), and 'Letter' (Optional). Below this is a 'File Upload' section with a 'Drop a file here or browse to upload' area. A table below shows columns for 'FILE TYPE', 'FILE NAME', 'SHEETS', 'SIZE', and 'UPLOADED BY', with a message 'No documents have been uploaded yet'. There is a 'Note to Examiner' section with a text area. At the bottom, a 'Lodgment' section contains a message: 'You have not satisfied the requirements to lodge for Registration. Alternatively, you can lodge for Preliminary Examination by changing your lodgment type on the Lodgment Details Page.' and a 'Lodge for Registration' button. Navigation buttons 'Back', 'Save', and 'Next' are at the very bottom.

Documents Required for Plan Purpose: Strata Plan

<input checked="" type="checkbox"/> Plan	Mandatory	<input checked="" type="checkbox"/> Admin Sheet	Mandatory
<input checked="" type="checkbox"/> Checklist	Mandatory	<input type="checkbox"/> S.88B Instrument	Optional
<input type="checkbox"/> Development Contract	Optional	<input checked="" type="checkbox"/> Developers By-Laws	Mandatory
<input type="checkbox"/> Survey Report	Optional	<input checked="" type="checkbox"/> Letter	Optional
<input type="checkbox"/> Plan (LandXML)	Optional		

File Upload
Drop a file here or browse to upload

FILE TYPE	FILE NAME	SHEETS	SIZE	UPLOADED BY	DATE UPLOADED	Delete All Docs
Plan	DP12345_V3_P1.pdf	1	A4	Nick Sullivan	12/10/2022 10:49 PM	
Developers By-Laws	Testing doc _D.pdf	47	A4 - A5	Nick Sullivan	12/10/2022 10:50 PM	
Letter	Letter _L.pdf	107	A4 - A5	Nick Sullivan	12/10/2022 10:10 PM	
Admin Sheet	Digital Admin Form _S.pdf	1	A4	Nick Sullivan	12/10/2022 10:49 PM	
Checklist	Checklists _K.pdf	1	A4	Nick Sullivan	12/10/2022 10:51 PM	

Note to Examiner
Use this space to leave a comment for the examiner

Letter requesting urgency uploaded

Lodgment

i You have satisfied the requirements to lodge for Registration.
You can change your lodgment type on the [Lodgment Details Page](#).

[Lodge for Registration](#)

Once a document is uploaded, a tick will show based on the suffix of the uploaded document

If a letter is uploaded, the 'Letter of Urgency' Tick Box will display

Summary of documents uploaded. If you need to update a document, re-upload using the 'File Upload'

12.2 Upload Documents – Pre-Examination

Upload Documents [Download Community Plan Checklist](#)

Documents Required for Plan Purpose: Community Plan

<input checked="" type="checkbox"/> Plan	Mandatory	<input type="checkbox"/> Admin Sheet	Optional
<input type="checkbox"/> Checklist	Optional	<input type="checkbox"/> S.88B Instrument	Optional
<input type="checkbox"/> Management Statement	Optional	<input type="checkbox"/> Development Contract	Optional
<input type="checkbox"/> Survey Report	Optional	<input checked="" type="checkbox"/> Letter	Optional

The Plan is the only Mandatory Upload Document for a Preliminary Examination Lodgment

Even if a letter is uploaded, the 'Letter of Urgency' Tick Box will NOT display

FILE TYPE	FILE NAME	SHEETS	SIZE	UPLOADED BY	DATE UPLOADED	Delete All Docs
Letter	Letter _L.pdf	107	A4 - A5	Nick Sullivan	12/10/2022 11:21 PM	
Plan	Testing doc _P.pdf	1	A4	Nick Sullivan	12/10/2022 11:21 PM	

Note to Examiner
Use this space to leave a comment for the examiner

Lodgment

i You have satisfied the requirements to lodge for Preliminary Examination.
The Preliminary Examination option allows you to have the same dedicated account manager and preliminary examiner guide you through the registration process for a quicker and smoother plan examination.
You can change your lodgment type on the [Lodgment Details Page](#).

[Lodge for Preliminary Examination](#)

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

Upload Documents Download Deposited Plan Checklist

Documents Required for Plan Purpose: Subdivision

Plan Optional
 Admin Sheet Optional

Checklist Optional
 S.88B Instrument Optional

Survey Report Optional
 Letter Optional

Plan (LandXML) Optional

[View Uploads from Previous Versions](#)

File Upload

Drop a file here or browse to upload

FILE TYPE	FILE NAME	SHEETS	SIZE	UPLOADED BY
No documents have been uploaded yet				

Lodgment

You have not satisfied the requirements to re-lodge for Registration.

[Re-lodge for Registration](#)

Select to view documents uploaded from Previous Lodgments

All document uploads are 'Optional'. Uploading any document will enable button.

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.

Please note that after a workspace has been lodged, in order for any changes made on the **Plan Number** or **Lodgment Details** screens to be submitted to NSW LRS (eg. if you have updated lot numbers etc.), the workspace will need to be re-lodged. Please select the **Re-lodgment** button at the bottom of this screen after making any changes on these screens.

Documents Required for Plan Purpose: Subdivision

Plan Optional
 Admin Sheet Optional

Checklist Optional
 Survey Report Optional

Letter Optional
 Plan (LandXML) Optional

[View Uploads from Previous Versions](#)

File Upload

Drop a file here or browse to upload

FILE TYPE	FILE NAME	SHEETS	SIZE	UPLOADED BY	DATE UPLOADED
No documents have been uploaded yet					

Lodgment

You have satisfied the requirements to re-lodge for Registration.

[Re-lodge for Registration](#)

[Back](#)
[Save](#)
[Next](#)

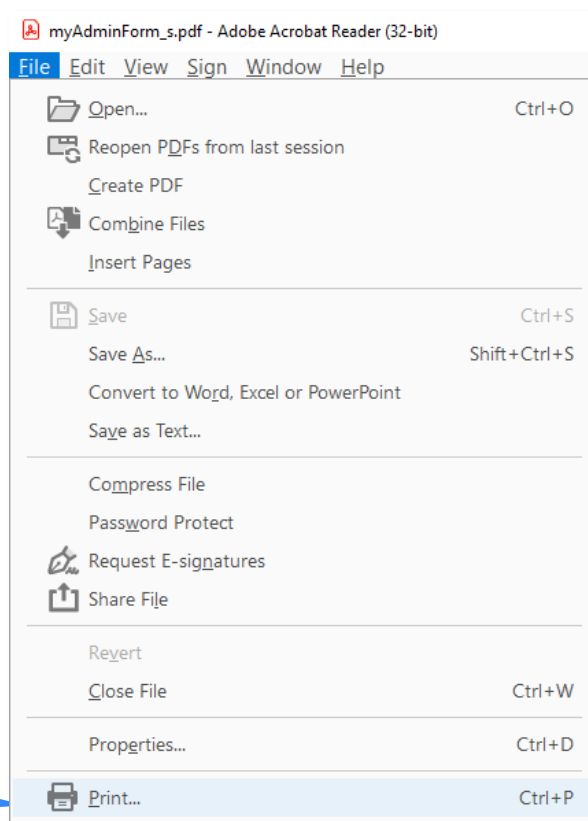
Able to re-lodge without uploading documents.

12.4 Upload Documents – Invalid Signatures

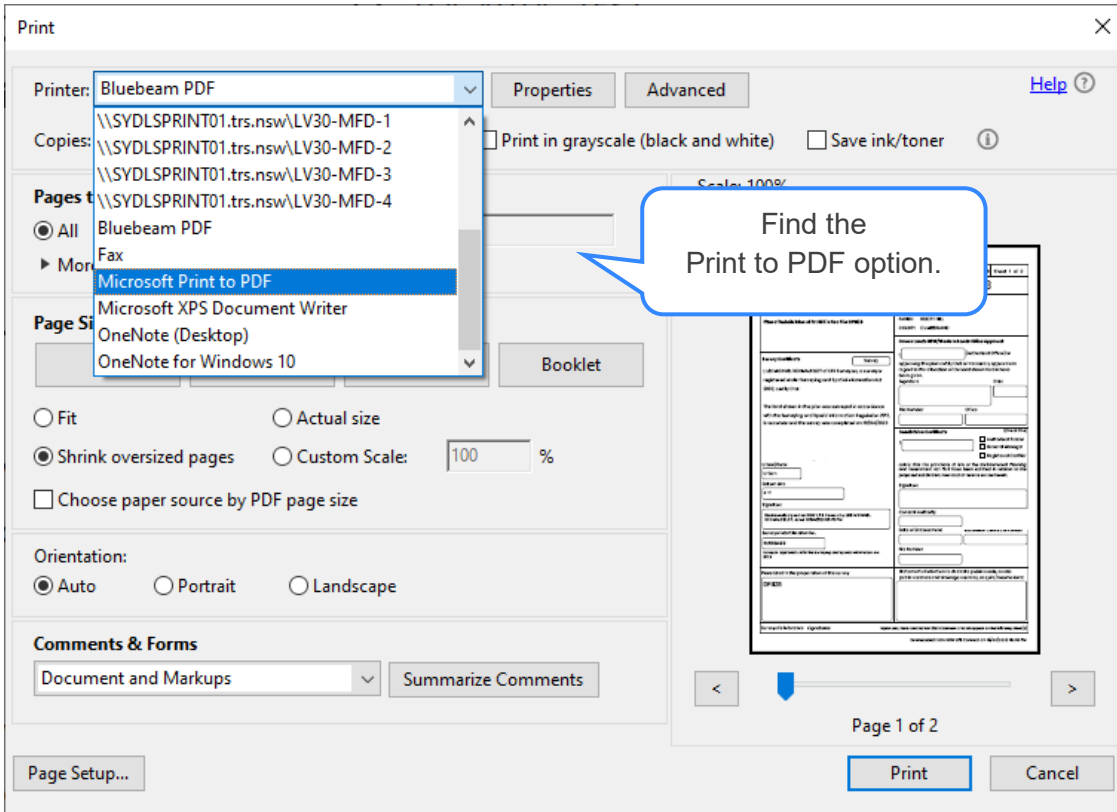
When uploading documents with electronic signatures, you may see an error that states that the pdf contains an invalid signature or has been edited after an electronic signature was added. This can be fixed in a variety of ways, one being to use the 'Print to PDF' option on your pdf editor of choice.

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.

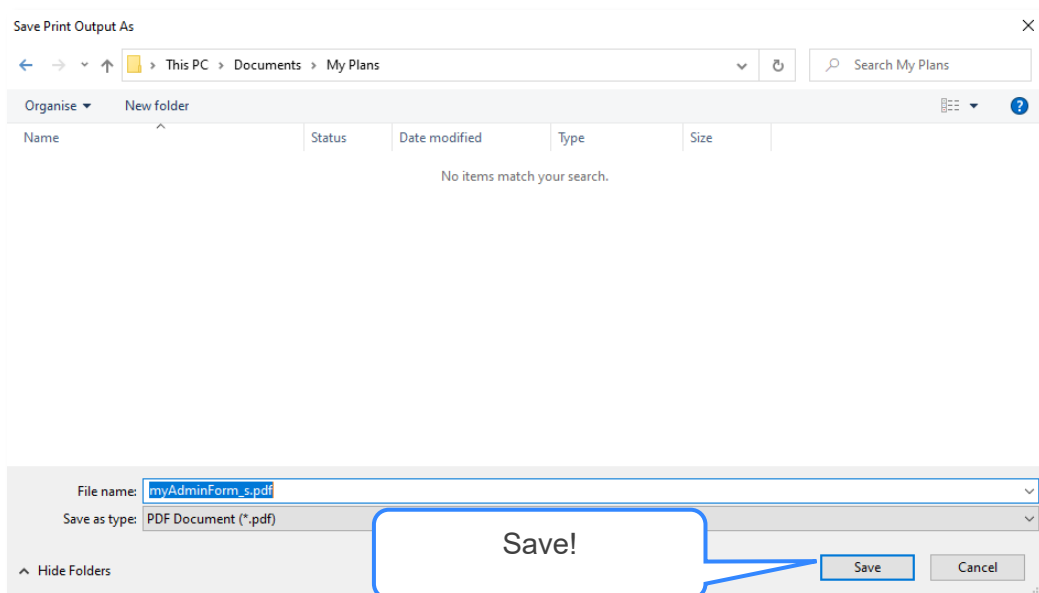
In the 'File' menu, click on "Print" or press "Ctrl+P" (Windows) on your keyboard.



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 unknown 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 relogged 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
<p>"Uploaded document [Document Name] is password protected or encrypted. Please make sure to un-lock the file and re-upload"</p>	<p>The document uploaded is encrypted or a password is required to open the document.</p> <p>Please remove these security features from the PDF and then upload the document for lodgment.</p>
<p>"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."</p>	<p>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.</p> <p>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.</p>
<p>"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."</p>	<p>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.</p> <p>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.</p>
<p>"Uploaded document [Document Name] is corrupted. Please investigate the file and re-upload"</p>	<p>The file you have uploaded is corrupted and unable to be lodged.</p> <p>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.</p>
<p>"[Document Name] uploaded is not in an acceptable file format. The uploaded document for this file type must be PDF."</p>	<p>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.</p>

	<p>Please export the file to PDF and then re-upload the file.</p>
<p>"[Document Name] uploaded is not in an acceptable file format. The uploaded document for this file type must be PDF or XML."</p>	<p>For _P file suffixes, files can be uploaded as a PDF and .XML</p> <p>If you upload a .XML file you will be required to upload the corresponding PDF image file.</p> <p>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.</p>
<p>"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"</p>	<p>The PDF you have uploaded has an invalid electronic signature or has been edited after an electronic signature was provided.</p> <p>i.e a Registered Proprietor electronically signed the signature template and then the Subdivision Certificate was completed and electronically signed.</p> <p>Please confirm that all electronic signatures are valid and correctly signed.</p> <p>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.</p> <p>For further information please see the 'Invalid Signatures' Section</p>
<p>"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"</p>	<p>If you have uploaded multiple documents at one time and one or more of them;</p> <ul style="list-style-type: none"> • 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.

	<p>If you have uploaded a file without a suffix please add the suffix to the end of the file name. i.e DPI2345_P.pdf or Signatures_S.pdf</p> <p>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.</p> <p>Make sure there is no further file name or spaces after the suffix.</p>
<p>"[Document Name] has the wrong suffix so could not be uploaded. View "Suffixes Help" for guidance."</p>	<p>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.</p> <p>If you have uploaded a file without a suffix please add the suffix to the end of the file name. i.e DPI2345_P.pdf or Signatures_S.pdf</p> <p>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.</p> <p>Make sure there is no further file name or spaces after the suffix.</p>
<p>"Are you sure you wish to replace the document "File name"" Yes/No</p>	<p>You are only able to upload one document with each suffix.</p> <p>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</p>

	<p>or keep the original document and not upload the new document.</p> <p>If you require both documents please combined them into one PDF to be uploaded.</p>
<p>"Uploaded letter document must not exceed a file size of 20mb"</p>	<p>If you have uploaded a letter requesting urgency the file size must not exceed 20mb.</p>
<p>"Please only upload one document of the same suffix type at any one time"</p>	<p>Only one document with each potential suffix for that Plan Purpose is able to be uploaded.</p> <p>Please ensure your files are labelled with the correct suffix for the document you are trying to upload.</p> <p>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.</p>
<p>"Warning: A Plan Image (_P.pdf) must also be uploaded with a LandXML (_P.xml)."</p>	<p>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).</p> <p>You are required to always upload a pdf plan image file along with a LandXML file.</p>
<p>"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."</p>	<p>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).</p> <p>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.</p>
<p>"A virus scan of the uploaded documents is currently underway. Please try</p>	<p>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</p>

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

Workspace DPI272541 Examination Status: PRE-ALLOCATED PLAN NUMBER

1 Build Workspace

2 Plan Admin Form Builder Not applicable

3 BSB Form Builder Not applicable

4 Lodgment Details

5 Upload Documents

6 **Lodgment Summary**

Case Management

Lodge for Preliminary Examination

Anticipated Lodgment Date of Final Plan *

Lodgment will not be completed until payment is complete.

Summary Details

LODGMET TYPE	Pre-Examination Plan Lodgment	PLAN TYPE	Deposited Plan
PLAN PURPOSE	Subdivision	URGENCY REQUESTED	NO

Lodging Party

NAME	KIARA BEE BEE	LODGING PARTY REFERENCE	Testinggggg
EMAIL	kiaraee+54@gmail.com		

Surveyor

NAME	KIARA BEE BEE	SURVEYOR REFERENCE	testing 123
------	---------------	--------------------	-------------

Uploaded Documents

FILE TYPE	FILE NAME	SHEETS	SIZE
	streetheet_p.pdf		

Summary

AMOUNT
\$357.30
\$32.48
\$357.30

Download the Summary as PDF

Enter anticipated lodgment date of final plan

Select 'Pay on Credit Card' to pay now or 'Pay on Account' to pay later. Fee must be paid for plan to be registered!

Back | Download Summary | Pay On Credit Card | Pay On Account

Your plan will now proceed for Preliminary Examination. Payment is payable on final lodgment. Once you move past this point no refund will be provided for choosing a Preliminary Examination. This Lodgment Fee Estimate is current as at 05/05/2023 14:16:04. A final lodgment fee estimate will be calculated on invoice. Plan lodgment fee estimates are provided as an aid in establishing lodgment fees payable. Plans proposed to be lodged at NSW Land Registry Services. The estimate is current at time of issue and based on the elements provided. NSW Land Registry Services is not bound by this estimate. Official lodgment fees can only be assessed on the information at the time it is presented and examined at NSW Land Registry Services. The estimate is only for information and does not constitute an offer of any service. The user or examination time exceeds that specified in the relevant regulations.

Payment DP1272586

- 1 Build Workspace
- 2 Plan Admin Form Builder
Not Applicable
- 3 s888 Form Builder
Not Applicable
- 4 Lodgment Details
- 5 Upload Documents
- 6 Lodgment Summary

Case Management

Order Complete

Please print out this page as a confirmation of order.

[Print this Page](#)

Thank you, your payment has been processed

Date: 08/05/2023
Transaction Reference: EC00500296
Credit Card Payment Receipt: 100823

FEE DESCRIPTION	AMOUNT
ZERO OR FIRST LOT FEE *	\$324.80
LOT FEE *	\$2,923.20
INCLUSIVE OF GST	\$295.30
Total	\$3,248.00

[Return to Lodgment Summary](#)

Credit Card has been successfully charged

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.

Workspace DP1272586

- 1 Build Workspace
- 2 Plan Admin Form Builder
Not Applicable
- 3 s888 Form Builder
Not Applicable
- 4 Lodgment Details
- 5 Upload Documents
- 6 Lodgment Summary

Case Management

Examination Status: AWAITING EXAMINATION

Lodgment successful

Plan Number: DP1272586
Version Number: 1
Lodgment Date: 08/05/2023

Summary Details

LODGMET TYPE	Registration Plan Lodgment	PLAN TYPE	Deposited Plan
PLAN PURPOSE	Subdivision	LODGMET VERSION	1
Lodging Party			
NAME	KIARA BEE BEE	LODGING PARTY REFERENCE	Testingggg
EMAIL	kiarales1+44@gmail.com		
Surveyor			
NAME	KIARA BEE BEE	SURVEYOR REFERENCE	testing 123

Uploaded Documents

FILE TYPE	FILE NAME	SHEETS	SIZE
Plan	threeSheet_p.pdf	3	A3
Admin Sheet	sample_s.pdf	2	A4
Checklist	sample_k.pdf	2	A4

Lodgment Fee

FEE DESCRIPTION	AMOUNT
	\$324.80
	\$2,923.20
	\$295.30
	\$3,248.00

Download the Summary as PDF

Back

Download Summary

Download Invoice

Finish

Able to Download a Copy of the Invoice

Version that is lodged, this will update accordingly with each re-lodgment.

Able to Download a Copy of the Invoice

Download the Summary as PDF

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.

Workspace DPI272616 Examination Status: N/A

- 1 Build Workspace
- 2 Plan Admin Form Builder Not Applicable
- 3 s288 Form Builder Not Applicable
- 4 Lodgment Details
- 5 Upload Documents
- 6 Lodgment Summary**
- Case Management

Lodge for Preliminary Examination

✔ Lodgment in Progress Refresh

Workspaces cannot be edited while Lodgment is in Progress
Plan Number: DPI272616
 Version Number: Pending
 Lodgment Date: 05/05/2023
 Anticipated Lodgment Date of Final Plan: 13/05/2023

Select ‘Refresh’ to see if the status has updated.

Summary Details

LODGMET TYPE	Pre-Examination Plan Lodgment	PLAN TYPE	Deposited Plan
PLAN PURPOSE	Subdivision	URGENCY REQUESTED	NO
Lodging Party			
NAME	KIARA BEE BEE	LODGING PARTY REFERENCE	Testingggg
EMAIL	kiarales+44@gmail.com		
Surveyor			
NAME	KIARA BEE BEE	SURVEYOR REFERENCE	testing 123

Uploaded Documents

FILE TYPE	FILE NAME	SHEETS	SIZE
Plan	threeSheet_p.pdf	3	A3

Lodgment Fee

FEE DESCRIPTION	AMOUNT
ZERO OR FIRST LOT FEE - (PRE-EXAMINATION) *	\$357.50
LOT FEE - (PRE-EXAMINATION) *	\$3,215.70
INCLUSIVE OF GST	\$3,248.90
	\$3,573.00

... fees payable on final lodgment. Once you move past this point no refund will be provided for choosing a Preliminary Examination.
 ... GST amount will be calculated on Invoice.
 ... proposed to be lodged at NSW Land Registry Services. The estimate is current at time of issue and based on the elements of the proposed lodgment entered by the user.
 NSW Land Registry Services is not bound by this estimate. Official lodgment fees can only be assessed at the time it is presented and examined at NSW Land Registry Services. The estimate is only for initial lodgment of the plan. Additional fees may apply if elements have been omitted by the user or examination time exceeds that specified in the relevant regulations.

Back Download Summary Finish

Download the Summary as PDF

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.

- 1** Build Workspace
- 2** Plan Admin Form Builder
Not Applicable
- 3** s88B Form Builder
Not Applicable
- 4** Lodgment Details
- 5** Upload Documents
- 6** Lodgment Summary

Case Management



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.

Case Management

Requisitions >

Workspace History >

← Back to 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



DPI270198

Surveyor: Jason Surveyor Lodging Party: I Love Surveying

Workspace History

VERSION	LODGMET TYPE	LODGMET 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 DPI270198 ✕

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

Workspace

- 1** Build Workspace
- 2** Plan Admin Form Builder
Not Applicable
- 3** s88B Form Builder
Not Applicable
- 4** Lodgment Details
- 5** Upload Documents
- 6** Lodgment Summary

Case Management

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

Case Management

Requisitions >

Workspace History >

← Back to Workspace

PE Requisitions
Final Plan Requisitions

LETTER NO.	REQUISITION DATE	OWNER	DUE DATE	STATUS
1	07/12/2022	Surveyor	! 05/02/2023	Not Satisfied ⬇️
2	07/12/2022	Lodging Party	! 05/02/2023	Not Satisfied ⬇️

1 to 2 of 2 items

Non-Preliminary Examination Lodgment - Requisitions

Case Management

Requisitions >

Workspace History >

[← Back to 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

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.

PE Requisitions
Final Plan Requisitions

LETTER NO.	REQUISITION DATE	OWNER	DUE DATE	STATUS								
1	07/12/2022	Surveyor	! 05/02/2023	Not Satisfied								
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>ITEM NO.</th> <th>CHECKLIST NO.</th> <th>STATUS</th> <th>REQUISITION DETAIL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1.11</td> <td>Not Satisfied</td> <td>The terminals of the datum line must be shown on your plan using distinguishing characters. R001-2</td> </tr> </tbody> </table>					ITEM NO.	CHECKLIST NO.	STATUS	REQUISITION DETAIL	1	1.11	Not Satisfied	The terminals of the datum line must be shown on your plan using distinguishing characters. R001-2
ITEM NO.	CHECKLIST NO.	STATUS	REQUISITION DETAIL									
1	1.11	Not Satisfied	The terminals of the datum line must be shown on your plan using distinguishing characters. R001-2									
2	07/12/2022	Lodging Party	! 05/02/2023	Not Satisfied								
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>ITEM NO.</th> <th>CHECKLIST NO.</th> <th>STATUS</th> <th>REQUISITION DETAIL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>8.15</td> <td>Not Satisfied</td> <td>Plan lodgment fees are unpaid. Registration of the plan will be delayed until this matter is resolved. If the invoice has been paid since the date of this notice please respond with the relevant payment details. R002-2</td> </tr> </tbody> </table>					ITEM NO.	CHECKLIST NO.	STATUS	REQUISITION DETAIL	1	8.15	Not Satisfied	Plan lodgment fees are unpaid. Registration of the plan will be delayed until this matter is resolved. If the invoice has been paid since the date of this notice please respond with the relevant payment details. R002-2
ITEM NO.	CHECKLIST NO.	STATUS	REQUISITION DETAIL									
1	8.15	Not Satisfied	Plan lodgment fees are unpaid. Registration of the plan will be delayed until this matter is resolved. If the invoice has been paid since the date of this notice please respond with the relevant payment details. R002-2									

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

PE Requisitions		Final Plan Requisitions		
LETTER NO.	REQUISITION DATE	OWNER	DUE DATE	STATUS
2	07/12/2022	Lodging Party	05/02/2023	Not Satisfied
1	07/12/2022	Surveyor	05/02/2023	Satisfied

ITEM NO.	CHECKLIST NO.	STATUS	REQUISITION DETAIL
1	1.11	Satisfied	The terminals of the datum line must be shown on your plan using distinguishing characters. R001-2

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.

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

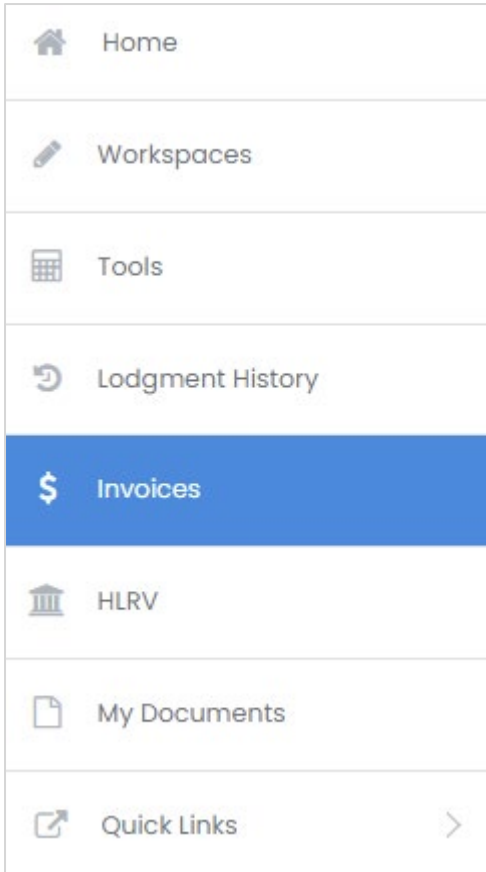
ITEM NO.	CHECKLIST NO.	STATUS	REQUISITION DETAIL
1	8.1	Not Satisfied	The Administration Sheet must be signed by all registered proprietors in accordance with s.195D Conveyancing Act 1919.

1 to 2 of 2 items

A Lodging Party that isn't a Surveyor cannot download or expand the 'Surveyor' requisition row to see the details of that requisition

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
<input type="checkbox"/>	DP1271613	3002604625	23/01/2023	Q1008648Q	30/01/2023	\$649.60		Pay Now
<input type="checkbox"/>	DP1271582	3002604558	17/01/2023	Q1008630L	24/01/2023	\$649.60		Pay Now
<input type="checkbox"/>	DP1271460	3002604280	19/12/2022	Q1008504R	26/12/2022	\$649.60		Pay Now
<input type="checkbox"/>	DP1271459	3002604279	19/12/2022	Q1008503T	26/12/2022	\$1,624.00		Pay Now
<input type="checkbox"/>	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.

Review and Payment

Payment Details Order Complete

1 2

i Please do not refresh the page until you complete payment.

Order Summary

DESCRIPTION	REFERENCE NUMBER	INVOICE NUMBER	AMOUNT
NSW LRS Connect	3002603635	Q1008281K	\$714.60
NSW LRS Connect	3002602495	Q1007198B	\$357.30
Total			\$1,071.90

Reference Number (Optional)

i If you have a reference number that you would like to record with your payment please enter it here.

Reference Number (20 characters max)

Card Number

Expiry Date * MM YY CVN **i**



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

Review and Payment

Payment Details Order Complete

1 ————— 2

Order Complete

Please print out this page as a confirmation of order. [Print this Page](#)

✓ Thank you, your payment has been processed

Date: 30/01/2023
Transaction Reference: EC00500205
Credit Card Payment Receipt: 935581

DESCRIPTION	REFERENCE NUMBER	INVOICE NUMBER	AMOUNT
NSW LRS Connect	3002603635	Q1008281K	\$714.60
NSW LRS Connect	3002602495	Q1007198B	\$357.30
Total			\$1,071.90

[Return to invoices](#)

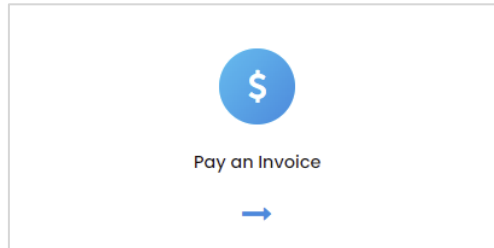
Upon returning to the Invoices screen, you can click the 'View outstanding invoices and available credits only' toggle to now display all invoices, and you will be able to see your invoices now have a status of "Completed".

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

	DP1270220	3002602495	30/09/2022	Q1007198B	07/10/2022	\$357.30	✓ Completed
--	-----------	------------	------------	-----------	------------	----------	-------------

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.

Pay An Invoice

Invoice Number *

No customer number

Customer Number *

I'm not a robot  reCAPTCHA
Privacy - Terms

Pay Now


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

Pay An Invoice

Invoice Number *

No customer number

Customer Number

I'm not a robot  reCAPTCHA
Privacy - Terms

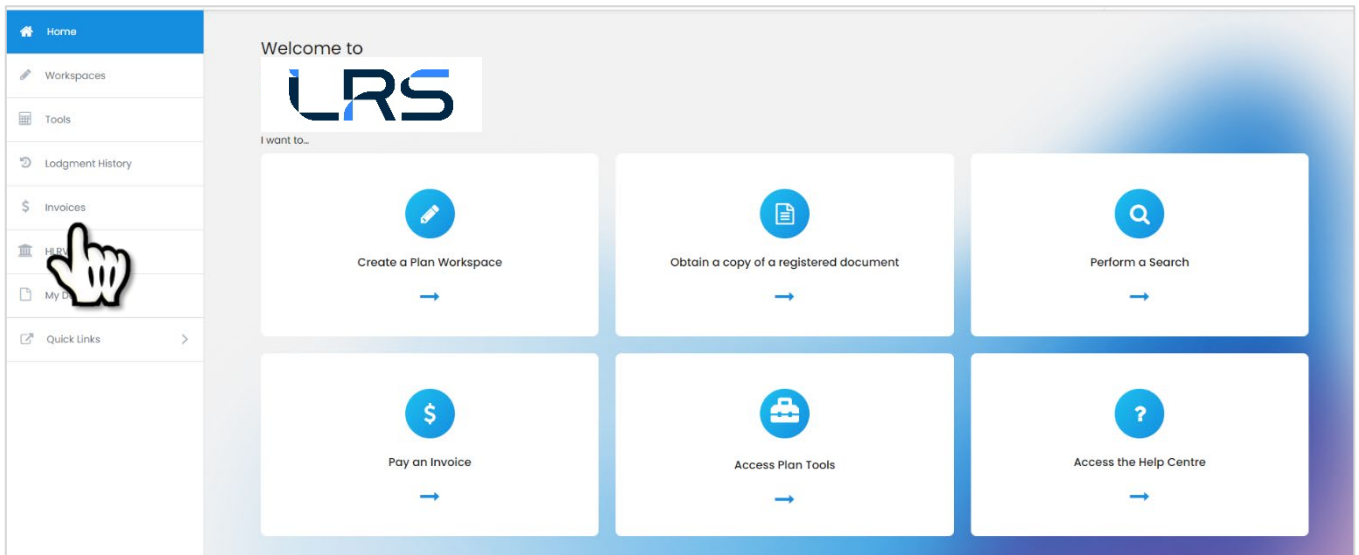
Pay Now

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.

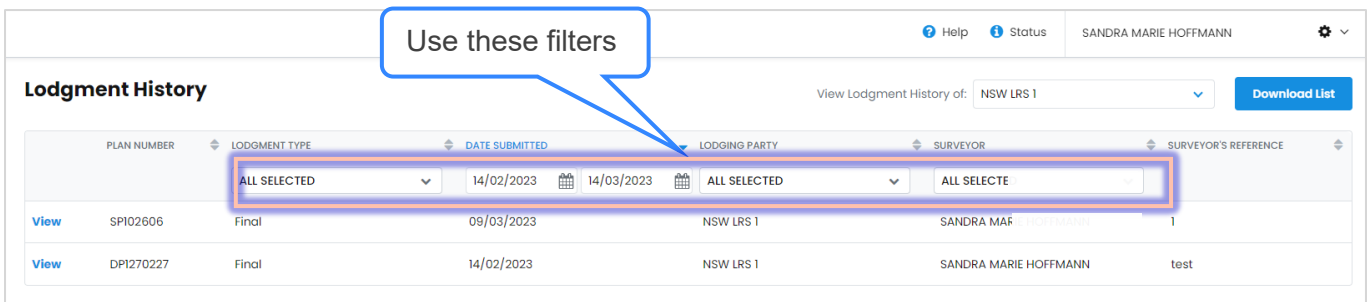
To view the Lodgment History, select Lodgment History from the side navigation menu.



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).



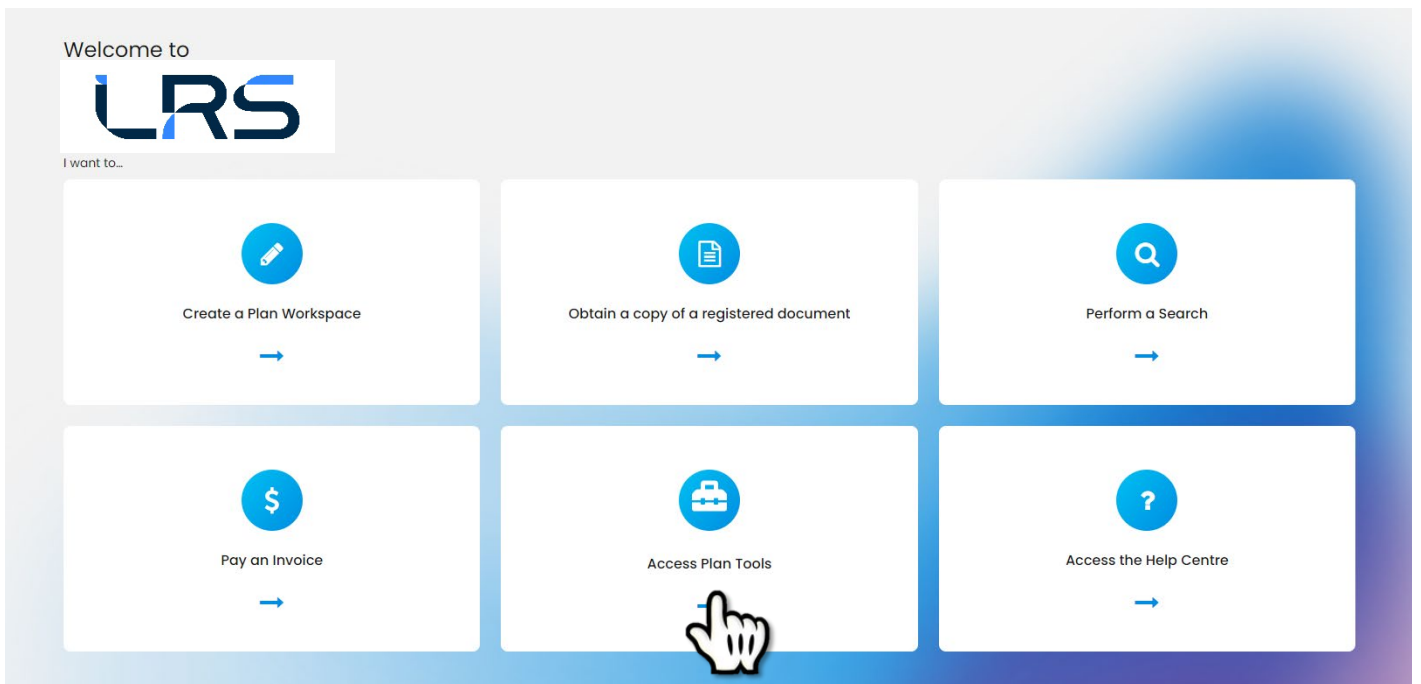
By clicking the **View** next to Plan Number, you can view the details of that lodged plan, including all the lodged documents.

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						

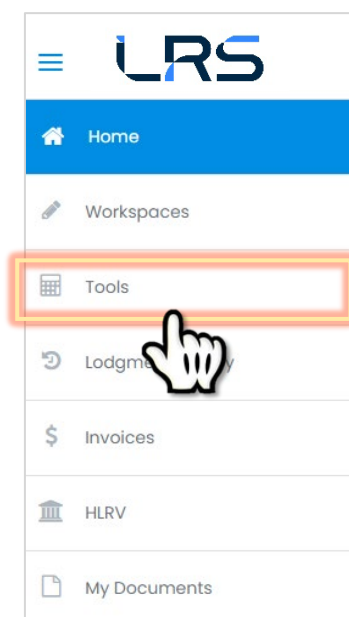
18. Tools

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.



OR

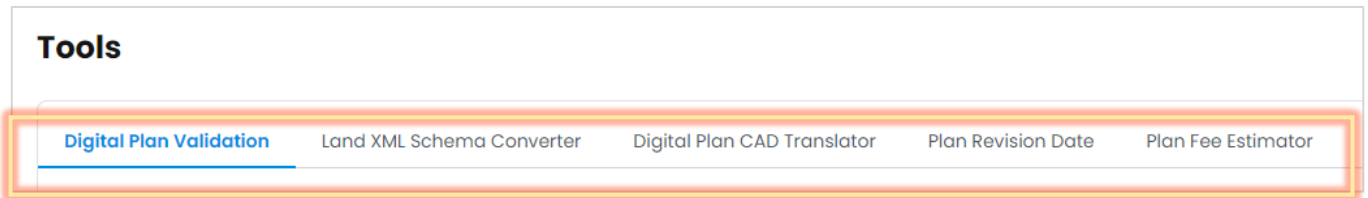
Tools can also be accessed at anytime by clicking on 'Tools' on the side navigation menu.



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

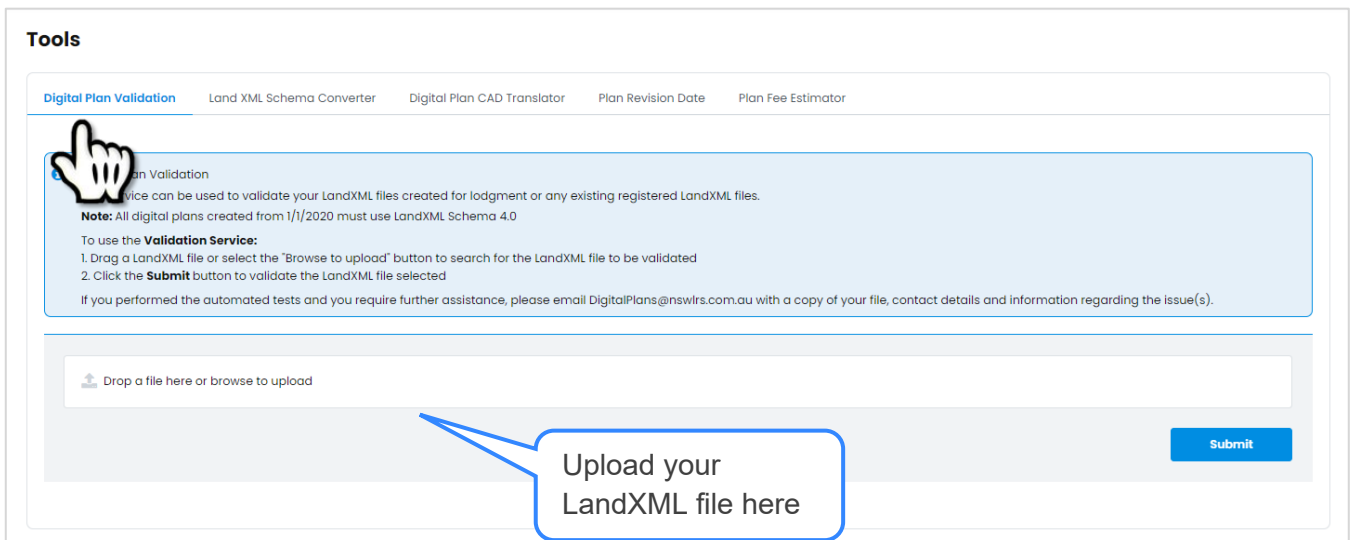
- Digital Plan Validation
- LandXML Schema Converter
- Digital Plan CAD Translator
- Plan Revision Date
- Plan Fee Estimator

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

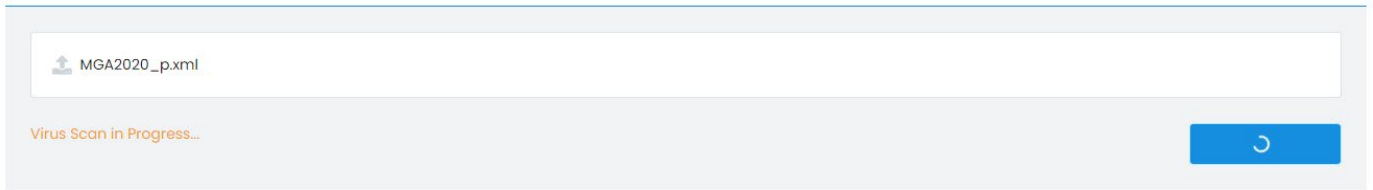


18.1 Digital Plan Validation

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



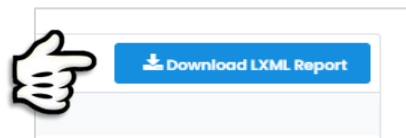
To use this tool, you will need to upload a .xml file, either by dragging and dropping it into the field provided or clicking the field and browsing your files. Once selected, click the **Submit** button.



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.

Tools

Digital Plan Validation **Land XML Schema Converter** Digital Plan CAD Translator Plan Revision Date Plan Fee Estimator

LandXML Schema Converter

If your file was created in a schema previous to version 4.0, this can be updated to the latest schema:

1. Drag a LandXML file or select the **Browse to upload** button to search for the LandXML file to be converted
2. Click the **Submit** button to convert the file
3. Save the converted file for use in the Digital Plan Validation Service or any other purpose

If you require further assistance, please email DigitalPlans@nswlrs.com.au with a copy of your file, contact details and information regarding the issue(s)

Drop a file here or browse to upload

Upload your LandXML file here

Submit

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.

Dummyxml_P.xml

Virus Scan in Progress...

Submit

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

Dummyxml_P.xml

✓ Dummyxml_P_schema4.xml

Submit

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.

Downloaded

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.

Tools

Digital Plan Validation Land XML Schema Converter **Digital Plan CAD Translator** Plan Revision Date Plan Fee Estimator

Digital Plan CAD Translator

The Digital Plan CAD Translator is a tool for Surveyors to streamline the creation of a Digital Plan file for electronic plan lodgment with NSW LRS.

After manipulating the CAD file as per NSW LRS standard layers (see more [here](#)), a CAD file can be uploaded (only .dwg & .dxf are supported at this time) for digital translation. You will receive a LandXML file to your e-mail address shortly after upload.

This translator is currently in a BETA release build, as a result you may be contacted by NSW LRS if the CAD file you have uploaded has not translated completely.

Plan Number * ⓘ
e.g. DP280028

Enter a Plan Number here

Drop a file here or browse to upload

Upload your .dwg or .dxf file here

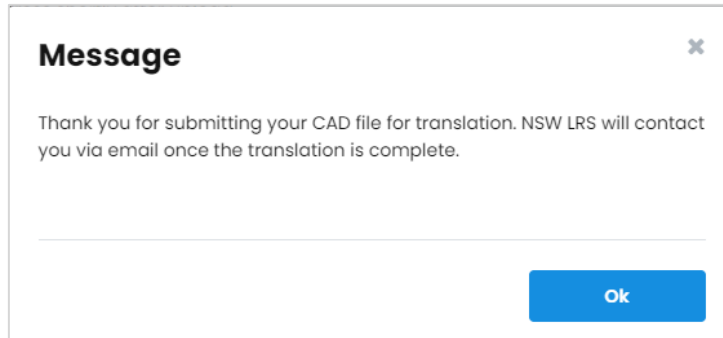
Submit

Plan Number * ⓘ
DP280105

uat_CAD_20230227102712_19513 AW convert_a_KL Update (1).dwg

Submit

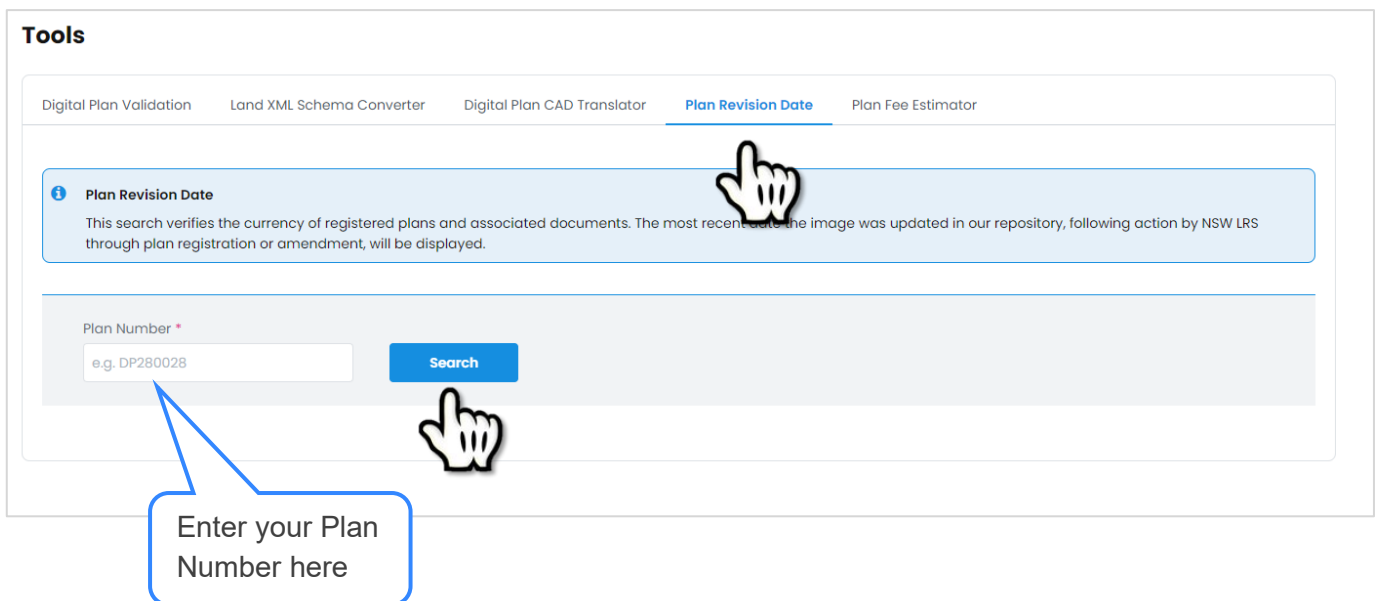
When the above fields have been populated with a Plan Number and the associated .dwg file uploaded. You can now click the **Submit** button to send the file for translation. A virus scan will run to check your uploaded file.



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.

Tools

Digital Plan Validation Land XML Schema Converter Digital Plan CAD Translator Plan Revision Date Plan Fee Estimator

Plan Revision Date

This search verifies the currency of registered plans and associated documents. The most recent date the image was updated in our repository, following action by NSW LRS through plan registration or amendment, will be displayed.

Plan Number *

DOCUMENT TYPE	NO. OF PAGES	REVISION DATE
Plan	6	21/01/2023
s88B	11	01/04/2022
Letter	1	01/04/2022
Management Statement	18	01/04/2022

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.

Tools

Digital Plan Validation Land XML Schema Converter Digital Plan CAD Translator Plan Revision Date Plan Fee Estimator

Plan Fee Estimator

The Plan Fee Estimator allows you to select one or more plan purposes, enter additional plan information such as easements, and obtain a total fee which is correct at date of estimate.

Try our Preliminary Examination service from **\$357.30** per lot. (or **\$765.60** per lot for a Community Plan) (Prices are GST inclusive)

The Preliminary Examination service provides an initial examination and assessment of plans, against lodgment and registration requirements before final lodgment with NSW LRS.

You will receive a dedicated account manager and preliminary examiner, who will remain the same, and guide you throughout, eliminating legal and/or survey delays, providing your project a smoother registration process.

The Preliminary Examination service reduces development timelines, with the plan being assessed by NSW LRS at the same time it is being processed by the council and consent authority.

Lodgment Type

Preliminary-Examination Registration

Type *

Purpose *

Select your Plan Type here
(DP, SP, CP, Neighbourhood,

Select your Plan Purpose here

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.

Lodgment Type

Preliminary-Examination
 Registration

Type *

Deposited Plan

Purpose *

Subdivision

Number of Lots *

5

Number of 88B Easements Created

1

Number of 88B Easements Released

3

Reset Submit



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.

PRE ALLOCATED PLAN NUMBER	PLAN TYPE	PLAN PURPOSE	LOCALITY	SURVEYOR'S REFERENCE	LOT RANGE	DATE ISSUED	DATE MODIFIED	WITHDRAW PPN
DP1502539	Deposited Plan	SUBDIVISION	DUBBO	KKDP0123	1 - 9	08/10/2024	08/10/2024	Withdraw
DP1502417	Deposited Plan	SUBDIVISION	MCGRATHS HILL	SUR-4	1 - 5	30/09/2024	30/09/2024	Withdraw
DP1502088	Deposited Plan	SUBDIVISION	BINALONG	123	1 - 123	28/08/2024	28/08/2024	Withdraw

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.

PRE ALLOCATED PLAN NUMBER	PLAN TYPE	PLAN PURPOSE	LOCALITY	SURVEYOR'S REFERENCE	LOT RANGE	DATE ISSUED	DATE MODIFIED	WITHDRAW PPN
DP1502539	Deposited Plan	SUBDIVISION	DUBBO	KKDP0123	1 - 9	08/10/2024	08/10/2024	Withdraw
DP1502417	Deposited Plan	SUBDIVISION	MCGRATHS HILL	SUR-4	1 - 5	30/09/2024	30/09/2024	Withdraw
DP1502088	Deposited Plan	SUBDIVISION	BINALONG	123	1 - 123	28/08/2024	28/08/2024	Withdraw

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.

PPN Management

My Current PPN's Request Transfer/Withdrawal of a PPN Pending Requests PPN Request History

PRE ALLOCATED PLAN NUMBER	PLAN TYPE	PLAN PURPOSE	LOCALITY	SURVEYOR'S REFERENCE	LOT RANGE	DATE ISSUED	DATE MODIFIED	WITHDRAW PPN
<input type="text"/>	ALL SELECTED	ALL SELECTED	<input type="text"/>	<input type="text"/>		dd/mm/	dd/mm/	
DP1502539	Deposited Plan	SUBDIVISION	DUBBO	KKDP0123	1 - 9	08/10/2024	08/10/2024	Withdraw
DP1502417	Deposited Plan	SUBDIVISION	MCGRATHS HILL	SUR-4	1 - 5	30/09/2024	30/09/2024	Withdraw

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



Confirm Withdrawal ✕

Are you sure you want to withdraw **PPN DP1502539**? This action cannot be undone.

Cancel
Yes, withdraw my PPN



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.

✔ Success! PPN DP1502002 has been withdrawn.

Home

Workspaces

PPN Management

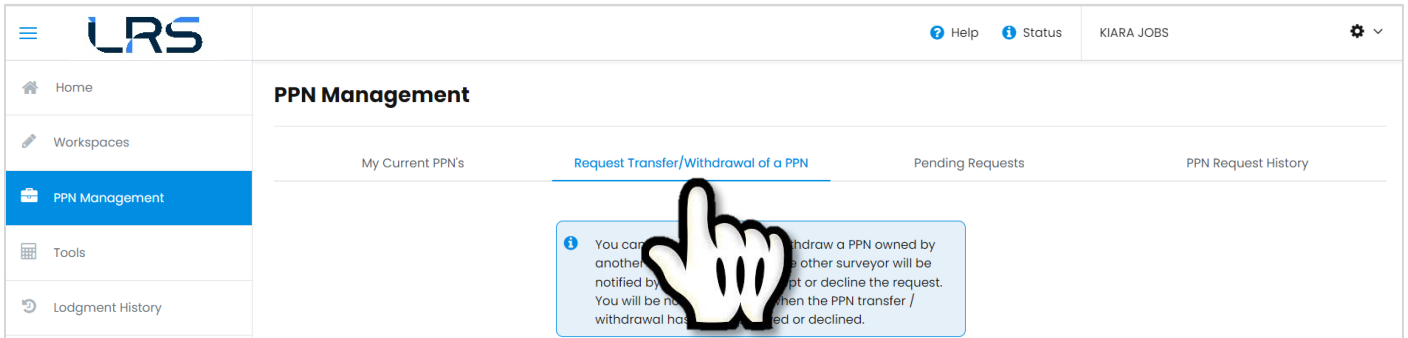
PPN Management

My Current PPN's Request Transfer/Withdrawal of a PPN Pending Requests PPN Request History

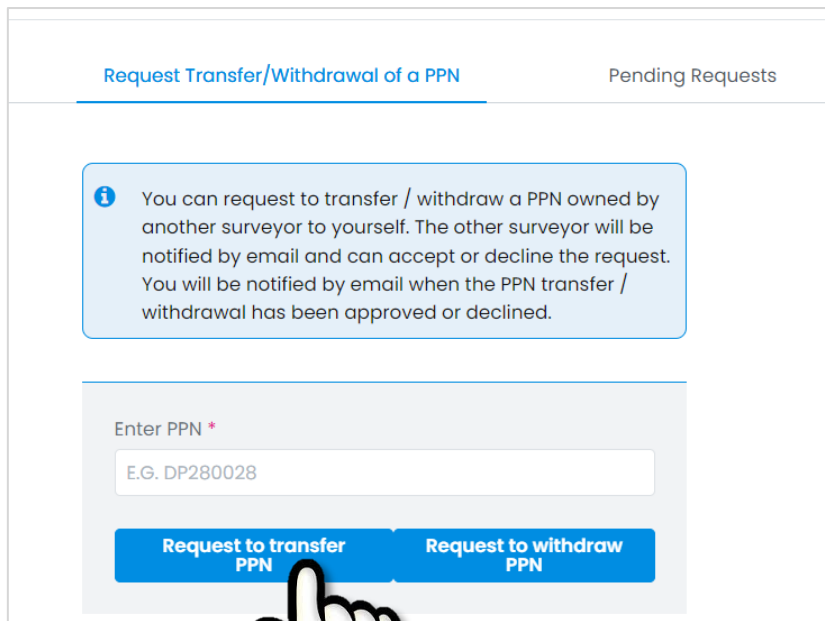
PRE ALLOCATED PLAN NUMBER	PLAN TYPE	PLAN PURPOSE	LOCALITY	SURVEYOR'S REFERENCE	LOT RANGE	DATE ISSUED	DATE MODIFIED	WITHDRAW PPN
<input type="text"/>	ALL SELECTED	ALL SELECTED	<input type="text"/>	<input type="text"/>		dd/mm/	dd/mm/	

19.3 How to transfer a PPN from another surveyor

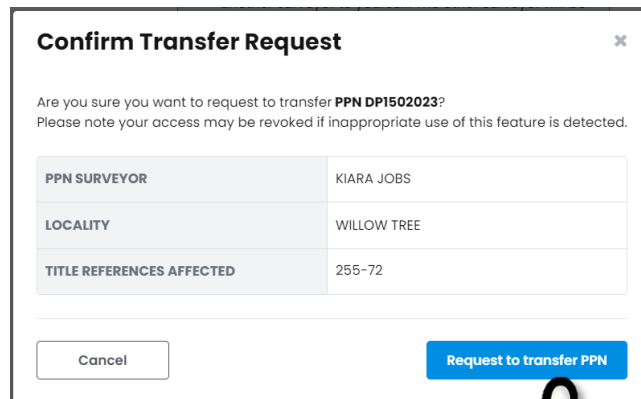
You can request to transfer a PPN owned by another surveyor to yourself by selecting the **Request Transfer/Withdrawal of a PPN** tab from the PPN Management screen.



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 the page that confirms your request to transfer 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 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.

Success! Your request to transfer PPN DPI502023 has been sent.

PPN Management

My Current PPN's Request Transfer/Withdrawal of a PPN **Pending Requests** PPN Request History

i You have requested to transfer / withdraw the following PPN(s). You will be notified by email when the PPN transfer / withdrawal has been approved or declined.
[View Terms and Conditions](#)

PRE ALLOCATED PLAN NUMBER	REQUEST TYPE	REQUEST DATE	DAYS SINCE REQUEST MADE	PPN SURVEYOR	SURVEYOR'S REF	PLAN PURPOSE	LOCALITY	LOT RANGE	CANCEL REQUEST
<input type="text"/>	ALL SELECTED ▾			<input type="text"/>		ALL SELECTED ▾			
DPI502023	TRANSFER	08/10/2024	0	KIARA JOBS	123	SUBDIVISION	WILLOW TREE	1 - 123	Cancel

11 to 11 of 11 items

< 1 2 >

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.

[Request Transfer/Withdrawal of a PPN](#) Pending Requests

i You can request to transfer / withdraw a PPN owned by another surveyor to yourself. The other surveyor will be notified by email and can accept or decline the request. You will be notified by email when the PPN transfer / withdrawal has been approved or declined.

Enter PPN *

E.G. DP280028

Request to transfer PPN **Request to withdraw PPN**

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

Confirm Withdraw Request ✕

Are you sure you want to request to withdraw PPN DP1502023?
Please note your access may be revoked if inappropriate use of this feature is detected.

PPN SURVEYOR	KIARA JOBS
LOCALITY	WILLOW TREE
TITLE REFERENCES AFFECTED	255-72

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.

The screenshot shows the LRS PPN Management interface. A callout box points to the 'My PPN Requests' table with the text: "PPN Requests created by you are displayed under My PPN Requests". The table has the following data:

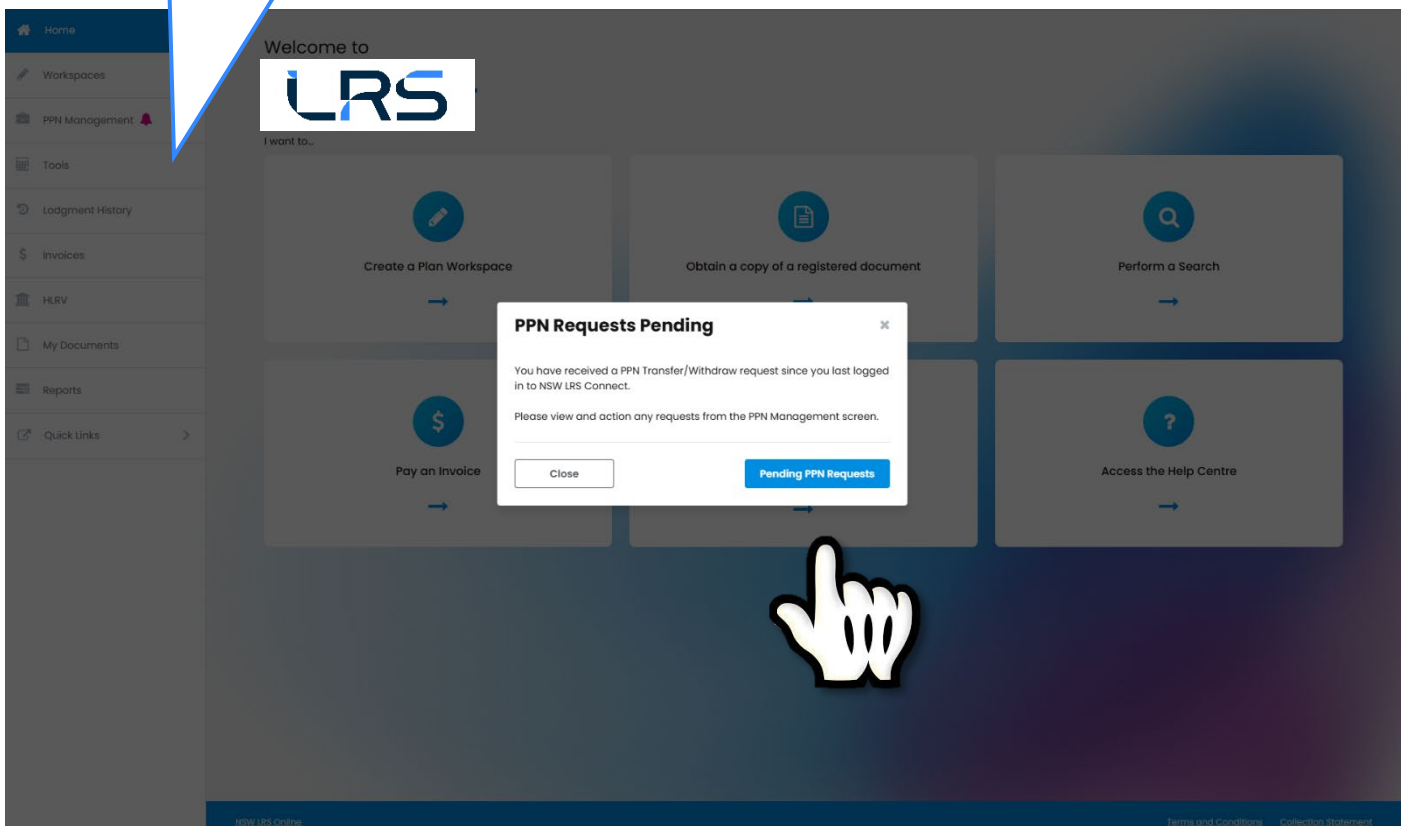
PRE ALLOCATED PLAN NUMBER	REQUEST TYPE	REQUEST DATE	DAYS SINCE REQUEST MADE	PPN SURVEYOR	SURVEYOR'S REF	PLAN PURPOSE	LOCALITY	LOT RANGE	CANCEL REQUEST
DP272207	WITHDRAW	27/08/2024	62		asdf123	COMMUNITY PLAN	WILLOW TREE	1 - 1231	Cancel

A hand cursor is pointing to the 'Cancel' button in the 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.

A notification bell icon will appear in this tab when you have pending PPN requests to action



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 Management

My Current PPN's Request Transfer/Withdrawal of a PPN **Pending Requests** PPN Request History

My PPN Requests

PRE ALLOCATED PLAN NUMBER	REQUEST TYPE	REQUEST DATE	DAYS SINCE REQUEST MADE	PPN SURVEYOR	SURVEYOR'S REF	PLAN PURPOSE	LOCALITY	LOT RANGE	CANCEL REQUEST
DP272207	WITHDRAW	27/08/2024	62	osdf123	COMMUNITY PLAN	WILLOW TREE	1 - 1231	Cancel	

1 to 1 of 1 items

PPN Requests to be Actioned

PRE ALLOCATED PLAN NUMBER	REQUEST TYPE	REQUEST DATE	DAYS REMAINING UNTIL AUTO ACTION	REQUESTING SURVEYOR	SURVEYOR'S REF	PLAN PURPOSE	LOCALITY	LOT RANGE	ACTION REQUEST
DP1502088	TRANSFER	28/10/2024	7	DAN CONNOR	123	SUBDIVISION	BINALONG	1 - 123	Decline Approve

1 to 1 of 1 items

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.

Success! PPN DPI700957 has been transferred

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

PRE ALLOCATED PLAN NUMBER	PLAN TYPE	PLAN PURPOSE	REQUESTING SURVEYOR	ACTIONED BY	LOCALITY	SURVEYOR'S REFERENCE	LOT RANGE	PPN ISSUE DATE	REQUEST DATE	PPN STATUS
DP1502574	Deposited Plan	SUBDIVISION	KIARA JOBS	Dan connor	DUBBO	SUR-4	1 - 2	14/10/2024	29/10/2024	Transfer Denied
DP1502088	Deposited Plan	SUBDIVISION	KIARA JOBS	Dan connor	BINALONG	123	1 - 123	28/08/2024	29/10/2024	Transfer Denied
DP1502088	Deposited Plan	SUBDIVISION	DAN CONNOR	KIARA JOBS	BINALONG	123	1 - 123	28/08/2024	28/10/2024	Transferred
DP1502089	Deposited Plan	SUBDIVISION	KIARA JOBS	KIARA JOBS	FORSTER	αA0112356789_().#f	1 - 123	28/08/2024	08/10/2024	Withdrawn
DP1502002	Deposited Plan	SUBDIVISION	KIARA JOBS	KIARA JOBS	WILLOW TREE	1	1 - 123	15/08/2024	08/10/2024	Withdrawn
DP1502023	Deposited Plan	SUBDIVISION	DAN CONNOR	Dan connor	WILLOW TREE	123	1 - 123	19/08/2024	08/10/2024	Transfer Cancelled
DP1502023	Deposited Plan	SUBDIVISION	DAN CONNOR	Dan connor	WILLOW TREE	123	1 - 123	19/08/2024	08/10/2024	Transfer Cancelled
DP1502023	Deposited Plan	SUBDIVISION	DAN CONNOR	Dan connor	WILLOW TREE	123	1 - 123	19/08/2024	08/10/2024	Transfer Cancelled
DP1502023	Deposited Plan	SUBDIVISION	DAN CONNOR	Dan connor	WILLOW TREE	123	1 - 123	19/08/2024	08/10/2024	Transfer Cancelled
DP1502023	Deposited Plan	SUBDIVISION	DAN CONNOR	LRS Admin	WILLOW TREE	123	1 - 123	19/08/2024	08/10/2024	Withdrawn

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