



LAND REGISTRY SERVICES

PLANS REFERENCE GUIDE

Deposited Plans

Version 4.0

September 2024

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A. PURPOSE

Purpose of the document is as a reference guide to assist:

- I. Surveyors and industry in the lodgment of plans to NSW LRS with reduced errors resulting in lower rates of requisition.
- II. NSW LRS plan examiners in their examination of deposited plans lodged for registration.

Whilst all care has been taken to prepare this Guide, it is acknowledged there may be gaps relevant to the examination of plans. Where this becomes evident by either NSW LRS or surveyors, users of the manual are asked to raise this issue with NSW LRS, who will follow the document change process in section 3 of this Guide.

This *Plans Reference Guide* is a joint initiative between NSW LRS, the Office of the Registrar General (ORG), Surveyor General and Industry.

B. CONTEXT

Surveyors and Lodging Parties need to consider, and refer to, many primary references in the NSW legislative framework when creating a plan to lodge with NSW LRS. Similarly, NSW LRS Plan Examiners need to reference these same artefacts in the examination and registration of a plan.

This *Reference Guide* pulls together these primary references in a Plan Examination Framework that can be used by both Surveyors and Plan Examiners in the creation, examination and registration of Deposited Plans.

Table 1 below outlines the primary artefacts that are considered in this Reference Guide.

Table 1: Legislative Framework for Deposited Plans

ARTEFACT	ABBREVIATION	LINK
Surveying and Spatial Information Act 2002	SSIA 2002	https://legislation.nsw.gov.au/#/view/act/2002/83
Surveying and Spatial Information Regulation 2017	SSIR 2017	https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0486
Surveyor General's Directions	SG#	http://spatialservices.finance.nsw.gov.au/surveying/publications/surveyor_generals_directions
Conveyancing Act 1919 No 6	CA 1919	https://www.legislation.nsw.gov.au/#/view/act/1919/6/full
Conveyancing (General) Regulation 2018	CR 2018	https://legislation.nsw.gov.au/#/view/regulation/2018/424
Real Property Act 1900 No 25	RPA 1900	https://www.legislation.nsw.gov.au/#/view/act/1900/25
Registrar General's Guidelines	RG	http://rg-guidelines.nswlrs.com.au/

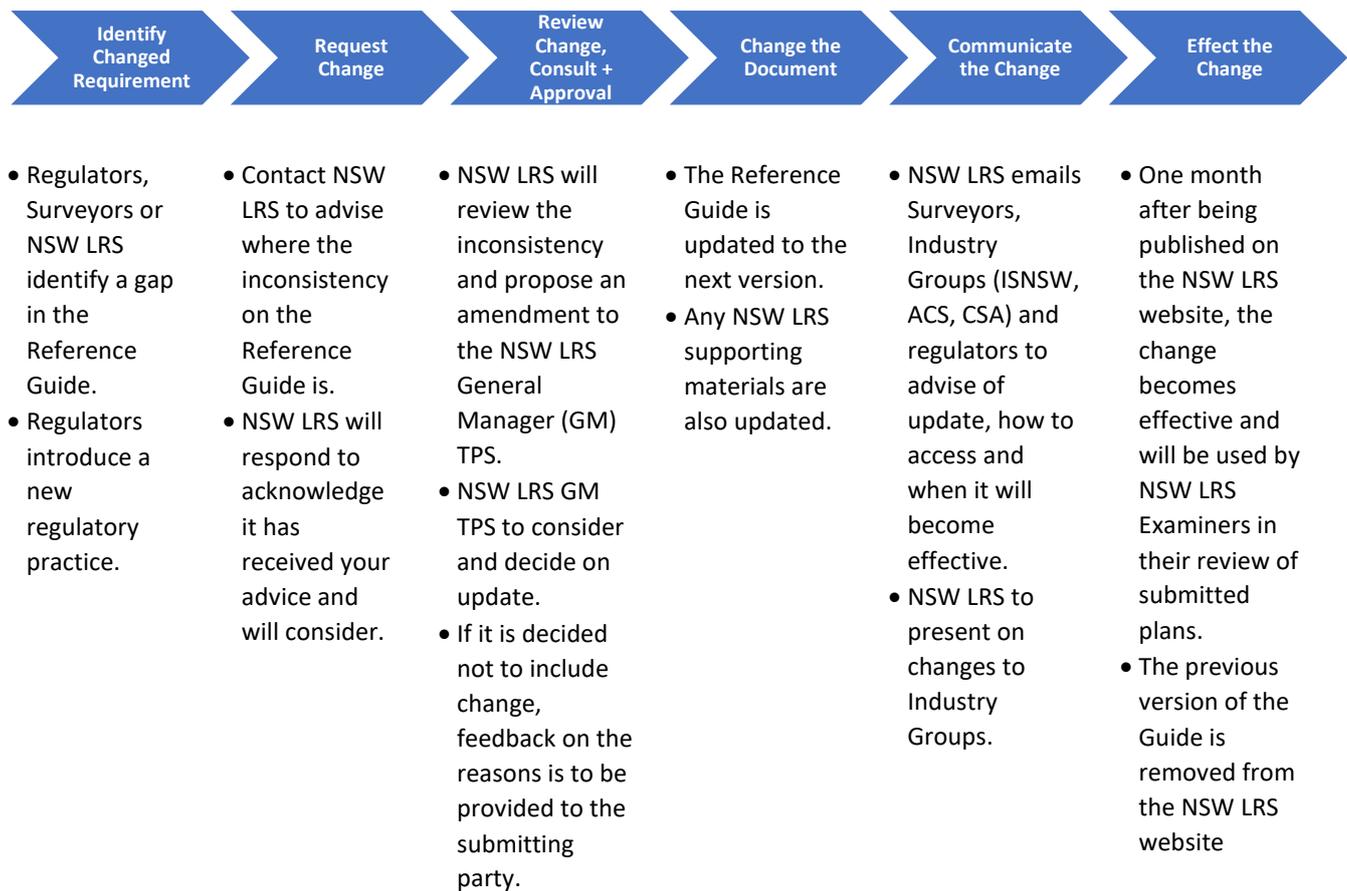
Lodgment Rules	LR	https://www.registrargeneral.nsw.gov.au/publications/lodgment-rules
ORG Circulars / NSW LRS	Circ.	http://rg-guidelines.nswlrs.com.au/nswlrs_circulars_list
NSW LRS Practice	NSW LRS	Where there is ambiguity with any of the artefacts listed above, NSW LRS practice is provided in this Reference Guide. Where 'NSW LRS Practice' is the only basis for an item in the Reference Guide, i.e. there is no legislative basis, there will be no Requisition associated. NSW LRS may issue a Notice (without a fee) to the Lodging Party/Surveyor.

C. DOCUMENT CONTROL MANAGEMENT PROCESS

NSW LRS will maintain this *Reference Guide* in a controlled manner to ensure that Surveyors and NSW LRS Examiners are working from the same version of the Guide. The document control management process for this guide is outlined below.

All feedback on the Guide should be forwarded to Plan-requisitions@nswlrs.com.au

Figure 1: Reference Guide Document Control Process



i. Identify Changed Requirement

Regulators, Surveyors or NSW LRS may identify a gap or error in the *Reference Guide* or alternatively Regulators may introduce a new regulatory practice.

It is important to note that this Reference Guide should be useable and useful for all parties. If an improvement will make the Guide more usable, then all parties are encouraged to submit a change request.

ii. Request a Change

If a party requests a change for the Reference Guide, that party owns the actual request and needs to explain the reason for the change and ensure all impacted areas have been identified and included in the review and approval of the change. When defining the change, it is necessary to have the request in hand with all supporting statements. This should at a minimum include the following:

- clearly and concisely outlining what needs to be changed, so NSW LRS can review and analyse.
- provide the reason for the Change Request, including detailing the rationale for, and overall business or customer impact of, the change requested.

All feedback on the Guide should be forwarded to Plan-requisitions@nswlrs.com.au

iii. Review Proposed Change, Consult + Approval

Once NSW LRS receives the change request from any party (Requestor), they will:

- acknowledge receipt of the request and provide a timeframe of when the Requestor can expect to hear back from them with an outcome.
- review the request and, where necessary, consult with Legal and the Regulators on issues of ambiguity.
- prepare a recommendation to the Titling and Plan Services Managers on the request and the proposed change.
- General Manager of Titling and Plan Services to make decision on the change.

NSW LRS will respond to the Requestor with the outcome and reasons and if the Reference Guide is to be amended, when the next version is to be issued. It should be noted that NSW LRS may accrue a number of changes prior to releasing the next version.

iv. Change the Document

Once approved, the change will be made to the *Reference Guide* and the Version control table will be updated. The Publication Date and the new Effective Date will be outlined on the front page.

Any NSW LRS supporting materials will also be updated.

v. Communicate the Change

NSW LRS will advise Regulators, Industry Groups (ISNSW, ACS, CSA) and individual Surveyors of the updated version and:

- what has changed and why
- when this *Reference Guide* will become effective (i.e. when NSW LRS examiners will start using it). Please note this will be at least one month from the Publication Date (in the NSW LRS Website)
- any information sessions that are being run.

NSW LRS will seek to present on the updates to any Industry Group that is interested in hosting a presentation.

vi. Effect the Change

One month after being published on the NSW LRS website, the new Reference Guide will become effective and will be used by NSW LRS Examiners in their review of submitted plans.

The previous version of the Guide will be removed from the NSW LRS website

Document Control

Revision History			
Version	Revision Date	Description of/ Reason for change	Author
1.0	29 June 2018	First version for publication on NSW LRS website	Joshua Barry
2.0	October 2021	NOCT updates	Tanya Vo
3.0	February 2022	Update of Planning Authority requirement, SCIMS validation, Road Definition, Slivers, LXML, Formatting update	Tanya Vo, Elissa Mackenzie, Rob Doherty
4.0	September 2024	Requisition Item Number	Tanya Vo

Disclaimer

All plans must satisfy applicable requirements of the relevant Acts. Where there is any inconsistency between the Reference Guide and any relevant Act, Regulation or the Lodgment Rules made under the *Real Property Act 1900*, the relevant Act, Regulation or Lodgment Rules, prevail.

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ADMINISTRATION

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
1.1	Surveyor	Check surveyor is correct and registered	Check NSW LRS database to confirm surveyors name and registration (registration number allocated by BoSSI), the surveyor must have been registered at the date of the survey. Surveyor's full name on plan and survey certificate.	1.1.1 to 1.1.6	SSIA 2002, section 15
1.2	Date of survey	Date of completed survey on plan and certificate agree	Confirm that the completed date of survey as shown in the survey certificate and on the plan drawing sheets are the same.	1.2.1	Cl. 72, Schedule 6 SSIR 2017
1.3	Survey Certificate	The certificate is completed and is the correct version	Has the survey certificate been completed, signed and dated and refers to the Acts and Regulation applicable to the date signed.	1.3.1 1.3.2	Cl. 72, Schedule 6 SSIR 2017
1.4	Land surveyed	Land surveyed to agree with plan drawing	Partial surveys to show the description of the lots and/or connections the survey relates to agrees with the lots and/or connections surveyed in the plan.	1.4.1	Cl. 72(1)(c) SSIR 2017
1.5	Surveyors reference	Surveyors reference to be the same on all sheets	Reference must be same on all sheets and the reference should state details of any survey reports or exemptions e.g. Policy 3. A maximum of 25 characters is allowed.	1.5.1	Cl.11(6)(b) CR 2018
1.6	Surveyor's report	Has surveyor furnished a report	Does the surveyor refer to a report in the surveyor's reference? Has the report been produced or is there a report filed in NSW LRS to assist in the examination process.	1.6.1	Cl.50 & Cl.68 SSIR 2017
1.7	Plan forms	Plan and administration forms - correct form, size etc.	Confirm that the correct plan forms have been used.	1.7.1 to 1.7.6	Sch 5 & 7 LR RG
1.8	Legibility	Legibility of all plan data	Confirm that all plan data is clearly legible for reproduction purposes.	1.8.1 1.8.2	Sch 5 & 7 LR RG

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
1.9	Sheet numbering	All sheets correctly numbered	Each sheet of the plan and administration sheet are to be numbered in separate sequences.	1.9.1	Sch 5 & 7 LR
1.10	LGA, Parish and County	Correct and complete, multiple LGA, parish, county shown on plan	Refer to CRE/CRV to confirm LGA, parish and county boundaries and names where applicable. When there are multiple LGAs, Parishes and/or Counties, administrative boundaries to be shown on the plan.	1.10.1 1.10.2 1.10.3 1.10.4	Cl.11(6) CR 2018 Sch 5 SSIR 2017 LR 7
1.11	Locality	Locality matches CRE/CRV	Confirm locality name in CRE/CRV.	1.10.2	Cl.60(a) SSIR 2017 Cl.11(6) CR 2018
1.12	Subdivision certificate	Correctly completed	1. If required, the subdivision certificate must state a name, position and signature. As well as state the consent authority, date and certificate number. A completed subdivision certificate is required for any plan of subdivision (this includes dedicating road or creating a public or drainage reserve). 2. Upon re-submission, any change to the subdivision pattern, area, lot numbers, road widening, dedication statements etc. must be re-submitted to the council who will be required to re-accept the changes by execution on the administration sheet or a letter from council.	1.11.1 1.11.2 1.11.3 1.11.4	Cl.195C CA 1919 RG
1.13	Plans used panel	List of plans used	Confirm the correct plan numbers have been entered. All plans used in the survey must be listed in the plans used panel on the administration sheet. Copies of any unregistered plans listed must be supplied.	1.12.1 1.12.2	T 7.5.1(b)(iii) LR
1.14	Plan heading	Confirm plan heading	Confirm all details shown in the plan heading are correct on all documents (i.e. plan purpose and land affected).	1.13.1	Cl.11(6)(e) CR 2018 RG

ADMINISTRATION

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
1.15	Invoice Paid	Have fees been paid [Notice Only]	<ol style="list-style-type: none"> 1. Check invoice enquiry to ensure lodgment fees have been paid. 2. Processing of final of a Pre-Examined plan delayed until lodgment fees paid. 3. Registration will be delayed until plan requisition fees are paid. 	1.14.1 to 1.14.6	Sch 1 CR 2018
1.16	Street addresses	Street address Schedule	The administration sheet must include a Schedule of street addresses for each lot in the plan. If the street numbers are not available, the administration sheet should indicate this.	1.15.1 1.15.2	Cl. 60 SSIR 2017 s3.25 – SG#7 RG

TITLE

2 TITLE

TITLE

TITLE

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
2.1	RP executions	All proprietors to sign administration sheet	<ol style="list-style-type: none"> 1. All registered proprietors to sign. 2. Company name, ACN/ABN, authority and position of signatories to be shown for companies or delegates. 3. Power of attorney details, statement that the person/company signing is the attorney for the party, book and number, witness and address details. 	2.1.1 2.1.2 2.1.3 2.1.4	S. 195D CA 1919 RG NSW LRS
2.2	Mortgagee executions	All mortgagees to sign administration sheet	<ol style="list-style-type: none"> 1. All mortgagees to sign, company names, ACN/ABN and position of signatories to be shown for companies or delegates. 2. Power of attorney details, witness details. 	2.2.1 to 2.2.4	S. 195D CA 1919 RG NSW LRS Samples
2.3	Caveats	Caveators to either produce written consent or sign plan	Where caveats prevent registration, the caveator must produce written consent or sign the administration sheet.	2.3.1 2.3.2	S. 195D CA 1919 RG
2.4	Leases	Lessees to either produce written consent or sign plan. Option for renewal	If there is a current lease on title including option to renew, the lessee must produce written consent or sign the administration sheet. Leases of premises must include a declaration stating which new lots are affected by each lease. A Statutory Declaration is required to remove leases for which an option of renewal has not been taken.	2.4.1 2.4.2 2.4.3	S. 195D CA 1919 RG
2.5	Notations / Unregistered dealings	Notations / unregistered dealings [Notice Only]	Determine actions and priorities for any notations or unregistered dealings shown on the register which will affect the plan.	2.5.1	NSW LRS RG
2.6	Pre-Allocated Plan Number (PPN)	PPN written advice [Notice Only]	Written advice on which lots are affected by the PPN should be provided and forwarded to ePlan. Alternatively, written advice from the Surveyor requesting to remove the PPN should be provided.	2.6.1 2.6.2	RG NSW LRS

TITLE

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
2.7	Planning agreement	Planning agreement letter or Request Form 11R [Notice Only]	<p>If a planning agreement is shown on title one of the following must be completed:</p> <ul style="list-style-type: none"> a. If the planning agreement no longer applies, a Request Form 11R should be lodged to remove the planning agreement. <p><i>or</i></p> <ul style="list-style-type: none"> b. A letter can be provided to NSW LRS from the planning authority stating the planning agreement is to be carried forward onto all new lots. 	2.7.1	<p>NSW LRS</p> <p>RG</p> <p>Request Form 11R (manual)</p> <p>Request Form 11R (interactive)</p>

SECTION 88B INSTRUMENT

SECTION 88B INSTRUMENT

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
3.1	Heading	Section 88B instrument heading	To be completed as set out in approved Form 10. The heading must be shown on all other sheets.	3.1.1 3.1.2	Approved Form 10
3.2	Page numbering	Each page should be sequentially numbered	Each page should be sequentially numbered . There should be NO annexures.	3.2.1	Cl. 9 Sch 9 LR
3.3	Identity of interests (easements)	Item number and easement identity to agree between all documents	The identity of all easements, profit à prendre, restrictions or positive covenants created or released to agree between all documents (plan, administration sheet and section 88B instrument). Easement descriptions should contain reference to a width or indicates it affects the whole of the lot e.g. Right of Carriage Way 1.5 wide <i>or</i> Easement to drain water (Whole of Lot).	3.3.1 3.3.2 3.3.3	s7.8 LR
3.4	Easement definition	Easement appropriately defined on plan	Connections to parcel corners, reference marks placed, AHD if limited in stratum, fully dimensioned where the easement terminates and/or intersects with existing parcels held in different ownership.	3.4.1 3.4.2 3.4.3	S.88A + S.181A + Sch 4A + Sch 8 CA 1919 Cl. 18 SSIR 2017 Sch 5 and 7 LR
3.5	Part 2	Are terms required and correct	Terms are required for all easements that do not have statutory names via Schedules 4A & 8 Conveyancing Act 1919. Positive covenants must be positive in nature. Restrictions on the use of land must be restrictive in nature.	3.5.1 3.5.2 3.5.3 3.5.4	Sch 4A + Sch 8 CA 1919 s7.8 LR
3.6	Lots burdened and benefitted	Lots agree on plan and section 88B instrument	The Schedule of lots burdened and benefitted (where relevant) in the section 88B instrument must agree with the plan drawing. It is acceptable to use the term ‘each lot (burden)’ and ‘every other lot (benefitted)’ when appropriate.	3.6.1 3.6.2 3.6.3 3.6.4	s7.8 LR s7.8 LR RG
3.7	Easement designations	Easements to be designated within each affecting and/or benefitted lot	Easements affecting or benefitting part to be designated within each lot. For easements affecting the whole of a lot a statement should be added to the plan.	3.7.1 to 3.7.5	Sch 5 and 7 LR RG

SECTION 88B INSTRUMENT

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
3.8	Full release	Part 1A completed plus statement of intention	Schedule showing easements being released against the burdened and benefited lots. The section 88B instrument must indicate the creating instrument and provide complete details of lots burdened and benefited for any easement being released in Part 1A.	3.8.1	s7.8 LR
				3.8.2	
				3.8.3	
3.9	Partial release	Site defined and Part 1A completed plus statement of intention	Parts of easement being released and remaining to be defined - Schedule showing easements being released against the burdened and benefited lots. The section 88B instrument must indicate the creating instrument and provide complete details of part lots burdened and benefited for any easement being released in Part 1A.	3.9.1	s7.8 + Sch 9 LR
3.10	New restrictions or positive covenants affecting part	Define site and show as part lot in section 88B instrument	Restrictions or positive covenants being created affecting part of a lot must be defined and notated on the plan and referred to as 'part' within the lots burdened column of the section 88B instrument.	3.10.1 to 3.10.4	Sch 5 and 7 LR
3.11	RP executions	All proprietors to sign section 88B instrument	<ol style="list-style-type: none"> All registered proprietors to sign. Company name, ACN/ABN, authority and position of signatories to be shown for companies or delegates. Power of attorney details, statement that the person/company signing is the attorney for the party, book and number, witness and address details. 	3.11.1	Sch 9 LR RG NSW LRS
				3.11.2	
				3.11.3	
3.12	Mortgagee executions	All mortgagees to sign section 88B instrument	<ol style="list-style-type: none"> All mortgagees to sign, company names, ACN/ABN and position of signatories to be shown for companies or delegates. Power of attorney details, witness and address details. 	3.12.1	Sch 9 LR RG NSW LRS
				3.12.2	
				3.12.3	
3.13	Witness	Witness signature	Any signature of an individual must be witnessed. The full names and addresses of all witnesses to signatures must be stated.	3.13.1 3.13.2	Sch 9 LR RG
3.14	Sign each sheet of the S.88B	Witness must sign every other sheet	Each sheet, other than the final sheet(s), must be signed by an attesting witness to the final sheet(s).	3.14.1	RG Sch 9 sect 9(b) LR RG

SECTION 88B INSTRUMENT

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
3.15	Alterations	Verification of alterations	Any alterations made by striking through the matter intended to be altered or by interlineation must be attested by a signatory to the instrument.	3.15.1	Sch 9 LR
3.16	Benefitting Authority	Benefitting Authority to sign section 88B instrument	Any prescribed authority which benefit from an easement, restriction or positive covenant must sign the section 88B instrument and a full name and address of a witness must be stated.	3.16.1	Sch 9 LR
3.17	Consent of benefitting lot	Consent of benefitting lot	If the terms of any easement, restriction or positive covenant imply an obligation on the dominant tenement they must sign the section 88B instrument.	3.17.1	Sch 9 LR RG
3.18	88BB party wall	88BB party wall	If a boundary of a lot is shown in the plan as passing longitudinally through the whole or any part of a wall, and the wall is described in the plan as a “party wall” then cross easements are to be created under Section 88BB.	12.18.1 12.18.2 12.18.3	cl. 63(2) SSIR 2017 S. 88BB CA 1919
3.19	Statutory easements	Terms not required for statutory easements	Terms are not required for statutory easements shown in Schedule 4A easement in gross and Schedule 8. Statutory easements that are combined require terms.	3.18.1	RG Sch 4A + Sch 8 CA 1919
3.20	Certain easement types must be plans of survey	Certain easement types must be plans of survey	Easement for overhang, easement for light and air, easement for support, easement to permit encroaching structure to remain and the sites of party walls must be defined by survey. The sites of other non-statutory easements may be required to be surveyed where the easement is related to a physical structure.	3.19.1	RG

CONSENTS

CONSENTS

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
4.1	Railway boundary	Consent to be produced or a statement shown on plan	<p>Consent from the Land Information Unit of RailCorp Property will be required, unless the boundary is either:</p> <p>a. Based on (and identical to) a boundary shown in a previous plan that bears the consent of RailCorp</p> <p>OR</p> <p>a. Is defined by existing registered deposited plans, portion plans or section plans, and</p> <p>b. The surveyor’s definition of the railway boundary maintains that definition, and</p> <p>c. The definition is supported by evidence of railway occupations.</p>	4.1.1	RG RG
4.2	M.H.W.M. boundary	Approval to be produced or a statement shown on plan	<p>1. The first survey requires approval.</p> <p>2. A change in the boundary requires approval</p> <p>3. An unchanged boundary requires a statement to show it is the same and has a plan that has approval.</p> <p>Contact Roads and Maritime Services, Crown Lands and/or adjoining owner.</p>	4.2.1 4.2.2 4.2.3 4.2.4 4.2.5	Cl.46 , Cl.47 and Cl.48 SSIR 2017 RG RG SG#6
4.3	Non-tidal boundary	Approval to be produced for lakes, streams and other natural features	<p>1. If the parcel forms a boundary with a lake, the position of the previous boundary must be adopted.</p> <p>2. If the parcel forms a boundary with a stream or other natural feature, adopt the previous surveyed boundary.</p> <p>3. For any change to a stream or other natural feature that has been natural, gradual and imperceptible, a comprehensive report (method of determining the position, opinion, photos, documents or other relevant information) should be produced. If any lake, stream or other natural feature is adopted from the previous plan, the following statement should be shown: THE LOCATION OF THE EXISTING 'BANK BOUNDARY' AS SHOWN HEREON IS SUBSTANTIALLY THE SAME AS THAT SHOWN IN DP.....</p>	4.3.1 4.3.2 4.3.3 4.3.4 4.3.5	Cl.49 & Cl.50 SSIR 2017 RG SG#6

CONSENTS

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
4.4	Compiled or partial survey	Plan & tile advisor approval for partial surveys	Confirm approval has been given and that plan lodged agrees with the plan for which approval has been given.	4.4.1 to 4.4.4	RG
4.5	Exemptions to Regulations	Exemption number shown	<ol style="list-style-type: none"> 1. A copy of the exemption is to be produced to NSW LRS. 2. Exemption number to be noted on the plan and administration sheets in the surveyor's reference. 3. Confirm the exemption has been complied with on the plan. 	4.5.1	Cl.91 SSIR 2017 RG
4.6	Plan over public reserve	Plan over public reserve requires a request and evidence	Any new subdivision, easement or new road over existing public reserve must be accompanied by a request and evidence from the local council to re-classify the land to operational.	4.6.1	RG s3.34 - SG#7
4.7	Other approvals	Approvals from relevant authorities	City of Sydney, National Parks, RMS, Sydney Harbour Foreshore Authority, Minister's approval or other authority as required	4.7.1 to 4.7.4	RG

STATEMENTS

STATEMENTS

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
5.1	Public and drainage reserves	Dedication statement correct, appropriate lot identified as public or drainage reserve on plan	Statement of intention to create public or drainage reserve to be included on administration sheet and plan drawing to designate lot as "Public Reserve" or "Drainage Reserve" respectively. See 1.12.2 for any changes, <i>or</i> Upon re-submission, any change to the subdivision pattern, area, lot numbers, road widening, dedication statements etc. must be re-submitted to the council who will be required to re-accept the changes by execution on the administration sheet or a letter from council.	5.1.1 5.1.2 5.1.3 to 5.1.6 5.1.7 to 5.1.9	Cl.21 CR 2018 RG RG
5.2	New roads, pathways and road widenings	Dedication statement correct, depiction on plan agrees with dedication	<ol style="list-style-type: none"> Statement of intention to dedicate new roads, pathways, road widening's and extensions to be included on the administration sheet. The dedication must be made subject to any existing easement (or easement released). The plan drawing must show the land as road, pathways, road widening or a lot in the plan. Upon re-submission, any change to the subdivision pattern, area, lot numbers, road widening, dedication statements etc. must be re-submitted to the council who will be required to re-accept the changes by execution on the administration sheet or a letter from council. 	5.2.1 5.2.2 5.2.3 5.2.4 5.2.5 5.2.6	Cl.21 CR 2018 RG
5.3	Section 88B statements	Statements correct for section 88B instrument items	The administration sheet includes appropriate statements of the intention to create and/or release easements etc. The contents of the statements agree with the information shown in the section 88B instrument and the plan.	5.3.1	Cl.18 CR 2018
5.4	Resumption / Acquisition plan statement	Resumption / Acquisition plan statement	A statement of intention to acquire or resume a lot or interest to be noted on the administration sheet. E.g. 'It is intended to acquire lot 1 for road purposes'	5.4.1	RG
5.5	Survey information only	Survey information only statement	Each sheet of a survey information only plan must bear the following statement "NOT INVESTIGATED IN NSW LRS. SURVEY INFORMATION ONLY. NOT TO BE USED FOR TITLE DESCRIPTION".	8.14.1 to 8.14.3	RG

CONTROL + DATUM

CONTROL + DATUM

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
6.1	Urban Datum Orientation	Urban plan orientation	1. First check: - Urban '300 metre rule' applies - must check first.	6.1.1	Cl.12(1) and (2) SSIR 2017 Cl.61 SSIR 2017 S3.6 + Dia 3.18 SG#7 RG
		Urban surveys which use an approved GNSS method must adopt an 'accurate MGA orientation'	2. Second check: (not 2 established marks <300m) If approved, GNSS method used: Check that the datum line is either: - from established marks <1500m or - from place or found PM/RMs coordinated using an approved GNSS method <300m.	6.1.2 6.1.3	
		Urban surveys that do NOT use an approved GNSS method and do not have established marks <300m can adopt plan on public record	3. Third check (not 2 established marks <300m) If approved, GNSS method NOT used: Check that the datum line is either: - from established marks <1500m or - from a plan on public record.		
6.2	Rural Datum Orientation	Rural plan orientation	1. First check: Rural '1000 metre rule' applies - must check first.	6.2.1	Cl.12(1) and (3) SSIR 2017 Cl.61 SSIR 2017 s3.6 and Dia 3.18 SG#7 RG
		All rural surveys must adopt an 'accurate MGA orientation' (i.e. NOT MGA from a prior plan)	2. Second check (not 2 established marks <1000m) Check that datum line is either: - from established marks <5000m or - from place or found PM/RMs coordinated using an approved GNSS method <1000m.	6.2.2 6.2.3 6.2.4	
		No 'MM' plan orientations			

CONTROL + DATUM

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
6.3	Plan Schedules	Coordinate, height, height difference and GNSS validation Schedules	<p>Does the plan require:</p> <ol style="list-style-type: none"> 1. A coordinate Schedule (all plans of survey MUST have a coordinate Schedule) [see 6.4] 2. A height difference Schedule [see 13.6] 3. A height Schedule [see 13.7] 4. A GNSS validation Schedule [see 6.5] <p>If any permanent survey marks used for 'height only', should also be shown in the co-ordinate Schedule.</p> <p>If yes to any of the above, are the Schedule/s of the approved form (i.e. that as shown in Surveyor-General's Direction No. 7, diagrams 3.37, 3.34, 3.35 & 3.32).</p>	6.6.1	Cl.13 , Cl.43(2) , Cl.66 , Cl.69 , Cl.70 & Cl.71 SSIR 2017 SG#7
				6.6.2	
				6.6.3	
				6.6.4	
6.4	Validate Schedule with SCIMS	Validate Schedule with SCIMS by date	The Schedule of MGA co-ordinates shown on your plan must be completed to show the co-ordinate values, zone, class and order, date, combined scale factor and source. Co-ordinates for established survey marks (including bench marks that are established survey marks) shown in the Co-ordinate Schedule are in agreement with SCIMS	6.7.1	Cl.43(2) , Cl.69 , Cl.70 + Cl.71 SSIR 2017 s3.31.2 SG#7
6.5	GNSS	Show Schedule for GNSS	<p>If the survey includes lines derived from GNSS observations the plan must show an approved GNSS validation Schedule.</p> <p>Any AUSPOS reports referred to in the GNSS validation Schedule must be lodged with the plan.</p>	6.8.1 6.8.2	Cl.66 SSIR 2017 3.29, 3.6.6.1 SG#7 SG#9 SG#12

CONTROL + DATUM

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
6.6	Number of permanent survey marks (PM)s	Number of PMs required for number of parcels	<p>The survey must connect to a specified number of permanent survey marks based on number of lots being created in the plan.</p> <ul style="list-style-type: none"> a. Survey of 1 to 10 parcels: No fewer than 2 permanent survey marks. b. Survey of 11 to 20 parcels: No fewer than 3 permanent survey marks. c. Survey of more than 20 parcels: No fewer than 4 permanent survey marks. Plus, an additional permanent survey mark for every 20 (or part of 20) parcels. 	6.16.1	Cl.41 SSIR 2017
6.7	All PMs included in Schedule	All PMs included in Schedule	All PMs shown on the plan must be included in the approved co-ordinate Schedule, including PMs used for height only.	6.9.1	Cl.70 , SSIR 2017
6.8	Numbering of PMs	Consistent numbering of PMs	The numbering of marks must be consistent between the plan and approved co-ordinate Schedule.	6.10.1	Cl.70 , SSIR 2017
6.9	Coordinate date	Coordinate date present on the co-ordinate Schedule	<p>Check that either:</p> <ol style="list-style-type: none"> 1. The SCIMS date is shown in the co-ordinate Schedule and is dated within 6 months BEFORE the survey, or 2. The date of the coordinates determined using an approved GNSS method are within 6 months before the date of the survey. 	6.11.1	Cl.12(5) SSIR 2017
6.10	Combined scale factor	Combined scale factor is present on the co-ordinate Schedule	The combined scale factor to be shown in the Schedule of co-ordinates.	6.7.1	Cl.70 SSIR 2017

CONTROL + DATUM

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
6.11	New PMs required	Only two existing PM's can be used for Cl.41 (1)	No more than two PMs existing at time of survey may be used to satisfy clause 41(1). If an urban survey includes PMs which have accurate AHD values the AHD of any PM placed must be determined and shown in the height Schedule and height difference Schedule.	6.16.1	Cl.41(2) SSIR 2017 Cl.43(2) SSIR 2017 RG
6.12	Number of PMs connected along road	Road frontage PMs required	A survey that redefines the frontage of a formed road or that is conducted for the purposes of creating a road under any Act must be related to two or more PMs for each interval of: - 1,000 metres (for an urban survey) or - 2,000 metres (for a rural survey).	6.17.1	Cl.41(3) SSIR 2017
6.13	Datum terminals	Identified datum terminals	The terminals of the datum line must be shown on the plan and survey certificate on the administration sheet using distinguishing characters. E.g. x – y or SSM 123 – SSM 124.	6.3.1	Cl.61(1) SSIR 2017 RG
6.14	Datum bearing and distance	Calculate datum bearing and distance	Adopted bearing and ground distance from established PMs or a plan on public record together with a survey distance.	6.4.1	Cl.61(4) SSIR 2017 RG
6.15	Verify radiation	Verify radiation to third PM	The orientation bearing used for your survey must be verified by connection to at least one other established PM.	6.5.1	Cl.12(6) SSIR 2017
6.16	PM sketch plan	Lodge the PM sketch plan [Notice Only]	A PM locality sketch should be lodged for placed marks with spatial services within the required timeframe.	6.12.1	Cl.43(1)(d) SSIR 2017
6.17	PMs directly connected to survey	At least 2 direct connections to PMs	Connections must be shown from at least two PMs to two separate corners of the land surveyed. Distance must be no greater than 500m (urban) and 1000m (rural).	6.13.1	Cl.42(2) & (3) SSIR 2017
6.18	PM connections	PM to PM validation	Compare survey bearings and distances to calculated MGA bearings and ground distances from the co-ordinates calculated from SCIMS.	6.14.1	Cl.12(7) SSIR 2017

CONTROL + DATUM

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
6.19	PMs Close	Closed survey between PMs	All permanent survey marks found or placed, and connections to the land surveyed, must be proved by closed survey and shown on the survey plan.	6.15.1	Cl.42(3) SSIR 2017
6.20	Search for established PMs	Radial search for PMs	If the datum is adopted from a registered plan, a search for established marks within 300m of the land surveyed for an urban survey should be completed.	6.1.1	Cl.12(2) SSIR 2017
6.21	PMs for length of affecting interests	PMs for affecting interests >200m	For affecting interests greater than 200m, PMs must be shown connected to or placed and connected to at each interval of 2000m (urban) or 4000m (rural). For affecting interests less than 200m, if permanent survey marks are available within 300m of the affecting interest, the survey plan must connect to a minimum of two permanent survey marks.	6.18.1	Cl.41(4) + (5) SSIR 2017

REFERENCE MARKS

REFERENCE MARKS

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
7.1	30m rule	Reference marks (RMs) within 30m	RMs must be within 30m of the point referenced.	7.1.1	Cl.62(2) SSIR 2017
7.2	RMs for urban surveys	Marking of urban surveys	RMs must be shown on your plan at each extremity of the land surveyed and at intervals of not more than 100 metres throughout the length of the road frontage.	7.2.1	Cl.29 + Cl.31 SSIR 2017
7.3	RMs for each rural parcel	RMs for each parcel	Each parcel must be related to at least two RMs	7.3.1	Cl.30 SSIR 2017
7.4	Distances between RMs for rural surveys	Maximum distances between RMs	If a boundary exceeds 2400 metres additional RMs at not more than 1500 metres are required.	7.3.3	Cl.30 SSIR 2017
7.5	RMs for abutting roads in rural surveys	Rural survey abutting roads	If a boundary abuts a road an RM is required at each extremity of the road boundary and each junction or intersection with other roads. The distance between any 2 successive RMs must be no more than 1000 metres.	7.3.4	Cl.30 + Cl.31(6) SSIR 2017

REFERENCE MARKS

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
7.6	New roads to be marked	RMs to be placed for new roads	<ol style="list-style-type: none"> 1. Urban road marking: <ol style="list-style-type: none"> a. RMs are required for new roads and road widenings at the junction or intersection of roads. b. If a reference mark - drill hole and wing is shown, there must be 2 referenced to the same point. c. For RMs placed on roads that are variable width, connections must be shown between both sides of the road. 2. Rural road marking: <ol style="list-style-type: none"> a. RMs are required for new roads and road widenings at the junction or intersection of roads. b. RMs must be shown on your plan so that the maximum distance between any two successive reference marks does not exceed 1000 metres. c. RMs to be placed in pairs suitable for orientation purposes throughout the entire length of the road. 	7.2.4 7.3.5	Cl.31 SSIR 2017
7.7	RM is a specific point	Specific point referencing a corner abutting a road	If a RM is a specific point and relates to a corner which abuts a road, an additional RM must be placed in the road corridor.	7.4.1	Schedule 3 SSIR 2017
7.8	Urban lot with no road frontage	Check minimum number of reference marks if no road	At least two RMs must be shown in the plan at suitable locations in relation to the land being surveyed where it does not abut a road (landlocked).	7.2.3	Cl.29(3) SSIR 2017
7.9	Origin shown for all found	Plan of origin shown for found marks	The plan must show the status (not found, gone, disturbed, inaccessible, found) of any RM and the origin of any found marks.	7.5.1	Cl.35(4) SSIR 2017
7.10	Acceptable RM placed	Approved RM used	Approval of the Surveyor General is required for the use of any marks not in Schedules 3 + 4 of the Regulations. Evidence that the mark has been approved by the Surveyor General should be provided.	7.6.1	Cl.27 , Sch 1-3 + Sch 4 SSIR 2017

REFERENCE MARKS

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
7.11	Remote marks	Remote RMs placed [Notice Only]	Remote RMs should not be shown on the plan. However remote RMs may be placed on your plan if referenced to a suitable defined point on the plan.	7.7.1	NSW LRS
7.12	Affecting interest marking	RMs required for new affecting interests	Affecting interests which are not within a new lot in the plan must be marked as follows: a. For easements less than 200m long, one RM must be placed referring to a terminal of the affecting interest. b. For easements more than 200m an RM must be placed referring to each terminal. c. In addition, RMs to be placed at intervals not exceeding 500m (urban) or 1000m (rural) along the extent of the easement.	7.8.1 to 7.8.3	Cl.18 SSIR 2017
7.13	RM symbols	RMs shown by appropriate symbol	Confirm the appropriate symbol is used for RMs.	7.9.1 7.9.2	Cl.27 + Sch 5 SSIR 2017
7.14	RMs reference one point	RMs are to be referenced to only one point	Confirm that RMs have not been used to reference more than one point in the survey. (Exception: 10 metre rule).	7.10.1 7.10.2	Cl.29(4) Cl.62(1) SSIR 2017
7.15	RMPMs	PMs used as RMs	Any PM that is also being used as an RM must be labelled as "RMPM" or "RMSSM".	7.11.1	RG
7.16	Existing RMs found	Existing RMs found	Connect to or report the status of all existing RMs within the extent of the survey.	7.12.1 7.12.2	Cl.7 and Cl.35 SSIR 2017
7.17	Found RMs agree with original plan	Details for found RMs	The reference details for found RMs must match the plan, from which the adopted reference originated.	7.12.1 7.12.2	Cl.7 and Cl.35 SSIR 2017

REFERENCE MARKS

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
7.18	Re-referenced RMs	Re-referenced RMs	Details for existing RMs that do not agree with their origin must be shown as 'by me', the survey plan on which the reference first occurs must be shown and information to support the re-referencing of the reference mark must be shown.	7.13.1	Cl.7 and Cl.35 SSIR 2017

SURVEY

SURVEY

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
8.1	Boundary marks	Approved boundary marks used	Boundary marks placed must be of a type shown in Schedule 2 of the Regulation and denoted on the pan of survey using the symbols shown in Schedule 5.	8.1.1 to 8.1.3	Cl.28, Sch 2 + Sch 5 SSIR 2017
8.2	All surveyed corners marked	Circle indicates boundary mark	Boundary marks must be shown at each corner of the land surveyed that have been marked.	8.2.1 8.2.2	Cl.28, Cl.67 + Sch 5 SSIR 2017
8.3	Unmarked corners	Reference marks for unmarked corners	Each corner of the land surveyed must be marked with a boundary mark. If this is not practicable, a reference mark must be placed and the corner shown as 'not marked' and a 'reason why' on the plan.	8.3.1	Cl. 28 (3) SSIR 2017
8.4	Obstructed boundary corner	Obstructed boundary corner	Corners that cannot be marked because they are within the material of a structure that does not have a surface accessible for marking may be shown by an 'obstructed boundary mark symbol' shown in Schedule 5.	8.4.1	Cl.28(3)(b) + Sch 5 SSIR 2017
8.5	Dimensions shown	All lots fully dimensioned	All lot boundaries in your plan must be fully dimensioned by bearing and distance.	8.5.1 to 8.5.3	Cl.11(4) CR 2018 RG
8.6	Roads	Road Definition	Sufficient information must be shown to support definition of roads. If the streets are aligned, the alignment details including alignment marks and kerb lines must be shown on the plan.	8.6.1 to 8.6.4	Cl.12(1)(b) CR 2018 RG
8.7	Connection to rear street	Confirm connection to rear street	Plan must prove there is sufficient land to the rear by connecting to a satisfactory definition of any rear street	8.7.1 8.7.2	Cl.34 + Cl.63 SSIR 2017 RG

SURVEY

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
8.8	Adopting common boundary	Adopting a common boundary with adjoining parcels	The surveyor must ensure that the survey adopts a common boundary with the adjoining parcels. Instances have occurred where the adoption of measurements only has resulted in either a hiatus being created between titles or the titles overlap.	8.8.1 to 8.8.5	Cl.19 SSIR 2017 RG
8.9	Occupations	Occupation details	The plan must show the age, nature and construction material of any substantial structure or fence within 1 metre of any surveyed boundary and any relevant offsets from related boundaries. Show 'no occupations' if appropriate.	8.9.1 to 8.9.3	Cl.63(e) SSIR 2017 s3.27.3 + 4, SG#7
8.10	Lot areas	Check lot areas	Each lot in the plan must show an area.	8.10.1 8.10.2	Cl.11(4) CR 2018 RG
8.11	Misclose	Misclose for all parcels	Confirm that any misclose is within tolerances as per the regulations.	8.11.1 8.11.2	Cl.26 SSIR 2017 RG
8.12	Part lots	Sum of part lot areas	Each part lot must show an area and a total area provided in the most significant part.	8.12.1	Sch 5 or 7 LR
8.13	Vinculum	Use of a vinculum	Where a vinculum is shown, the sum of part lot areas must be stated and equal to a total area shown.	12.17.1	RG
8.14	Compiled residue lots	Compiled residue must agree with the subject Title diagram(s)	The boundaries of compiled residue must agree with the subject Title diagram(s). Close requirements for partially compiled parcels as per close requirements. See 4.4 for approvals.	8.13.1 to 8.13.4	Cl.26(3) + (4) SSIR 2017 RG

OLD SYSTEM

PRIMARY APPLICATION (Section 14 Possession – Real Property Act 1900)

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
9.1	Compiled plan approval	Plan & Tile Advisor approval for compiled old system plan	<p>Confirm approval has been given by the Plan & Titling Advisor for compiled plans prepared for old system or limited title plans prior to lodgment.</p> <p>Confirm the approval agrees with the plan for which approvals has been given.</p>	9.1.1	RG
9.2	Land outside deed for qualified / limited title	Statement of title particulars or primary applications	<p>For land included outside deed, evidence of documentary title and a completed Statement of Title Particulars form or Primary Application (PA) claiming possession of the land should be prepared and lodged.</p> <p>See Primary Application Checklist (section 10) and Resumption Application Checklist (section 11).</p>	9.2.1 9.2.2	RG Statement of Title Particulars Form
9.3	Plan heading (title details)	Confirm plan heading & current title references	Confirm that the plan drawing agrees with the plan heading. For Old System land or Road ensure that the current title, deed or gazette details are shown either in the heading or on the plan	9.3.1	Cl.11(6) CR 2018
9.4	Qualified / limited title - age of occupations shown	Qualified/limited title - age of occupations shown	<p>The plans must show the age and nature of occupations and offsets from related boundaries.</p> <p>All Old System boundaries in your plan must be defined in terms of the current deed and all occupations shown.</p> <p>Your survey definition should be justified by showing the age, nature and construction material of all fences or walls and their relationship to parcel and other boundaries.</p> <p>NOTE: The plan should indicate the full extent of all occupations related to the subject boundaries. Clear notification should be made regarding the absence of occupations i.e. 'No Occs'.</p>	9.4.1 9.4.2	Cl.63(e) SSIR 2017 RG s3.27.3 + 4, SG#7

PRIMARY APPLICATION (Section 14 Possession – Real Property Act 1900)

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
9.5	Surveyor's report	Report addressing status and usage of internal occupations less than 12 years	<p>A report addressing the status and usage of the land between the new occupation (less than 12 years) and the lot boundary should be furnished.</p> <p>NOTE: Evidence of old occupations (12 years or more) on the line of new occupation will require the consent of the adjoining owner.</p>	9.5.1	Cl.50 + Cl.68 SSIR 2017
9.6	Adjoining owners consent	Consents furnished for limited or qualified title	<p>For Limited or Qualified title - Either the adjoining owner should sign the plan or a copy of the plan with their consent endorsed on it in the approved manner should be produced. As your plan discloses the existence of occupations older than 12 years, internal of the lot boundary and/or in the absence of occupations, this part of the land may have been lost by adverse possession, it will be necessary to obtain the consent of the adjoining owner(s) to the definition of the boundary.</p> <p>Consent of adjoining owner required for internal occupations to the parcel boundary involving limited or qualified land (where no occupations or occupations 12 years or more are shown).</p>	9.6.1 9.6.2 9.6.3	RG
9.7	Sliver lot(s)	Sliver lot shown on plan	As the plan is defining a sliver lot , an executed proforma doc from adjoining owner is required to be furnished	9.6.1	https://www.nswlrs.com.au/Documents-Repository/Factsheets/Extra-Docs/Information_Sheet_Slivers_of_land
9.8	Compiled residue lot(s)	Compiled residue must agree with current parcel	The plan cannot redefine a compiled residue. The residue should accurately reflect the current parcel as regards exclusions, vinculum, part lots, natural boundaries and bearings, if shown on the base plan.	9.6.2 9.6.3	

10 PRIMARY APPLICATION

PRIMARY APPLICATION

PRIMARY APPLICATION (Section 14 Possession – Real Property Act 1900)

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
10.1	Appropriate evidence	Appropriate evidence	Appropriate evidence lodged to support claim for adverse possession: Statutory declaration supporting claim completed by applicant/s and other disinterested parties, letter from council (regarding rating status and no objection to claim).	10.9.1	S14 RPA 1900
				10.9.2	RG
				10.9.3	PA Form (interactive)
				10.9.4	PA Form (manual)
				10.9.5	PA Form (manual)
				10.9.6	NSW LRS
				10.9.7	NSW LRS
10.2	Application complete	Application complete	Primary application is complete: Items B & D - to agree Item C – land to be claimed clearly identified Item E – tenancy to be stated	10.2.1	S14 RPA 1900
					RG
					PA Form (interactive)
					PA Form (manual)
					NSW LRS
10.3	Plan requirements	Suitable plan	Based upon a suitable plan or plan of survey lodged together with Primary Application. NOTE: Suitable plan – recent plan of survey (date of registration less than 12 years)		S14 RPA 1900
					RG
					PA Form (interactive)
					PA Form (manual)
					NSW LRS
10.4	Stamp duty	Stamp duty	Stamp duty marked by Office of Status Revenue	10.1.1	S14 RPA 1900
					RG
					PA Form (interactive)
					PA Form (manual)
					NSW LRS

PRIMARY APPLICATION (Section 14 Possession – Real Property Act 1900)

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
10.5	Signatures	Applicant signatures	Singed by the applicant/s in the presence of a prescribed functionary (not by a company under seal)	10.5.7	S14 RPA 1900 RG PA Form (interactive) PA Form (manual) NSW LRS
10.6	Witness	Witness	Witness is a prescribed functionary – Justice of the Peace or Solicitor	10.5.9 10.5.10	S14 RPA 1900 RG PA Form (interactive) PA Form (manual) NSW LRS
10.7	Subsisting interests	Subsisting interests	List of subsisting interests and direction for recording (Item H – Schedule 1): items may include unregistered leases, easements etc. Either RP dealing for recording or acknowledgment that no notification will appear on title.	10.7.1 10.7.2	S14 RPA 1900 RG PA Form (interactive) PA Form (manual) NSW LRS

PRIMARY APPLICATION (Section 14 Possession – Real Property Act 1900)

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
10.8	Schedule 1 & 2 of application	Documents and evidence	<p>Devolution of documentary title and list of evidences for possessory claim shown as separate items under Item I in Schedule 2b on page 3 of the application. Necessary search supplied:</p> <p>Heading 1 Documentary title – details of Deed (Bk & No) for land being claimed.</p> <p>Heading 2 Evidence Relied Upon – Old System Search, Statutory declarations, council letter and other supporting evidence.</p> <p>NOTE: All documents listed in Schedule 2B to be numbered individually and whereabouts indicated in Item I Schedule 2a. if whereabouts unknown document number/s to also be included in Item F Clause 11 of the Application.</p>	10.7.1 10.8.1	<p>S14 RPA 1900</p> <p>RG</p> <p>PA Form (interactive)</p> <p>PA Form (manual)</p> <p>NSW LRS</p>

RESUMPTION APPLICATION

RESUMPTION APPLICATION (Section 31A Acquisition - Real Property Act 1900)

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
11.1	Application required	Application required	Application regarding land being resumed – old system or crown land. NOTE: plan may include Torrens land however separate Real Property Request Dealing (31A3) must be lodged together with resumption application.	11.1.1	S31A RPA 1900
				11.1.2	RG Resumption Form (interactive) Resumption Form (manual)
11.2	Plan requirement	Plan requirement	Prior Registered Plan of Acquisition/Resumption – copy to accompany Application	11.2.1	S31A RPA 1900
				11.2.2	RG Resumption Form (interactive) Resumption Form (manual)
11.3	Gazettal requirement	Gazettal requirement	Prior Gazettal action to be completed – copy to accompany Application	11.3.1	S31A RPA 1900
				11.3.2	RG Resumption Form (interactive) Resumption Form (manual)
11.4	Notice of sale	Notice of sale	Completed Notice of Sale form (NOS) to accompany Application	11.4.1	S31A RPA 1900
				11.4.2	RG Resumption Form (interactive) Resumption Form (manual) Notice of Sale Form

RESUMPTION APPLICATION (Section 31A Acquisition - Real Property Act 1900)

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
11.5	Application complete	Application complete	Gazettal details and delivery instructions to be completed in Item E	11.5.1	S31A RPA 1900
				11.5.2	RG Resumption Form (interactive) Resumption Form (manual)
11.6	Signatures and witness	Signatures and witness	Authorised officer to complete and date Item F and be duly witnessed.	11.6.1	S31A RPA 1900
				11.5.2	RG Resumption Form (interactive) Resumption Form (manual)
11.7	Stamp duty	Stamp duty	Stamp duty not required	10.1.1	S31A RPA 1900 RG Resumption Form (interactive) Resumption Form (manual)

VISUAL

VISUAL

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
12.1	Road name and width	Road name and width	Show the road names and widths where available.	12.1.1	Cl.60(b) SSIR 2017 (names)
				12.1.2	
12.2	Natural boundaries	Natural Boundaries correctly depicted and identified	<ol style="list-style-type: none"> 1. Describe the natural feature (e.g. left bank, centre of creek, top of cliff etc.). 2. Show the boundary as a spline curve. 3. Include a table of sequential bearing and distances that accurately locate each change in direction. 4. Show a connection between the terminals of the natural feature for each lot. 5. Include a direction of flow. 	12.2.1 to 12.2.6	Cl.64 SSIR 2017
12.3	Existing affecting interests	Show affecting interests (easement, restrictions on use of land, covenants and profit a prendre) on plan or release	<p>Contain sufficient information to show the site, nature and origin of any existing easement (or other affecting interest) affecting a parcel. Where possible show the relationship of the affecting interest to the boundaries of the parcel.</p> <p>NOTE: If partial affecting interests are not designated on the plan, NSW LRS may complete.</p>	12.3.1 to 12.3.6	Cl.15 Sch 5 or Cl.15 , Sch7 LR

VISUAL

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
12.4	Consolidation of tenements	Affecting and benefitting easements may be removed by NSW LRS [Notice Only]	<p>An affecting easement does not need to be shown on the plan if it will be released. It may be released if it meets the following criteria:</p> <ol style="list-style-type: none"> 1. The land burdened and benefited by an easement merge into one new parcel of land due to a change in position of the common boundary, and 2. Both affecting and benefitting easements are owned by the same parties, and 3. A letter stating NSW LRS to remove the easement. <p>NOTE: If a prescribed authority also benefits from the easement it cannot be released via consolidation of tenements.</p>	12.4.1 to 12.4.3	RG NSW LRS
12.5	Easements appurtenant to part	Easements appurtenant to part [Notice Only]	<p>Designate any existing appurtenant easements, that benefit part of a new lot.</p> <p>If not designated, NSW LRS will complete.</p>	12.5.1	NSW LRS
12.6	Mineral exceptions	Exceptions over part [Notice Only]	<p>Designate any mineral exception that affects part of a new lot.</p> <p>If not designated, NSW LRS will complete.</p>	12.6.1	NSW LRS
12.7	Crown grant conditions	Crown grant conditions over part [Notice Only]	<p>Designate any crown grant condition that affects part of a new lot.</p> <p>If not designated, NSW LRS will complete.</p>	12.7.1	NSW LRS

VISUAL

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
12.8	Existing exclusions	Show existing excluded land	<p>Any existing exclusions of roads, railways, creeks, other land or lots to be correctly shown on the plan.</p> <p>If excluded, the excluded part should be shown by broken lines without a vinculum and the area must state excluding road etc.</p> <p>If fully defined, the exclusion must be fully dimensioned, a vinculum added if required and the excluded area should not be included in the parcel area.</p>	12.8.1	Cl.63 SSIR 2017 RG
12.9	Adjoining information	Adjoining information	Your plan must show the current adjoining information at the time of lodgment.	12.9.1	Cl.13 Sch 5 or Cl. 13 Sch 7 LR
12.10	Multi-page consistency	Multi-page consistency	All plan data must be consistent across all pages on the plan.	12.10.1	NSW LRS
12.11	Schedules of lines (short, curved etc.)	Consistent numbering throughout plan, shown on appropriate sheets	All data shown in Schedules and designations must be consistent across all pages in the plan.	12.11.1	Cl.11 CR 2018 RG
12.12	Diagrams	Diagram	The diagram should show the scale, and its identity and all data therein should be consistent with the plan.	12.12.1 to 12.12.4	Cl. 9 Sch 5 or Cl. 9 Sch 7 LR
12.13	Reduction Ratio	Reduction ratio	A reduction ratio must be shown in the appropriate panel of the plan. A separate reduction ratio must be shown for any added diagram.	12.13.1	Cl.11(6)(d) CR 2018

VISUAL

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
12.14 North point		North point correctly orientated & shown on all sheets	Confirm that north point is correct, directed upwards and shown on all sheets. North point should show horizontal datum adopted and origin of that datum.	12.14.1 to 12.14.2	Cl. 9 Sch 5 or Cl. 9 Sch 7 LR Cl.61(2) SSIR 2017 SG#7 , Dia 3.28
12.15 Alterations		Alterations to plans prior to registration [Notice Only]	Any alterations made to the plan that are not related to requisitions should be brought to the attention of the examiner. a. An explanatory letter may be lodged and/or b. a copy of the plan with the amendments shown in red can be emailed to eplan@nswlrs.com.au .	12.15.1	NSW LRS
12.16 Amendments		Amendments to plans prior to registration [Notice Only]	Registration of plan may be delayed due to pending amendment action.	12.16.1	RG NSW LRS

STRATUM

STRATUM

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
13.1	AHD - two benchmarks shown (BM)	Required BMs	At least two BMs are required for the definition of a stratum boundary and at least one PM must be within 300m.	13.1.1	Cl.13 SSIR 2017
13.2	AHD verification	Two BMs with accurate AHD values	Two BMs with accurate AHD values are required that are equal to or better than class 'B' or 'LD'.	13.2.1	Cl.13 SSIR 2017
13.3	AHD origin of levels identified	AHD RL's	Stratum levels are to be defined by RLs relative to the AHD	13.3.1 13.3.2	Cl.13 SSIR 2017
13.4	Stratum subdivision	Stratum statements consistent	Confirm that there is no overlap or hiatus in stratum boundaries	13.4.1 13.4.2	RG
13.5	Existing stratum limitations	Subdivision of stratum lots	Confirm the current stratum boundaries are contained in the base title(s) in the new plan.	13.5.4	Cl.6 SSIR 2017
13.6	Height difference Schedule	Height difference Schedule	As the survey includes BMs or PMs which are used to determine height the plan must show a height difference Schedule.	13.6.1	Cl.69 SSIR 2017 s3.31.1.1 SG#7
13.7	Height Schedule	Height Schedule	As the survey includes BMs or PMs which are used to determine height the plan must show a height Schedule.	13.7.1	Cl.71 SSIR 2017 and 3.31.1.2 SG#7
13.8	Areas	Total areas and footprint areas [Notice Only]	Show total areas and part areas as per 8.10 and 8.12 A footprint area may be shown on the location plan. The footprint area is determined by compressing the levels to the surface and determining the total area occupied by each lot (disregarding overlap).	13.8.1	NSW LRS RG
13.9	Prior title boundaries	NSW LRS request [Notice Only]	NSW LRS may request the prior title boundaries on each level to assist with complex titling issues.	13.9.1	NSW LRS

STRATUM

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
13.10	Isolated Lots	Lots connected to the survey	All lots shown within the levels must be connected to the extremity of the survey.	13.10.1	RG
13.11	Cross sections	Cross section diagrams	Cross section diagrams should be supplied to identify the relationship between levels, occupations, lots and easements.	13.11.1	RG
13.12	Easement Designations	Clear designations to determine extents	Sufficient designations must be supplied within easement sites to determine their full extent when intersected by other easements.	13.12.1	Cl.15 Sch 5 or Cl.15, Sch7 LR
13.13	Stratum easements	Easements limited in height & depth	Easements limited in stratum must describe the height & depth in a statement or the statement should refer to the RL's as defined within the easement site on the plan. Easements must be drawn through each level they affect in relation to the RL's defined for the lots and the section 88B instrument should reflect the affected lots.	13.13.1 to 13.13.3	Cl.13 SSIR 2017 RG
13.14	Level description	Omission of Level(s)	<p>If the intention of the surveyor is to omit a level number, then a clear statement identifying which level(s) are not included in the plan is required. Provided the plan includes a statement that clearly indicates that a level has been intentionally omitted, the prior approval of the Registrar General is not required.</p> <p>Example: Floor Levels 4 and 14 are intentionally omitted in the floor numbering. The statement should appear on the sheet(s) which depict the level immediately preceding and following the omitted number.</p>	13.14.5	RG

LXML

LXML

#	NAME	SHORT DESCRIPTION	LONG DESCRIPTION	REQN ITEM NO.	LEGISLATIVE & REGULATORY REFERENCE
14.1	XML File	LXML file issues/discrepancies [Notice Only]	The LXML file should comply with the current NSW LandXML Recipe. a) The structure of the LMXL file requires revision b) Discrepancies between the LXML and TIFF should be reviewed.	14.1.1 14.1.2	NSW LRS