



NSW LRS Deposited Plan Lodgment Checklist

Lodging Parties and Surveyors are to complete the relevant Checklist and submit with plan lodgment.

Where a Checklist Item is "Not Applicable" for your plan lodgment, please check the N/A box.

The Plan Reference Guide for Deposited Plans provides information on item numbers in brackets "()".

The checklist items shown below are the top 10 Lodging Party and Surveyor requisitions.

YES	N/A	Lodging Party must check and certify	YES	N/A	Surveyor must check and certify
		<p>Registered proprietor(s) has signed the administration sheet and section 88B instrument (5.1 & 6.11)</p> <p>Mortgagee(s) has signed the administration sheet and section 88B instrument (5.2 & 6.12)</p> <p>Section 88B instrument is correctly signed and witnessed (6.11 – 6.17 inclusive)</p> <p>Easements being created/released in the section 88B instrument agree with the plan and administration sheet (6.3 & 8.3)</p> <p>Schedule of lots burdened and benefitted on the section 88B instrument agree with the plan (6.6)</p> <p>Easements being released to be full or partial releases and state origin (6.8 & 6.9)</p> <p>Plan heading is completed and consistent between all documents (4.14 & 6.1)</p> <p>Subdivision certificate is fully completed with inapplicable parts ruled through on the administration sheet (4.12)</p> <p>Titles are lodged, produced or e-consent provided (5.5)</p> <p>All necessary consents are provided (leases, caveats, etc.) (5.3, 5.4, 5.8 & 7.1 – 7.7 inclusive)</p> <p>Review Lodgment Rules, Lodgment Samples, Deposited Plan Reference Guide and other materials available on the NSW LRS website</p>			<p>A common boundary is adopted with adjoining parcels (11.8)</p> <p>All lot boundaries are fully dimensioned (11.5)</p> <p>The nature, status, position and origin of reference marks, monuments and occupations are shown (10.9, 10.17, 11.1 & 11.9)</p> <p>The datum line terminals are shown on the plan and administration sheet (9.13)</p> <p>Observed and calculated connections between established survey marks are shown (9.18)</p> <p>Numbering of permanent survey marks agree between SCIMS, plan and schedule (9.8)</p> <p>All existing affecting easements (or other affecting interests) are shown and agree with the creating instrument (15.3)</p> <p>Connections to parcel boundaries are shown for new easements (6.4)</p> <p>Current adjoining information at the date of lodgment is shown (15.9)</p> <p>Survey Certificate is fully completed with inapplicable parts ruled through on the administration sheet and Surveyor's reference and date to be consistent between plan and administration sheet (4.1 - 4.5 inclusive)</p> <p>Street address schedule is completed for all lots on the administration sheet (4.17)</p>
LP Reference:			Surveyor Reference:		
LP Signature:			Surveyor Signature:		
Date:			Date:		