



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 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 (2.1 & 3.11)</p> <p>Mortgagee(s) has signed the administration sheet and section 88B instrument (2.2 & 3.12)</p> <p>Section 88B instrument is correctly signed and witnessed (3.11 – 3.17 inclusive)</p> <p>Easements being created/released in the section 88B instrument agree with the plan and administration sheet (3.3 & 5.3)</p> <p>Schedule of lots burdened and benefitted on the section 88B instrument agree with the plan (3.6)</p> <p>Easements being released to be full or partial releases and state origin (3.8 & 3.9)</p> <p>Plan heading is completed and consistent between all documents (1.14 & 3.1)</p> <p>Subdivision certificate is fully completed with inapplicable parts ruled through on the administration sheet (1.12)</p> <p>Terms are required for all easements that do not have statutory names via Schedules 4A & 8 Conveyancing Act 1919 (3.5)</p> <p>All data is clearly legible for reproduction (1.8)</p>			<p>A common boundary is adopted with adjoining parcels (8.8)</p> <p>All lot boundaries are fully dimensioned (8.5)</p> <p>The nature, status, position and origin of reference marks, monuments and occupations are shown (7.9, 7.17, 8.1 & 8.9)</p> <p>All existing affecting easements (or other affecting interests) are shown and agree with the creating instrument (12.3)</p> <p>Connections to parcel boundaries are shown for new easements (3.4)</p> <p>Current adjoining information at the date of lodgment is shown (12.9)</p> <p>Co-ordinates for established survey marks shown in the Co-ordinates Schedule are in agreement with SCIMS</p> <p>All data on the plan is clearly legible for reproduction (1.8)</p> <p>Review Lodgment Rules, Lodgment Samples, Deposited Plan Reference Guide and other materials available on the NSW LRS website</p> <p>The age, nature etc. of any occupation within 1 metre of a surveyed boundary are shown (8.9)</p> <p>Sufficient information shown to support definition of roads (8.6)</p>
LP Reference:			Surveyor Reference:		
LP Signature:			Surveyor Signature:		
Date:			Date:		