

User Manual

NSW LRS Connect – Release 1

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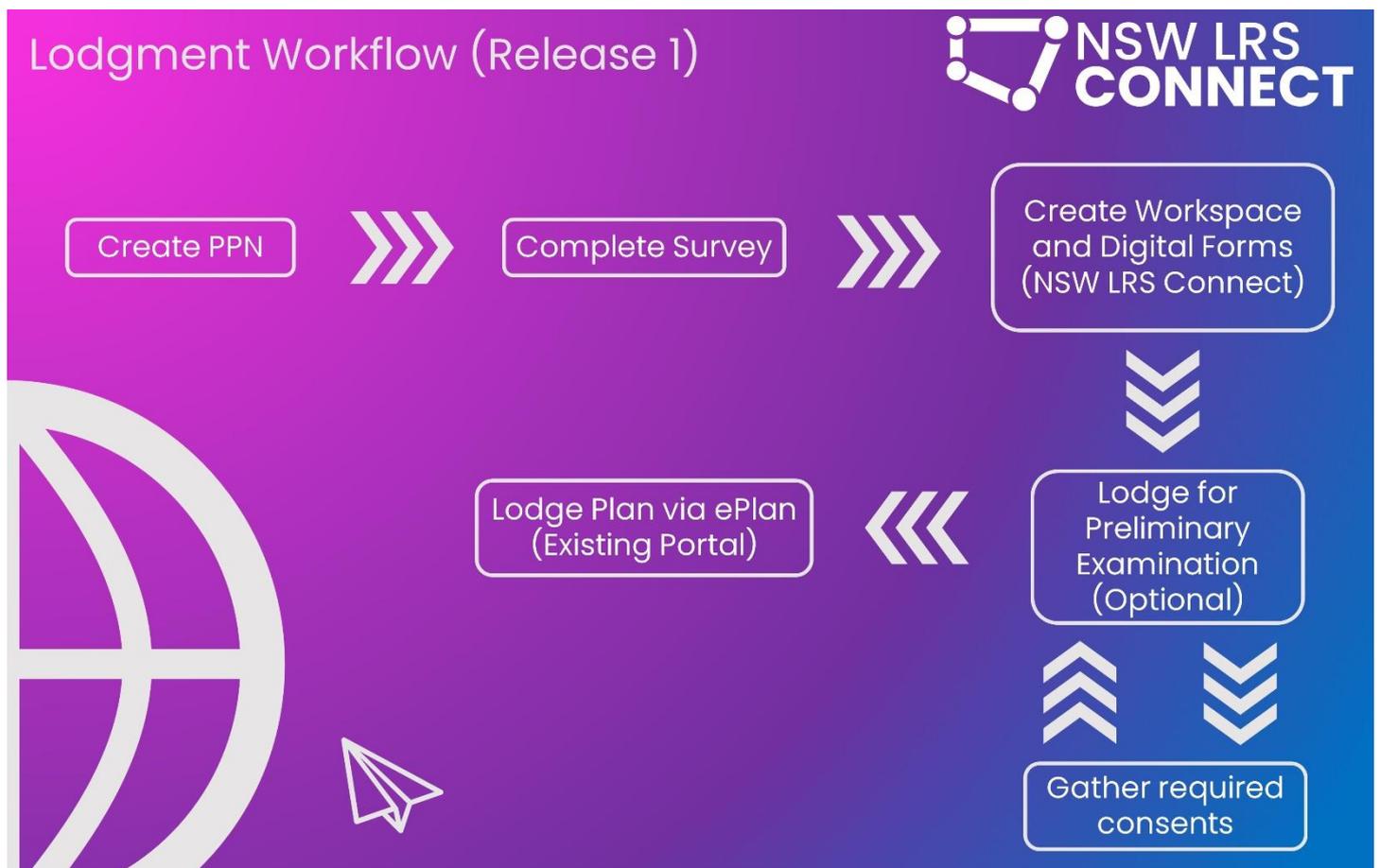
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Introduction

NSW LRS are modernising our online portal to deliver functionality to customers outlined in the Digital Survey Plan Delivery Plan. The first features to be available on NSW LRS Connect are digital plan admin forms for Deposited Plans and Strata Plans (Community Plans and Strata Building Alteration coming soon), as well as Section 88B Instruments.

NSW LRS Connect will allow users to create a workspace. In the workspace users can prepare digital plan admin and Section 88B Instruments online, saving users the hassle of filling out a paper form.

Lodgment Workflow (Release 1)



Allowing 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.

If you or your organisation does not allow for third party cookies in your web browser, in order to use NSW LRS Connect you will need to add NSW LRS Connect as an exception in your web browsers Cookie settings.

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

This section of the NSW LRS Connect user guide will provide users with instructions for Signing up, Logging in, Resetting passwords and unblocking accounts.

1.1. Sign-Up

Purpose:

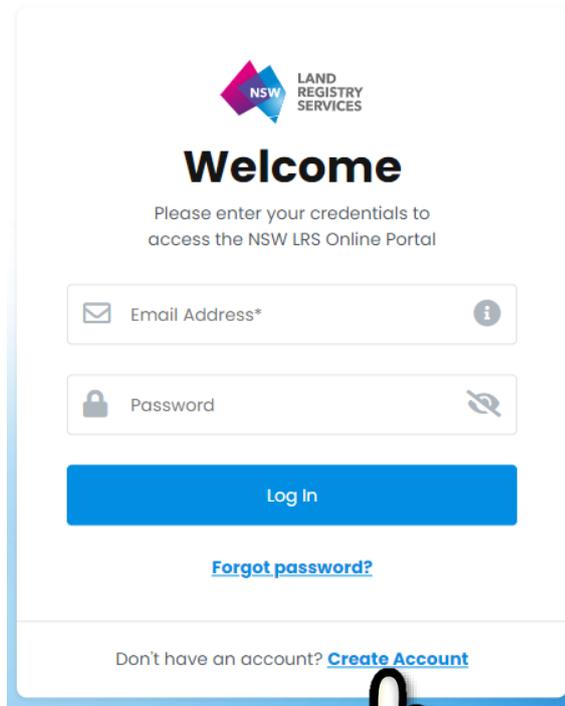
To Log in and use LRS Connect, you will need to create an account. This section will guide you through the sign-up process. **Important note:** Do not sign up whilst your browser is in “Incognito mode” (Chrome), “Private mode” (Firefox) or “InPrivate mode” (MS Edge) as the sign up process will fail.

Pre-requisites:

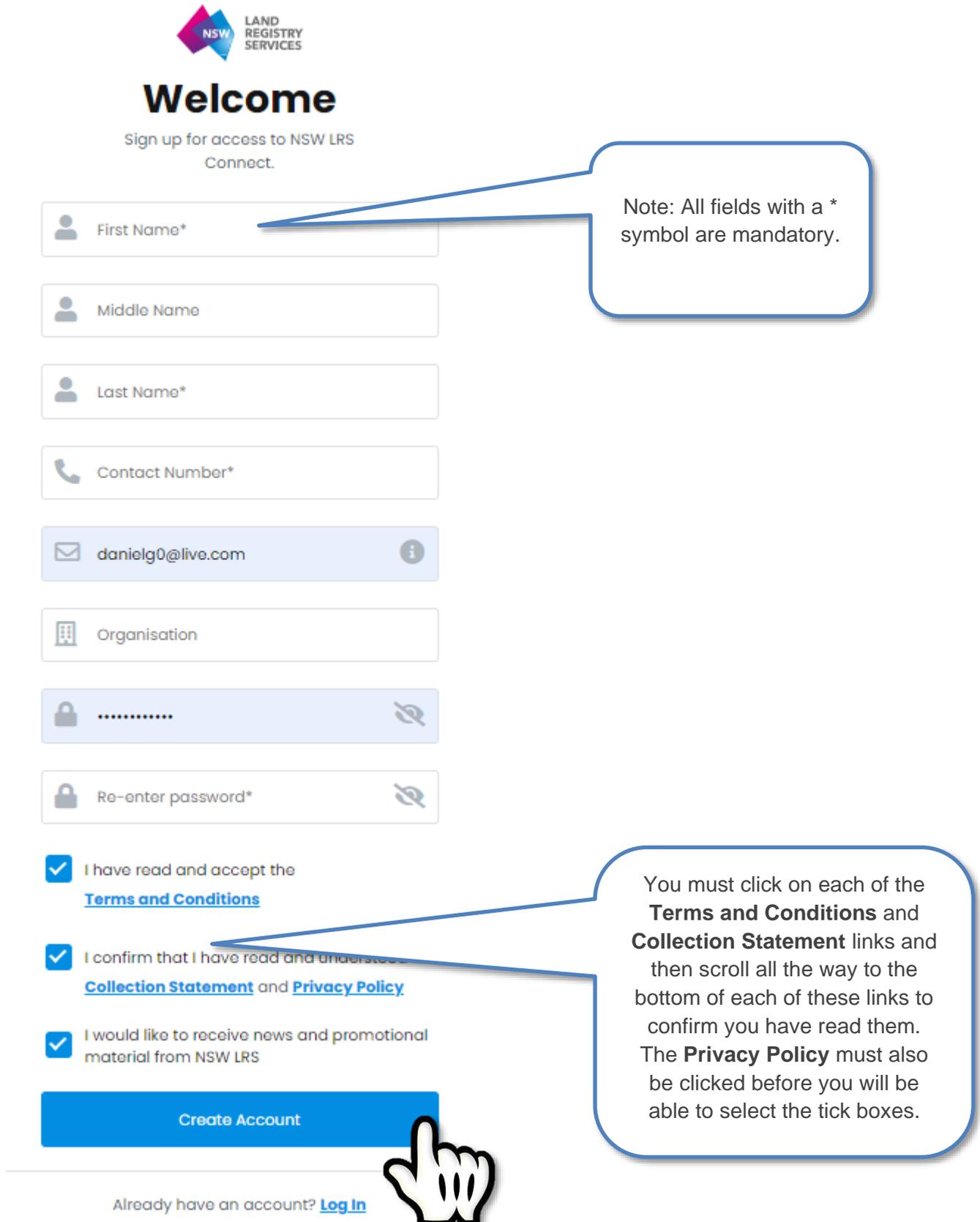
- You must be a Surveyor registered in NSW and an authorised ePlan user.

How to Sign Up:

- Navigate to connect.nswlrs.com.au on your computer or other internet connected device and click the  button in the top right hand corner.
- At the Login screen, click **Create Account**



- Fill in the Welcome form with your personal details, accept the terms and conditions and click the **Create Account** button to continue.



NSW LAND REGISTRY SERVICES

Welcome

Sign up for access to NSW 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

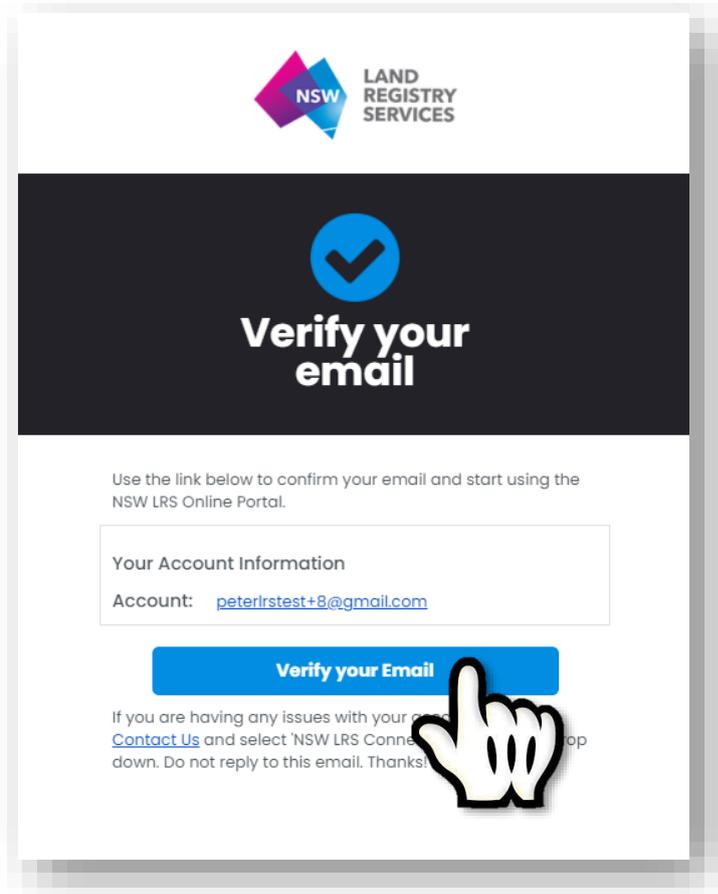
Create Account

Already have an account? [Log In](#)

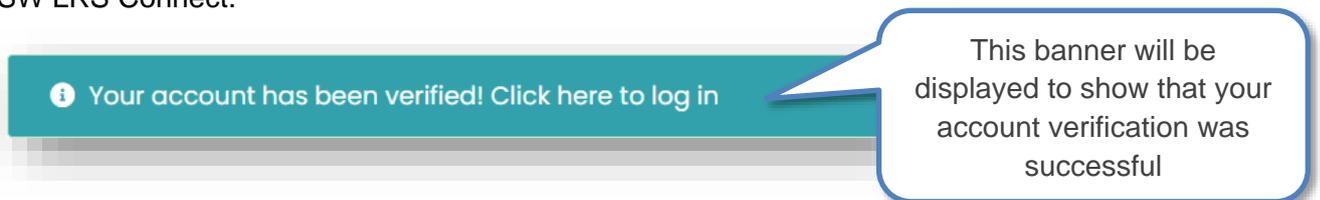
*Note: All fields with a * symbol are mandatory.*

*You must click on each of the **Terms and Conditions** and **Collection Statement** links and then scroll all the way to the bottom of each of these links to confirm you have read them. The **Privacy Policy** must also be clicked before you will be able to select the tick boxes.*

- You will then be prompted to verify your account. In order to do this, you will need to open the **welcome** email sent to the email account you entered previously. Open the new email and click the **Verify your email** button.

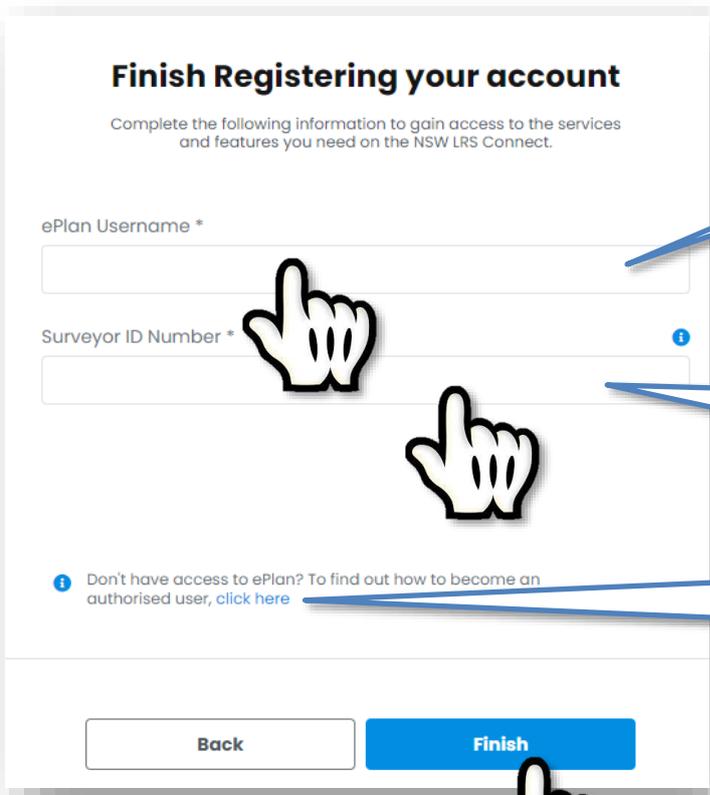


- After clicking the **Verify your Email** button, Your account will be verified and you will be taken back to NSW LRS Connect.



You can then click the  button in the top right-hand corner and log in to your new account.

6. On the **Finish Registering your account** screen, enter your current ePlan Username. You would also need to enter your Surveyor ID before you click continue.



Finish Registering your account

Complete the following information to gain access to the services and features you need on the NSW LRS Connect.

ePlan Username *

Surveyor ID Number *

Don't have access to ePlan? To find out how to become an authorised user, [click here](#)

Back Finish

Enter your current ePlan Username

Please enter your full identification number provided by BOSSI e.g. SU000781.

Click here if you don't have access to ePlan.

The screenshot shows a form titled "Finish Registering your account" with two input fields: "ePlan Username *" and "Surveyor ID Number *". Below the fields is a link: "Don't have access to ePlan? To find out how to become an authorised user, click here". At the bottom are "Back" and "Finish" buttons. Three callout boxes with hand icons point to the input fields and the link. The first callout points to the "ePlan Username" field. The second callout points to the "Surveyor ID Number" field. The third callout points to the "click here" link.

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:

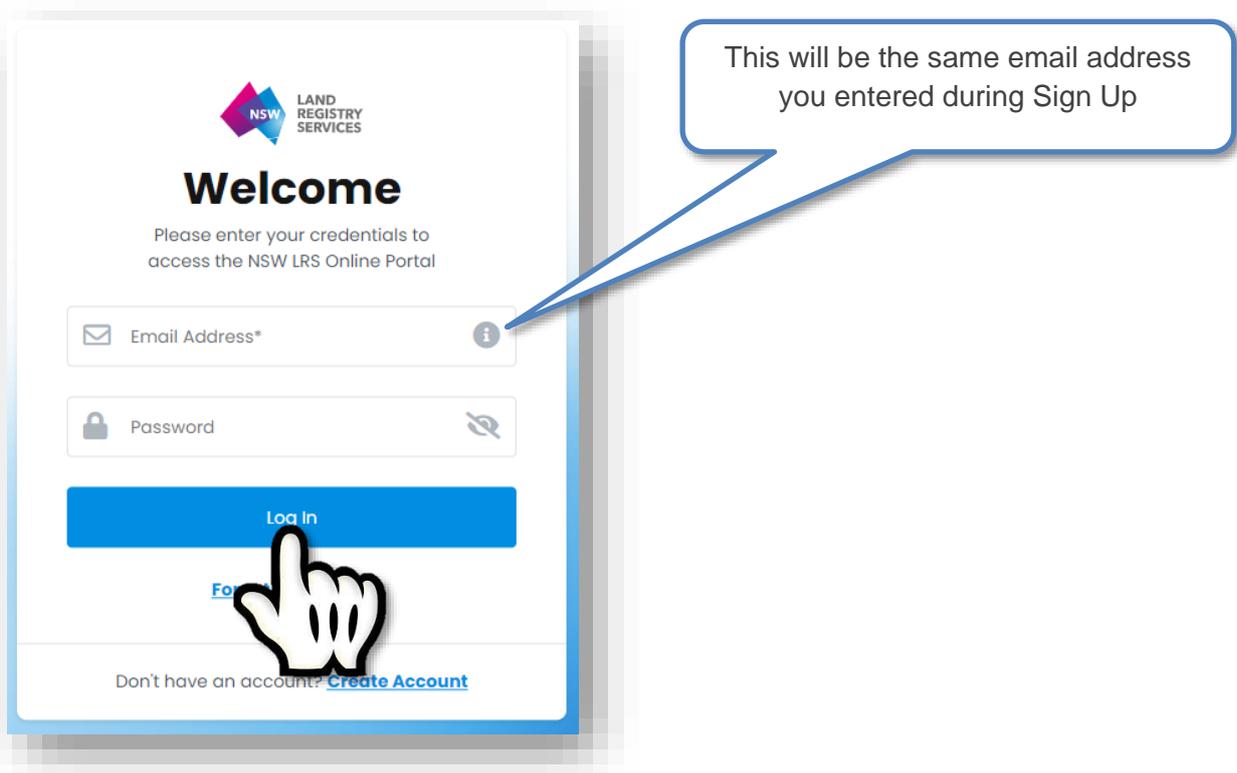
This section will guide you through the Log in process.

Pre-requisites:

- You must have an active LRS Connect account. See the **Sign Up** section of this manual if you haven't created your account.

How to Log in:

- Navigate to connect.nswlrs.com.au on your computer or other internet connected device and click the **Log in** button in the top right hand corner.
- At the Login screen, enter your account email address and password. Then click **Log in**.



1.3. Password Reset

For security purposes, it is crucial that the correct password is entered when you attempt to log in. If you are seeing the  header along the top of your screen when attempting to log in, you may need to reset your password.

Purpose:

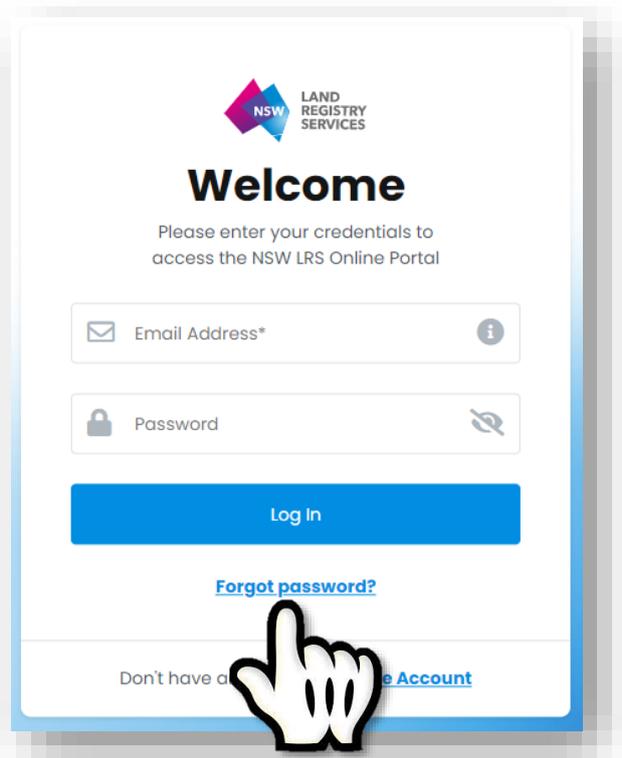
This section will guide you through the password reset process.

Pre-requisites:

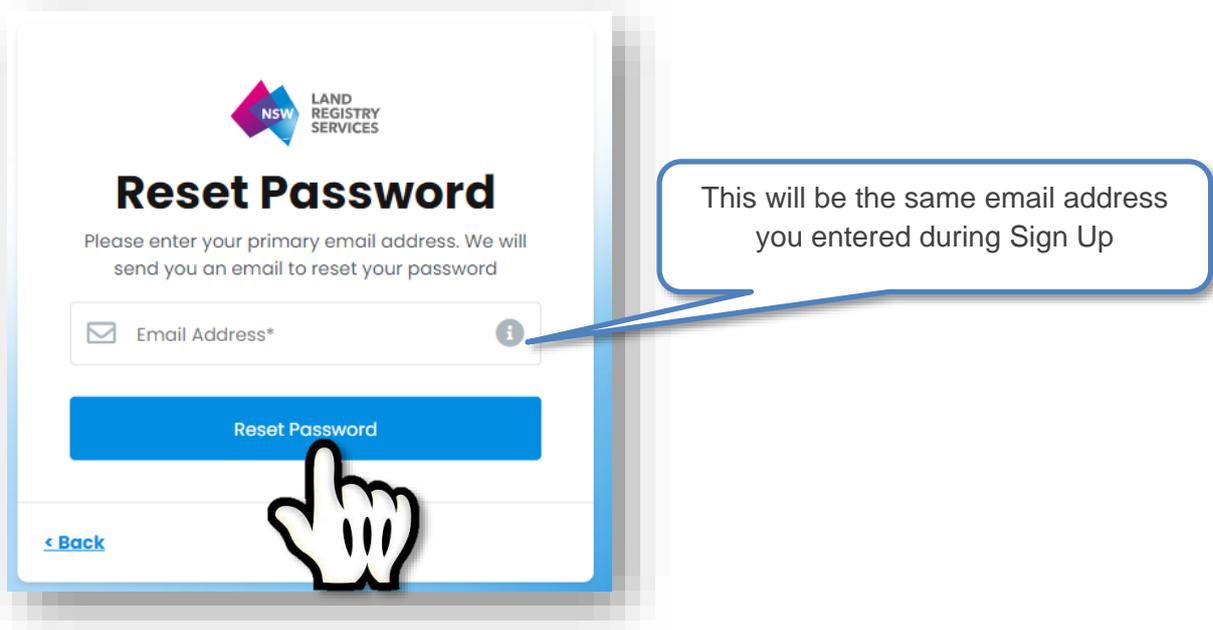
- You must have an active account LRS Connect account. See **Sign Up** above.

How to Reset your password:

- Navigate to connect.nswlrs.com.au on your computer or other internet connected device and click the  button in the top right hand corner.
- At the Login screen, click on **Forgot password?**.



3. At the Reset Password screen, enter your account email click **Reset Password**.

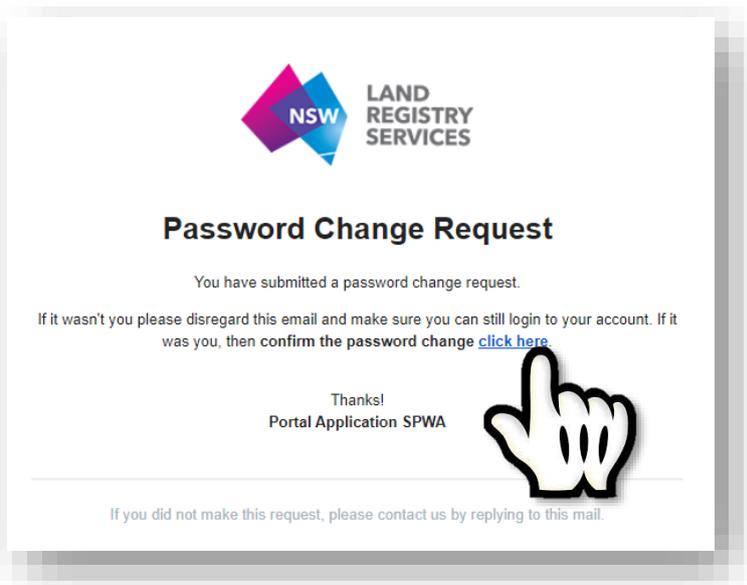


After clicking **Reset Password**, you should then see a banner advising you that an email has been sent:

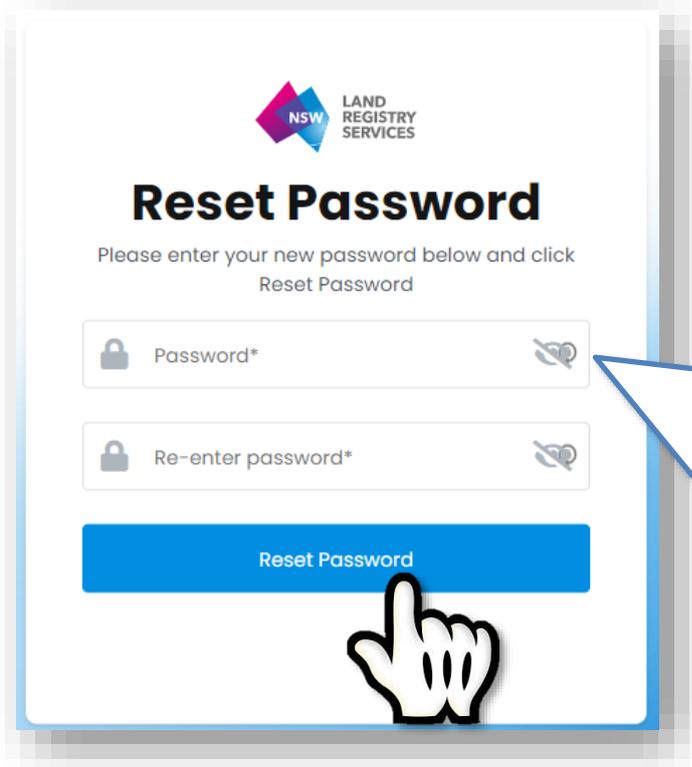
✓ We've just sent you an email to reset your password. ✕

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

NOTE: this email may be in your SPAM/JUNK folder.



5. Choose a new password and enter it into the two fields on the **Reset Password** screen. Then press **Reset Password**.



A new password must be:

- At least 8 characters in length
- Contain at least 3 of the following 4 types of characters:
 - lower case letters (a-z)
 - upper case letters (A-Z)
 - numbers (i.e. 0-9)
 - special characters (e.g. !@#\$\$%^&*)
- No more than 2 identical characters in a row (e.g. **aaa** is not allowed).

Once you press Reset Password, you will be redirected to the LRS connect home page where you can attempt to log in again.

1.4. Un-blocking your Account

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

 Your account has been blocked after multiple consecutive login attempts. We've sent you an email with instructions on how to unblock it. 

This banner indicates that your account has been blocked for security purposes and must now be unblocked.

Purpose:

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

Pre-requisites:

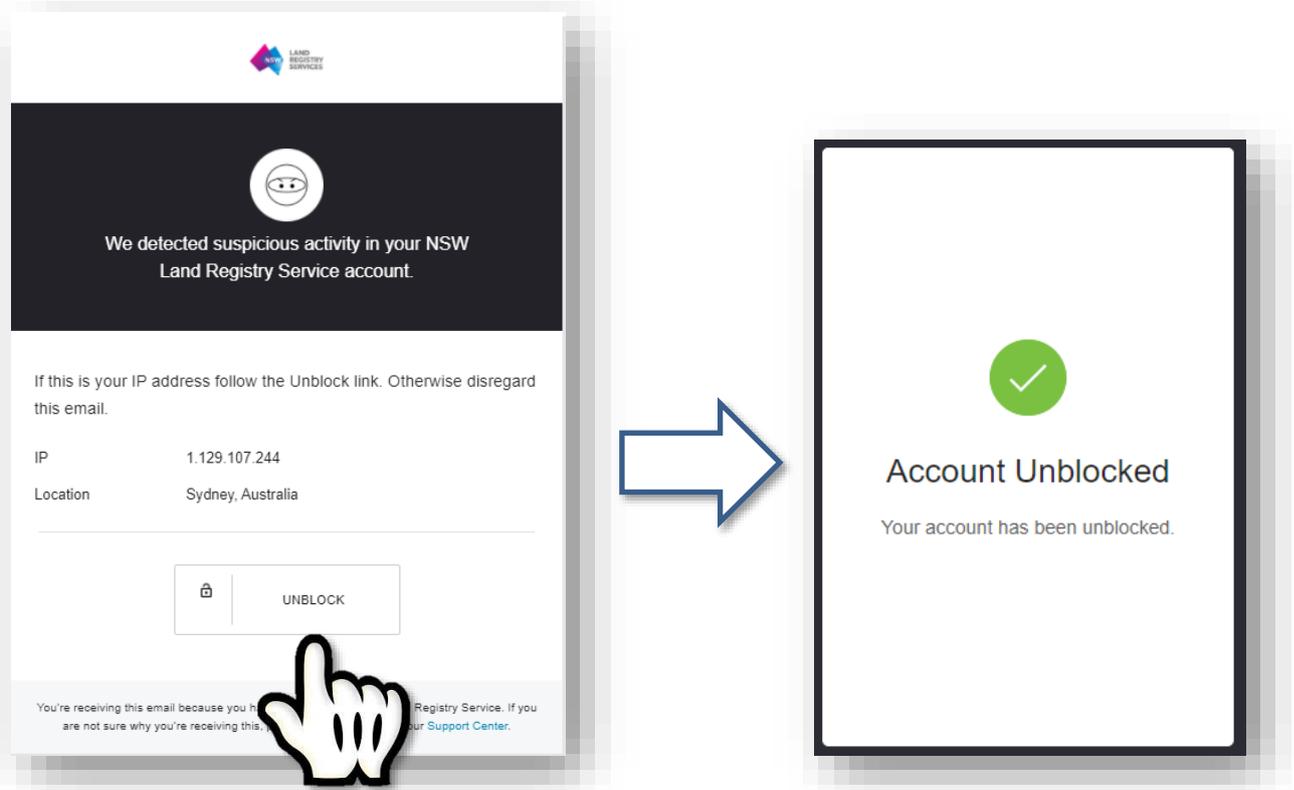
- You must have an active LRS Connect account. See **Sign Up** above.

How to unblock your account:

There are 2 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:

- In your mailbox, you will find a new email from Noreply.Connect@nswlrs.com.au. Click the **Unblock** button in the email sent to proceed.

NOTE: this email may be in your SPAM/JUNK folder.



- Navigate back to the LRS Connect home page (connect.nswlrs.com.au). You can now attempt to log in again.

2. PPN Management

This section provides assistance on the creation of a Pre-allocated Plan Number (PPN). A PPN is required for the creation of a new workspace in NSW LRS Connect. The process of requesting a PPN will remain the same (i.e. through the existing ePlan portal). NSW LRS plans to migrate PPN creation to NSW LRS Connect in the future.

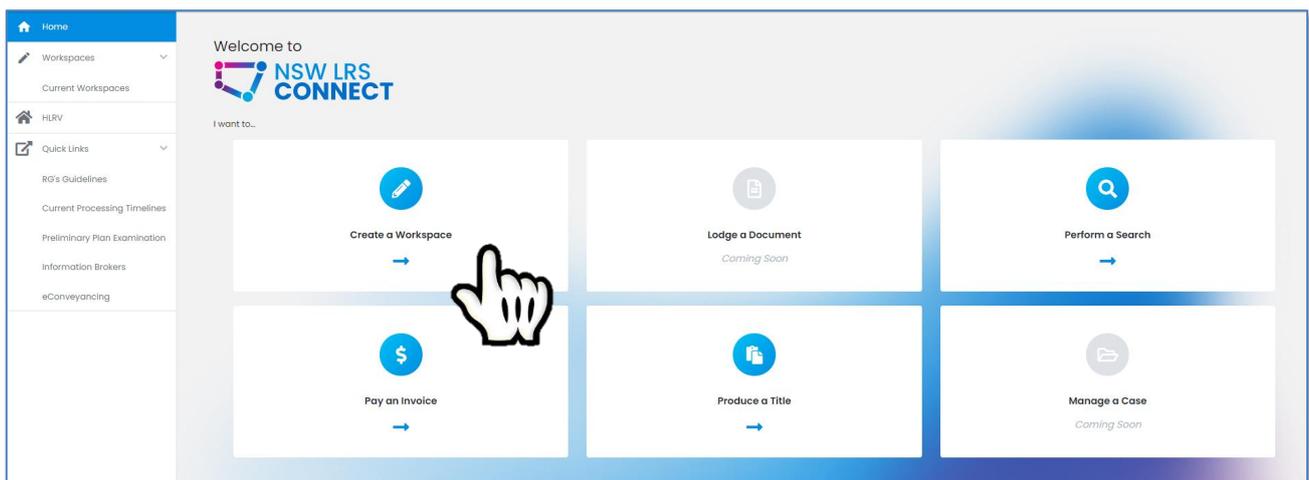
2.1. Requesting a PPN

Pre-requisites:

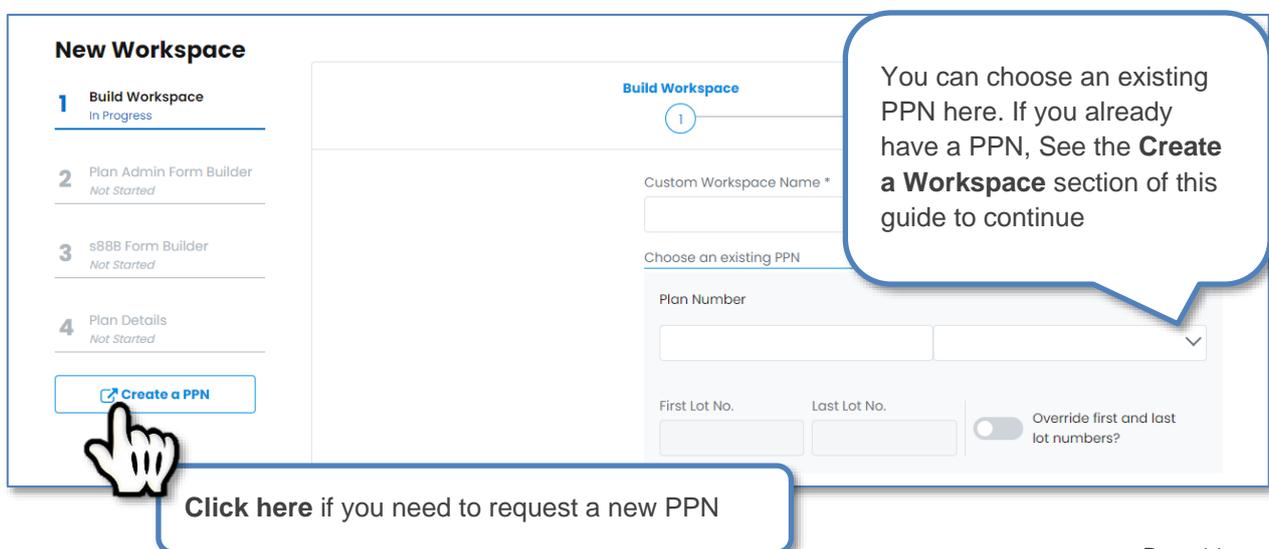
- You must be a Surveyor registered in NSW and an authorised ePlan user to create a PPN.
- You must be logged into NSW LRS Connect.

Where to find the PPN creation form

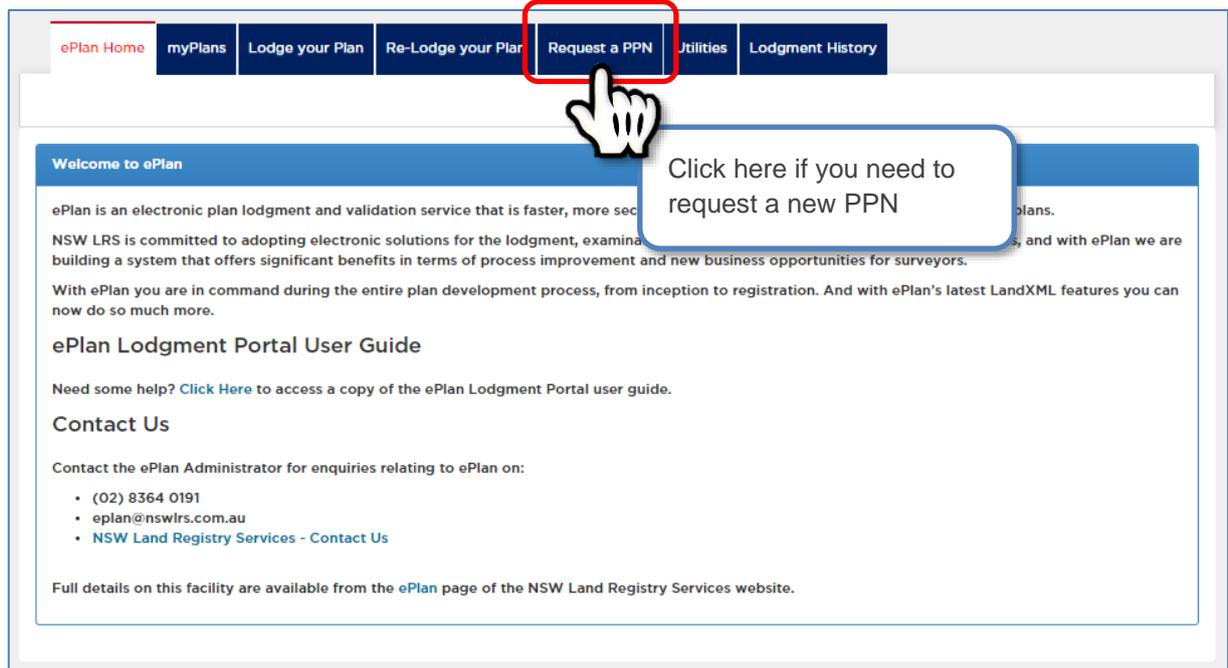
1. If you are requesting a PPN through NSW LRS Connect, from the homepage, click on **Create a Workspace**



On the New Workspace screen, click the **Create a PPN** button

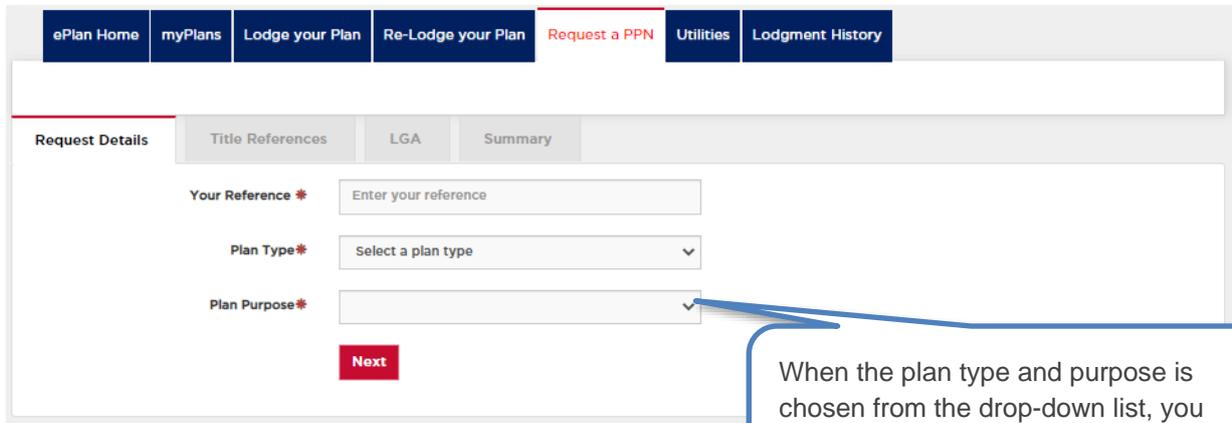


2. If you are requesting a PPN from the original ePlan portal, click the **Request a PPN** button to continue.



How to request a PPN

1. In the **Request a PPN** tab, you will be able to enter your Request details to continue.



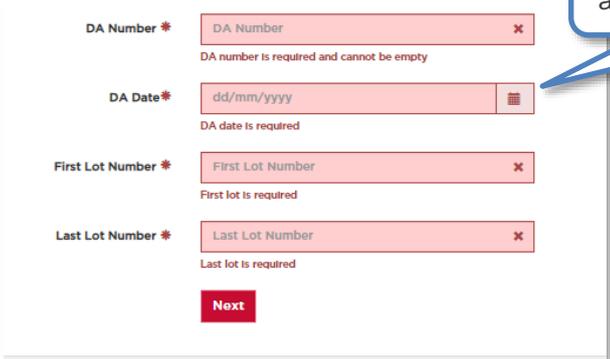
The screenshot shows the 'Request a PPN' form with the following fields:

- Your Reference ***: Text input field with placeholder 'Enter your reference'.
- Plan Type ***: Dropdown menu with placeholder 'Select a plan type'.
- Plan Purpose ***: Dropdown menu with placeholder 'Select a plan purpose'.
- Next**: Red button.

When the plan type and purpose is chosen from the drop-down list, you may be required to enter further details.

2. Further details that may be required:

If DA information is not available, you can enter NA.



The screenshot shows the following fields with error messages:

- DA Number ***: Error message 'DA number is required and cannot be empty'.
- DA Date ***: Error message 'DA date is required'.
- First Lot Number ***: Error message 'First lot is required'.
- Last Lot Number ***: Error message 'Last lot is required'.
- Next**: Red button.

OR



The screenshot shows the following fields with error messages:

- First Lot Number ***: Error message 'First lot is required'.
- Last Lot Number ***: Error message 'Last lot is required'.
- Next**: Red button.

- Type:** Deposited Plan
Purpose(s): Building Stratum Subdivision, Subdivision
- Type:** Community Plan
Purpose(s): Community Plan
- Type:** Precinct Plan
Purpose(s): Precinct Plan
- Type:** Neighbourhood Plan
Purpose(s): Neighbourhood Plan
- Type:** Strata Plan
Purpose(s): Leasehold Strata Plan, Leasehold Strata Subdivision Plan, Part Strata, Strata Plan, Strata Subdivision Plan

- Required**
- Type:** Deposited Plan
Purpose(s): Consolidation, Crown Folio Creation, Delimitation, Road or Motorway, Road Act 1993, Surrender
 - Type:** Strata Plan
Purpose(s): Leasehold Strata Consolidation Plan, Strata Consolidation Plan
- Optional**
- Type:** Deposited Plan
Purpose(s): Lease, Pipelines Act 1967, Redefinition, Resumption or Acquisition,

- Enter the required title reference(s) on the **Title References** screen. All title reference(s) including the titles impacted by the easement(s) can be entered here.



Click here to expand how the titles can be entered

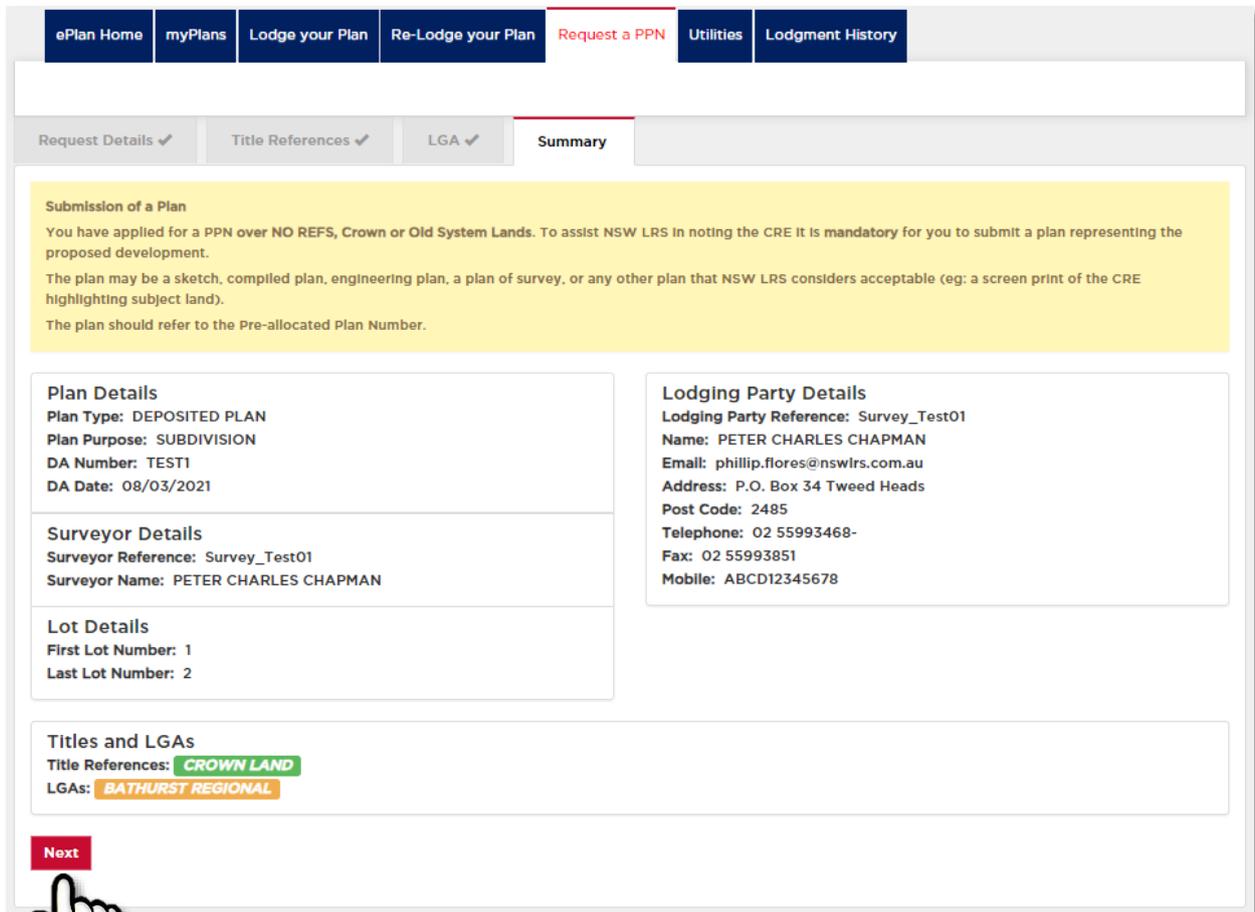
| Help | |
|-----------------------------------|---------------------------------|
| Title Formats | Enter As |
| Lot 23 DP789678 | 23/789678 |
| Lot 7 Section 12 DP6789 | 7/12/6798 |
| Lot 1 SP45676 | 1/SP45676 |
| Sub Folios - Lot in Plan | 1/703128A |
| Sub Folios - Auto Consol | AC12022-15A |
| Common Property of SP45676 | CP/SP45676 |
| Volume 7456 Folio 56 | 74656-56 |
| Crown Land | Crown Land |
| Book 3456 No78 | BK3456NO78 |
| Serial and Page | SER123PG1234 |
| Gov Gazette 5/5/2001 Fol:1234 | GZ05052001FOL1234 |
| Auto Consol 8456-34 | 8456-34 |
| Survey Information Only | NO REFS |
| Lot 1 to 10 in DP753045 | 1-10/753045 |
| (Range of numeric Lots in a plan) | (maximum of 50 lots in a range) |

- You will be presented with the **LGA** screen if no Torrens title references are entered on the previous screen. i.e. No Refs, Crown Land.

Multiple LGA can be chosen by clicking on the LGA here

LGA entered can be removed by clicking on the LGA here

- The final screen in the PPN creation process is the **Summary** Screen. This is the Summary of the details entered before the creation of the PPN. If any detail(s) are incorrect, you may go back and fix the incorrect detail(s). Once the PPN is generated, detail(s) can only be changed via request to the ePlan administrator via email at eplan@nswlrs.com.au



Request a PPN

Request Details ✓ Title References ✓ LGA ✓ **Summary**

Submission of a Plan
 You have applied for a PPN over NO REFS, Crown or Old System Lands. To assist NSW LRS in noting the CRE it is mandatory for you to submit a plan representing the proposed development.
 The plan may be a sketch, compiled plan, engineering plan, a plan of survey, or any other plan that NSW LRS considers acceptable (eg: a screen print of the CRE highlighting subject land).
 The plan should refer to the Pre-allocated Plan Number.

Plan Details
 Plan Type: DEPOSITED PLAN
 Plan Purpose: SUBDIVISION
 DA Number: TEST1
 DA Date: 08/03/2021

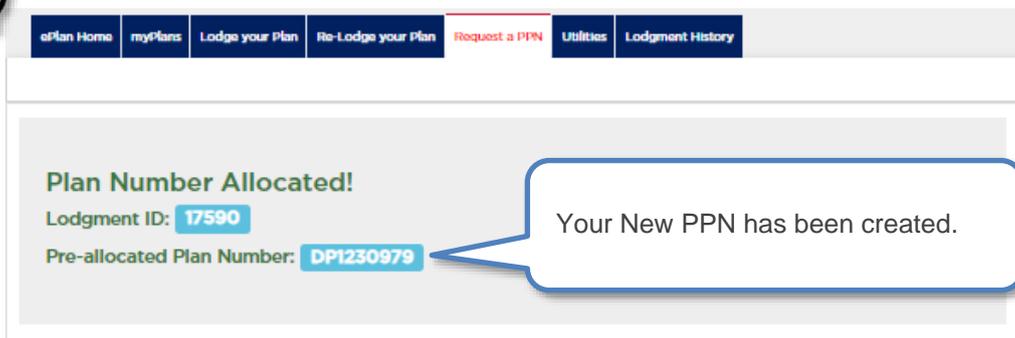
Surveyor Details
 Surveyor Reference: Survey_Test01
 Surveyor Name: PETER CHARLES CHAPMAN

Lot Details
 First Lot Number: 1
 Last Lot Number: 2

Lodging Party Details
 Lodging Party Reference: Survey_Test01
 Name: PETER CHARLES CHAPMAN
 Email: phillip.flores@nswlrs.com.au
 Address: P.O. Box 34 Tweed Heads
 Post Code: 2485
 Telephone: 02 55993468-
 Fax: 02 55993851
 Mobile: ABCD12345678

Titles and LGAs
 Title References: **CROWN LAND**
 LGAs: **BATHURST REGIONAL**

Next



Request a PPN

Plan Number Allocated!
 Lodgment ID: **17590**
 Pre-allocated Plan Number: **DP1230979**

Your New PPN has been created.

3. Creating a Workspace

A workspace will act as a central location for users to prepare, lodge and manage their documents submitted to NSW LRS for registration. The first release focuses on enabling preparation of digital plan forms with lodgment and case management to be released in future.

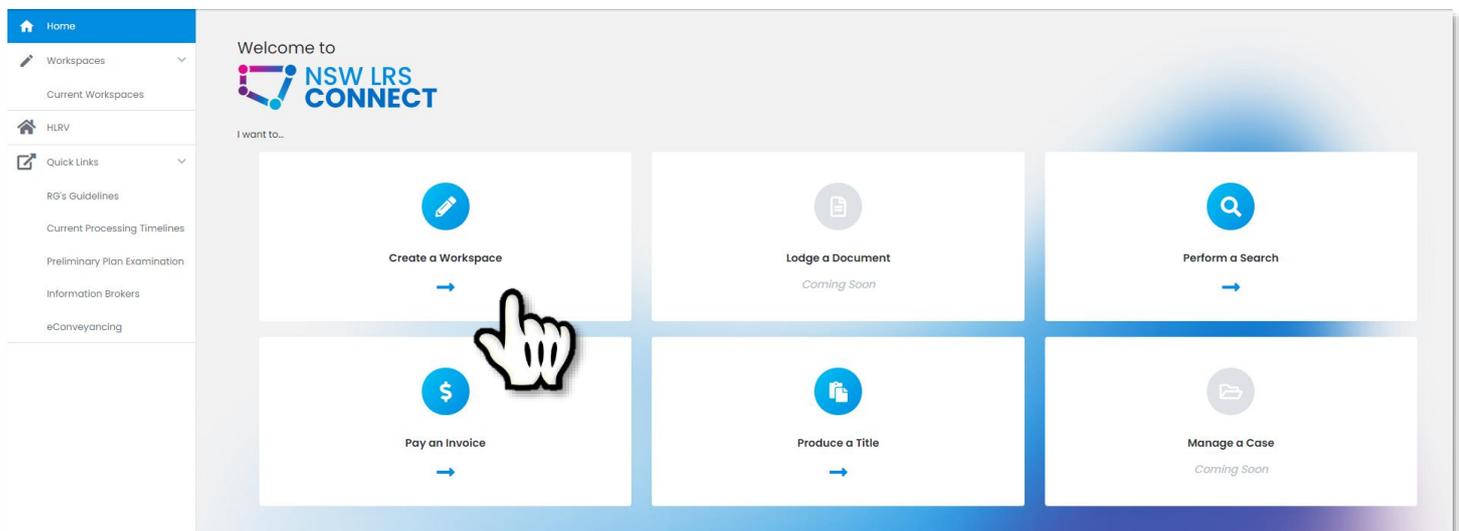
3.1. Building a new Workspace

Pre-requisites:

- You must have an 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 have a PPN to begin building a workspace.

How to create a workspace

This is the NSW LRS Connect homepage. From here you can navigate to various functions via clicking on the tiles, in this instance you want to click on **Create a Workspace** tile.



Building a new Workspace

In this section you will begin building the fundamentals of your workspace, by giving it a unique name, selecting a plan number (from a pre-created PPN), entering your first and last lot numbers, seeing the title references associated with this plan and whether you need a Section 88b instrument or not.

New Workspace

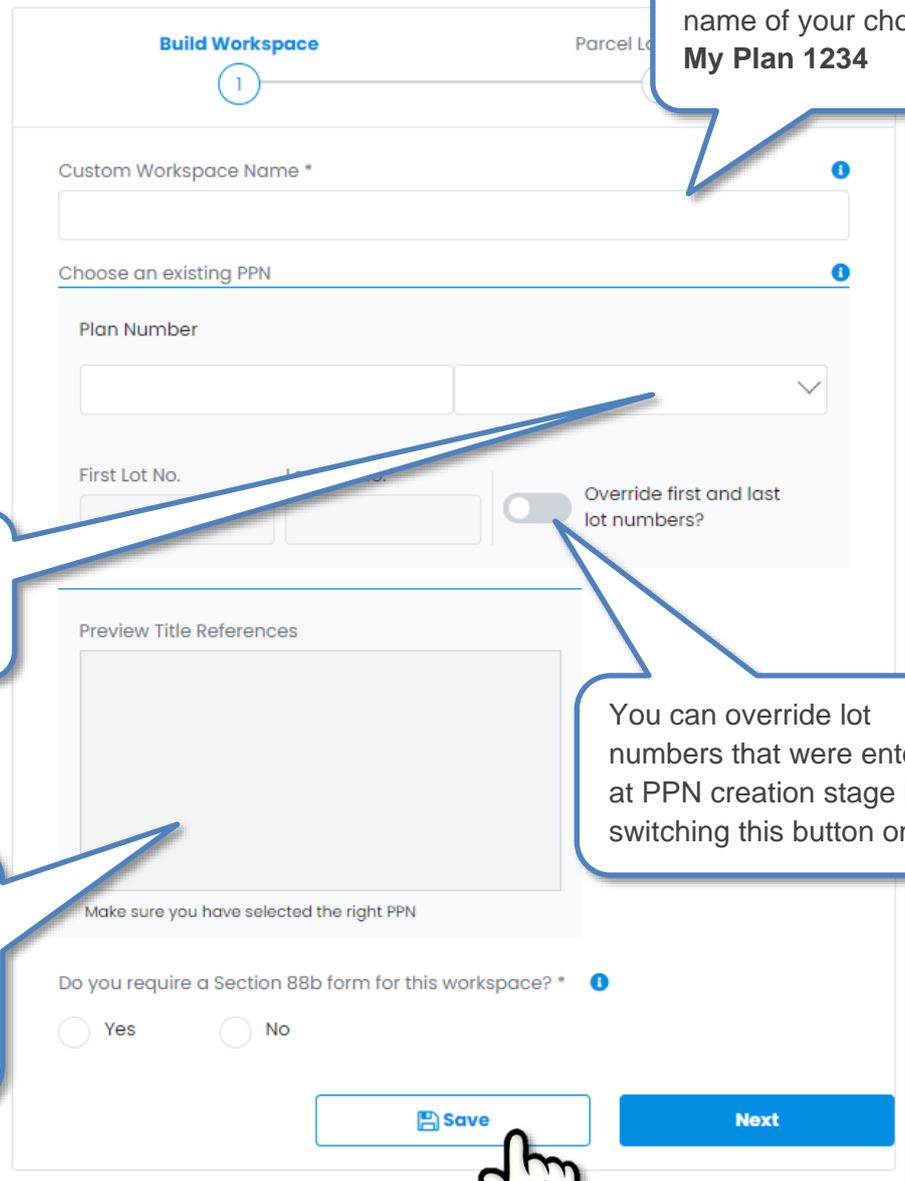
Use this to create a new PPN in the existing ePlan portal, prior to creating a workspace. See the **Create a PPN** section of this guide for more info.

4 Plan Details
Not Started

[Create a PPN](#)

This list will display any PPN listed under your profile

Titles that were included at PPN creation will pre-populate here. Removing or adding titles can be completed on the next screen.



Build Workspace Parcel L...

1

Custom Workspace Name * i

Choose an existing PPN i

Plan Number

First Lot No. Last Lot No.

Override first and last lot numbers?

Preview Title References

Make sure you have selected the right PPN

Do you require a Section 88b form for this workspace? * i

Yes No

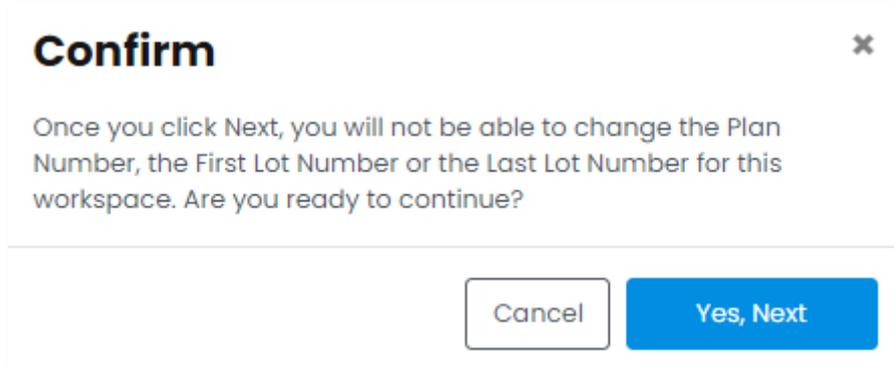
[Save](#) [Next](#)

Enter a workspace name of your choice eg **My Plan 1234**

You can override lot numbers that were entered at PPN creation stage by switching this button on

Once completed, click the **Save** button to save your progress.

Once you click **Next**, you will receive a message to confirm all parts of the **Build Workspace** section have been completed correctly. *Please double check all info is correct as certain elements cannot be changed from this point.*



3.2. Parcel Land Details

The title references from your PPN will auto-populate here. The plan purpose you chose during PPN creation will show for all title references in this workspace. The  button to the left of the title reference can be clicked to open the details for this title reference.

New Workspace

- 1 **Build Workspace**
In Progress
- 2 Plan Admin Form Builder
Not Started
- 3 s88B Form Builder
Not Started
- 4 Plan Details
Not Started

[Create a PPN](#)

Build Workspace
Parcel Land Details

1
2

| TITLE REFERENCE | PURPOSE | COUNTY | PARISH | LGA | LOCALITY | |
|--|----------|------------|------------|-----------|----------|---|
|  1/313399 | EASEMENT | CUMBERLAND | ALEXANDRIA | WOOLLAHRA | |  |

[Add Title Reference](#)

Back
Save
Next

Clicking the **Purpose** drop down box will allow you to change the plan purpose of the respective title reference to either **Easement-burdened** (used when this title is not part of the main plan purpose, but an easement is affecting this title in the plan) or **Easement-benefited only** (used when this title is not part of the main plan purpose, but an easement is benefiting this title in the plan).

| TITLE REFERENCE | PURPOSE | COUNTY | PARISH | LGA | LOCALITY | |
|--|----------|------------|------------|-----------|----------|---|
|  1/313399 | EASEMENT | CUMBERLAND | ALEXANDRIA | WOOLLAHRA | |  |

Title Reference * Purpose * 

1/313399 EASEMENT

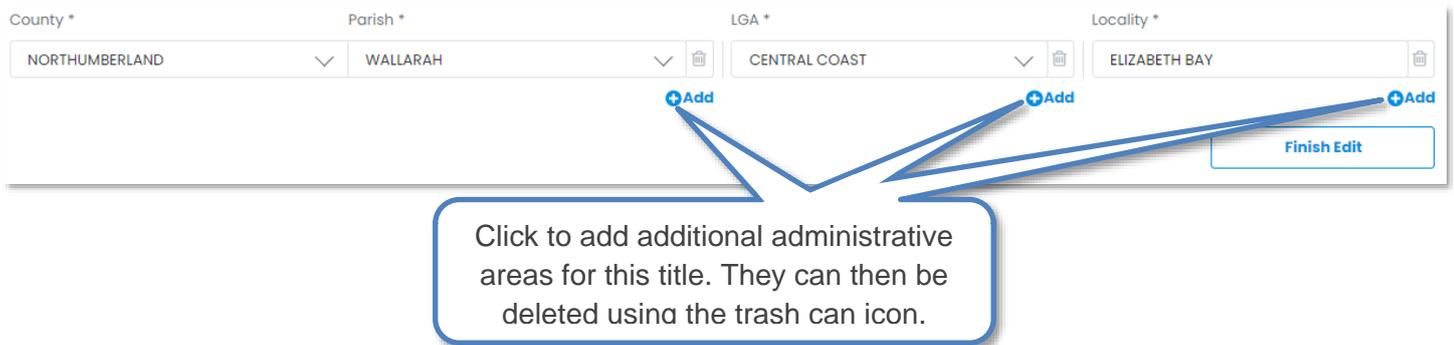
County * Pa locality * 

CUMBERLAND Easement - Burdened Easement - Benefited Only  Plus

[Finish Edit](#)

The County, Parish, LGA and Locality will pre-populate from any data that NSW LRS already has for each title reference which is part of the main plan purpose. If data is missing or incorrect, it is editable for you to enter the correct or missing data.

If you have made any changes to the details of a specific title listed e.g. you have updated the Locality, please make sure to click the **Finish Edit** button to confirm any changes.



County * NORTHUMBERLAND Parish * WALLARAH LGA * CENTRAL COAST Locality * ELIZABETH BAY

+Add +Add +Add

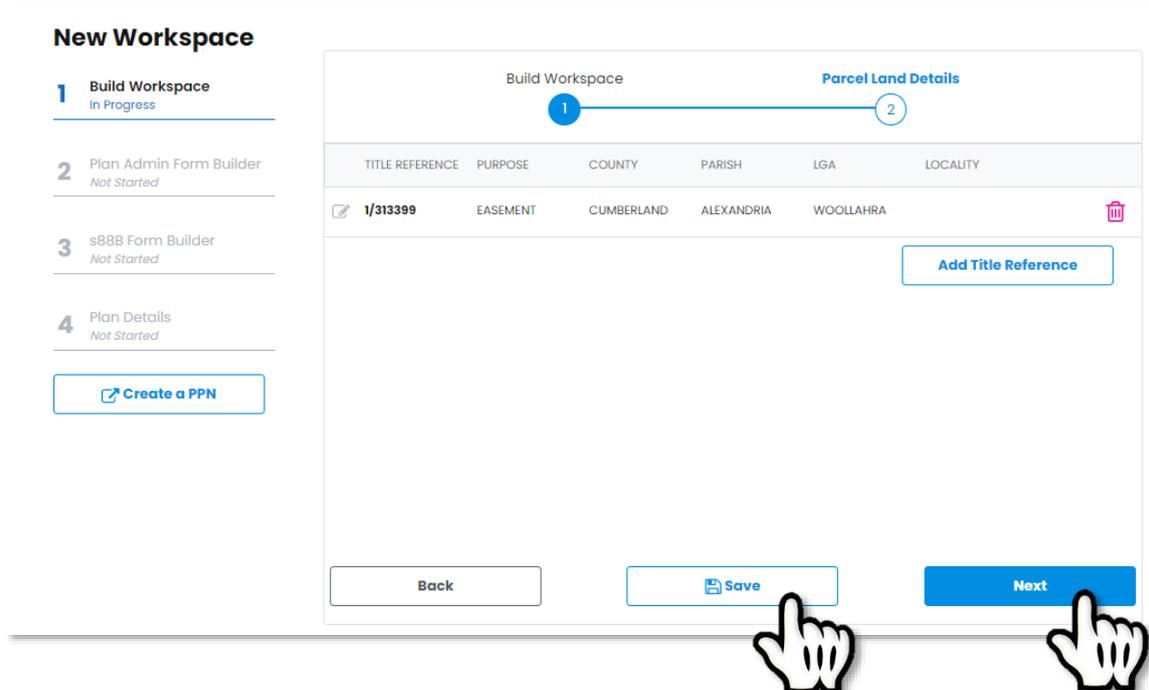
Finish Edit

Click to add additional administrative areas for this title. They can then be deleted using the trash can icon.

The trash can icon  to the right of each title reference can be used to delete any titles which are no longer required for this workspace.

When this section is complete, you can click **Save** to save your progress. At this point the Workspace creation is now complete and the workspace can be accessed again at any time from the **Current Workspaces** screen.

Clicking **Next** will allow you to move on to the **Plan Admin Form Builder** section of the workspace.



New Workspace

- 1 Build Workspace *In Progress*
- 2 Plan Admin Form Builder *Not Started*
- 3 s88B Form Builder *Not Started*
- 4 Plan Details *Not Started*

[Create a PPN](#)

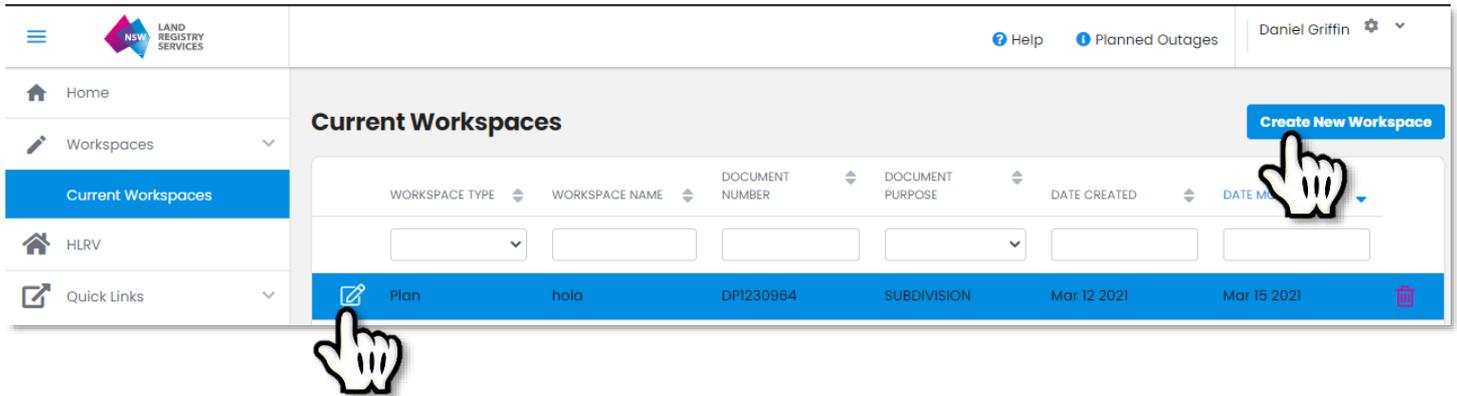
Build Workspace Parcel Land Details

| TITLE REFERENCE | PURPOSE | COUNTY | PARISH | LGA | LOCALITY |
|-----------------|----------|------------|------------|-----------|----------|
| 1/313399 | EASEMENT | CUMBERLAND | ALEXANDRIA | WOOLLAHRA | |

[Add Title Reference](#)

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

Your newly created workspace will be accessible from your **Current Workspaces** Screen in the main menu on the left. You will also be able to create more Workspaces by clicking the **Create New Workspace** button.



Current Workspaces [Create New Workspace](#)

| WORKSPACE TYPE | WORKSPACE NAME | DOCUMENT NUMBER | DOCUMENT PURPOSE | DATE CREATED | DATE MODIFIED |
|----------------|----------------|-----------------|------------------|--------------|---------------|
| Plan | hola | DP1230964 | SUBDIVISION | Mar 12 2021 | Mar 15 2021 |

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 an 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 have a PPN Created before filling in the Deposited Plan Digital Admin Form. See the **Create a PPN** 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

Deposited Plan Administration Smart Form

Plan Information Dedications Signatures Summary

1 2 3 4

Company Name and/or Address *

Date of Survey/Compilation * Urban/Rural *

Survey Completion *

Datum Line *

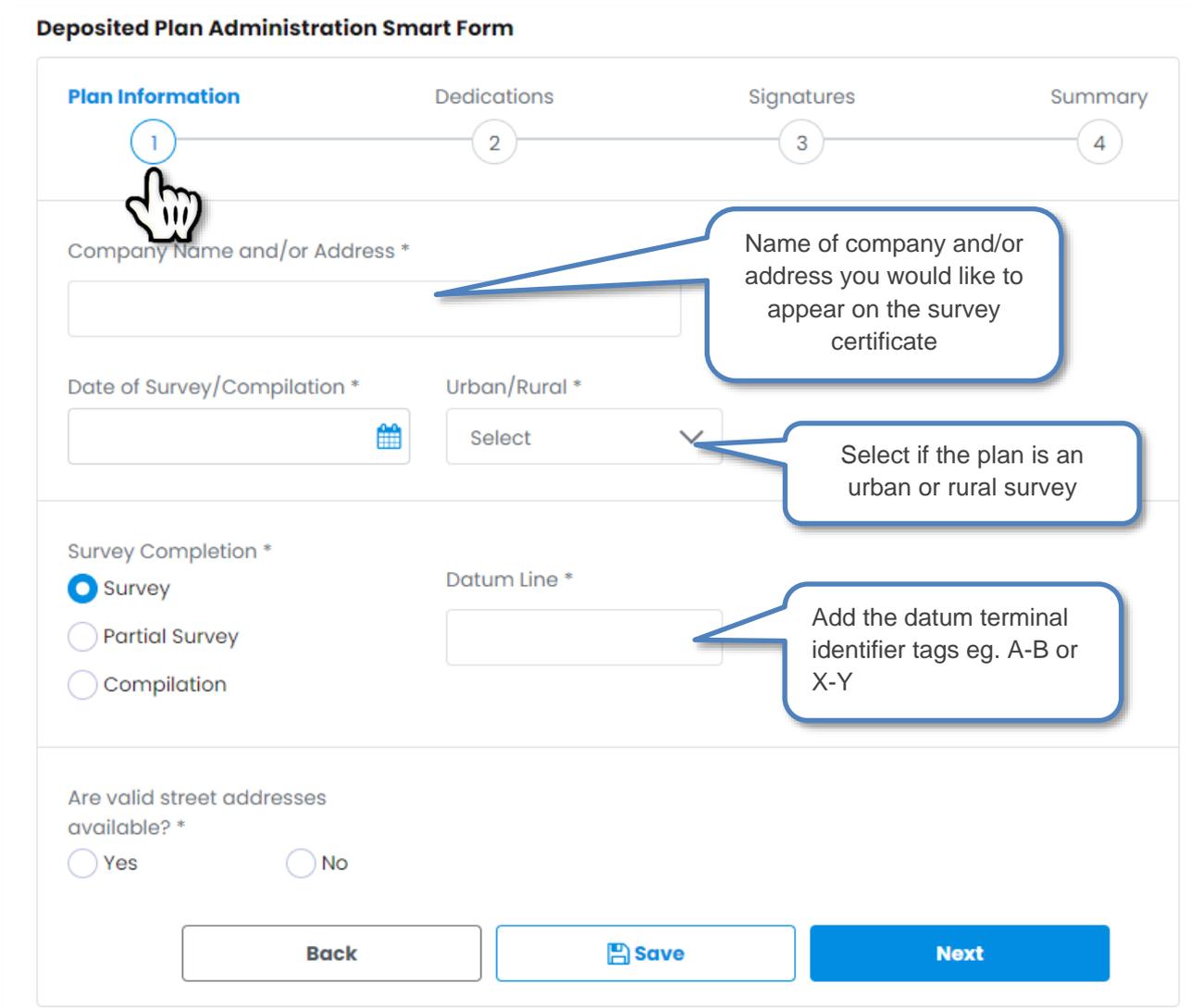
Are valid street addresses available? *

Back Save Next

Name of company and/or address you would like to appear on the survey certificate

Select if the plan is an urban or rural survey

Add the datum terminal identifier tags eg. A-B or X-Y



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 Datum Line *

Partial Survey

Compilation

Survey Completion *

Survey The part of the land shown in the plan

Partial Survey

Compilation Datum Line * Terrain *

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

Survey Completion *

Survey

Partial Survey

Compilation

Selecting **Compilation** will have no options to complete eg. 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.

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

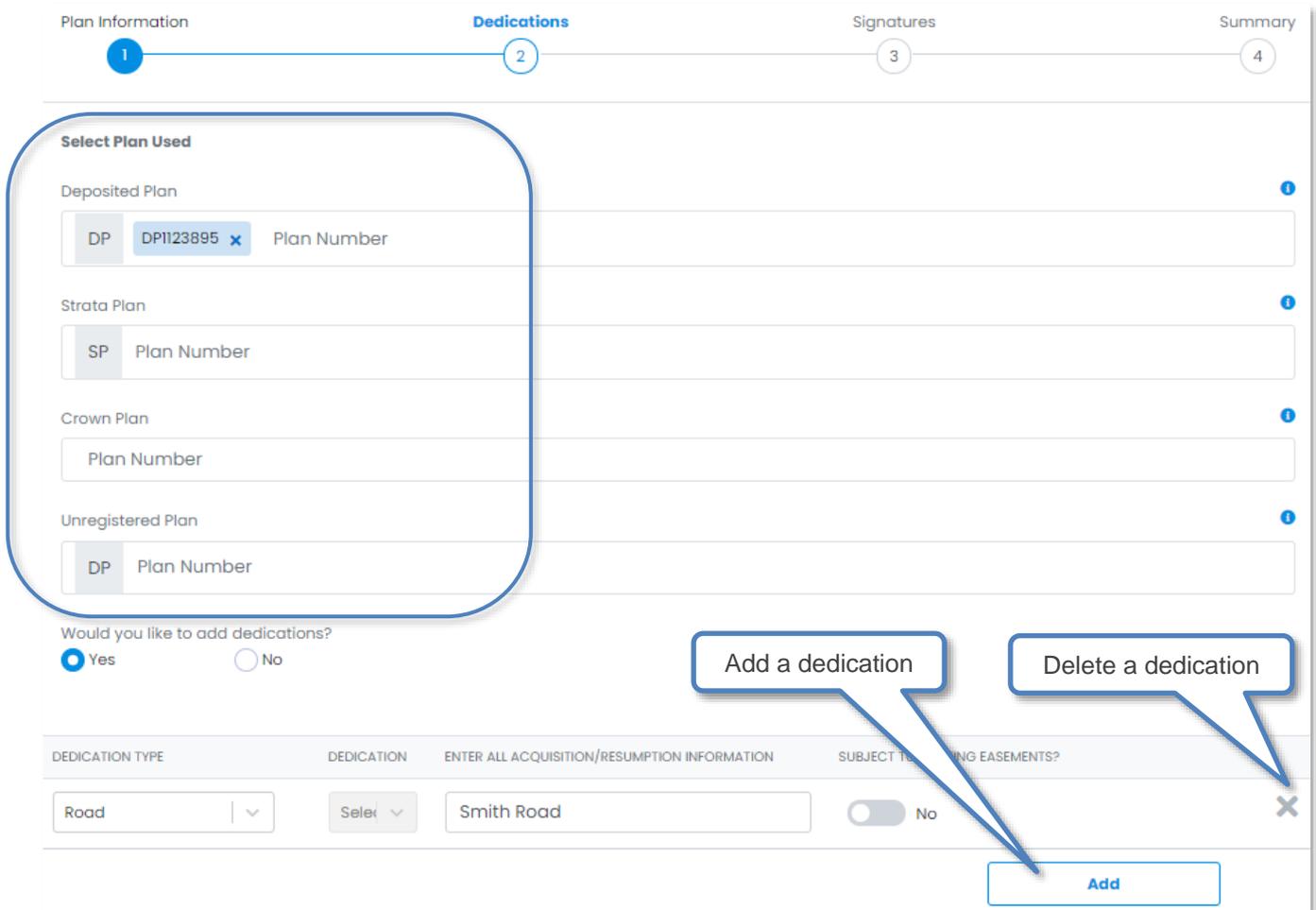
Are valid street addresses available? *

Yes No

| LOT NUMBER | SUB-ADDRESS NUMBER | ADDRESS NUMBER | ROAD NAME | ROAD TYPE | LOCALITY NAME |
|------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> |
| 2 | <input type="text"/> |

4.2. Plans Used/Dedications

On this screen, enter the plan numbers used for the preparation of your plan in the sections provided.



Plan Information **Dedications** Signatures Summary

1 2 3 4

Select Plan Used

Deposited Plan DP DP1123895 x Plan Number

Strata Plan SP Plan Number

Crown Plan Plan Number

Unregistered Plan DP Plan Number

Would you like to add dedications?
 Yes No

DEDICATION TYPE DEDICATION ENTER ALL ACQUISITION/RESUMPTION INFORMATION SUBJECT TO EXISTING EASEMENTS?

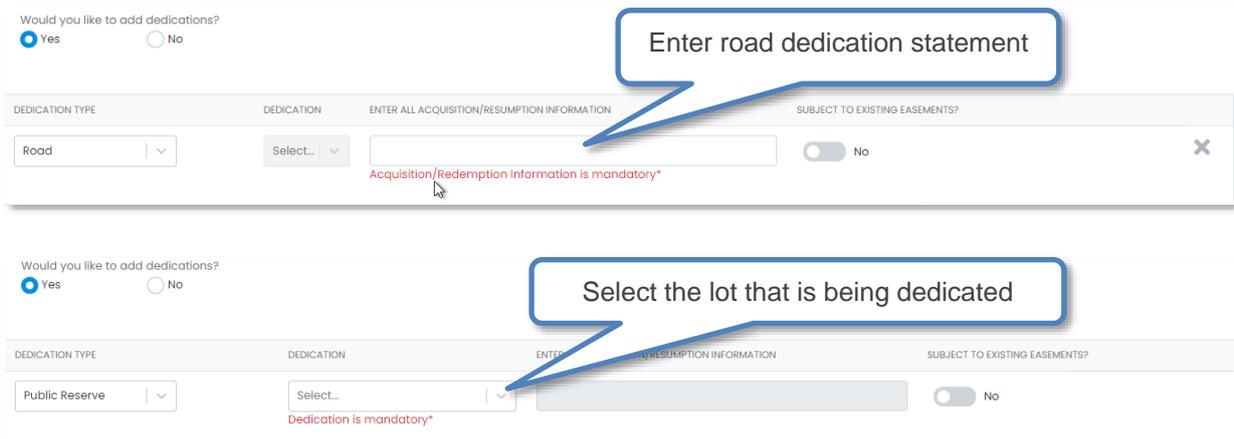
Road Select... Smith Road No

Add

Add a dedication Delete a dedication

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... Acquisition/Redemption Information is mandatory* No

Enter road dedication statement

Would you like to add dedications?
 Yes No

DEDICATION TYPE DEDICATION ENTER ALL ACQUISITION/RESUMPTION INFORMATION SUBJECT TO EXISTING EASEMENTS?

Public Reserve Select... Dedication is mandatory* No

Select the lot that is being dedicated

4.2.2. Road subject to existing easements?

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

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"/> <small>Acquisition/Redemption information is mandatory*</small> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/> <small>Easement info is mandatory*</small> |

Enter the easement description
that the road is subject to

4.3. Signatures

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.

Plan Information Dedications **Signatures** Summary

1 2 3 4

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

| | | | |
|---|---|---|---|
| Registered Proprietor (Non-corporation) | - | 2 | + |
| Corporation | - | 0 | + |
| Power of Attorney | - | 0 | + |
| Council (as Registered Proprietor etc.) | - | 1 | + |
| Blank Signature Sheet | - | 1 | + |

Do you require a Certificate of Currency at lodgment? *1

Yes No

Each RP template will have 2 signature fields per page

If your survey certificate is dated 2 or more years old then click **Yes** to this option. A CoC will be generated on the Admin sheet PDF render.



4.4. Summary

On the Summary Screen, ensure that all details are populated correctly. You can then click the **Download** button to save a copy of the pre-populated form with all the required signature pages.

Plan Information Dedications Signatures **Summary**

1 ————— 2 ————— 3 ————— 4

| TITLE REFERENCE | PURPOSE | LGA | LOCALITY | PARISH | COUNTY |
|-------------------|-------------|---------------|---------------|----------|----------------|
| 63/1123895 | SUBDIVISION | CENTRAL COAST | ELIZABETH BAY | WALLARAH | NORTHUMBERLAND |

| | | | | | | | | | |
|---|---|-----|---------------|----------|---------------|--------|----------|--------|----------------|
| Plan of SUBDIVISION of lot 63 in DP1123895 | <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">LGA</td><td>CENTRAL COAST</td></tr> <tr><td>Locality</td><td>ELIZABETH BAY</td></tr> <tr><td>Parish</td><td>WALLARAH</td></tr> <tr><td>County</td><td>NORTHUMBERLAND</td></tr> </table> | LGA | CENTRAL COAST | Locality | ELIZABETH BAY | Parish | WALLARAH | County | NORTHUMBERLAND |
| LGA | CENTRAL COAST | | | | | | | | |
| Locality | ELIZABETH BAY | | | | | | | | |
| Parish | WALLARAH | | | | | | | | |
| County | NORTHUMBERLAND | | | | | | | | |

SURVEYOR'S REFERENCE FGFFGFG

Survey Certificate

I, Daniel Griffin of Surveyors Pty Ltd, a surveyor registered under the *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 10 Mar 2021.

Datum Line

Statement of intention to dedicate public roads, create public reserves and drainage reserves, acquire/resume land.

SMITH ROAD

Street Addresses

STREET ADDRESSES FOR ALL LOTS ARE NOT AVAILABLE.

| | | | | | | | | | | | |
|--|--|---|----|-------------|----|-------------------|----|---|----|-----------------------|----|
| <p>Sheet(s)/Certificate(s) to be generated in downloaded PDF</p> <p>List of required Sheet(s)/Certificate(s) to be generated:</p> <p>Subdivision Certificate</p> | <p>Signature Sheets to be generated in downloaded PDF</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Registered Proprietor (Non-Corporation)</td><td style="text-align: right;">x1</td></tr> <tr><td>Corporation</td><td style="text-align: right;">x1</td></tr> <tr><td>Power of Attorney</td><td style="text-align: right;">x1</td></tr> <tr><td>Council (as Registered Proprietor etc.)</td><td style="text-align: right;">x1</td></tr> <tr><td>Blank Signature Sheet</td><td style="text-align: right;">x1</td></tr> </table> | Registered Proprietor (Non-Corporation) | x1 | Corporation | x1 | Power of Attorney | x1 | Council (as Registered Proprietor etc.) | x1 | Blank Signature Sheet | x1 |
| Registered Proprietor (Non-Corporation) | x1 | | | | | | | | | | |
| Corporation | x1 | | | | | | | | | | |
| Power of Attorney | x1 | | | | | | | | | | |
| Council (as Registered Proprietor etc.) | x1 | | | | | | | | | | |
| Blank Signature Sheet | x1 | | | | | | | | | | |

Download

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

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. 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 an 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 have a PPN Created before filling in the Strata Plan Digital Admin Form. See the **Create a PPN** 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

Strata Plan Administration Digital Form

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

1 2 3 4

Company Name and/or Address *

Name of company and/or address you would like to appear on the surveyor's certificate

Address for Service of Documents

Street Address 1* Street Address 2

Suburb* State* Post Code*

 NSW

Enter the address where you would like documents related to this strata scheme to be served.

By-Laws

Model by-laws for residential strata

The keeping of animals:*

Option A Option B

Smoke Penetration:*

Option A Option B

(See Schedule 3 Strata Schemes Management Regulation 2016)

The Strata by-laws lodged with the plan

Select the type of By-Laws being lodged with the Plan. If Model by-laws are being adopted, then select either Option A or Option B where appropriate

Encroachment

Does the building encroach on other land?*

Yes

a) Yes, a public place

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

*

c) No, does not encroach

Does the plan contain a Strata Management Statement?*

Yes No

Does the plan contain a Strata Development Contract?*

Yes No

Are valid street addresses available? *

Yes No

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)**

Select **Yes** or **No** to whether your Plan is being lodged with a Strata Management Statement or Strata Development Contract

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.

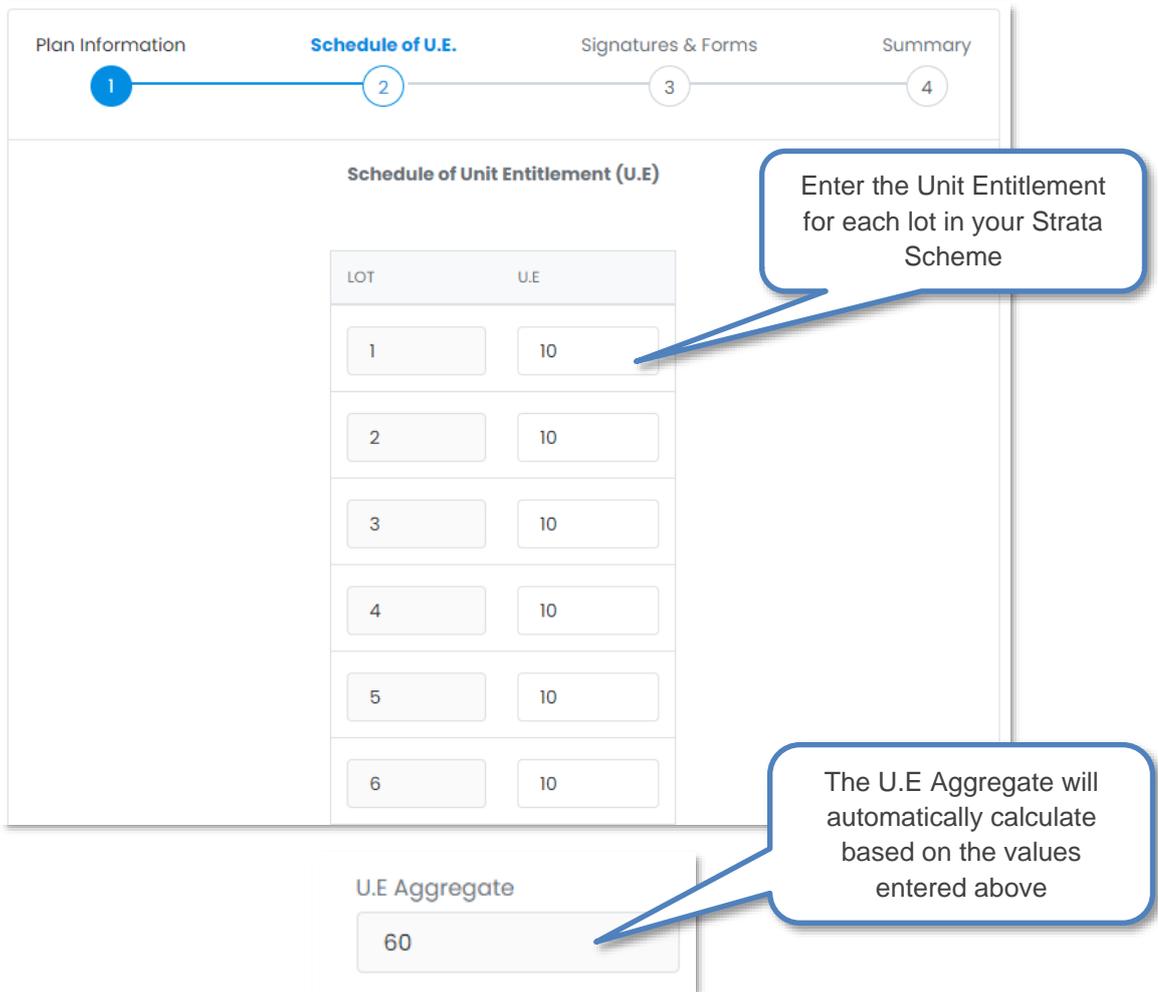
If No is selected, a statement will be rendered on the Digital Form “*Street addresses for all lots are not available*”.

Are valid street addresses available? *

Yes No

| LOT NUMBER | SUB-ADDRESS NUMBER | ADDRESS NUMBER | ROAD NAME | ROAD TYPE | LOCALITY NAME |
|------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> |
| 2 | <input type="text"/> |

5.2. Schedule of Unit Entitlements



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

1 — 2 — 3 — 4

Schedule of Unit Entitlement (U.E)

| LOT | U.E |
|-----|-----|
| 1 | 10 |
| 2 | 10 |
| 3 | 10 |
| 4 | 10 |
| 5 | 10 |
| 6 | 10 |

U.E Aggregate: 60

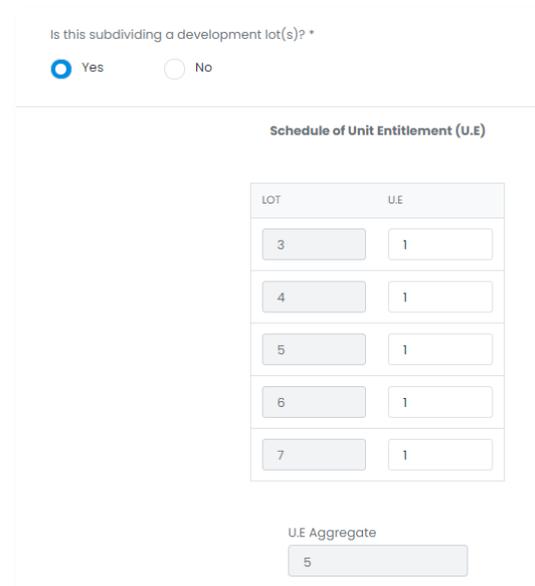
Enter the Unit Entitlement for each lot in your Strata Scheme

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

5.2.1. Subdividing a development lot

If you are completing an Admin sheet for a subdivision of a strata plan, you will be asked if you are subdividing a development lot(s) with your plan.

Selecting **Yes** will display only the new lots being subdivided from the development lot.



Is this subdividing a development lot(s)? *

Yes No

Schedule of Unit Entitlement (U.E)

| LOT | U.E |
|-----|-----|
| 3 | 1 |
| 4 | 1 |
| 5 | 1 |
| 6 | 1 |
| 7 | 1 |

U.E Aggregate: 5

Selecting **No** will display the U.E for a regular strata subdivision, initially showing the new lots you will be creating. You will need to click the **Add Row** button, which will create new rows at the *top* of the U.E table, which you can then enter in any current strata lots that are going to remain in the scheme.

Schedule of Unit Entitlement (U.E)

| LOT | SP NUMBER | U.E | |
|--------------------------------|--------------------------------------|--------------------------------|---|
| <input type="text" value="1"/> | <input type="text" value="SP12345"/> | <input type="text" value="5"/> |  |
| <input type="text" value="3"/> | <input type="text"/> | <input type="text" value="1"/> | |
| <input type="text" value="4"/> | <input type="text"/> | <input type="text" value="1"/> | |
| <input type="text" value="5"/> | <input type="text"/> | <input type="text" value="1"/> | |
| <input type="text" value="6"/> | <input type="text"/> | <input type="text" value="1"/> | |
| <input type="text" value="7"/> | <input type="text"/> | <input type="text" value="1"/> | |

Add Row

U.E Aggregate

The added rows are to show the current lots in the strata scheme that are not being subdivided.



5.3. Signatures & Forms

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

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 | + |

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

Select approved forms needed for this plan admin form.

10. Certificate re Initial Period

Click the +/- buttons to add or delete approved forms as needed

11. Certificate of Owners Corporation - Agreeing to Schedule of Unit Entitlement

12. Certificate of Owners Corporation - Agreeing to Subdivision

13. Certificate of Owners Corporation - Special Resolution

14. Certificate of Owners Corporation - Creating a Benefit or Releasing a Burden

17. Certificate of Owners Corporation - Agreeing to Conclusion of Development Scheme

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 | | | <p>The by-laws adopted for the scheme are: Model by-laws for residential strata schemes together with:</p> <p>The keeping of animals:*</p> <p><input type="radio"/> Option A <input checked="" type="radio"/> Option B</p> <p>Smoke Penetration:*</p> <p><input type="radio"/> Option A <input type="radio"/> Option B</p> | | |

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

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

Surveyor's Certificate

I, Conz Chapman of Jim's Surveys Pty Ltd, being a registered surveyor and 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:

- a) a public place

Signature (to be completed manually)

Surveyor's Reference

Dated

Surveyor Identification No.

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

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.

Click here 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](#)

5.5. Rendered PDF

Clicking the **Download** button in the summary screen will provide you with a rendered PDF of your administration sheet. Certain parts of the document will still need to be completed like free text boxes, signatures fields and striking through certain information that does not apply to your plan. See the Strata Certificate below for an example.

Strata Certificate

#

certifies that in regards to the strata plan with this certificate, it has made the required inspections and is satisfied the plan complies with clause 17 Strata Schemes Development Regulation 2016 and the relevant parts of Section 54 or 55 Strata Schemes Development Act 2015.

~~*(a) This plan is part of a development scheme.~~

*(b) The building encroaches on a public place, it complies with section 62(2) Strata Schemes Development Act 2015 and the council does not object to the encroachment.

*(c) This certificate is given on the condition that lot(s) [^] will be created as utility lots and restricted in accordance with section 63 Strata Schemes Development Act 2015.

| | |
|-----------------------|---|
| Certificate Reference | Relevant Planning Approval No. |
| <input type="text"/> | <input type="text"/> |
| Issued by | Signed by |
| <input type="text"/> | <input type="text"/> |
| Signature | |
| <input type="text"/> | |
| Date | # Insert name of the local council |
| <input type="text"/> | * Strike through if inapplicable |
| | [^] Insert lot number of proposed utility lots |

The surveyor's reference on the downloaded PDF form cannot be altered by end users. If the surveyor's reference needs to be amended, please contact DigitalPlans@nswlrs.com.au

| | |
|---------------------------------|--|
| | |
| Surveyor's Reference UAT TEST 1 | Signatures, Seals and Section 88B Statements should appear on the following sheet(s) |

Downloaded from NSW LRS Connect on 28/06/2021 07:24 PM

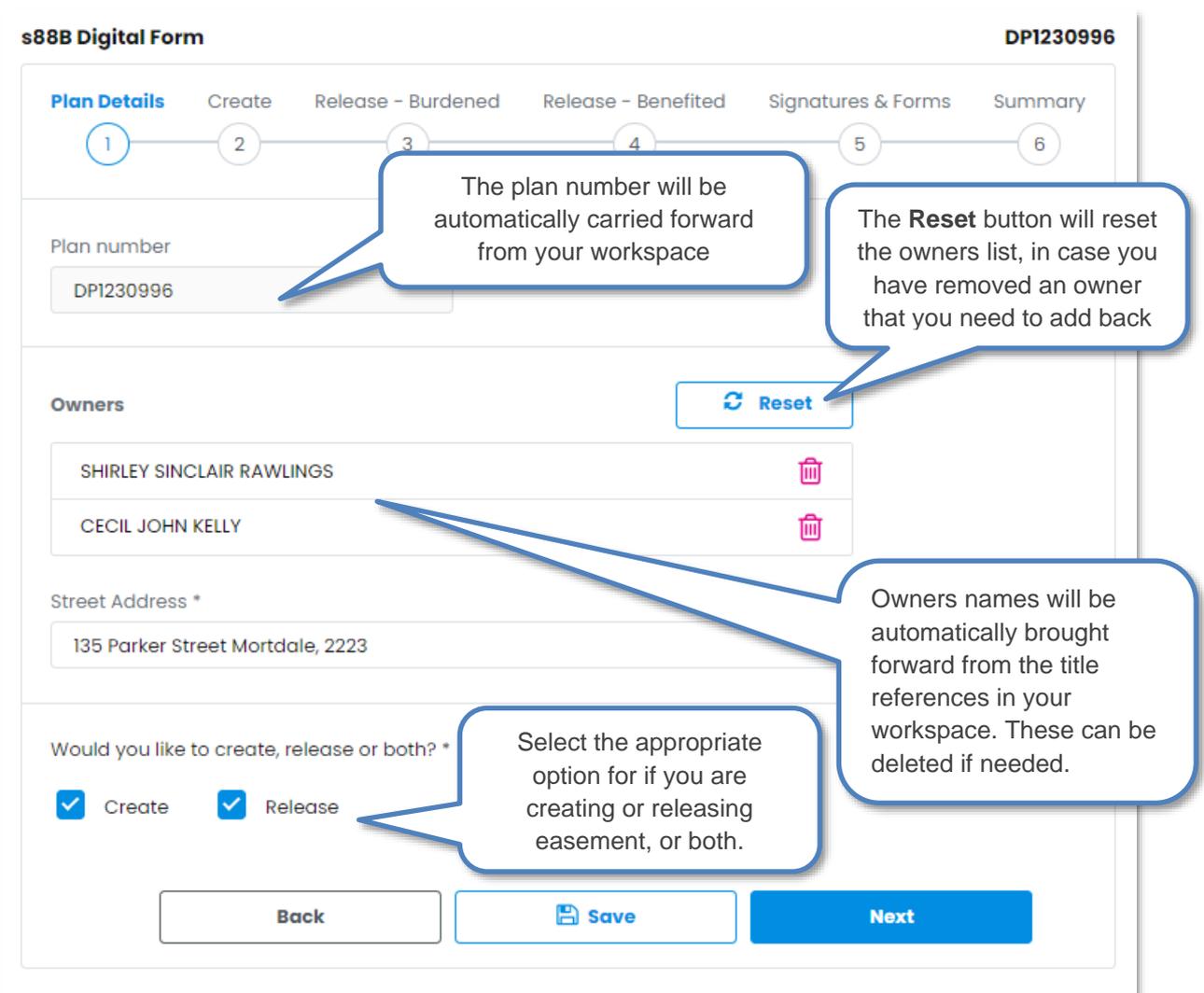
6. Section 88B Instrument Digital Form

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 an account and be signed in before completing the s88B Form Builder. See the **Account Management** section of this guide for more info.
- You must have a PPN Created before completing the s88B Form Builder. See the **Create a PPN** 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 Digital Admin Form** section of this guide for more info.

6.1. Plan Details



s88B Digital Form DP1230996

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

1 — 2 — 3 — 4 — 5 — 6

Plan number
DP1230996

The plan number will be automatically carried forward from your workspace

The **Reset** button will reset the owners list, in case you have removed an owner that you need to add back

Owners [Reset](#)

| | |
|---------------------------|--|
| SHIRLEY SINCLAIR RAWLINGS | |
| CECIL JOHN KELLY | |

Street Address *
135 Parker Street Mortdale, 2223

Owners names will be automatically brought forward from the title references in your workspace. These can be deleted if needed.

Would you like to create, release or both? *

Create Release

Select the appropriate option for if you are creating or releasing easement, or both.

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

6.2. Creating Easements

s88B Digital Form DP1230996

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

1 2 3 4 5 6

Create Easements

EASEMENT 1

Select the identity of the easement*

Right of footway

Whole or part?*

Whole Part

Approximate Position?*

Yes No

Is width variable?*

Yes No

Limited in Stratum?*

Yes No

Burdened Designation: E

Approximate Position: [Text Field]

Width: [Text Field]

Select the relevant options for your easement description

Delete Easement

Step 1. Add Burdened and Benefited [Add / Edit Burdened Lots](#)

Step 2. Benefited Details Table

| BURDENED LOT OR PARCEL | BENEFITED LOTS, ROADS, BODIES OR PRESCRIBED AUTHORITIES | WHOLE OR PART | BENEFITED DESIGNATION |
|------------------------|---|---|-----------------------|
| 1/12345, | 1/12890 | <input checked="" type="checkbox"/> Whole | |

Add Terms for this Easement No

[Add new Easement](#)

6.2.1. Add / Edit Burdened and Benefited Information

This screen will pop up once you click the **Add / Edit Burdened Lots** button.

Here you will add the relevant Burdened/Benefited information for that easement. You must add the Burdened information *before* the Benefited.

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 <input style="width: 90%;" type="text" value="1/12345"/> | Benefited Lots <input style="width: 90%;" type="text" value="1/12890"/> | 🗑️ |
| | Road <input style="width: 90%;" type="text"/> | Road <input style="width: 40%;" type="text"/> Prescribed Authority <input style="width: 40%;" type="text"/> | |
| <input type="button" value="+ Add Row"/> | | <input type="button" value="Save to Easement"/> | |

6.2.2. 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 ^

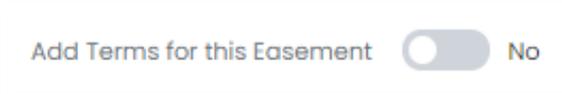
| BURDENED LOT OR PARCEL | BENEFITED LOTS, ROADS, BODIES OR PRESCRIBED AUTHORITIES | WHOLE OR PART | BENEFITED DESIGNATION |
|------------------------|---|---|-----------------------|
| 1/12345 | 1/12890 | <input checked="" type="checkbox"/> Whole | |

Step 2. Benefited Details Table ^

| BURDENED LOT OR PARCEL | BENEFITED LOTS, ROADS, BODIES OR PRESCRIBED AUTHORITIES | WHOLE OR PART | BENEFITED DESIGNATION |
|------------------------|---|-------------------------------|---|
| 1/12345, Each Lot | 1/12890 | <input type="checkbox"/> Part | <input style="width: 80%;" type="text" value="EI"/> |

6.2.3. Easement Terms

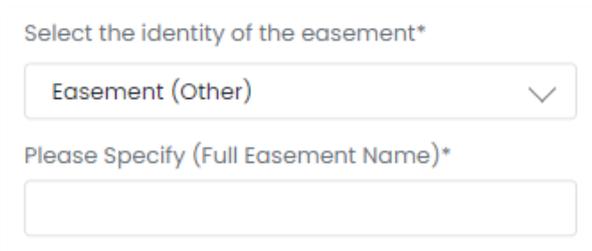
If you are creating a statutory easement, the easement terms toggle button will default to **No**. Leaving this toggled to No will mean your easement will adopt the statutory terms for that easement. You can choose to toggle this to **Yes** and add your own terms. (Please note when toggled to Yes, no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



Add Terms for this Easement No

Please note: You may select **No** here and select an appropriate number of *Blank Terms sheets* at the signatures section so that another party can add terms at a later date.

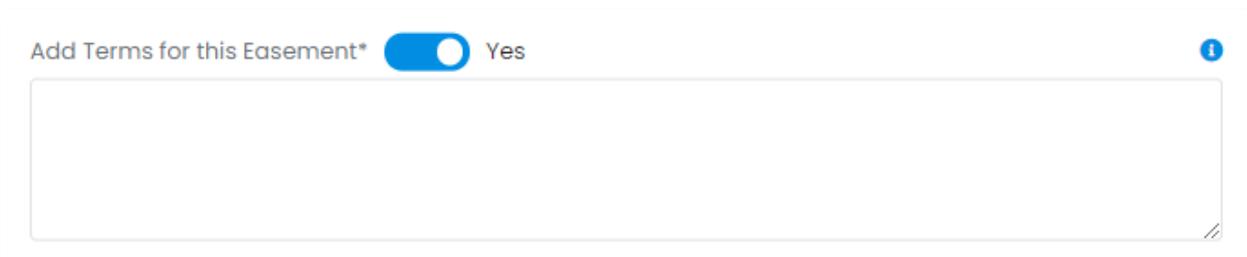
Selecting *Easement (Other)*, *Restriction on the use of Land* or *Positive Covenant* will allow you to enter a non-statutory easement description. The terms toggle will then default to **Yes** and you will be required to enter the full terms of this easement.



Select the identity of the easement*

Easement (Other) ▾

Please Specify (Full Easement Name)*



Add Terms for this Easement* Yes i

6.3. Release – Burdened

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

The screenshot shows a multi-step process: 1. Plan Details, 2. Create, 3. Release - Burdened (current step), 4. Release - Benefited, 5. Signatures & Forms, 6. Summary.

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

Select Easements to be released

Callout 1: Search for an easement name if the list of easements is extensive, to narrow down the search.

| | NO. | IDENTITY OF THE EASEMENT TO BE RELEASED | BURDENED LOT OR ROAD | BURDENED WHOLE OR PART | DESIGNATION OR NEW LOT |
|-------------------------------------|-----|---|----------------------|---|------------------------|
| <input type="checkbox"/> | 1 | EASEMENT FOR DRAINAGE OF SEWAGE LIMITED IN STRATUM VARIABLE WIDTH (DPI206399) | 2/1206399 | <input checked="" type="checkbox"/> Whole | |
| <input type="checkbox"/> | 2 | EASEMENT FOR DRAINAGE OF SEWAGE LIMITED IN STRATUM VARIABLE WIDTH (DPI206399) | 5/1206399 | <input checked="" type="checkbox"/> Whole | |
| <input checked="" type="checkbox"/> | 3 | EASEMENT FOR REPAIRS VARIABLE WIDTH (DPI206399) | 2/1206399 | <input checked="" type="checkbox"/> Whole | |
| <input checked="" type="checkbox"/> | 4 | EASEMENT TO DRAIN WATER 3 METRE(S) WIDE AND VARIABLE (DPI206399) | 2/1206399 | <input checked="" type="checkbox"/> Whole | |
| <input type="checkbox"/> | | RIGHT OF CARRIAGEWAY VARIABLE WIDTH (DPI206399) | 2/1206399 | <input checked="" type="checkbox"/> Whole | |

Callout 2: Select the easement(s) you are intending to release

Callout 3: This toggle will default to **Whole**. If releasing to 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 multiple new releases

+ **Add Row**

6.4. 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 (1) — Create (2) — Release - Burdened (3) — **Release - Benefited (4)** — Signatures & Forms (5) — Summary (6)

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 | BENEFITED WHOLE OR PART | DESIGNATION (PART BEING RELEASED) | COPY TO ROW |
|-----|-------|--|---------------------------------|----------------------|--|--------------------------------|-----------------------------------|-------------|
| 3 | 1 | EASEMENT FOR REPAIRS VARIABLE WIDTH (DP1206399) | | 2/1206399 | 5/1206399 <input type="checkbox"/> | | | |
| 6 | 2 | EASEMENT FOR SERVICES 2.5 WIDE (DP1206399) | | 5/1206399 | 7/1206399 <input type="checkbox"/> | | | |
| 4 | 3 | EASEMENT TO DRAIN WATER 3 METRE(S) WIDE AND VARIABLE (DP1206399) | | 2/1206399 | Georges River Coun | <input type="checkbox"/> Whole | | |

Callout 1: Enter the creating easement designation as shown on the plan that the easement is being released off

Callout 2: Add benefited Lot/Title, Road or Prescribed Authority related to the easement being released

6.5. 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
DP1231060

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) ⓘ | <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="1"/> <input type="button" value="+"/> |
| Corporation | <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="0"/> <input type="button" value="+"/> |
| Power of Attorney | <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="0"/> <input type="button" value="+"/> |
| Council (as Registered Proprietor etc.) | <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="0"/> <input type="button" value="+"/> |
| Blank Signature Sheet | <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="0"/> <input type="button" value="+"/> |
| Blank Terms Sheet | <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="0"/> <input type="button" value="+"/> |

Select approved forms needed for this s88B form:

| | |
|--|---|
| Community Plan Common Seal (Approved Form 18) | <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="0"/> <input type="button" value="+"/> |
| Strata Plan Owners Corporation Seal (Approved Form 23) | <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="0"/> <input type="button" value="+"/> |

Are statutory terms being adopted for all your statutory interests?*

Yes
 No

Back

Next

Selecting **Yes** will apply the statutory terms statement to your rendered PDF 88 Instrument.

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6.6. 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. If any changes need to be made 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.

Plan Number
DPI231039

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

RUSSEL BURDEN

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 3 Wide and Variable Width (A) | 1 | 2 |

Release

| Number of item shown in the intention panel on the plan | Identity of the easement or profit à prendre, to be released 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 (DPI230882) | 9/1230882 | 12/1230882 |
| 2 | EASEMENT TO DRAIN WATER 5 METRE(S) WIDE (DPI230882) | 1/1230882 | Georges River Council |

Signature Sheets to be generated in downloaded PDF
Registered Proprietor (Non-Corporation) x1

Statutory terms to be adopted

 **Download Admin PDF**

 **Download s88B PDF**

Back

Finish

6.7. Section 88B Miscellaneous

1. If you are creating an easement over an outside title (i.e. a title next door to your subject parcel), and then return back to the **Parcel Land Details** screen in the **Build Workspace** section and remove that outside title from the workspace, when you return to the 88B summary screen that title you removed will still remain over the easement you initially created it over.
You will need to return to the **Create** screen in the 88B form builder and remove this title from the **Add/Edit burdened lots** section, then proceed to the 88B summary screen.

7. Miscellaneous Form Builder Information

1. When navigating through the Plan Admin Form builder's or s88B Builder, you will see a navigation menu at the top of every screen

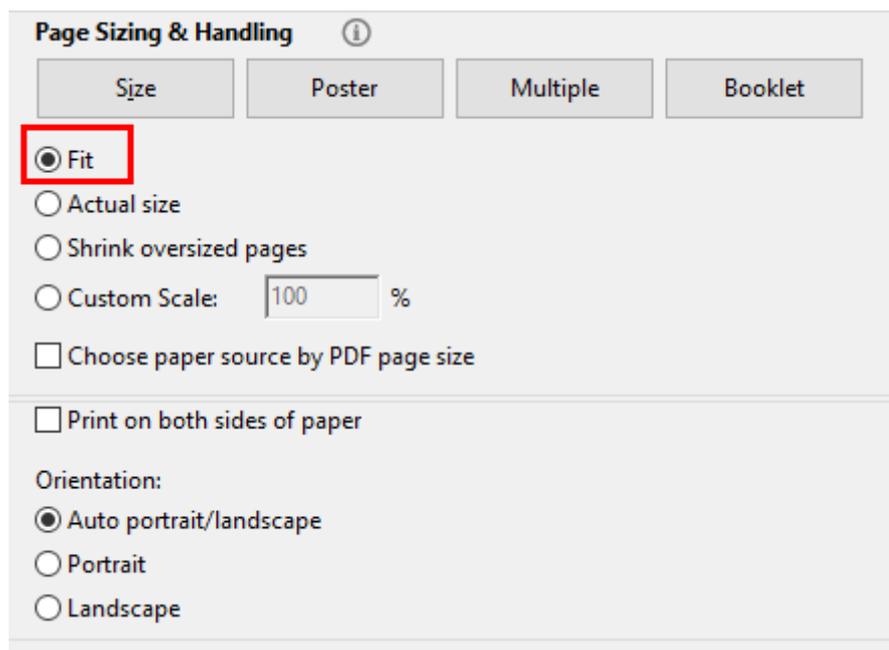


Clicking a number will allow you to immediately jump to that section of the form builder only if you have previously completed that section, however please note that when clicking a number any information you may have entered or updated, will not be saved. If you have made any changes to the current screen you are on, you **must** click either *Save* or *Next* to save the changes first.

2. If you have created a s88B instrument to go with your Admin Sheet, you must always download **both** the *Admin PDF* and *s88B PDF* in the *s88B summary* screen to ensure you have the most up to date version of each document.



3. When printing the PDF Admin or s88B Instrument forms, please select the printing option "Fit" or "Fit to Page", as this will produce the optimal margin width.



- If you have completed an Admin or s88B instrument through the form builder and subsequently need to make changes to the form, please return to the Form Builder and run through your workspace again to complete the changes as opposed to making pen mark-ups to the printed form.

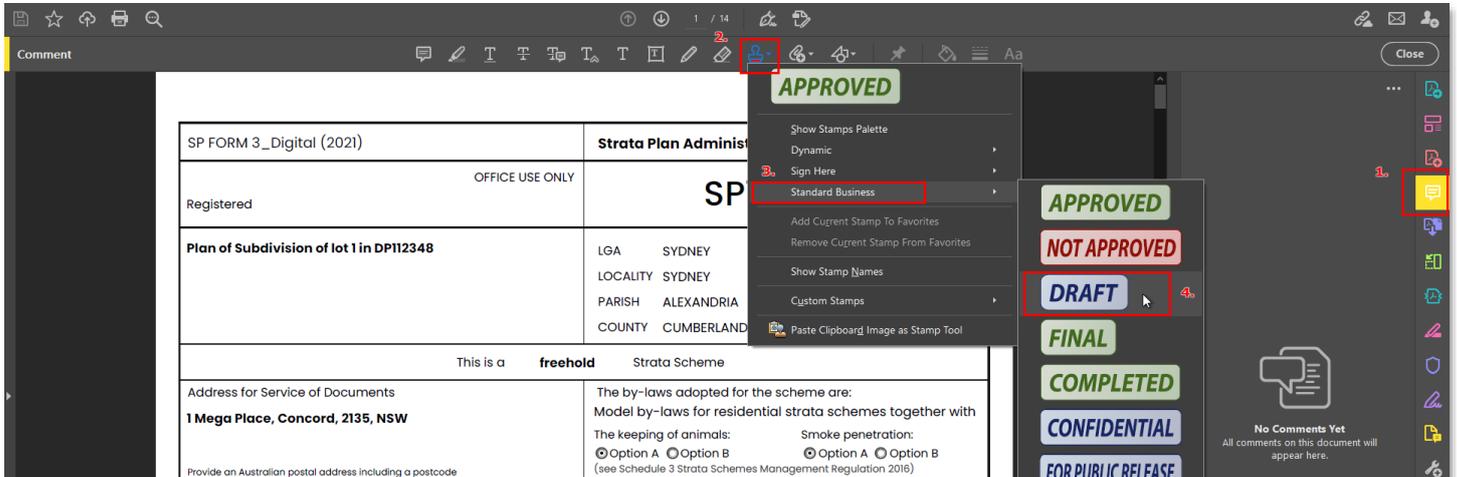
This is to ensure that all digital data is captured and consistent between the portal and the printed forms.

- The surveyor's reference on the downloaded PDF form cannot be altered by end users. If the surveyor's reference needs to be amended, please contact DigitalPlans@nswlrs.com.au

| | |
|--|--|
| | |
| Surveyor's Reference UAT TEST 1 | Signatures, Seals and Section 88B Statements should appear on the following sheet(s) |
| Downloaded from NSW LRS Connect on 28/06/2021 07:24 PM | |

6. Adding a Draft stamp to documents

In Adobe Reader (free program), follow the screenshot below to add a draft stamp to your document.



8. More Help

8.1. Customer enquiries

For specific queries about NSW LRS Connect please [Contact us online](#) and select the NSW LRS Connect option.

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