



Circular

Division: Land and Property Information
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Changes to approved plan forms

The Department of Lands is officially registered in the Australian Business Register and also registered for GST. Its ABN is 21 804 973 362

In March 2007, LPI sought feedback from customers on proposed changes to plan forms as published in LPI Circular 2007/03. In response to customer feedback, some adjustments were made to the original proposal. Details of changes have now been finalised and are set out below. It is expected that they will be introduced on 1 September 2007.

New plan forms

Plan forms for each plan type will consist of two parts:

- a standardised plan drawing template
- an administration sheet.

A separate set of plan drawing templates and administration sheets will be provided for each category of plan, i.e. Deposited Plans, Strata Plans and Community Plans.

Requirements differ according to plan type:

- Deposited Plans may be prepared on either the A2 or A3 plan drawing form
- Strata Plans must be prepared on the A3 strata plan drawing form
- Community Plans must be prepared on the A2 plan drawing form.

Administration sheets are modelled on the current ePlan signature sheet and include all of the administrative panels that have been removed from the previous plan forms.

Information kits on the new plan forms are available on the Department of Lands website at www.lands.nsw.gov.au/land_titles/plan_forms. The kits include a sample of each plan form (including dimensions) and instructions on how to use administration sheets.

Compulsory use of archival quality paper

Plans completed on or after 1 September 2007 must be prepared on archival quality paper if it is intended to lodge them by hand at LPI. Original plans prepared on polyester film or linen will no longer be accepted, unless completed before 1 September 2007.

Paper used must also be:

- white and free from defects, blemishes and discolouration
- not less than 90 gsm (grams per square metre) in weight for plan drawing sheets
- not less than 80 gsm in weight for administration sheets.

These changes are being made to facilitate rendering of digital plans and to improve plan preparation, processing and end use. Relevant regulations are currently being amended to provide for the new requirements.

Enquiries may be directed to the EPlan Project Team at:

Email: eplan@lands.nsw.gov.au

Phone: 9228 6840 Mark Deal, EPlan Project Manager

Phone: 9228 6907 John Waldon, ePlan Co-ordinator

Des Mooney

Deputy Director General, Department of Lands and
General Manager, Land and Property Information