



NSW LRS Deposited Plan Lodgment Checklist – SSIR 2024

Lodging Parties and Surveyors are to complete the relevant Checklist and submit with plan lodgment.
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
<input type="checkbox"/>	<input type="checkbox"/>	Registered proprietor(s) has signed the administration sheet and section 88B instrument (2.1 & 3.11)	<input type="checkbox"/>	<input type="checkbox"/>	A common boundary is adopted with adjoining parcels (8.8)
<input type="checkbox"/>	<input type="checkbox"/>	Mortgagee(s) has signed the administration sheet and section 88B instrument (2.2 & 3.12)	<input type="checkbox"/>	<input type="checkbox"/>	All lot boundaries are fully dimensioned and close (8.5)
<input type="checkbox"/>	<input type="checkbox"/>	Section 88B instrument is correctly signed and witnessed (3.11 – 3.17 inclusive)	<input type="checkbox"/>	<input type="checkbox"/>	The nature, status, position and origin of reference marks, monuments and occupations are shown (7.9, 7.17, 8.1 & 8.9)
<input type="checkbox"/>	<input type="checkbox"/>	Easements being created/released in the section 88B instrument agree with the plan and administration sheet (3.3 & 5.3)	<input type="checkbox"/>	<input type="checkbox"/>	All existing and new affecting easements (or other affecting interests) are shown and agree with the creating instrument (12.3)
<input type="checkbox"/>	<input type="checkbox"/>	Schedule of lots burdened and benefitted on the section 88B instrument agree with the plan (3.6)	<input type="checkbox"/>	<input type="checkbox"/>	Connections to parcel boundaries are shown for new easements (3.4)
<input type="checkbox"/>	<input type="checkbox"/>	Easements being released to be full or partial releases and state origin (3.8 & 3.9)	<input type="checkbox"/>	<input type="checkbox"/>	Current adjoining information at the date of lodgment is shown (12.9)
<input type="checkbox"/>	<input type="checkbox"/>	Plan heading is completed and consistent between all documents (1.14 & 3.1)	<input type="checkbox"/>	<input type="checkbox"/>	Co-ordinates for established survey marks shown in the Co-ordinates Schedule are in agreement with SCIMS (6.4)
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision certificate is fully completed with inapplicable parts ruled through on the administration sheet (1.12)	<input type="checkbox"/>	<input type="checkbox"/>	All data on the plan is clearly legible for reproduction (1.8)
<input type="checkbox"/>	<input type="checkbox"/>	Terms are required for all easements that do not have statutory names via Schedules 4A & 8 Conveyancing Act 1919 (3.5)	<input type="checkbox"/>	<input type="checkbox"/>	Review Lodgment Rules, Lodgment Samples, Deposited Plan Reference Guide and other materials available on the NSW LRS website
<input type="checkbox"/>	<input type="checkbox"/>	All data is clearly legible for reproduction (1.8)	<input type="checkbox"/>	<input type="checkbox"/>	The description, age etc. of any occupation within 1 metre of a surveyed boundary are shown (8.9)
					Sufficient information shown to support definition of roads (8.6)

Equipment Schedule

Equipment/ Method	Tested
EDM / Prism	Verified
EDM / Reflectorless	Validated
GNSS / Static, NRTK, RTK, AUSPOS	Validated
Tape or Band	Verified / Validated
Laser Scanner	Validated
Level (Automatic / Digital)	Validated

LP Reference:		Surveyor Reference:	
LP Signature:		Surveyor Signature:	
Date:		Date:	