

Administrative Plans Specification

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Version History

Date	Version	Author	Description/Comments
25/11/03	1.00		Incorporation of standards for tree clearing permits and conversion to new presentation format. Updates document PBO/800/002 Specification for Administrative Plans.
26/7/04	1.01		Replacing former NRW policy RPS/2004/1602.
31/10/13	2.00		Rebranding due to departmental name change and structural changes to reflect current use of administrative plans.
26/2/16	2.01		Updated to reflect that from 30 November 2015, Queensland will no longer use parish and county information as part of land-related transactions, and other clarifications.
01/02/2019	2.02		Rebranded to new template due to departmental name change.

Approval

Russell Priebbenow Director, Cadastral and Geodetic Services	29 February 2016
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1. Purpose

The purpose of this document is to set out the minimum requirements that Administrative Plans are to comply with.

2. Rationale

Administrative Plans are plans that define boundaries or areas of land subject to dealings under an Act of Parliament where a cadastral survey is not required. The dealings are generally for short-term tenures, such as permits or licences, but can also be for other actions including actions involving undescribed unallocated State land or the definition of administrative boundaries.

Administrative Plans are usually compiled from a range of non-survey specific information sources, for a defined administrative purpose under an Act. They are not a plan of survey and as such are not contemplated by either the Cadastral Survey Requirements or the Registrar of Titles Directions for the Preparation of Plans. Therefore, these specifications have been laid out as minimum requirements that all Administrative Plans are to comply with.

3. Specification

As a minimum, Administrative Plans must comply with the following specification:

3.1 Plan Form

All Administrative Plans are to have the following physical characteristics:

- The plan must be A3 size, show all text and linework in black ink, and be single-sided. Multiple sheets are allowed.
- A North Point must be shown.
- The plan must be drafted at a standard metric scale. The scale must be shown in the title block. As well, a graphical scale bar must be shown on the face of the plan.
- Each sheet must show the plan number (with the barcode label placed over the number on Sheet 1 only) as well as the sheet number and the total number of sheets in the plan. i.e. Sheet x of y Sheets.
- The plan must have clear margins of at least 10mm on all sides. The space for the plan number must not be smaller than 25mm X 50mm in the lower right corner of the plan to enable the barcode label to be affixed in this space (over the top of the printed number).
- Colouring, aerial photography or topographic or any other line maps must not be used on an Administrative Plan.

3.2 Where the plan is of a parcel of land (including CIDAs)

Title Block

A title block is required (on Sheet 1 only for plans with multiple sheets). The title block area of the plan must include the following elements:

- The title block must contain a lot description of the parcel, (e.g. "Plan of Lot 1" or in the case of secondary interests "Plan of Lot A in Lot 1 on SL12345"). Refer to table of parcel descriptors.
- Where the plan amends and/or cancels existing lot/s, permit/s, etc., the title block must contain a cancelling clause that clearly identifies the existing parcel/s being affected, (e.g. "Plan of Lot 99 cancelling Lot 33 on USL14325" or "Plan of Lot M cancelling Lots A & D on AP43215").
- Where the plan creates a parcel in undescribed land, the nearest described parcel must be referred to in the description (e.g. "Lot 1 being Road adjoining Lot 6 on SP123456" or "Plan of Lot A in Black Creek adjoining Lot 2 on SP123456"). This does not apply to a plan that creates a new USL parcel.
- Where a title or state tenure reference exists for the existing parcel this reference must be shown.

- The title block must also contain all of the following administrative information –
 - Locality (except where multiple Localities are plotted on face).
 - Local Government (except where multiple Local Government areas are plotted on face).
 - Departmental file reference (of administering agency).
 - Meridian (where bearings are shown).
 - Prepared by (this information may consist of company, department, agency, Government crest, address, officer; as appropriate). No company livery or logo is to be shown in the title block.
- Every plan must clearly identify the source of the information used in preparing the plan. A notation must be shown either in the title block or on the face of the plan, (e.g. "Information shown on this plan was compiled from eLVAS 2000/56789, RL4321, AP12345 and DCDB").
- The purpose of the action or map reference may be added to the title block or the face of the plan if the information is available.
- Where a plan has multiple sheets, information from the title block may be shown in a legend on the additional sheets if it aids clarity.

Table of parcel descriptors

		Primary / Secondary interest	Parcel descriptor	Sample
Land Act 1994				
s.60	Trustee permit	secondary	alpha	Lot A
s.103	Road licence	secondary	alpha	Lot A
s.177	Permit to occupy over part of a USL parcel or undescribed USL	secondary	alpha	Lot A
s.177	Permit to occupy over part of reserve	secondary	alpha	Lot A
s.177	Permit to occupy over road	secondary	alpha	Lot A
s.178	Permit to occupy over land below tidal boundary	secondary	alpha	Lot A
multiple sections	USL	primary	numeric	Lot 1
Sustainable Planning Act 2009				
s.200	Community Infrastructure Designation Area	administrative area	alpha	Lot A
Forestry Act 1992				
s.25	State Forest	primary	numeric	Lot 1
s.35	Occupation permit within State Forest	secondary	alpha	Lot A
Nature Conservation Act 1992				
s.29	National Park	primary	numeric	Lot 1

Main Plan Content

- The subject parcel must have a parcel identifier (e.g. "Lot 1", refer to table of parcel descriptors above). The parcel identifier must be in accordance with the QSIC Parcel Identification standard. Where the plan cancels an existing lot, permit, etc, the parcel identifier of the existing parcel should be preserved where applicable. The repetition of any alpha descriptor in the one base lot is unacceptable, even if the secondary interests are for different purposes. In addition to complying with the Parcel Identification standard, lot numbering should be no more complex than is necessary to uniquely identify the lots on the plan. For example, a single digit or a single character should be used where possible, and the lot numbering system should not attempt to incorporate any added intelligence, such as the purpose of the action.
- Where the subject parcel is a primary interest and is in parts, it must be labelled in parts (e.g. Lot 1 (Part), etc.). Secondary interest parcels must not be described in parts.
- The subject parcel must be shown in total, to scale on the plan. Where the parcel is a secondary interest, the base or underlying lot that contains the subject parcel is not required to be shown in total, but may be shown in total if it aids clarity.
- Where the subject parcel is a secondary interest, the parcel must show its relationship to the underlying lot, i.e. connection by dimensions or other unambiguous manner to a corner of the underlying lot.
- The subject parcel must be clearly delineated by a line style such that it is clearly differentiated from other lots, areas or boundaries on the plan.
- The subject parcel must be unambiguously described, (such as by dimensions, physical features, natural features, etc.). Where dimensions are used, dimensions can be either surveyed or unsurveyed (about dimensions), or a combination of both. Dimensions may be by way of bearings and distances or map grid coordinates for each corner or natural boundaries. Dimensions must be shown as either all bearings and distances or all map grid coordinates, not a combination of both. Map grid points may be tabulated. Where map grid coordinates are used to dimension a parcel, a qualifying notation on the face of the plan with regard to the accuracy and datum of the coordinates is required. Where any boundary is a natural feature, it must be clearly labelled as such.
- An area must be shown for the subject parcel, rounded as appropriate. Where the parcel contains about dimensions, physical features or natural features, an about area is to be derived and shown on the plan and qualified as an about area. Where the parcel is described in parts, each part must have an area and a total area must be shown. An area is not required to be shown on a plan of national park or state forest.
- All current adjoining lot information must be shown. Only the immediate adjoining information is required to be shown.
- Where the plan contains dimensions, the plan must have a noting on the face of the plan:

Boundaries on this plan may not have been fully surveyed and any further actions pertaining to the subject land may require a plan of survey to be lodged in the Titles Registry.

3.3 Where the plan is of an alignment or administrative boundary

Title Block

A title block is required (on Sheet 1 only for plans with multiple sheets). The title block area of the plan must include the following elements:

- The description must unambiguously describe the boundary (e.g. "Plan of Surat Bore Water Supply Area" or "Plan of Pioneer River Water Management Area").
- Where the boundary is located in undescribed land, the nearest described parcel must be referred in the description (e.g. "Plan of Declared Downstream Limit for Blackwater Creek, adjacent to Lot 1 on SL12345").
- Where only a single parcel of land is affected by the defined boundary and a title or state tenure reference exists for that parcel, this reference must be shown.

- The title block must also contain all of the following administrative information –
 - Locality (except where multiple Localities are plotted on face)
 - Local Government (except where multiple Local Government areas are plotted on face)
 - Prepared by (this information may consist of company, department, agency, Government crest, address, officer; as appropriate). No company livery or logo is to be shown in the title block.
- Every plan must clearly identify the source of the information used in preparing the plan. A notation must be shown either in the title block or on the face of the plan, (e.g. "Information shown on this plan was compiled from eLVAS 2000/56789, RL4321, AP12345 and DCDB").
- The purpose of the action or map reference may be added to the title block or the face of the plan if the information is available.
- Where a plan has multiple sheets, information from the title block may be shown in a legend on the additional sheets if it aids clarity.

Main Plan Content

- The alignment or administrative boundary must be identified on the face of the plan.
- The location of the boundary must be unambiguous and must be clearly delineated by a line style such that it is clearly differentiated from other lots, areas or boundaries on the plan.
- Sufficient adjoining information must be shown so that the location of the boundary is unambiguous. Only immediate adjoining information needs to be shown.
- Any affected base parcels are not required to be shown in total, however the inclusion or exclusion of any base parcel within the boundary must be unambiguous.
- The boundary must show its relationship to the cadastre, either by connection, dimensions, coordinates or by description.
- An area is not required to be shown.

4. Responsibilities

The person preparing an administrative plan is responsible for the accuracy of the data shown on the plan.

5. Definitions

Primary Interest

The primary legal interest in land, being the tenure in which the parcel is held, set aside or dealt with under an Act. This is the tenure under which the land ownership is recorded in the Automated Titling System (ATS); e.g. freehold, leasehold, reserve etc.

Secondary Interest

All secondary interests in land such as an easement, lease, license etc. They represent some administrative management purpose or use over existing primary parcels (or part thereof) that reflects community concepts of rights which prevail over ownership.

Subject parcel

The parcel that is the subject of the administrative action.

CIDA

Community Infrastructure Designation Area under *Sustainable Planning Act 2009*.

USL

Unallocated State Land. All land in Queensland, except **land** that is:

- freehold land or land granted, or contracted to be granted, in fee simple by the State; or
- road or reserve, including national park, conservation park, State forest or timber reserve; or
- land subject to any lease, licence or permit issued by the State, other than a permit to occupy under the *Land Act 1994*.

6. References

Cadastral Survey Requirements

Registrar of Titles Directions for the Preparation of Plans

SLM/2004/1700 Administrative Plans for Dealing under the Land Act 1994

7. Legislation

Land Act 1994

Land Title Act 1994

Survey and Mapping Infrastructure Act 2003