

Form 10 – Version 6

Survey and Mapping Infrastructure Act 2003

Plan Registration Compliance Checklist

In accordance with Section 19(1)(c) of the *Survey and Mapping Infrastructure Regulation 2014*, for cadastral plans signed by the surveyor on or after 1 July 2005, this form must be completed and lodged with each cadastral plan that is not endorsed by an accredited surveyor at Item 8 of Form 21B Version 1 under the *Land Act 1994* and the *Land Title Act 1994*.

Plan Number	Surveyor	Assessor	Date Checked
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<i>ITEM (Rule through where not applicable)</i>	<i>INIT.</i>	<i>AUDIT COMMENT</i>	<i>REFERENCE</i>
1 CERTIFICATION			
1.1 Which certificate has been used to certify the plan is accurate?			CSR 3.9
1.1.1 Is the certificate correct, complete and dated?			CSR 3.9
1.1.2 Has the ACN/ABN Number been shown if a Corporation?			CSR 3.9
1.1.3 If the plan signed before 1/8/2004, does it have a new certificate signed after 1/8/2004?			SA 77 s.76A
1.2 If the plan contains any original information, is a compilation certificate shown?			CSR 9.39
1.3 If an explanatory plan:			
1.3.1 Is the correct certificate used?			RTDPP 20.10
1.3.2 Has the format of the plan been modified correctly?			RTDPP 20.7
1.3.3 Has the Registrar of Titles approval been provided?			RTDPP 20.2
1.4 Have any amendments been made to the plan by strikeout?			
1.4.1 If so, has an amendment certificate been added to the plan?			RTDPP 23.1, 23.2
1.4.2 Has any amendment certificate been completed correctly?			RTDPP 23.1, 23.2
1.4.3 If amendment certificate uses s.32(9) SMI, does it declare that plan is endorsed under that section?			RTDPP 23.2
1.4.3.1 Is a certified copy of authorisation lodged?			CSR 3.7
2 DESCRIPTION			
2.1 Are all the lots and secondary interests on the face included in the description of the plan?			RTDPP 4.9
2.2 Does the cancelling clause contain all lots being cancelled?			CSR 3.8 RTDPP 4.9, 4.10
2.3 Are secondary interest descriptors duplicated on the plan or title?			RTDPP 4.8.2
2.4 Is the title restricted in depth?			
2.4.1 Does the description of the lots reflect the restriction as shown in the title and the previous plan?			RTDPP 8.7
2.4.2 Is the restriction clearly stated on the face of the plan?			RTDPP 8.7
2.5 If the title and/or subject plan show any exclusion, have they been addressed (eg reservations in title – allocated or purchased)?			CSR 2.9
2.6 If the reservation is to be allocated, is an allocation certificate shown on the plan?			CSR 2.9
2.6.1 Does it agree with the SLAM Reservation allocation certificate?			CSR 2.9
2.6.2 Is the allocation certificate signed by Minister's delegate?			CSR 2.9
2.7 If the title is partially cancelled, has Registrar of Titles consent been given to continue this status?			RTDPP 4.17
2.8 If new undescribed balances are created, is the consent of Registrar provided?			RTDPP 4.17
2.9 Does the Orig Grant (eg Portion) agree with the title and are multiple Grants plotted on face?			CSR 9.38
2.10 Does the Local Government and Locality agree with SmartMap?			CSR 9.29, C/T

ITEM (Rule through where not applicable)	INIT.	AUDIT COMMENT	REFERENCE
2.11 If cancelling common property, is the common property correctly stated in the cancelling clause – Common Property <scheme name> CTS <number> (plan that created Common Property)?			RTDPP 11.3
3 PLAN PRESENTATION			
3.1 Is the correct format of the plan identified?			RTDPP 4.7
3.2 Is the plan capable of reproduction at a reduced scale without loss of clarity?			RTDPP 3.1
3.2.1 Are the subject parcels correctly identified (line styles & fonts)?			CSR 9.28 & 9.51
3.3 Is an original Barcode label attached to the plan (on sheet 1)?			RTDPP 4.2
3.4 Is the current plan number identified on the plan administration sheet (Form 21B) and all additional sheets?			RTDPP 4.2
3.5 Is the sheet number identified correctly, on all sheets (including Form 21B)?			RTDPP 4.3
3.6 Have field notes/survey records been provided & plan noted?			CSR 3.37
3.7 Does the scale of the plan comply with the standard scales?			CSR 9.44
3.7.1 Is the scale bar correct?			RTDPP 4.14
3.8 Is a north point necessary and if so, shown?			RTDPP 4.12
3.9 Has the meridian box been completed correctly?			CSR 3.24, 9.32
3.10 Does every lot have a total area?			CSR 3.6
3.10.1 If a lot is shown in parts, does each part have a separate area?			RTDPP 8.4.1
3.10.2 If a Vinculum is used, do severances have no areas?			RTDPP 8.4.2
3.11 Is a multiple line area shown?			
3.11.1 Has the area correctly calculated and displayed?			CSR 3.6.4
3.12 Is public use land created on the plan?			
3.12.1 Are all Public Use Land lots identified prominently with PUL and/or approved term and clearly shown on the first sheet?			RTDPP 4.8.1
3.12.2 Is access to the Public Use Land addressed correctly?			CSR 3.2.1
3.13 Are calculated intersections of new lot boundaries with registered secondary interests shown correctly?			RTDPP 4.21
3.14 Are any of the new secondary interests restricted?			
3.14.1 Is the restriction clearly stated on the face of the plan?			RTDPP 8.6, 8.7
3.14.2 Has the PM No, Datum and Height been shown on the plan?			RTDPP 6.5
3.14.3 Is the information for this PM correct?			SCDB
3.14.4 Have sufficient references to the ground RL been shown?			RTDPP 6.5
3.15 If part of Common Property is included in lot/s within scheme, is Common Property limits included in each lot identified on face?			RTDPP 11.8.1
4 ACCURACY			
4.1 Does each lot and secondary interest have correct presentation of dimensions and area?			CSR 3.6, 3.18
4.2 Does each lot (and part lot), severance, secondary interest and new road close within acceptable limits?			CSR 3.4.2
4.2.1 Is the area of each parcel (or part) correct?			CSR 3.6
4.3 Are all the severances fully and correctly dimensioned, including unsurveyed sides of roads?			CSR 3.18
4.4 Has the survey of ≥10 lots been connected to datum?			CSR 3.28
4.4.1 If connected via CORS, is the PU for new marks <50mm?			CSR 3.28
4.4.2 If connected via PMs, are the connections correct? Or is the PU for new marks <50mm?			CSR 3.28
4.4.2.1 Are the PM numbers correct?			CSR 3.28
4.4.2.2 Is the mark type shown for new marks?			CSR 3.28
4.4.2.3 Has a new or updated PM sketch been provided?			CSR 3.28 SMIA s.15(2)
5 ADJOINING INFORMATION			
5.1 Does the adjoining description agree with Smart Map? (correct at date of certification)			CSR 3.5

ITEM (Rule through where not applicable)	INIT.	AUDIT COMMENT	REFERENCE
6 ALLOCATIONS			
6.1 Have all previous titles been stated?			RTDPP 22.4
6.2 Has every new lot, new road and secondary interest been correctly allocated against the previous lots, with a separate line for each previous lot?			RTDPP 22.4
6.3 Are there any registered secondary interests (mortgages, easements etc.) or admin advices on the title?			
6.3.1 Have they been fully and correctly dealt with, if required, on the plan?			RTDPP 22.6
6.3.2 Are the dealing numbers for the registered secondary interests in agreement with those shown on the title/s?			RTDPP 22.6
6.4 Has every new lot been correctly allocated against the Original Portion/s, with each new lot mentioned once only?			RTDPP 22.5
6.5 Are the Original Portions in agreement with the Title and the previous plan/s?			RTDPP 22.5
6.6 If any lot is in more than one Local Government, have Local Govt area allocations been shown?			RTDPP 22.7
7 REINSTATEMENT			
7.1 Has a reinstatement report been included on the plan or lodged as Survey Records?			CSR 3.33.1, 3.37
7.2 Does the report provide the reinstatement logic?			CSR 3.33
7.3 Does the reinstatement follow the legal precedents?			CSR 3.33
7.4 Have the interests of all owners, including the State, been complied with?			SMI Reg 10
8 ENCROACHMENTS & IMPROVEMENTS			
8.1 Are there any encroachments or improvements shown on or near a boundary?			SMI Reg 17-18
8.1.1 Is the size, nature and location shown appropriately?			CSR 3.20, 9.7
8.1.2 Is there either:			
8.1.2.1 a noting on the plan that SMI Reg s.18 has been complied with; or			SMI Reg 18
8.1.2.2 evidence of a letter being forwarded to the owner and a copy lodged with the plan as Survey Records?			SMI Reg 18
9 MARKING			
9.1 Have the corners of all new lots and new secondary interests been shown as marked?			CSR 3.23.5
9.2 Have sufficient and suitable reference marks been placed?			CSR 3.23.2
9.3 Is occupation referenced?			CSR 3.23.5
10 PHYSICAL FEATURE BOUNDARIES			
<i>Water boundaries</i>			
10.1 Has the plan been prepared under Part 7 of the SMI Act? (Which division or section applies?)			SMIA Part 7
10.2 Are the appropriate notations shown on the plan? (e.g. "First new plan of survey.....", Exempt plan....")			CSR 4.2.1
10.3 Has the approval letter been provided for a "Reserved plan of survey"?			CSR 4.7
10.4 Has the watercourse been confirmed as non-tidal or tidal (note any proximity to a downstream limit)?			CSR 4.12
10.5 Has the water boundary been compiled?			
10.5.1 Is it permitted to be compiled in these circumstances?			CSR 4.3
10.5.2 Does the plan identify the source of the compiled information on the face of plan and in the compilation statement?			CSR 4.3
10.6 Does the survey re-determine any part of the water boundary?			
10.6.1 Does the boundary represent the location at law? (Have the ambulatory boundary principles been applied correctly?)			CSR 4.2
10.6.2 If a public interest test under the boundary location criteria is required, has the appropriate material and references been lodged in the Survey Records?			CSR 4.8

ITEM (Rule through where not applicable)	INIT.	AUDIT COMMENT	REFERENCE
10.6.3 If the lot is subject to a single lot declaration, has the appropriate material and records of any departmental consultation been supplied by the surveyor?			CSR 4.6
10.6.4 If the land is subject to a multiple lot declaration, does the survey agree with the declaration?			SMIA s.93, s.120
10.7 Does the report describe the natural feature(s) adopted, movement from its previous location, justification for any compilation, etc? <i>All physical feature boundaries (incl. water boundaries)</i>			CSR 4.5
10.8 Does the plan indicate that Survey Records have been lodged, if applicable?			CSR 4.5
10.9 Have correct terms been used for the physical feature boundaries (e.g tdl bdy, riv, ck, lake, watershed, cliff, etc) and flow indicator shown where applicable?			CSR 4.2, 4.3, 4.4
10.10 Is the presentation of the physical feature boundary in the correct format (eg River Points Table, Watershed Points Table, etc, curvilinear linework)?			CSR 4.2
11 STATE LAND PLANS			
11.1 Is a letter of offer/approval available?			
11.1.1 Does the plan comply with the letter of offer?			CSR 5.17
11.1.2 Is the Elvas file reference shown at Item 4 on the plan administration sheet?			CSR 5.17
11.2 Have the parcels been correctly described – lot <alpha>, lot <number>?			CSR 3.17
11.3 Have the correct action statements been shown on the plan?			CSR 9.2
11.4 Is the plan suitable for the action intended?			CSR 5.17
12 STANDARD FORMAT WITH COMMON PROPERTY (SCHEME - STANDARD FORMAT)			
12.1 Does the description of the plan include “common property”?			RTDPP 11.3
12.2 Does the plan show the area of common property?			RTDPP 11.5
12.3 Is the lot numbering acceptable?			RTDPP 8.3
12.3.1 If not, is there a letter of explanation for the numbering pattern adopted?			
12.4 Does the plan show CMS Name and/or Number in Item 3 on the plan administration sheet?			RTDPP 4.15
12.5 Does the plan show the Development Approval Date above the building encroachment certificate?			RTDPP 4.20
13 BUILDING FORMAT PLAN (SCHEME - BUILDING FORMAT)			
MAIN PLAN (FORM 21)			
13.1 If new CTS, does plan have 2 lots (min) and Common Property?			RTDPP 9.7
13.2 Is base parcel fully dimensioned?			RTDPP 9.7
13.3 Does the plan show the base parcel area?			RTDPP 9.7
13.4 Is the building layout correctly shown and plotted, and “Common Property” not shown within the base parcel?			RTDPP 9.8
13.5 Does the plan show two direct or indirect connections to the corners of the base parcel for each building?			RTDPP 9.8
13.6 Is there ONLY ONE “remainder” Standard Format Lot?			RTDPP 9.3.2
13.6.1 Have the dimensions and area for this lot been shown?			RTDPP 9.3.2
13.6.2 Has a statement added to the face of the plan indicating which lot is a Standard Format lot?			RTDPP 9.3.2
13.7 Are there multiple buildings?			
13.7.1 If so, are they correctly identified by an alpha?			RTDPP 9.10
13.7.2 Is this identification also reflected in the level diagrams for each building?			RTDPP 9.15.2
13.8 Are there multiple towers?			RTDPP 9.15
13.8.1 If so, is the footprint the podium/basement and towers plotted?			RTDPP 9.15.1
13.8.2 Are the level diagrams correct?			RTDPP 9.15.2
13.8.3 Is a lateral aspect diagram shown?			RTDPP 9.15.3

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13.9 If consecutive lot numbering is not used, is the lot numbering template acceptable?			RTDPP 9.4
13.9.1 Is the lot numbering template applied across the whole of the CTS?			RTDPP 9.4
13.10 Are all lots and parts of the same lot readily identified by appropriate line weights?			RTDPP 9.5.2
13.11 Are all lots bounded by structural elements?			RTDPP 9.6
13.11.1 If not and for a boundary within a building, are the corners marked, boundaries dimensioned and referenced to structural elements or base parcel?			RTDPP 9.6.2
13.12 Has a standard scale been used for each of the level diagrams and are they all drawn to the same scale and orientation?			RTDPP 9.12
13.13 Have the total areas been shown for every lot that is in parts, and is the total area correct?			RTDPP 9.5.1
13.14 Have all part lots been described with an approved purpose?			RTDPP 9.5.4
13.15 Are all building format lots represented on level diagrams?			RTDPP 9.12
13.15.1 If applicable, is the outline of the lower level shown on level diagrams?			RTDPP 9.13
13.16 Are the level diagrams correctly identified, eg Level A (and building/tower)?			RTDPP 9.15.2
13.17 Is a north point shown for the level diagrams, if necessary?			RTDPP 9.12
13.18 Is every closed figure on every level diagram identified with "ownership", eg common property, lot <number>?			RTDPP 9.12
13.19 Is adjoining information shown and correct for every lot on every level diagram?			RTDPP 9.12, 11.3
13.20 Are all encumbrances, eg easements, correctly plotted on every level diagram?			RTDPP 4.22
13.21 Are voids shown correctly?			RTDPP 9.5.5
13.22 Are there private yards on the plan?			
13.22.1 Has the principle of a low-rise building been satisfied?			RTDPP 9.17
13.22.2 Does the private yard abut parts of other lots?			RTDPP 9.17
13.23 Are existing volumetric lots or existing volumetric or restricted secondary interests in the base lot affected?			
13.23.1 Has a lateral aspect diagram been shown for affected volumetric lots?			RTDPP 9.16.3
13.23.2 Have the other special requirements for affected volumetric lots been met, eg. footprints, level diagrams?			RTDPP 9.16
13.23.3 Has a lateral aspect diagram been shown for volumetric secondary interest or restricted secondary interest registered against base parcel?			RTDPP 9.23
PLAN ADMINISTRATION SHEET (FORM 21B)			
13.24 Has the CMS Name or Number been shown in Item 3?			RTDPP 4.15
13.25 Has the building encroachment certificate been fully completed?			RTDPP 9.20.7
13.26 Are there any encroachments by the buildings onto adjoining land or road?			RTDPP 9.20.3
13.26.1 If so, has the encroachment been addressed correctly?			RTDPP 9.20.3
13.27 If an encroachment is shown, is there a statement about "the lots being wholly contained within the base parcel"?			RTDPP 9.20.7
13.28 Does the encroachment relate to an "existing building"?			RTDPP 9.20.7
13.28.1 If so, is the appropriate noting made?			RTDPP 9.20.7
13.29 Does the plan show the Development Approval Date above the building encroachment certificate?			RTDPP 4.20
14 VOLUMETRIC PLANS			
14.1 Is the lot numbering acceptable?			RTDPP 10.3
14.1.1 If not, is there a letter of explanation for the numbering pattern adopted?			
14.2 If part lots are used, are they correctly described?			RTDPP 10.4
14.3 Has the area of the footprint been shown?			RTDPP 10.5.3
14.4 Has the area for the overall footprint been shown?			RTDPP 10.5.3
14.5 Have sufficient references to the ground RL been shown?			RTDPP 10.12.5
14.6 Has the volume for each lot and secondary interest been shown? (easements may be excluded)			RTDPP 10.5.4, 10.6

ITEM (Rule through where not applicable)	INIT.	AUDIT COMMENT	REFERENCE
14.7 Has the PM No, Datum and Height been shown?			RTDP 10.10.2
14.8 Does the plan contain a statement regarding Vertical Planes?			RTDPP 10.10.5
14.9 If plan notes that the parcels are bounded by vertical planes, are all the bounding edges on the footprint fully dimensioned?			RTDPP 10.10.5
14.10 If plan does not use vertical planes for bounding surfaces, have the bearings & slope distances for bounding edges been shown?			RTDPP 10.10.1
14.11 If co-ordinates are shown, are they in addition to polar dimensions for the bounding edges?			RTDPP 10.10.1
14.12 Does the plan contain a definition of bounding surfaces?			RTDPP 10.10.5
14.13 Are the corners marked or referenced to physical structures?			RTDPP 10.11
14.14 Are the 3D diagrams three dimensional?			RTDPP 10.12.1
14.15 Does the plan indicate the direction from which the 3D diagram is viewed?			RTDPP 10.12.1
14.16 Have the 3D Diagrams been drawn to a standard scale?			RTDPP 10.12.6
14.17 Do all vertices have an RL?			RTDPP 10.10.1
14.17.1 If not, is there a statement for a single horizontal plane?			RTDPP 10.10.1
14.18 Is there ONLY ONE remainder Standard Format Lot?			RTDPP 10.2.4
14.18.1 If so, has the area for this lot been shown and a statement added to the face of the plan indicating which lot is a Standard Format lot?			RTDPP 10.2.4
15 VOLUMETRIC FORMAT WITH COMMON PROPERTY (SCHEME – VOLUMETRIC FORMAT)			
In addition to 14 VOLUMETRIC PLANS:			
15.1 Does the description of the plan include “common property”?			RTDPP 11.1
15.2 Does the plan show the area of common property?			RTDPP 11.6
15.3 Does the plan show CMS Name and/or Number in Item 3 on the plan administration sheet?			RTDPP 4.15
15.4 Does the plan show the Development Approval Date above the building encroachment certificate?			RTDPP 4.20

Certification

I, _____ 1

hereby certify that this checklist accurately represents an audit of _____ 2

_____ 3 Date : _____

Cadastral Surveyor

1. Full name of Cadastral Surveyor (Individual) identified on Form 13 or Form 18 on the plan
2. Plan number
3. Signature of Cadastral Surveyor whose name appears at Item 1

Abbreviations:

- RTDPP – Registrar of Titles direction for the preparation of plans
- CSR – Cadastral Survey Requirements version 7.0
- SCDB – Survey Control Register
- SMIA – Survey and Mapping Infrastructure Act 2003
- SMI Reg – Survey and Mapping Infrastructure Regulation 2014
- C/T – Certificate of Title