

Form 10 – Version 7
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 5 of Form 21B Version 2 under the *Land Act 1994* and the *Land Title Act 1994*.

Plan Number	Surveyor	Assessor	Date Checked
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Satisfactory
 Not applicable this plan
 Yet to complete
 Exemption granted
 Dept use only: Unsatisfactory

ITEM	OK?	REFERENCE
1 CERTIFICATION		
1.1 Correct certificate has been used to certify the plan is accurate.		CSR 3.9, App. E
1.1.1 Certificate correct, complete and dated.		CSR 3.9
1.1.2 ACN/ABN shown if surveyor is a corporation.		CSR 3.9
1.1.3 If the plan was signed before 1/8/2004, plan has a new certificate signed after 1/8/2004.		SA 77 s.76
1.2 If the plan contains any original information, a compilation statement is shown, listing all sources.		CSR 9.37
1.3 Has an exemption from a CSR standard been given for this survey/plan?	Yes/No	CSR 1.7
1.3.1 Survey advice reference and statement indicating standard(s) exempt from on plan.		SMIA ss. 18-20
1.4 For explanatory plans:		
1.4.1 Correct certificate used.		RTDPP 20.10
1.4.2 Format of plan shown as Explanatory and Form 21 title modified.		RTDPP 20.7
1.4.3 Registrar of Titles consent given and submitted with plan.		RTDPP 20.2
1.5 Have any amendments been made to the plan by strikeout?	Yes/No	
1.5.1 If yes, an amendment certificate has been added and is correct (signed, dated, same surveyor as plan certificate).		RTDPP 23.1, 23.2
1.5.2 If amendment certificate uses s.32(9) SMIA, it declares that plan is endorsed under that section.		RTDPP 23.2
1.5.2.1 Certified copy of authorisation has been/is lodged.		CSR 3.7
2 DESCRIPTION		
2.1 Plan description agrees with all lots, common property and secondary interests on face.		RTDPP 4.9
2.2 Cancelling clause contains all lots and USL being cancelled.		CSR 3.8 RTDPP 4.9, 4.10
2.3 Created secondary interests do not result in duplicated identifiers on the plan or title.		RTDPP 4.8.2
2.4 Is the title restricted in height/depth (except volumetric format)?	Yes/No	
2.4.1 Lot description reflects the restriction as shown in the certificate of title and the previous plan.		RTDPP 8.7
2.4.2 Restriction is stated above and in the title block.		RTDPP 8.7
2.5 If the title and/or subject plan show any exclusions, they have been addressed (e.g. reservations in title – allocated or purchased).		CSR 2.9.2
2.6 If the reservation is to be allocated, an allocation certificate/notation is shown on the plan in the correct format.		CSR 2.9.2
2.6.1 Any allocation certificate is signed by Chief Executive's delegate.		CSR 2.9.2
2.7 If the title is partially cancelled, Registrar of Titles' consent has been given to continue this status (except State Forest and Protected Estates).		RTDPP 4.17
2.8 If new undescribed balances are created, consent of Registrar of Titles is provided and submitted with plan.		RTDPP 4.17
2.9 Multiple original grants (e.g. portions) plotted and labelled correctly (per cancelled plans and titles).		CSR 9.38
2.10 Local government and locality agree with SmartMap. Boundaries plotted where intersect/adjoin subject land.		CSR 2.3, 9.29
2.11 If cancelling common property, the common property is correctly stated in the cancelling clause – <i>Common Property of <scheme name> CTS <number> (CP on <survey plan>)</i> .		RTDPP 11.3 CSR 3.8
2.12 Lot numbering meets requirements.		RTDPP 8.3

ITEM		OK?	REFERENCE
3 PLAN PRESENTATION			
3.1	Correct format of the plan in title block.		RTDPP 4.7
3.2	Plan is capable of reproduction at a reduced scale without loss of clarity, imaged at minimum 300 dpi.		RTDPP 3.1, CSR 9.55
	3.2.1 Subject parcels correctly identified (line and text styles).		CSR 9.28, 9.51
3.3	Barcode added to the plan (on Sheet 1).		RTDPP 4.2
3.4	Plan number per barcode identified on the plan administration sheet (Form 21B) and all additional sheets.		RTDPP 4.2
3.5	Sheet number identified correctly, on all sheets (including Form 21B).		RTDPP 4.3
3.6	If field notes/survey records are to be submitted, they have been, and plan noted.		CSR 3.37.1 CSR 3.3
3.7	Scale of the plan and diagrams per standard scale ratios. Subject parcels plotted to scale.		CSR 9.44
	3.7.1 Scale bar shown and correct.		RTDPP 4.14
3.8	North point (or protractor) shown and correct.		RTDPP 4.12
3.9	Meridian box completed correctly. MGA meridian if connected to datum.		CSR 3.24, 9.32
3.10	Every created lot has a correct total area.		CSR 3.6
	3.10.1 If a lot is shown in parts, each part has a correct separate area.		RTDPP 8.4.1
	3.10.2 If a vinculum is used, no separate areas shown for severances.		RTDPP 8.4.2, CSR 3.44
3.11	Is a multiple line area shown?	Yes/No	ss.23,23A LA
	3.11.1 The area is correctly calculated and displayed.		CSR 3.6.4
3.12	Are public use land lots(s) created on the plan?	Yes/No	
	3.12.1 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 Access to the Public Use Land correctly addressed.		CSR 3.31
3.13	Calculated intersections of new lot boundaries with registered secondary interests correctly shown.		RTDPP 4.21
3.14	Are there restricted easements or to the depth/height lots?	Yes/No	
	3.14.1 Restriction is clearly stated on the face of the plan.		RTDPP 8.6, 8.7
	3.14.2 Permanent survey mark registered number, vertical datum and elevation shown correctly.		RTDPP 6.5, SCDB
	3.14.3 Sufficient references to the ground level (GL) shown.		RTDPP 6.5
3.15	If part of Common Property is included into lot(s) within a CTS, former Common Property outline is identified on the plan.		RTDPP 11.8.1
4 ACCURACY			
4.1	All new lots, roads and secondary interest have correct presentation of bearings, distances and area.		CSR 3.6, 3.18
4.2	Every lot (and part lot), severance, secondary interest and new road closes within acceptable limits.		CSR 3.4.2
	4.2.1 Area of each parcel (or part) is correct.		CSR 3.6
4.3	Total area shown for every lot that is in parts, with correct addition and rounding.		CSR 3.6.5, RTDPP 9.5.1
4.4	Severances bound by vincula fully and correctly dimensioned, including unsurveyed sides of roads.		CSR 3.18
4.5	Does the plan create ≥ 10 lots (excluding BFPs, compiled plans), or spans > 1 km (lots and secondary interests), or uses GNSS? Consider previous connections. <i>Yes = connection to datum required.</i>	Yes/No	CSR 3.28
	4.5.1 Horizontal PU < 50 mm for two connected corners/marks within the survey derived and shown.		CSR 3.28
	4.5.2 If connected by datum PMs, correct number and coordinates given, horizontal PU < 30 mm.		CSR 3.28
5 ADJOINING INFORMATION			
5.1	Directly adjoining descriptions correct at date of certification.		CSR 3.5
6 ALLOCATIONS			
6.1	All affected titles in allocations; correct references and descriptions.		RTDPP 22.4
6.2	Every new lot, road and secondary interest 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 administrative advices on the title?	Yes/No	
	6.3.1 Registered secondary interests, administrative advices allocated or noted as required on Sheet 2.		RTDPP 22.6
	6.3.2 Dealing numbers for registered secondary interests agree with Certificate of Title.		RTDPP 22.6
6.4	All new lot(s) correctly allocated against original portion(s) etc., with each new lot mentioned once only.		RTDPP 22.5
6.5	If any lot is in more than one local government area, local government area allocation table provided.		RTDPP 22.7

ITEM		OK?	REFERENCE
7 REINSTATEMENT			
7.1	Reinstatement report has been included on the plan or lodged as survey records.		CSR 3.33.1, 3.37
7.2	Report adequately explains rationale for the reinstatement adopted.		CSR 3.33
7.3	Reinstatement is logical, and in accordance with the hierarchy of reinstatement evidence.		CSR 3.33, SMI Reg 10
7.4	The rights of all affected parties, including the State, have been considered.		SMI Reg 10
7.5	For border surveys, approval of border definition obtained, noted on Sheet 1 and consents lodged with plan.		CSR 5.4
8 ENCROACHMENTS AND IMPROVEMENTS			
8.1	Are there any encroachments or permanent improvements on or near a new or reinstated subject boundary?	Yes/No	SMI Reg 17-18, CSR 3.20
8.1.1	Size, nature and location shown appropriately?		CSR 3.20, 9.7
8.1.2	Affected owners notified of encroachments (noted on Sheet 2 of plan).		SMI Reg 17,18, CSR 3.20.3
9 MARKING			
9.1	Corners of all new lots and new secondary interests marked.		CSR 3.23.5
9.2	Sufficient and suitable reference/permanent marks placed.		CSR 3.23.2
9.3	Occupation at/near corners referenced.		CSR 3.23.5
9.4	Permanent mark numbers correct.		CSR 3.28
9.5	Permanent mark type given for new marks.		CSR 3.28
9.6	New or updated PM sketch/maintenance form provided.		CSR 3.28 SMIA ss.15(2), 45
10 PHYSICAL FEATURE BOUNDARIES			
<i>Water boundaries</i>			
10.1	Does a subject lot have a physical feature water boundary? What section of Part 7 SMI Act is used?	Yes/No	SMIA Part 7
10.2	Approval for a reserved plan of survey given (letter to lodge with plan and/or survey advice file reference noted).		CSR 4.7, SMIA s.65(4)
10.3	Watercourse has been confirmed as non-tidal or tidal (note any proximity to a downstream limit).		CSR 4.12
10.4	Has the water boundary been compiled?	Yes/No	
10.4.1	Compilation is allowed and appropriate.		CSR 4.3
10.4.2	Plan identifies the source of the compiled information along the water boundary, with any points table, and in the compilation statement.		CSR 4.3
10.5	Does the survey redetermine any part of the water boundary?	Yes/No	
10.5.1	Water boundary represents the location at law, correctly applying the ambulatory boundary principles.		CSR 4.2
10.5.2	Water boundary location satisfies applicable criteria.		CSR 4.8, SMIA ss. 72, 100
10.5.3	If proposing a single lot declaration, the appropriate material and records of any departmental consultation have been supplied.		CSR 4.6, SMIA ss.83,109
10.5.4	If the land is subject to a multiple lot declaration, the survey agrees with the declaration.		SMIA s.93, s.120
<i>All physical feature boundaries (including water boundaries)</i>			
10.6	Report describes the physical feature(s) adopted, movement from its previous location, justification for any compilation, section of SMIA used, any other relevant information.		CSR 4.5
10.7	Correct terms been used for the physical feature boundaries (e.g tdl bdy, riv, ck, lake, watershed, cliff ...) and flow arrow shown for watercourses.		CSR 4.2, 4.3, 4.4
10.8	Presentation of the physical feature boundary is in the correct format (e.g. 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?	Yes/No	
11.1.1	Survey complies with the letter of offer.		CSR 5.17
11.1.2	Departmental file reference shown in References on the plan administration sheet.		CSR 5.17
11.2	Lots and leases have been correctly described – alpha or numeric, leases or lots.		CSR 3.17
11.3	Correct action statements (area of new/closed road).		CSR 9.2
11.4	Plan is suitable for the action intended.		CSR 5.17
12 STANDARD FORMAT WITH COMMON PROPERTY (SCHEME - STANDARD FORMAT)			
12.1	Description of the plan includes "common property".		RTDPP 11.3
12.2	Plan shows the area of common property.		RTDPP 11.5
12.3	Plan shows the development approval date above the building encroachment certificate.		RTDPP 4.20

<i>ITEM</i>	<i>OK?</i>	<i>REFERENCE</i>
13 BUILDING FORMAT PLAN (SCHEME - BUILDING FORMAT)		
MAIN PLAN AND ADDITIONAL SHEETS		
13.1		RTDPP 9.3.1
13.2		RTDPP 9.7
13.3		RTDPP 9.7
13.4		RTDPP 9.8, 9.7
13.5		RTDPP 9.8
13.6		RTDPP 9.3.2
13.6.1		RTDPP 9.3.2
13.6.2		RTDPP 9.3.2
13.7	Yes/No	
13.7.1		RTDPP 9.10
13.7.2		RTDPP 9.15.2
13.8	Yes/No	RTDPP 9.15
13.8.1		RTDPP 9.15.1
13.8.2		RTDPP 9.15.2
13.8.3		RTDPP 9.15.3
13.9		RTDPP 9.4
13.9.1		RTDPP 9.4
13.10		RTDPP 9.5.2
13.11	Yes/No	RTDPP 9.6
13.11.1		RTDPP 9.6.2
13.12		RTDPP 9.12
13.13		RTDPP 9.5.4
13.14		RTDPP 9.12
13.15		RTDPP 9.13
13.16		RTDPP 9.15.2
13.17		RTDPP 9.12
13.18		RTDPP 9.12, 11.3
13.19		RTDPP 4.22
13.20		RTDPP 9.5.5
13.21	Yes/No	
13.21.1		RTDPP 9.17
13.21.2		RTDPP 9.17
13.22	Yes/No	
13.22.1		RTDPP 9.16.3
13.22.2		RTDPP 9.16
13.22.3		RTDPP 9.23
PLAN ADMINISTRATION SHEET (FORM 21B – SHEET 2)		
13.23		RTDPP 9.20.7
13.24	Yes/No	RTDPP 9.20
13.24.1		RTDPP 9.20
13.24.2		RTDPP 9.20.7
13.24.3		RTDPP 9.20.7
13.25		RTDPP 4.20
14 VOLUMETRIC PLANS		
14.1		RTDPP 10.3
14.2		RTDPP 10.4
14.3		RTDPP 10.5.3
14.4		RTDPP 10.12.5

ITEM		OK?	REFERENCE
14.5	Volume (total and any parts) for every volumetric lot and secondary interest shown (easements may be excluded).		RTDPP 10.5.4, 10.6
14.6	Permanent mark №, datum and height correct.		RTDP 10.10.2
14.7	Statement regarding vertical planes bounding parcel present.		RTDPP 10.10.5
14.8	If plan notes that the parcels are bounded by vertical planes – all bounding edges on the footprint are fully dimensioned.		RTDPP 10.10.5
14.9	If plan does not use vertical planes for bounding surfaces – bearings and slope distances for bounding edges have been shown.		RTDPP 10.10.3
14.10	If co-ordinates are shown – they are <u>in addition</u> to polar dimensions for the bounding edges.		RTDPP 10.10.1
14.11	Plan contain a definition of bounding surfaces.		RTDPP 10.10.5
14.12	Vertices marked and/or referenced to physical structures, or noted as impractical to mark (in air, underground, inside structures...).		RTDPP 10.9 RTDPP 10.11
14.13	Three dimensional diagrams provided.		RTDPP 10.12.1
14.14	Plan includes view direction arrows for 3D diagrams.		RTDPP 10.12.1
14.15	3D diagrams drawn to a standard scale.		RTDPP 10.12.6
14.16	Do all vertices have an RL?	Yes/No	RTDPP 10.10.1
	14.16.1 If not, statement for a single horizontal plane shown.		RTDPP 10.10.1
14.17	There is ONLY ONE “remainder” standard format lot.		RTDPP 10.2.4
	14.17.1 Dimensions and area for the “remainder” standard format lot present.		RTDPP 10.2.4
	14.17.2 Statement on 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	Description of the plan includes “common property”.		RTDPP 11.1
15.2	Area and volume of the common property shown.		RTDPP 11.6
15.3	Development approval date given above the building encroachment certificate.		RTDPP 4.20

ITEM CODE	ASSESSMENT COMMENT

Certification

I, _____ 1

hereby certify that this checklist accurately represents an assessment 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 Directions for the Preparation of Plans
 CSR – Cadastral Survey Requirements
 LA – Land Act 1994
 SA 77 – Surveyors Act 1977 (repealed)

SCDB – Survey Control Data Base
 SMIA – Survey and Mapping Infrastructure Act 2003
 SMI Reg – Survey and Mapping Infrastructure Regulation 2014

DEPARTMENTAL USE ONLY

Passed without requisition Critical error(s) Non-critical error(s) Date assessed _____