**Queensland Department of Resources -- Version 1**

**Survey Plan Audit Checklist**

**ü** Satisfactory **—**  Not applicable this plan **◯** Yet to complete **E** Exemption granted *Dept use only:* **✕** Unsatisfactory

granted

|  **Plan Number and Version** v. | **Surveyor** | **Auditor** | **Date audited** |
| --- | --- | --- | --- |

| ***ITEM*** | ***OK?*** | ***REFERENCE*** |
| --- | --- | --- |
| 1. CERTIFICATION
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| * 1. If the plan contains any original information, a compilation statement is shown, listing all sources.
 |  | CSR 9.37 |
| * 1. Has an exemption from a CSR standard been given for this survey/plan?
 | Yes/No | CSR 1.7 |
| * + 1. Survey advice reference and statement indicating standard(s) exempt from on plan.
 |  | SMIA ss. 18-20 |
| * 1. Have any amendments been made to the plan by strikeout?
 | Yes/No |  |
| * + 1. If yes, an amendment certificate has been added and is correct (signed, dated, same surveyor as plan certificate).
 |  | (CSR 3.9) RTDPP 23.1, 23.2 |
| * 1. If amendment certificate uses s.32(9) SMIA, it declares that plan is certified under that section.
 |  | RTDPP 23.2 (SMIA s.32(9)(b)) |
| * + 1. Certified copy of authorisation has been/is lodged.
 |  | CSR 3.7, RTDPP 23.2.2 |
| 1. DESCRIPTION
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| * 1. Multiple original grants (e.g. portions) plotted and labelled correctly (per cancelled plans and titles).
 |  | CSR 9.38  |
| * 1. Local government and locality agree with SmartMap. Boundaries plotted where intersect/adjoin subject land.
 |  | CSR 2.3, 9.29 |
| * 1. Subject parcels identified appropriately.
 |  | CSR 3.17 |
| 1. PLAN PRESENTATION
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| * 1. Plan is capable of imaging and reproduction at a reduced scale without loss of clarity.
 |  | CSR 9.55 |
| * + 1. Subject parcels correctly identified (line and text styles).
 |  | CSR 9.28, 9.51 |
| * 1. Scale of the plan and diagrams per standard scale ratios. Subject parcels plotted to scale.
 |  | CSR 9.44 |
| * 1. Meridian box completed correctly. MGA meridian if connected to datum.
 |  | CSR 3.24, 9.32 |
| * 1. Every created lot has a correct total area.
 |  | CSR 3.6 |
| * + 1. If a lot is shown in parts, each part has a correct separate area.
 |  | CSR 3.6.5.1, RTDPP 8.4.1 |
| * + 1. If a vinculum is used, no separate areas shown for severances.
 |  | CSR 3.44, RTDPP 8.4.2 |
| * 1. Is a multiple line area shown?
 | Yes/No | LA ss.23,23A |
| * + 1. The area is correctly calculated and displayed.
 |  | CSR 3.6.4 |
| 1. ACCURACY
 |  |  |
| * 1. All subject lots, roads and secondary interests have correct presentation of bearings, distances and area.
 |  | CSR 3.6, 3.18 |
| * 1. Every lot (and part lot), severance, secondary interest and new road closes within acceptable limits.
 |  | CSR 3.4.2 |
| * + 1. Area of each parcel (or part) is correct.
 |  | CSR 3.6 |
| * 1. Total area shown for every lot that is in parts, with correct addition and rounding.
 |  | CSR 3.6.5, RTDPP 9.5.1 |
| * 1. Severances bound by vincula fully and correctly dimensioned, including unsurveyed sides of roads.
 |  | CSR 3.18 |
| * 1. Does the plan create ≥10 lots (excluding BFPs, compiled plans), or spans >2 km between reinstated subject corners, or uses GNSS? Consider previous connections. *Yes = connection to datum required.*
 | Yes/No | CSR 3.28 |
| * + 1. Horizontal PU <50 mm for two connected corners/marks within the survey derived and shown.
 |  | CSR 3.28 |
| * + 1. If connected by datum PMs, correct number and coordinates given, horizontal PU <30 mm.
 |  | CSR 3.28 |
| 1. ADJOINING INFORMATION
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| * 1. Directly adjoining descriptions correct at date of certification.
 |  | CSR 3.5 |
| 1. REINSTATEMENT
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| * 1. Reinstatement report has been included on the plan or lodged as survey records.
 |  | CSR 3.33.1, 3.37 |
| * 1. Report adequately explains rationale for the reinstatement adopted.
 |  | CSR 3.33 |
| * 1. Reinstatement is logical, and in accordance with the hierarchy of reinstatement evidence.
 |  | CSR 3.33, SMI Reg 10 |
| * 1. The rights of all affected parties, including the State, have been considered.
 |  | SMI Reg 10 |
| * 1. For border surveys, approval of border definition obtained and consents lodged with plan
 |  | CSR 5.4 |
| 1. ENCROACHMENTS AND IMPROVEMENTS
 |  |  |
| * 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 |
| * + 1. Size, nature and location shown appropriately?
 |  | CSR 3.20, 9.7 |
| * + 1. Affected owners notified of encroachments (noted on Sheet 2 of plan).
 |  | SMI Reg 17,18, CSR 3.20.3 |
| 1. **MARKING**
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| * 1. Corners of all new lots and new secondary interests marked.
 |  | CSR 3.23.1, 3.23.5 |
| * 1. Sufficient and suitable reference/permanent marks placed.
 |  | CSR 3.23.2 |
| * 1. Occupation at/near corners referenced.
 |  | CSR 3.23.5 |
| * 1. Permanent mark numbers correct.
 |  | CSR 3.28 |
| * 1. Permanent mark type given for new marks.
 |  | CSR 3.28 |
| * 1. New or updated PM sketch/maintenance form provided.
 |  | CSR 3.28SMIA ss. 15(2), 45 |
| 1.
2. PHYSICAL FEATURE BOUNDARIES
 |  |  |
| ***Water boundaries*** |  |  |
| * 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 |
| * 1. If a reserved plan of survey, survey is for a LA public purpose, development approval before 26 March 2010, or s.65(4)(c) SMIA applies.
 |  | CSR 4.7, SMIA s.65(4) |
| * 1. Watercourse has been confirmed as non-tidal or tidal (note any proximity to a downstream limit).
 |  | CSR 4.12 |
| * 1. Has the water boundary been compiled?
 | Yes/No |  |
| * + 1. Compilation is allowed and appropriate.
 |  | CSR 4.3 |
| * + 1. Plan identifies the source of the compiled information along the water boundary, with any points table, and in the compilation statement.
 |  | CSR 4.3 |
| * 1. Does the survey redetermine any part of the water boundary?
 | Yes/No |  |
| * + 1. Water boundary represents the location at law, correctly applying the ambulatory boundary principles.
 |  | CSR 4.2 |
| * + 1. Water boundary location satisfies applicable criteria.
 |  | CSR 4.8, SMIA ss. 72, 100 |
| * + 1. 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  |
| * + 1. If the land is subject to a multiple lot declaration, the survey agrees with the declaration.
 |  | SMIA s.93, s.120 |
| ***All physical feature boundaries (including water boundaries)*** |  |  |
| * 1. 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 |
| * 1. Correct terms been used for the physical feature boundaries (e.g. tidal boundary, river, creek, lake, watershed, cliff …) and flow arrow shown for watercourses.
 |  | CSR 4.2, 4.3, 4.4 |
| * 1. 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 |
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| ***ITEM CODE*** | ***AUDIT COMMENT*** |
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**Abbreviations**

CSR – Cadastral Survey Requirements

LA – Land Act 1994

RTDPP – Registrar of Titles Directions for the Preparation of Plans

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