

NOTICE TO SURVEYORS T2/99

EARLY ISSUE OF TITLE SURVEYS

Plans

In recent times there have been several cases where survey plans have incorrectly been identified as Early Issue when they were actually Fastrack surveys and vice versa. This problem has delayed the processing of plans. The problem has been caused by a number of reasons, all to do with the Early Issue check box in the lodgement panel on the plan form.

It was intended that surveyors would place a tick in the box when the plan was to be processed under Early Issue of Title procedures. Problems have arisen when surveyors have placed a cross in the box to indicate that it is not Early Issue – the cross has been interpreted as indicating an Early Issue survey. Sometimes the box on an Early Issue plan is inadvertently not ticked by the surveyor – causing the plan to be handled as a Fastrack survey and delayed when the auditor finds that the fieldbook does not contain all of the expected information. In some cases the box has been omitted completely; counter staff usually interpret this as Early Issue because the remaining statement acts as a label.

To prevent confusion in the future, surveyors are requested to indicate in words YES or NO against the statement “Early Issue” on the plan form. Plan forms will be amended when current stocks are exhausted, but until that happens surveyors are requested to amend the current form to suit the above requirement. Surveyors who draft their own forms are requested to amend their templates. An example of the preferred format is enclosed with this notice.

Fieldbooks

To assist in the processing of Early Issue surveys, surveyors are requested to clearly identify these surveys as “Early Issue of Title” on the index page of fieldbooks lodged at DOLA.

It is also requested that these fieldbooks be identified on the Fieldbook Registration Form at the time of lodgement. This is most easily achieved by adding the acronym “EIOT” as shown on the enclosed example.

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