



NOTICE TO SURVEYORS T3/2010

Items 1 to 2 in this notice are to be considered as special directions concerning plans and surveys pursuant to Regulation 5 of the *Licensed Surveyors (Transfer of Land Act 1893) Regulations 1961*.

MISCELLANEOUS PLAN AND SURVEY ISSUES

1. e-lodgement of Strata/Survey-Strata Plan Forms

In T4/2009 (23 November 2009), item 2, Surveyors were advised Landgate would accept a "scanned" signed copy of the Form 7 and Form 26 lodged as a PDF file, and the original signed archival hardcopy was to be retained by the surveyor.

Surveyors are further advised that the original archival hardcopy can be produced on any print quality paper, and that "goatskin parchment" is not required.

It is the Surveyor's responsibility to ensure that the legibility of the scanned signed copy of Forms 7 and 26 is sufficient to meet Landgate's scanning requirements, otherwise the forms will be rejected.

This direction becomes part of Sections 4.8.1 and 5.7 of the Strata Titles Practice Manual.

2. The "Approved By Western Australian Planning Commission" Panels on Multi-sheet Deposited Plans

After a successful pilot, the Electronic Transfer of Deposited Plans (etDP) process between Landgate and the Western Australian Planning Commission (WAPC) was implemented on 26 July 2010.

As a consequence, WAPC now only endorses the first sheet of a Deposited Plan.

Landgate requests that the "Approved by Western Australian Planning Commission" panels for sheet 2 onwards of a multi-sheet Deposited Plan be struck out or removed from the DP template.

Amendments to examples and text in the Survey and Plan Practice Manual will be available at the January 2011 update.

3. Standard Format to be Adopted for Emails and Attachments Relating to Plan Lodgement

With the implementation of etDP process, Landgate now captures all emails for ePlans into the Electronic Document Record Management System (EDRMS).

To assist Landgate to integrate emails received, it is requested that the following standard format be adopted for emails sent to plan.reg@landgate.wa.gov.au for the lodgement of Deposited and Strata Plans.

Surveyors are requested to adopt the following:

- Only **one** Deposited Plan or Strata Plan is sent in each email to allow the contents of the emails to be managed and stored more efficiently;
- Information relating to a particular Plan, including the pdf of the Plan and the Surveyor's Report, are to be attached as individual documents – **no zip file formats**;
- A standard format to be used in the subject line/headings of the emails (see below); and
- Uniform naming of the documents / information relating to a Plan. (see below)
Landgate strongly encourages all plan related documents, such as release letters, to be sent via emails.

Standard Email Subject Line/Headings

Type of Email	Email Subject Line/Headings
Lodgement of a new Deposited Plan or Strata Plan	Lodgement of DP***** (or SP*****) <i>For Lot Synchronisation Plans:</i> Lodgement of DP***** - LOT SYNC (or SP***** - LOT SYNC) <i>If release letter included:</i> Lodgement of DP***** - Release Letter (or SP***** - Release Letter)
Lodgement of a Re-Subdivision SP	Lodgement of Re-Subdivision of SP*****
Lodgement of a Consolidation SP	Lodgement of Consolidation of SP*****
Lodgement of a Survey-Strata conversion	Lodgement of Survey-Strata Conversion of SP*****
Lodgement of a Merger	Lodgement of Merger of SP*****
Amended version of DP or SP as per an Auditor's request	Amendment of DP***** (or SP*****) With "Attention: Auditor's Name" in the contents of the email.
Replacement version of DP or SP	Replacement of DP***** (or SP*****)
Release Letters for DP or SP	Release Letter for DP***** (or SP*****)
STGR Forms for SP	Form * SP*****
Initial Survey Certificate for DP	ISC for DP*****
Survey Sheet & Final Survey Certificate for DP	Survey Sheet & FSC for DP*****

Uniform Names for Documents Attached to Emails

Type of Attachment	Name of Attachment
DP or SP regardless of whether it's a new, amended or replacement etc plan	DP***** or SP*****
Survey Lodgement Self Assessment Form	Lodgement Form DP***** or SP*****
CSD file	CSD File DP***** or SP*****
Surveyor's Report	Surveyor's Report DP***** or SP*****
Release Letter	Release Letter DP***** or SP*****
Initial Survey Certificate for DP	ISC DP*****
Final Survey Certificate for DP	FSC DP*****
Survey Sheet for DP	Survey Sheet DP*****
Various Forms for SP	Form * SP*****

This direction becomes part of section 4 of Appendix 6 of the Survey and Plan Practice Manual.

All queries in relation to the issues above should be directed to **Landgate's Survey and Plan Consultant on 9273 7317.**



JEAN VILLANI
DELEGATE OF REGISTRAR OF TITLES

8 October 2010