

REGISTRATION SERVICES
Customer Information
Bulletin

BULLETIN No. 195
8 JANUARY 2010

NOTICE TO SURVEYORS T4/2009

Items 1 to 7 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 Deposited Plans and Strata/Survey-Strata Plans**
- 2. e-Lodgement of Strata/Survey-Strata Plan Forms**
- 3. Strata/Survey-Strata Plan Items**
 - i. Fees for Plan of Conversion to Survey-Strata and Sketch Plan for Merger of Strata Schemes**
 - ii. Western Australian Planning Commission (WAPC) Delegation of Built Strata Schemes to Local Government**
- 4. Reference Table for Interests and Notifications**
- 5. Deferred Final Marking/Deferred Referencing**
- 6. Requests for e-Field Books (CSD file containing final control network observations)**
- 7. Practice Manuals**



This bulletin is produced by the Western Australian Land Information Authority
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1. e-lodgement of Deposited Plans and Strata/Survey-Strata Plans

The strategic direction of Landgate is to receive all its title and survey data in digital form to enable accurate, faster and efficient processing of that data which in turn will deliver a better service to its customers.

Consistent with that strategic direction Surveyors are advised that lodgement of hard copy Deposited Plans and Strata/Survey-Strata Plans will no longer be available as an option from Monday 1 February 2010.

As you are all aware, the option of lodging plans electronically has been in place for over 5 years (refer Notice to Surveyors T9/2003 & T5/2004) and currently accounts for over 95% of all plan lodgements.

It is considered that the changeover date to electronic lodgement should allow sufficient time for those surveyors still lodging hard copy plans to make the necessary arrangements to change over to the electronic lodgement process.

If required the Survey Advice Officer can be contacted on 9273 7317 to arrange a training session on the processes to be adopted for the electronic lodgement of plans. Landgate encourages any one who needs to avail themselves of training for electronic lodgement to do so early so that you are fully trained well before 1st February 2010 to make the transition as smooth as possible for you and ultimately for your clients.

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

To assist Landgate in progressing towards a totally electronic plan format the following lodgement guidelines for forms that are required to accompany strata/survey-strata plans lodged for registration will be implemented as from Monday 1 February 2010.

Landgate will accept a "scanned" signed copy of the Form 7 and Form 26 lodged as a PDF file. The original signed archival hardcopy is to be retained by the surveyor.

Landgate will only accept an "interactive" PDF (i.e. file that has form fields and a digital signature) of the Forms 3, 5, 6, 26 (when signed by WAPC), 35, 36 & 38.

The Form 8 (no digital signature) will only be accepted as a PDF file.

Surveyors are reminded (refer to Notice to Surveyors T5/2005) that Forms 3, 7 and 26 will be accepted when lodged either with the plan or with the application to register the plan.



3. Strata/Survey-Strata Plan Items

i. Fees for Plan of Conversion to Survey-Strata and Sketch Plan for Merger of Strata Schemes

(Strata Title General Regulations 1996 Schedule 1 – Fees)

Surveyors are advised that the fee for the lodgement of a plan of conversion to survey-strata or sketch plan for merger of strata schemes is \$204 plus \$56 for each lot shown on the plan.

The application fee for the registration of a plan is \$110 however there is no additional fee of \$6 per lot.

ii. WAPC Delegation of Built Strata Schemes to Local Government

The 'Surveyors Report' has been updated at item 3.1 to advise Landgate staff whether a strata plan is required to be forwarded to either the WAPC or Local Government for final approval.

The development application number is required to be shown if the plan is to be forwarded to Local Government. (refer to attached example)

4. Reference for Interests and Notifications

Surveyors are advised that the "Reference for Interests and Notifications" (Survey and Plan Practice Manual – Appendix 8) has been updated with some minor changes made in the 'Purpose' and 'Comments' fields. Three additional Crown interests have also been included.

The updated table (version 14) is now available on the Landgate Survey Channel.

5. Deferred Final Marking/Deferred Referencing

Surveyors are reminded of the conditions and their responsibilities in relation to approvals for Deferred Final Marking/Deferred Referencing applications as outlined in Notice to Surveyors T1/2007 (refer also to Survey and Plan Practice Manual Edition 6.1 section 4.22).



In particular surveyors are reminded of the following standard conditions:

- Placement of referencing/final marking to be completed not more than 14 days after practical completion of the engineering and construction works.
- A field book recording the referencing and renovation survey (for normal subdivisions), survey sheet(s), eFB (CSD file containing final control network observations) (for SSA subdivisions) and a "Final Survey Certificate" are to be lodged within 14 days of the completion of field work.

Surveyors are requested to advise Survey Inspection on 9273 7423 if there are any changes to the timeframes indicated in the application that would affect the above conditions.

Please review the severity levels (as published on the Land Surveyors Licensing Board website) that will be imposed for non-compliance with these conditions of approval.

6. Requests for e-Field Books (CSD files containing final control network observations)

Requests for copies of eFB's (i.e. CSD files containing unadjusted observations for the final control network shown on the survey sheet(s) for SSA subdivisions) should be made by email to plan.reg@landgate.wa.gov.au.

The subject heading of the e-mail should read: "*Request for CSD file only – eFB (number) for DP (number)*".

7. Practice Manuals

The updated editions of the Survey & Plan Practice Manual (edition 6.2) and the Strata Titles Practice Manual (edition 6.3) will be available on the Landgate website in January 2010.



BRUCE ROBERTS
REGISTRAR OF TITLES

8 January 2010



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