



Surveyor-General OF THE AUSTRALIAN CAPITAL TERRITORY

GUIDELINE No.4 (18/03/2010)

CHECK LIST FOR DEPOSITED PLANS

1.0 INTRODUCTION

The Survey Office of the ACT Planning and Land Authority (the Authority) examines plans of survey on behalf of the ACT Surveyor-General to ensure that plans comply with the *Districts Act 2002* and that they meet the requirements of the registrar-general prior to being registered as Deposited Plans.

The plan examination process is also a means by which the Surveyor-General monitors the quality of surveys that are done by registered surveyors pursuant to the *Surveyors Act 2001*.

The examination process carried out by the Authority is very similar to, and serves the same purpose as, the examination done by the Land Titles Office in NSW prior to registration of a plan in that state. The only substantial difference is that, in ACT legislation, this responsibility rests with the Surveyor-General not the Land Titles Office per se.

Until it is registered, and becomes a Deposited Plan, a plan of survey in the ACT is referred to as an XPLAN and is given a unique XPLAN number.

2.0 COMMON ERRORS FOUND IN XPLANS

While every survey has its unique challenges the most common mistakes found in XPLANS are errors of omission, ie the plan is incomplete.

Requirements for survey plans intended to be lodged for registration as Deposited Plans are set out in *Surveyors Practice Directions* at Division 6. Plan forms and drafting standards are detailed in the *Standards and Specifications for Deposited Plans 1988* (Surveyors Board, Australian Capital Territory, Approved 18 May 1988 with effect from 1 July 1988). While most surveyors submitting plans for examination appear to be very familiar with these requirements, and perform their surveys to a very high standard, in the absence of robust quality control procedures, it is very easy to omit critical items from the final plan.

The plan examination process is not intended to be that quality control procedure. Registered surveyors must carry out their own quality control before submission of the plan. Any mistakes or omissions that remain in a Deposited Plan after registration are the responsibility of the registered surveyor who signed the plan. Nor does certification of a plan by the Surveyor-General relieve the surveyor of any responsibility for the accuracy and efficacy of the survey.

In cases where the Surveyor-General has reason to believe that a surveyor has deliberately, or carelessly, submitted an incomplete plan that plan will be returned to the surveyor without further advice regarding what particular omissions have been made.

3.0 THE XPLAN CHECK LIST

In order to help surveyors to improve the completeness and quality of their plans, and to subsequently reduce the time required for a plan to be registered, the Surveyor-General requires surveyors to complete an XPLAN Check List when submitting plans for examination.

The XPLAN Check List very closely resembles the Check List that the NSW Land Titles Office now requires to be submitted with Deposited Plans, both hard copy and electronic, in that state. The XPLAN Check List will, therefore, further enhance the similarities in survey practices and registration procedures in the ACT and NSW. Please note, however, that the ACT XPLAN Check List must be used when submitting plans in the ACT, not the NSW form.

For plans that are provided to the Authority in hard copy (film) the XPLAN Check List should be completed, printed and signed then enclosed with the plan. For plans initially submitted in electronic form the Check List should also be provided also in electronic form, attached to the same e-mail as the plan.

Where a plan is initially submitted in electronic form or where a plan is submitted for preliminary examination prior to signing and final marking then items 5 and 29 in the Check List must be marked as N/A.

The XPLAN Checklist can be found at:

http://www.actpla.act.gov.au/_data/assets/pdf_file/0014/9311/xplanchecklist.pdf

4.0 CONTACTS

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http://www.actpla.act.gov.au/tools_resources/maps_land_survey/surveying_data/surveyors_information

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