

# Notice

To Lodging Parties

18 September 2018 No 208

## Implementation of Change to Plan Examination Process

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Notice to Lodging Parties No 206 issued on 6 July 2018 notified surveyors that the Office of the Registrar-General is considering a change to the Plan Examination Process enforcing the requirement that all certified survey plans (Deposited, Filed and Community Plans) lodged in the Lands Titles Office must have a survey report provided at lodgement.

After a two month consultation period, feedback has been considered and the requirement to provide a survey report containing both a written report and certified checklist for all certified surveys will be compulsory for plan examination to commence. This requirement will come into effect from Monday 8 October 2018.

As per [Surveyor-General's Direction No. 4](#) (SGD 4), the survey report shall contain a written report and a certified copy of a completed Certified Survey Plan Checklist, of a form specified in [Appendix E of the Cadastral Survey Guidelines \(CSG\)](#) or equivalent. Surveyors can submit their own checklist provided it contains all items listed on the CSG checklist; the written report is not required to be detailed unless required by SGD 4. [CSG section 17](#) details the requirements for survey reports.

If either document is not included with the plan at lodgement, the plan will be returned with a pre-examination requisition to provide the required documents. Upon the plan's return, together with the required survey report and checklist, the plan will be processed for examination. If upon examination it is immediately apparent that there are a significant number of errors that should have been detected by the use of the checklist or the checklist and/or report are incomplete, the plan examination process will immediately be suspended and the plan returned to the lodging party for correction to an acceptable standard. The plan would be considered to be at an acceptable standard if it complies with the CSG and [Plan Presentation Guidelines](#) (PPG).

There is provision in the Real Property Regulations 2009 for the Registrar-General to charge additional examination fees where a survey plan is relogged or resubmitted. After a transition period of six months, ending 1 March 2019, if the quality of lodged plans does not improve, the additional plan examination fee may be charged if a plan is rejected on the basis of an unacceptable amount of errors and is therefore not compliant with the required standards.

Please direct any queries to [DPTI.RegistrarGeneral@sa.gov.au](mailto:DPTI.RegistrarGeneral@sa.gov.au)



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