

Notice

To Lodging Parties

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Plan Presentation Guidelines

The Lands Titles Office (LTO), in conjunction with the surveying industry has developed a new plan format and guidelines for plans to be lodged in the LTO. A new manual has been prepared titled "Plan Preparation Guidelines" which replaces the existing Manual of Survey Practice Volume 1.

The new manual will be available on the Land Services Group Internet site ([LSG Internet site](http://www.landtitles.sa.gov.au)) from 12 November 2007 and can be located in the "Top 10" under the heading of Surveying – Drafting Manuals and Guidelines, or by using the following link, http://www.landtitles.sa.gov.au/2About_LSG/2Publications-Industry-Professional/

The new plan format is currently being used by a small pilot group of surveying firms, but will be compulsory for all plans prepared from 12 November 2007. Plans to be lodged using the Electronic Plan Lodgement system, to be released late 2007, must use the new plan format.

The main differences of the new plan format are:

- The size of the plan is A3
- All the textual information is on the first sheet (unless this flows onto a subsequent sheet)
- The diagram is located on the sheets following the textual sheet
- The subject title and easement details are in a table format
- A new easement type of "proposed" has been included, which requires further documentation before it is created

Plans that are in progress and drawn in the superseded Common Plan Format will continue to be accepted during the transition stage, however a cut-off date will be set after consultation with industry.

Seminars in relation to the new plan format have been carried out with industry over the last two months. If you have missed attending one of these seminars and would like to attend one, or if you have any queries in relation to the new Plan Presentation Guidelines, please contact Steve Andrews on 8226 3949.



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Registrar-General