

**PRE-EXAMINATION**

- LSSA Premium Managed Service gives LSSA clients access to the Premium Service Team prior to lodgement for pre-examination of plans and dealings.
- At lodgement the plan and dealings will receive priority plan examination/approval, registration and title creation.
- The pre-examination of plans and dealings reduces the potential time loss due to requisitions and uses the time lost waiting for final State Commission Assessment Panel (SCAP) approval.
- The Premium Managed Service expedited title creation allows LSSA clients to deliver an enhanced service to their customers, giving more certainty when booking settlements or other land dealings.
- Fee for service to the client will include – engagement, expedited plan approval, rework (if necessary), expedited register of dealings and expedited title creation.
- State regulated fees apply.

**PLAN Phase 1**

**LODGING AGENT**  
Submit Client Request Form and EPL generated Plan PDF

**LSSA**  
Job quoted. Client Request Form returned to lodging agent

**LODGING AGENT**  
Quote accepted. Sign and re-submit Client Request Form

**LSSA**  
Pre-Examination

**Requisition**

**LODGING AGENT**  
Make amendments

**LSSA/LODGING AGENT**  
Normal Examination process

**LSSA**  
Approve Plan

**State Audit?**  
(Addressed in T&C's)

**LODGING AGENT**  
LODGE PLAN (EPL)

**LSSA**  
Plan Pre-Approved Start Phase 2 Dealing

**DEALING Phase 2**

**LODGING AGENT**  
Submit Dealing PDF

**LSSA**  
Pre-Examination

**Requisition**

**LODGING AGENT**  
Make amendments

**LSSA**  
Dealing Pre-Approved

**LODGING AGENT**  
LODGE DEALING (FRONT COUNTER)

**LSSA**  
Data Capture (up to 2 working days)

**LSSA**  
Register Dealing Deposit Plan

**CREATION OF TITLE(S)**

**PERSONNEL REQUIRED**

**LSSA PREMIUM SERVICE TEAM**  
Senior Plan Examiner  
Senior Dealing Examiner  
Senior Title Examiner



**CLIENT PERSONNEL REQUIRED**  
Client Surveyor  
Client Conveyancer