Certified Survey Plan Checklist EPL

		√/ NA	
Search			Survey Graphic Index checked for surveys not indexed on the Survey Data Base (SDB)
			SDB - searched for plan references and PSM coordinates
			Search list compiled
			Other plan data sources checked if required eg plots and other Survey Plan Records
Textual Sheet(s)	Plan Heading		Plan Purpose (Note: This cannot be changed in EPL after lodgement) PPG 2.1
			Area name(s)
			Map Reference(s)
			Council name(s)
			Last Plan Reference
			Development Number (DAC approval <12 months old and plan conforms with approval)
	Agent Details		Pre-populated Agent Details/Code
			Reference added
			Date of field work correct and < 2 years old
			Certification complete
	Subject Title Details		Correct subject title reference. Prefix CT, CL, CR or OTHER (prefix PT where required)
			Parcel details
			Historical references in non-metropolitan Councils only
			Other Titles Affected
	Easement Details		Current Plans & Titles – Check for easements
			Check CL for Underlease(s) / Redesignations – FMPTI & FMPIE (Check CR ref)
			Service easements – DLC/TLC to have Sec 31appn in doc < 10m wide
			Easement notes checked. Existing easement creation document added
			Identifiers – not duplicated and match the plan diagram
			Annotations added where required. (E.g. Occupation, Party wall, Natural Bdy)
Diagram sheet(s)			Diagram sheet templates
			Line/Data presentation
			Parcel numbers and areas/Pieces Schedule
			Fixing to street corner – all parcels fixed
			Administrative boundaries. (As per Property Location Browser)
			Background (Historical) Data – including vincula where required
			Abuttals (As per Property Location Browser)
			Roads – name (As per Property Location Browser), access, widths, offsides, vesting, transfer note
			North Point – length and orientation of data correct
			Diagram Scale and Bar Scale
			Enlargement – If whole parcel shown then drawn to scale and data agrees with main diagram
			PM Numbers/Symbols checked
			Occupation – shown on subject land, age and description where relevant) & adjacent to PSM's etc
			Easement data – fixed independently in each parcel
			Together Rights defined – show vincula
Definition			Closures & areas checked from data on plan as lodged - if approx area show to 3 significant figures
			Sum of linear measurements and running chainages agree
			Minimum PSM Requirements met
			Outside DSA's, - MP's at street bends/curves/rural boundaries
			'Pin to Pin/PM to PM ' checks between plan data and field measurements
			Comparisons with previous surveys and CT's
			Plan data joins and SDB coordinate joins within tolerance or error report lodged
			Review basis for definition
			Have all relevant marks/occupation been connected?
			Is the extent of survey adequate to support definition?
			Survey Report descriptive or diagram attached (see SGD no 4)

Certified Complete .....……..……Licensed Surveyor. **Date ...../...../.....**

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