

Certified Survey Plan - Checklist Non-DPL		✓ Or 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 and attached to plan	
	Other plan data sources checked if required eg plots and other Survey Plan Records	
Panel	DAC – Check that DAC approval is less than 12 months old, and plan conforms with approval	
	Development Number	
	Sheet numbers shown on all sheets	
	Map Reference number(s)	
	Title system (RPA, NUA, Crown)	
	Title Reference(s) current	
	Hundred / Irrigation Area / Council from Property Location Browser	
	Heading - (DIVISION, EASEMENT, REDESIGNATION etc.) – check historical identifier (If non-metro), locality from Property Location Browser	
	Bar scale – check plan drawn to shown scale.	
	Bearing Datum Panel	
	OB Last Plan Ref	
Certification – all sheets		
Plan	Boundaries – Check Administrative boundaries. (from Property Location Browser) Show only if traverses subject land	
	Line work – BBL's and others – check pops.	
	Parcel numbers/Pieces/Schedule	
	Fixing to nearest street corner – all parcels fixed.	
	Background (Historical) Data – including vincula	
	Abuttals – from Property Location Browser	
	Enlargement – If whole parcel shown then drawn to scale.	
	North Point – length and orientation of data correct.	
	Roads – name (from Property Location Browser), access, widths, offsites, vesting, transfer note	
	Data Presentation – scale, font, copied,	
	Natural Boundaries – show authority for plotting/scaling vide note	
	Occupation – shown on subject land, age and description where relevant	
	Party wall occupation note	
PM Numbers/Symbols checked		
Easements	Data – fixed independently in each parcel.	
	Easement notes checked	
	Identifiers – not duplicated elsewhere on plan	
	Together Rights Defined – show vincula	
	Crown Land - Check CL for Underlease(s) / Redesignations – FMPTI & FMPIE (Check CR ref)	
	Current Plans & Titles – Check for easements – Right of way to have authorising doc. no.	
Service easements – DLC/TLC to have Sec 31appn in doc;<10m		
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, - MPs at street bends/curves/rural boundaries	
	Measurements shown to all marks	
	'Pin to Pin/PM to PM' checks between plan data and field measurements	
	Comparisons with previous surveys and CT's	
	In DSA's checks between 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) attached (see SGD no 4)		

Certified Complete
(Licensed Surveyor)

Date/...../.....