

## INTRODUCTION

The Plan Presentation Guidelines (PPG) describes the specific requirements for cadastral plans lodged for acceptance in the Lands Titles Office (LTO) of South Australia. The PPG forms part of the requirements of the Real Property Act 1886 (RPA). The RPA together with the Crown Land Management Act 2009 (CLMA), Community Titles Act 1996 (CTA) and other associated acts govern the intent of plans lodged.

Plans lodged in the LTO must comply with the requirements set out in these guidelines.

The PPG will be updated whenever necessary to meet changing circumstances. Any questions, errors or omissions regarding the PPG should be referred to the appropriate contact numbers below.

### Plan Lodgement

It is preferred that plans are lodged electronically using Electronic Plan Lodgement (EPL) or alternatively a hardcopy may be lodged.

All new plans (excluding GRO Plans) must be lodged in A3 format.

Not all plans can be lodged electronically (using EPL). Refer to [Table 2.1 – Plan Purpose Decision Table](#) for details.

### Plan Format

The plan format consists of two components:

- Textual sheet(s)
- Diagram sheet(s)

The textual sheet contains panels that are used for capturing non-graphical information related to the plan. The diagram sheet contains the diagram component.

### PPG Format

The PPG is divided into three main sections.

- Part A Textual sheet requirements.
- Part B Diagram sheet requirements. (For exceptions see [Section 10.5 Amendments by Substituting Sheets in the Common Plan Format](#), [Section 11 Amendments to Strata Plans](#) and [Section 17 GRO Plans](#))
- Part C Specific information about standard plan types (eg: Community Plans and Road Plans) and atypical situations such as channel reserves or natural boundaries. Part C assumes that general Textual and Diagram Sheet requirements described in Parts A and B apply. Where these requirements differ, specific Textual and/or Diagram Sheet requirements are described.

All requirements in the PPG are numbered. Where anomalies appear during the plan examination process, Lands Titles SA staff will refer to the relevant PPG requirement number(s) when requisitioning the lodging agent for corrections.

NOTE: Most diagrams in this document have been reduced in size and therefore the character size, line weight and parcel boundaries etc. may not reflect the required

size or shape. Refer to the relevant text for information about character size, line weight and parcel boundaries etc.

### Audience

All persons preparing cadastral plans for lodgement in the LTO should refer to the PPG. It is assumed all users have a reasonable level of understanding of survey practice in South Australia.

### Contact Numbers

The following table lists the phone numbers and email address for the contact areas within the Lands Titles Office.

Area	Phone	Email
Changes to the PPG	(08) 8226 3983 Country Callers 1800 647 176	LSCustomerSupport@sa.gov.au
Client Advice Documents		
Client Advice Plans		
General Plan Enquiries		

### Version and Release Date

The PPG is only available on the Internet and all updates are made directly to this source.

Version	Date	Comment
1.0	November 2007	First release
2.0	November 2008	Addition of Section 7.73 Complex or multi sheet plans
3.0	June 2009	Updates to the PPG
4.0	August 2012	Updates to the PPG
5.0	March 2013	Updates to the PPG
6.0	August 2014	Updates to the PPG
7.0	October 2015	Updates to the PPG
8.0	August 2016	Updates to the PPG
9.0	July 2017	Updates to the PPG