



Industry Education Webinar:

Amendments to Manual
Community and Strata Plans in
DPL



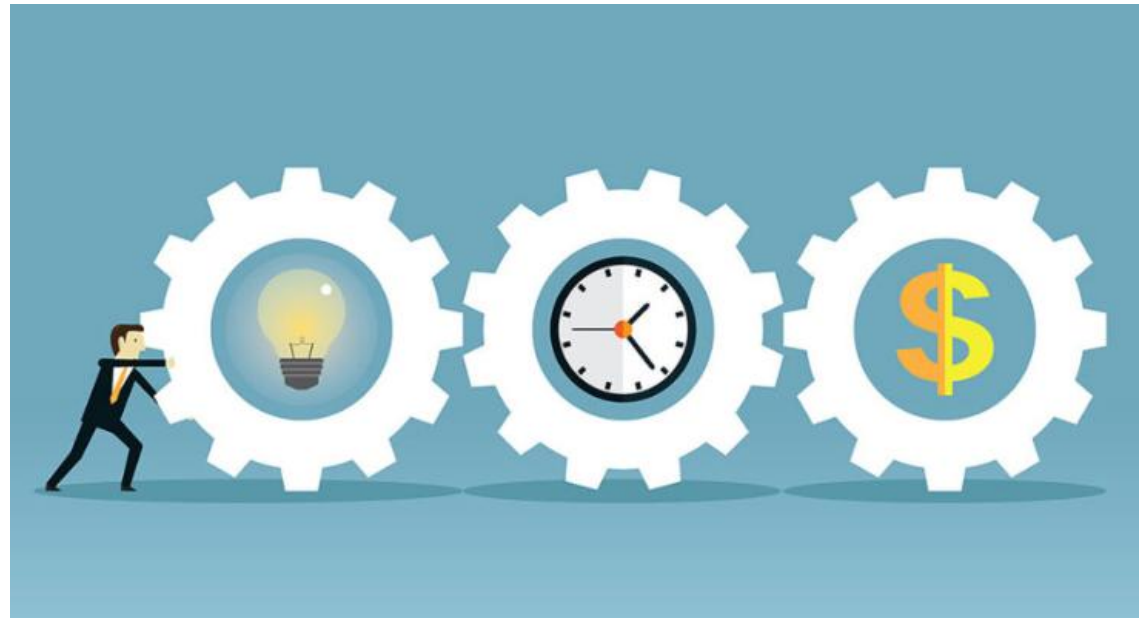


Industry Education Program

Land Services SA is committed to providing an excellent Customer Experience. One way we continue to deliver value to the Industry is through our Industry Education Program, where we produce a range of helpful educational materials, hold regular webinars and Industry Events.

Why are we doing this?

- ✓ Assist in educating the industry by providing regular training updates
- ✓ Assist in reducing requisitions across your business, saving you time and money
- ✓ Supporting you to deliver excellent service to your clients





About our Land Services SA Team

This Industry Education Webinar was prepared by two of Land Services SA's Subject Matter Experts. Our staff have years of experience and are well respected in the Industry.



Matt Heinrich is a Level 3 Plan Examiner within Land Services SA with over 20 years of experience. Matt was involved with the creation of EPL, SAILIS and DPL.



Agenda

- Amendments to Manual Plans in DPL
- Dispensation to Lodge in Manual Format
 - Community Plan Amendments
 - Strata Plan Amendments
 - Convert Strata Plan to Community Plan
 - Dispensation Process
- Example





Amendments to Manual Plans in DPL





Community Plan Amendments

What the Plan Presentation Requirements (PPR) says and what does it mean?

10. AMENDMENTS TO COMMUNITY PLANS

Amendments to Community Plans are allowed by substituting an amended DPL plan.

This is referring to:

- amendments to Community Plans originally lodged in DPL A3 format or converted to DPL A3 format by a prior amendment
- the full conversion of manual Common Plan and pre-EPL A3 format plans to electronic A3 format
- amendments to plans already converted to DPL Common Plan format or manual A3 format (see below regarding superseded formats)

Note that it is expected that non-Strata Community Plan amendments are lodged in DWG format unless dispensation is granted to lodge in .tiff format.

Dispensation(s) may be granted to allow for the use of substitute sheet(s) in superseded formats for:

- Minor amendments to a complex/multi-sheet plan drawn in the prior plan format or the manual A3 format.
- A minor change to text data (for example a change between 2 Carpark Subsidiaries, eg: CARPARK SUB 1 changing to CARPARK SUB 2)
 - This is referring to amendments to complex and or large manual multi sheet Common Plan and pre-EPL A3 format plans
 - The substitute sheet(s) may be redrafted in the original format or in select cases the extracted .tiff may be edited
 - These are now lodged in DPL and become an electronic plan in a superseded format
 - Note that dispensation to further amend these plans in a superseded format is required.

The Surveyors Certification must be shown on the substituted sheet(s). The diagram sheet(s) that has been amended must show SUBSTITUTE SHEET.



**For dispensation contact the Plans Client Advice officer -
clientadviceplanexaminer@landservices.com.au**



Strata Plan Amendments

What the Plan Presentation Requirements says and what does it mean?

11. AMENDMENTS TO STRATA PLANS

Amendments to a Strata Plan are allowed by substituting a new plan in the A3 format.

This is referring to:

- *the full conversion to electronic A3 format of manual Strata Plans (multiple old formats) and pre-EPL manual A3 format Strata Plans.*
- *amendments to plans already converted to DPL original format or manual A3 format (see below regarding superseded formats)*

Dispensation(s) may be granted to allow for the use of substitute sheet(s) in superseded formats for:

- **Minor amendments to a complex/multi-sheet plan drawn in a prior plan format or the manual A3 format.**
- **A minor change to text data (for example a change between 2 Carpark Unit Subsidiaries, eg: CARPARK UNIT SUB 1 changing to CARPARK UNIT SUB 2)**

This is referring to:

- *the term AMENDMENT IN RED is no longer used*
- *amendments to old format and pre-EPL A3 format plans*
- *The substitute sheets(s) may be redrafted or in select cases the extracted .tiff may be edited.*
- *These are now lodged in DPL and become an electronic plan in a superseded format.*
- *Note that dispensation to further amend these plans in a superseded format is required.*

The Surveyors Certification must be shown on the substituted sheet. The diagram sheet(s) that has been amended must show SUBSTITUTE SHEET.



For dispensation contact the Plans Client Advice officer

clientadviceplanexaminer@landservices.com.au



Convert Strata Plan to Community Plan

What the Plan Presentation Requirements says and what does it mean?

9.42 A Strata Plan adopting the *Community Titles Act 1996* and a subsequent amendment

9.42.1 An LR (Lodgement of Resolution) document is lodged and filed to adopt the provisions of the *Community Titles Act 1996*.

- *Strata Plan to Community Plan conversions can only be lodged in DPL and as a full conversion to electronic DPL A3 format*
- *a Community Plan converting from a Strata Plan cannot be lodged if the LR Dealing is not Filed*
- *a Draft of the Community Plan converting from a Strata Plan can be created in DPL prior to Lodgement/Filing of the LR Dealing*

9.42.2 The new plan must be given the prefix C and show the original number of the Strata Plan e.g. S7985 will become C7985. A Community Plan with a new number must not be lodged.

This is catered for in DPL.





Dispensation Process

Manual Plan Format toggle off. Dispensation not granted/not requested.

Normal Textual Sheet created, and Plan Diagram plan number stamped

Uploads

Plan Diagrams (7) Survey Report / Checklist (0) Other Attachments (0) Survey Lodgement Reports (1)



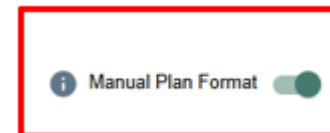
If dispensation is given, then the “**Manual Plan Format**” switch will be activated by Client Advice

Manual Plan Format toggle on. Dispensation is granted.

No Textual Sheet created, and no Plan Diagram plan number stamped

Uploads

Plan Diagrams (7) Survey Report / Checklist (0) Other Attachments (0) Survey Lodgement Reports (1)

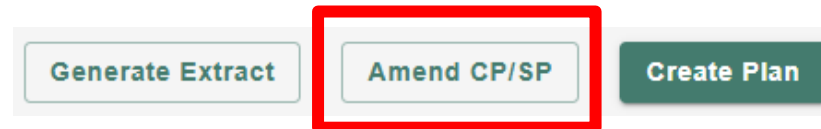




Example

Manual Community Plan Amendment in superseded format

On the main DPL dashboard select the Amend CP/SP button and follow the process through making the applicable entries and choices.



MAKE AMENDMENTS TO A PLAN

Give your plan a reference

This is how it will appear on your dashboard

Reference or name

Continue

Skip





Example (continued...)

MAKE AMENDMENTS TO A PLAN

Select the type of amendment

Amendment to Community Plan

Amendment to Strata Plan

Convert Strata Plan to Community Plan

Continue





Example (continued...)

MAKE AMENDMENTS TO A PLAN

Type Of Amendment

Amendment to Community Plan

What is the plan number



Retrieve Plan Data

Select the Plan Heading

Amendment to Community Plan

Category

Community Plan

Purpose

 Primary Community Primary Community Strata

You will be updating your plan to - Amendment to Community Plan - Primary Community Strata



Create Amendment



Example (continued...)

Note: that the textual sheet data component is the same for full conversion from manual to A3 Format or if dispensation to use the existing TIF version.

COUNCIL	CITY OF ADELAIDE		
MAP REF	662B/41/m		
OB/LAST PLAN REF	FP 42671	TOTAL AREA	607m ²
DEV No	020/C016/02	020/C041/05	

- Plan Header
- Title Reference
- Development Details
- Easements
- Annotations
- Uploads
- Notify Third Parties
- Certification
- Fees
- Summary
- Requisitions
- Notes

Plan Header

Agent Reference

Plan Type

Plan Heading

Last Plan References





Example (continued...)

- DPL prepopulates data from SAILIS if it exists
- Current Other Titles Affected must be entered

Plan Header

Title Reference

Development Details

Easements

Annotations

Uploads

Notify Third Parties

Certification

Fees

Title References

Subject Titles Other Titles Affected Area, Hundred & Council Names

+ Add Subject Titles

CT 5887/79 Full-title Cancelled 1 Parcel(s)

Parcel	Plan	Hundred	
ALLOTMENT 10	F101439	ADELAIDE	<input checked="" type="checkbox"/>

Title References

Subject Titles Other Titles Affected Area, Hundred & Council Names

+ Add Other Titles Affected

Title References

Subject Titles Other Titles Affected Area, Hundred & Council Names

Area Name

ADELAIDE Edit

Hundred

ADELAIDE

Councils

THE CORPORATION OF THE CITY OF ADELAIDE Edit





Example (continued...)

- Enter new Development Details
- Previous Development details populate only if in the current 5 number format
- Enter previous Development Details using zeros as space fillers

COUNCIL	CITY OF ADELAIDE		
MAP REF	662B/41/m		
OB/LAST PLAN REF	FP 42671	TOTAL AREA	607m ²
DEV No	020/C016/02	020/C041/05	

Plan Header

Title Reference

Development Details

Easements

Annotations

Uploads

Notify Third Parties

Certification

Fees

Summary

Requisitions

Notes

Development Details

+ Add Development Details

381/C404/25/001/100137 Certificate Issued Retrieve

Issued 13 August 2025

+ Add Previous Development Details

Previous Development Plans

020/C016/02/000/0

020/C041/05/000/0





Example (continued...)

If converting to full A3 format, then easement details must be added.

If amending in original superseded format, then entering easement details is optional.

Plan Header	Easements
Title Reference	
Development Details	
Easements	<div style="border: 1px dashed gray; height: 40px; width: 100%;"></div> <p style="text-align: right;">+ Add Easement</p>

If converting to full A3 format, then Annotation details must be added.

If amending in original superseded format, then entering Annotations is optional.

Plan Header	Annotations
Title Reference	
Development Details	
Easements	<div style="border: 1px dashed gray; height: 40px; width: 100%;"></div> <p style="text-align: right;">+ Add Annotations</p>





TIF Images extracted from SAILIS Image Library

For full conversion to A3 format the Manual Plan Format toggle is off and a DWG has to be uploaded.

For amendment in a superseded format, select Carry forward all images at the bottom of the screen.

Plan Header

Title Reference

Development Details

Easements

Annotations

Uploads

Notify Third Parties

Certification

Fees

Summary

Requisitions

Notes

Uploads

Plan Diagrams (7) Survey Report / Checklist (1) Other Attachments (0) Survey Lodgement Reports (1)

Manual Plan Format


Plan Diagrams

Drag and drop a file here, or click to select file

Previous Plan Diagrams

C21501_pland_1_V1_Version0 (PlanImage_C21501_1.tiff) 09/10/2025, 11:18:46 am 58 KB	
C21501_pland_2_V1_Version0 (PlanImage_C21501_2.tiff) 09/10/2025, 11:18:46 am 40 KB	
C21501_pland_3_V1_Version0 (PlanImage_C21501_3.tiff) 09/10/2025, 11:18:46 am 37 KB	
C21501_pland_4_V1_Version0 (PlanImage_C21501_4.tiff) 09/10/2025, 11:18:47 am 55 KB	
C21501_pland_5_V1_Version0 (PlanImage_C21501_5.tiff) 09/10/2025, 11:18:47 am 39 KB	
C21501_pland_6_V1_Version0 (PlanImage_C21501_6.tiff) 09/10/2025, 11:18:47 am 30 KB	
C21501_pland_7_V1_Version0 (PlanImage_C21501_7.tiff) 09/10/2025, 11:18:47 am 13 KB	

Carry forward all images





TIF Images extracted from SAILIS Image Library

- Delete the last .tiff(s) that are the Lot Entitlement Sheet(s) of the plan being amended
- Replace the .tiff(s) being amended with redrafted images or extract and amend the existing .tiff(s) where dispensation has been given
- SUBSTITUTE SHEET label and Certification is shown on all amended sheets.

Uploads

[Plan Diagrams \(14\)](#) [Survey Report / Checklist \(1\)](#) [Other Attachments \(0\)](#) [Survey Lodgement Reports \(1\)](#)

Manual Plan Format

Plan Diagrams

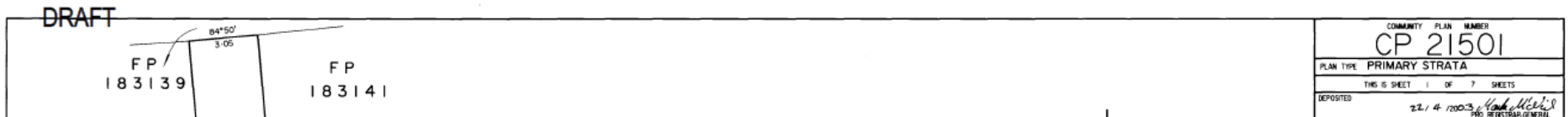
Drag and drop a file here, or click to select file

You can re-order your Plan Diagrams by dragging them to a new position.

C21501(A1)_pland_1_V1 (PlanImage_C21501_1.tiff) 09/10/2025, 11:18:46 am 58 KB	Replace	
C21501(A1)_pland_2_V1 (PlanImage_C21501_2.tiff) 09/10/2025, 11:18:46 am 40 KB	Replace	
C21501(A1)_pland_3_V1 (PlanImage_C21501_3.tiff) 09/10/2025, 11:18:46 am 37 KB	Replace	
C21501(A1)_pland_4_V1 (PlanImage_C21501_4.tiff) 09/10/2025, 11:18:47 am 55 KB	Replace	
C21501(A1)_pland_5_V1 (PlanImage_C21501_5.tiff) 09/10/2025, 11:18:47 am 39 KB	Replace	
C21501(A1)_pland_6_V1 (PlanImage_C21501_6.tiff) 09/10/2025, 11:18:47 am 30 KB	Replace	
C21501(A1)_pland_7_V1 (PlanImage_C21501_7.tiff) 09/10/2025, 11:18:47 am 13 KB	Replace	



Plan component is complete without textual sheet and retains the original format.



Plan is Certified electronically in DPL for both superseded and converted formats.

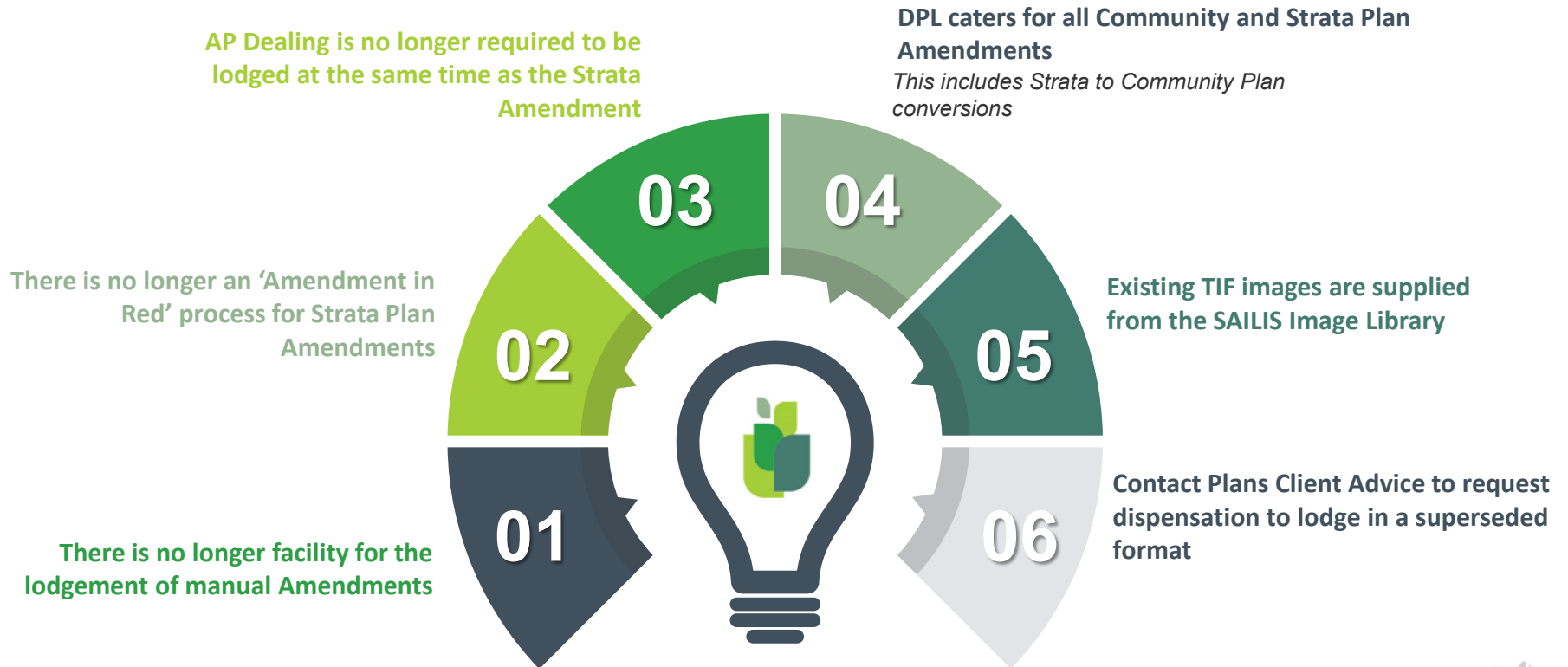
Fees are paid in DPL for both superseded and converted formats.

The requirement that the AP Dealing is lodged at the same time as a Strata Plan Amendment is no longer applicable.





Summary of Key Points



Industry Education Hub



Land Services SA partner with the SA Government and relevant Industry Bodies to deliver a range of Educational Materials to support property industry professionals. This webpage is dedicated to the publication of Industry Education Materials to assist conveyancing and survey professionals.

Industry Education Series	+
eConveyancing	+
Digital Plan Lodgement	+
SAILIS Video Tutorials	+
Land Services SA Fact Sheets	+



Hot Tip:
Keep updated on
LSSA's webinars and
video's

Questions

