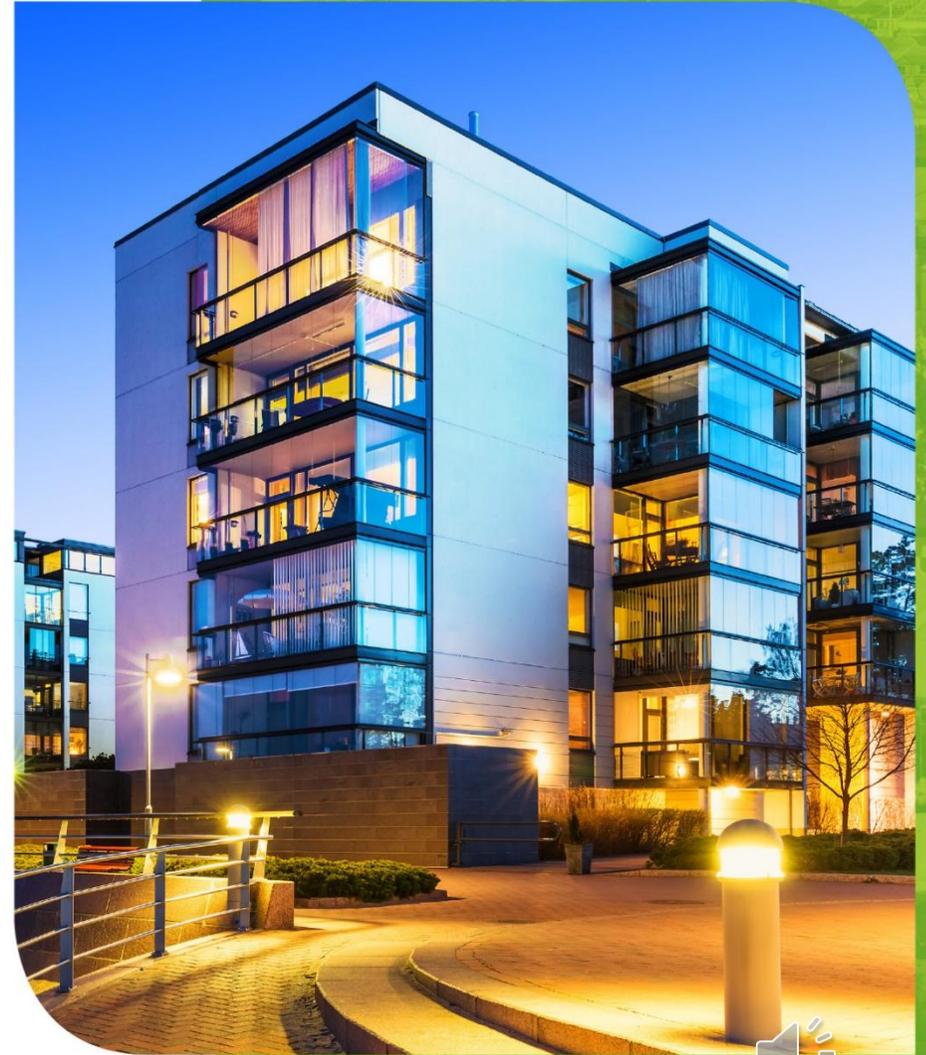




Industry Education Webinar:

Lease Plans – Tips & Tricks



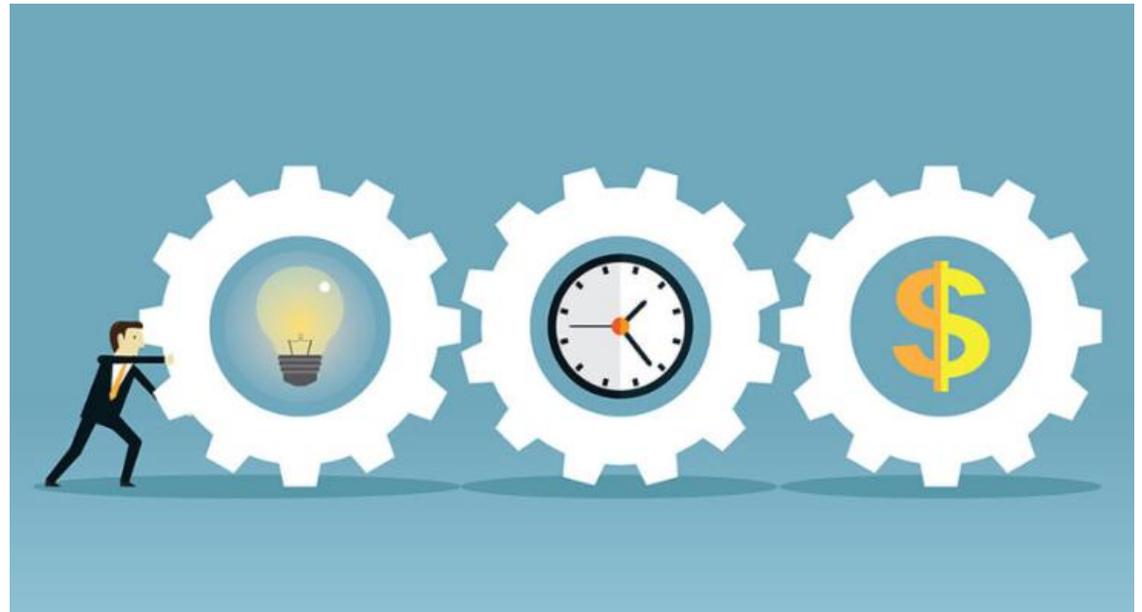


# Industry Education Program

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 Land Services SA's Subject Matter Experts. Our staff have years of experience and are well respected in the Industry.

**Stella Vagenas** is a Senior Plan Examiner and the Lease Plan Expert with over 28 years experience examining all plans including complex plans and providing Client Advice. Stella had a key involvement in projects such as Digital Plan Lodgment (DPL)



## Contents

1. Preparation of Lease Plans
2. Overview of how Lease Plans are defined and delineated
3. Tools for Drafting Lease Plan explained
4. Tips for Preparing a Lease Plan
5. Key Take Aways





# Lease Plans

## Plan Presentation Requirements

Lease Plans are examined by Land Services SA using the Plan Presentations Guidelines (PPR).

### **Section 16 of the PPR covers the guidelines for lease plans,**

Lease Plans must be lodged as Filed Plans and accurately define the portion of land to be referred to in a lease document. Lease Plans cannot be combined with any other plan type.

The term Lease, where used in this section, also includes the terms Underlease and Surrender of portion of a Lease or Underlease.

### **Section 17 covers the guidelines for GRO plans.**

A plan may be deposited in the General Registry Office (GRO) where a Filed, Deposited or Community plan does not delineate a portion of the land in a certificate of title, crown lease, crown record or old system (NUA) that is required for reference in a document and is not for leasing purposes. E.G. Plan for Heritage or License

Online access to the Plan Presentation Requirement at:

[Land Services SA Website - Plan Lodgement - Plan Presentation Requirements](#)



Government of  
South Australia





# Lease Plans

## Section 241 Real Property Act 1886

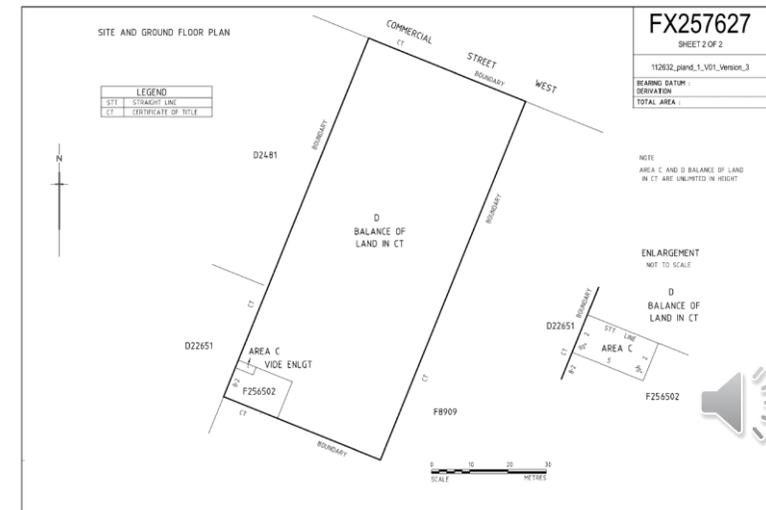
Lease Plans are to be lodged as Filed Plans.  
Multi-purpose plans will not be accepted for Lease Plans.  
For Example: Lease and Easements Plans

Lease Plans can be defined and delineated in the following formats

- ✓ Defining a parcel by Data
- ✓ Defining a Parcel by Monument
- ✓ Combination of Monument and data
- ✓ Identifying parcel boundaries formed by a monument
- ✓ Identifying Monument Boundaries by Notation
- ✓ Identifying Monument Boundaries by Label

Lease plans are lodged through **Digital Plan Lodgment (DPL)**

PURPOSE: LEASE	AREA NAME: MOUNT GAMBER	APPROVED: 30/03/2022	 <b>FX257627</b> SHEET 1 OF 2 112832_sml_01_v03_Version_3						
MAP REF: 72233F	COUNCIL: CITY OF MOUNT GAMBER	FILED: 30/03/2022							
LAST PLAN:	DEVELOPMENT NO:								
AGENT DETAILS:		SURVEYORS CERTIFICATION:							
AGENT CODE: REFERENCE:									
SUBJECT TITLE DETAILS:									
PREFIX	VOLUME	FOLIO	OTHER	PARCEL ALLOTMENT(S)	NUMBER	PLAN	NUMBER HUNDRED / IA / DIVISION	TOWN	REFERENCE NUMBER
CT	5432	591			24	F	809	BLANCHE	ALLOTMENT 24
OTHER TITLES AFFECTED:									
EASEMENT DETAILS:									
STATUS	LAND BURDENED	FORM	CATEGORY	IDENTIFIER	PURPOSE	IN FAVOUR OF		CREATION	
ANNOTATIONS: SEE CT 5432591 FOR EASEMENT DETAILS TO SUPERSEDE B BALANCE OF LAND IN CT IN F256502									





# Tools for Drafting Lease Plans

## Lease Plan Checklist

The lease plan checklist is designed to assist clients in drafting plans so that they adhere to the guidelines laid out in the PPR

The checklist has recently been updated and can be found on LSSAs Website:

[https://www.landservices.com.au/\\_\\_data/assets/pdf\\_file/0015/3219/Lease-Plan-Checklist.PDF](https://www.landservices.com.au/__data/assets/pdf_file/0015/3219/Lease-Plan-Checklist.PDF)

LEASE PLAN - CHECKLIST FOR CLIENTS			
	<b>REGISTER SEARCH</b> Print of CT – Check RG notes for this plan and prior lease plans also for unregistered docs and registered leases.	PPR reference	✓
TEXT SHEET	<b>PLAN PURPOSE</b> – Check correct plan purpose and plan type.	2.1	
	<b>AREA NAME</b> – Check Register Search Certificate of Title / Property Location Browser/SAPPA	2.51	
	<b>COUNCIL</b>	2.53	
	<b>LAST PLAN</b> – Not required for this plan type	2.54	
	<b>SHEET NUMBERING AND VERSION NUMBERING</b> - Do not add as they are generated by DPL	1.6 & 1.7	
	<b>AGENT DETAILS</b>	3.1	
	<b>AGENT CODE</b> – must be shown	3.2	
	<b>REFERENCE</b>	3.3	
	<b>SUBJECT TITLE DETAILS</b>		
	<b>PREFIX / VOLUME / FOLIO / OTHER</b>	4.1 – 4.5	
	<b>PARCEL TYPE / PARCEL NUMBER / PLAN TYPE / PLAN NUMBER</b>	4.6 – 4.9	
	<b>HUNDRED / IA / DIVISION / TOWN</b>	4.10 – 4.11	
	<b>REFERENCE NUMBER</b> – Only show if in non-metro area– see PPR Table 2.3	4.12 – 4.13	
	<b>OTHER TITLES AFFECTED</b> – Not Applicable	4.14	
	<b>EASEMENT DETAILS</b> – Not Applicable (see ANNOTATIONS panel)	N/A	
DIAGRAM SHEET (\$)	<b>ANNOTATIONS</b> examples: TO SUPERSEDE _____ SEE CT _____ / _____ FOR EASEMENT DETAILS THE WHOLE OF THE WITHIN LAND IS SUBJECT TO LEASE _____	16.1.2	
	<b>PC PLANS</b> – Parcels with full data only Closures and areas (print required)		
	<b>Diagram sheet labelling</b> e.g. Site / Floor Plan	16.3	
	<b>BBL Labels</b>	16.4	
	<b>Multiple C'sT</b>	16.4.4	
	<b>Parcel Identification</b> – parcels defined by monument to be labelled accordingly	16.5	
	<b>Superseding plans</b> – BBL's optional for abutting lease plans within the plan	16.17.5	
	<b>Abuttals</b> –	7.50 & 7.51	
	<b>Enlargements</b> –	7.30	
	<b>North Point</b> –	7.16	
FIXING PARCELS	<b>Encroachments</b> over public land cannot be leased	16.13	
	<b>Data</b> – use angles unless all parcels fixed by data, then use bearings.	16.6	
	<b>Monuments</b> - Distances are not to be shown for the entire length or to fix to CT bdy.		
	<b>Combination of data and monument</b>	16.8	
	<b>Monument boundary notations</b>	16.10	
	<b>Monument boundary labels</b> – if both notation(s) and label(s) exist on same sheet must add notation in 16.11.12	16.11	
	<b>Height Limitations</b> – show elevations - do not show height measurements to monuments.	16.6.4	
<b>Abbreviations</b> – see 16.11.12 if OFW or CLW on plan	Table 7.2		
EASEMENTS	<b>Existing leases</b> to be shown on plan with connection lines and broken lettering.	16.14	
	<b>Notes for Existing leases</b> to be shown as Annotations on textual sheet.	16.15	
	<b>Existing easements</b> to be shown on plan but may be omitted if only over non-leasable parcels e.g. BALANCE OF LAND ....	16.15	
	<b>Identifiers</b> – in broken lettering -	16.15.3	
	<b>Data</b> – Do not show data but check plotting	16.15.3	
	<b>Notes</b> to be shown as Annotations on textual sheet.	16.1.3	
	<b>Easement on lease boundary</b> – Label line 'Easement Boundary'.	16.15.4	
	<b>Easement near lease boundary</b> – Use encroachment note when necessary.	16.15.5	



# Tools for Drafting Lease Plans

## Lease Plan Checklist – Obtain a current Certificate Title

- ✓ Land Description
- ✓ Easements
- ✓ Prior Lease plans - listed in the RG's Notes
- ✓ Registered leases - listed in the Schedule of Dealings

LEASE PLAN - CHECKLIST FOR CLIENTS			
	<b>REGISTER SEARCH</b> Print of CT – Check RG notes for this plan and prior lease plans also for unregistered doos and registered leases.	PPR reference	✓
<b>TEXT SHEET</b>	<b>PLAN PURPOSE</b> – Check correct plan purpose and plan type.	2.1	
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	<b>COUNCIL</b>	2.53	
	<b>LAST PLAN</b> – Not required for this plan type	2.54	
	<b>SHEET NUMBERING AND VERSION NUMBERING</b> - Do not add as they are generated by DPL	1.6 & 1.7	
	<b>AGENT DETAILS</b>	3.1	
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	<b>PREFIX / VOLUME / FOLIO / OTHER</b>	4.1 – 4.5	
	<b>PARCEL TYPE / PARCEL NUMBER / PLAN TYPE / PLAN NUMBER</b>	4.6 – 4.9	
	<b>HUNDRED / IA / DIVISION / TOWN</b>	4.10 – 4.11	
	<b>REFERENCE NUMBER</b> – Only show if in non-metro area– see PPR Table 2.3	4.12 – 4.13	
	<b>OTHER TITLES AFFECTED</b> – Not Applicable	4.14	
	<b>EASEMENT DETAILS</b> – Not Applicable (see ANNOTATIONS panel)	N/A	
	<b>ANNOTATIONS</b> examples: TO SUPERSEDE _____ SEE CT _____ / _____ FOR EASEMENT DETAILS THE WHOLE OF THE WITHIN LAND IS SUBJECT TO LEASE _____	16.1.2	
<b>DIAGRAM SHEET (S)</b>	<b>PC PLANS</b> – Parcels with full data only Closures and areas (print required)		
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	Enlargements –	7.39	
	North Point –	7.16	
	Encroachments over public land cannot be leased	16.13	
<b>FIXING PARCELS</b>	Data – use angles unless all parcels fixed by data, then use bearings.	16.6	
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# Tools for Drafting Lease Plans

## Lease Plan Checklist - Textual Sheet

- ✓ Plan Purpose – **LEASE**
- ✓ Area Name and Council – can be found on **SAPPA**
- ✓ Annotations panel
  - Easement details –if easements exist on the title, show: **See CT for easement details** on the textual sheet.

If there is more than 1 CT and they **all** have easements, show: **See CsT for easement details** on the textual sheet.

If there is more than 1 CT but some do not have easements, show: **See CT \_\_\_/\_\_\_ and \_\_\_/\_\_\_ for easement details** on the textual sheet.

- Superseding lease parcels from previous Lease plans. Prior Lease plans are listed in the RG’s Notes on the CT for superseding purposes. Annotate the lease parcel labels and the plan number of the parcels you are superseding, or the previous Lease plan number if you are superseding all of the lease parcels and balance of land in previous plans.
- Current Registered leases will be listed in the Schedule of dealings. If there is a current lease over the whole of the subject land, show: **The whole of the within land is subject to lease \_\_\_\_\_**

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	COUNCIL	2.53	
	LAST PLAN – Not required for this plan type	2.54	
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	AGENT DETAILS	3.1	
	AGENT CODE – must be shown	3.2	
	REFERENCE	3.3	
	SUBJECT TITLE DETAILS		
	PREFIX / VOLUME / FOLIO / OTHER	4.1 – 4.5	
	PARCEL TYPE / PARCEL NUMBER / PLAN TYPE / PLAN NUMBER	4.6 – 4.9	
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	REFERENCE NUMBER – Only show if in non-metro area- see PPR Table 2.3	4.12 – 4.13	
	OTHER TITLES AFFECTED- Not Applicable	4.14	
	EASEMENT DETAILS – Not Applicable (see ANNOTATIONS panel)	N/A	
ANNOTATIONS examples:	16.1.2		
TO SUPERSEDE _____			
SEE CT ___ / ___ FOR EASEMENT DETAILS			
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	Easement near lease boundary – Use encroachment note when necessary.	16.15.5	



# Tools for Drafting Lease Plans

## Lease Plan Checklist - Diagram Sheet(s)

- ✓ Diagram Sheet Labelling
  - **SITE PLAN**– for single story buildings or vacant Land
  - **SITE AND XX LEVEL FLOOR PLAN** - for Multi-Story buildings
- ✓ BBL and Subject Land delineation
  - **Table 16.1** in the **PPR** outlines the labelling requirements for the outside of the BBL
- ✓ Multiple CsT boundaries must be shown on all diagram sheets in solid lettering along the boundary delineated by a dotted line
 

**CT 5265/35 BDY**

.....

**CT1251/14 BDY**
- ✓ Parcel Identification
  - Monument delineation – must have monumental features, e.g. **SHOP 1A, WAREHOUSE,**
  - Parcel delineation – Must be Identified by Alpha, e.g. **A** or a descriptive label, e.g. **AREA A**. Monuments names (e.g. OFFICE A), should **not** be used to identify parcels that are defined by data – otherwise a certified survey would be required to establish that the structure is accurately positioned in relation to the data provided on the plan.
  - Balance of land parcel identification – must be unique, i.e. different to balance of land parcel labels in previous lease plans

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	<b>PARCEL TYPE / PARCEL NUMBER / PLAN TYPE / PLAN NUMBER</b>	4.6 – 4.9	
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<b>Easement near lease boundary</b> – Use encroachment note when necessary.	16.15.5		



# Tools for Drafting Lease Plans

## Lease Plan Checklist - Diagram Sheet(s)

- ✓ Superseding Plans
  - Prior Lease plans are listed in the RG's Notes on the CT for superseding purposes.
  - Any lease parcels on previous lease plans should be shown as Lease Plan Abuttals – can be in BBL and to be labelled with the relevant Lease plan number.
- ✓ Abuttals – reference SAPPA for current Abuttal Labels

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	<b>EASEMENT DETAILS</b> – Not Applicable (see ANNOTATIONS panel)	N/A	
<b>ANNOTATIONS</b> examples:	16.1.2		
<b>TO SUPERSEDE</b> -----			
<b>SEE CT</b> ----- / ----- <b>FOR EASEMENT DETAILS</b>			
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# Tools for Drafting Lease Plans

## Lease Plan Checklist - Diagram Sheet(s) Fixing Parcels

- ✓ Data
  - use **bearings** and distances if **all** boundaries are to be defined by data. Provide dimensions for all parcels **and** Subject land.
  - use **angles** and distances if **some** boundaries are to be defined by data, e.g. when 1 boundary has STT Line (straight Line)
- ✓ Monuments
  - do not use data to fix a monument parcel to the CT boundary
  - For monumental boundaries that have a width e.g. walls, kerbs, plinths, fences etc. – specify whether its '*inside face*', '*outside face*', '*centreline of*' as a description of the boundary.
- ✓ Combination of monument and data
  - See **fig 16.6** and **16.7** in the **PPR** for examples
- ✓ Monument boundary notations
  - can apply to multiple boundaries and lease parcels. Notations are often used to delineate the extent of boundaries horizontally and vertically (height).
  - balance of lease parcels, signs and yards and canopies usually require a separate notation e.g. yards are unlimited in height, X balance of land in CT is unlimited in height

LEASE PLAN - CHECKLIST FOR CLIENTS			
	<b>REGISTER SEARCH</b> Print of CT – Check RG notes for this plan and prior lease plans also for unregistered docs and registered leases.	PPR reference	✓
TEXT SHEET	<b>PLAN PURPOSE</b> – Check correct plan purpose and plan type.	2.1	
	<b>AREA NAME</b> – Check Register Search Certificate of Title / Property Location Browser/SAPPA	2.51	
	<b>COUNCIL</b>	2.53	
	<b>LAST PLAN</b> – Not required for this plan type	2.54	
	<b>SHEET NUMBERING AND VERSION NUMBERING</b> - Do not add as they are generated by DPL	1.6 & 1.7	
	<b>AGENT DETAILS</b>	3.1	
	<b>AGENT CODE</b> – must be shown	3.2	
	<b>REFERENCE</b>	3.3	
	<b>SUBJECT TITLE DETAILS</b>		
	<b>PREFIX / VOLUME / FOLIO / OTHER</b>	4.1 – 4.5	
	<b>PARCEL TYPE / PARCEL NUMBER / PLAN TYPE / PLAN NUMBER</b>	4.8 – 4.9	
	<b>HUNDRED / IA / DIVISION / TOWN</b>	4.10 – 4.11	
	<b>REFERENCE NUMBER</b> – Only show if in non-metro area– see PPR Table 2.3	4.12 – 4.13	
	<b>OTHER TITLES AFFECTED</b> – Not Applicable	4.14	
	<b>EASEMENT DETAILS</b> – Not Applicable (see ANNOTATIONS panel)	N/A	
<b>ANNOTATIONS</b> examples: TO SUPERSEDE _____ SEE CT _____ / _____ FOR EASEMENT DETAILS THE WHOLE OF THE WITHIN LAND IS SUBJECT TO LEASE _____	18.1.2		
DIAGRAM SHEET (S)	<b>PC PLANS</b> – Parcels with full data only Closures and areas (print required)		
	Diagram sheet labelling e.g. Site / Floor Plan	16.3	
	BBL Labels	16.4	
	Multiple C'sT	16.4.4	
	Parcel Identification – parcels defined by monument to be labelled accordingly	16.5	
	Superseding plans – BBL's optional for abutting lease plans within the plan	16.17.5	
	Abuttals – Enlargements – North Point – Encroachments over public land cannot be leased	7.50 & 7.51 7.39 7.18 16.13	
FIXING PARCELS	Data – use angles unless all parcels fixed by data, then use bearings.	16.6	
	Monuments - Distances are not to be shown for the entire length or to fix to CT bdy.		
	Combination of data and monument	16.8	
	Monument boundary notations	16.10	
	Monument boundary labels – if both notation(s) and label(s) exist on same sheet must add notation in 16.11.12	16.11	
Height Limitations – show elevations - do not show height measurements to monuments.	16.8.4		
Abbreviations – see 16.11.12 if OFW or CLW on plan	Table 7.2		
EASEMENTS	Existing leases to be shown on plan with connection lines and broken lettering.	16.14	
	Notes for Existing leases to be shown as Annotations on textual sheet.	16.1.3	
	Existing easements to be shown on plan but may be omitted if only over non-leaseable parcels e.g. BALANCE OF LAND ....	16.15	
	Identifiers – in broken lettering -	16.15.3	
	Data – Do not show data but check plotting	16.15.3	
	Notes to be shown as Annotations on textual sheet.	16.1.3	
	Easement on lease boundary – Label line 'Easement Boundary'. Easement near lease boundary – Use encroachment note when necessary.	16.15.4 16.15.5	





# Tools for Drafting Lease Plans

## Lease Plan Checklist - Diagram Sheet(s) Fixing Parcels

- ✓ Monument boundary labels
  - Use *'and production'* when describing a boundary that has a monument and a straight line continuing from it
  - When a boundary is the continuation of a line of monument, the monument descriptor must be preceded by the term *'production of'*
  - *'Inside Face of wall'* refers to the face of the wall **inside** of the parcel.
  - *'Outside face of wall'* refers to the face of the wall **outside** of the parcel.
  - See **PPR 16.12** for label examples
- ✓ Height limitations
  - Can be by cross section and/or notation. Do not show height measurements to monuments. Unless plan is a certified Lease Plan using AHD

LEASE PLAN - CHECKLIST FOR CLIENTS			
	<b>REGISTER SEARCH</b> Print of CT – Check RG notes for this plan and prior lease plans also for unregistered docs and registered leases.	PPR reference ✓	
TEXT SHEET	<b>PLAN PURPOSE</b> – Check correct plan purpose and plan type.	2.1	
	<b>AREA NAME</b> – Check Register Search Certificate of Title / Property Location Browser/SAPPA	2.51	
	<b>COUNCIL</b>	2.53	
	<b>LAST PLAN</b> – Not required for this plan type	2.54	
	<b>SHEET NUMBERING AND VERSION NUMBERING</b> - Do not add as they are generated by DPL	1.6 & 1.7	
	<b>AGENT DETAILS</b>	3.1	
	<b>AGENT CODE</b> – must be shown	3.2	
	<b>REFERENCE</b>	3.3	
	<b>SUBJECT TITLE DETAILS</b>		
	<b>PREFIX / VOLUME / FOLIO / OTHER</b>	4.1 – 4.5	
	<b>PARCEL TYPE / PARCEL NUMBER / PLAN TYPE / PLAN NUMBER</b>	4.6 – 4.9	
	<b>HUNDRED / IA / DIVISION / TOWN</b>	4.10 – 4.11	
	<b>REFERENCE NUMBER</b> – Only show if in non-metro area– see PPR Table 2.3	4.12 – 4.13	
	<b>OTHER TITLES AFFECTED</b> – Not Applicable	4.14	
	<b>EASEMENT DETAILS</b> – Not Applicable (see ANNOTATIONS panel)	N/A	
DIAGRAM SHEET (S)	<b>ANNOTATIONS</b> examples: TO SUPERSEDE _____ SEE CT _____ / _____ FOR EASEMENT DETAILS THE WHOLE OF THE WITHIN LAND IS SUBJECT TO LEASE _____	16.1.2	
	<b>PC PLANS</b> – Parcels with full data only Closures and areas (print required)		
	Diagram sheet labelling e.g. Site / Floor Plan	16.3	
	BBL Labels	16.4	
	Multiple C'sT	16.4.4	
	Parcel Identification – parcels defined by monument to be labelled accordingly	16.5	
	Superseding plans – BBL's optional for abutting lease plans within the plan	16.17.5	
	Abuttals –	7.50 & 7.51	
	Enlargements –	7.39	
	North Point –	7.16	
	Encroachments over public land cannot be leased	16.13	
	FIXING PARCELS	Data – use angles unless all parcels fixed by data, then use bearings.	16.6
		Monuments – Distances are not to be shown for the entire length or to fix to CT bdy.	
		Combination of data and monument	16.8
		Monument boundary notations	16.10
Monument boundary labels – if both notation(s) and label(s) exist on same sheet must add notation in 16.11.12		16.11	
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	Identifiers – in broken lettering -	16.15.3	
	Data – Do not show data but check plotting	16.15.3	
	Notes to be shown as Annotations on textual sheet.	16.1.3	
	Easement on lease boundary – Label line 'Easement Boundary'.	16.15.4	
	Easement near lease boundary – Use encroachment note when necessary.	16.15.5	





# Tools for Drafting Lease Plans

## Lease Plan Checklist - Diagram Sheet(s) Fixing Parcels

- ✓ Existing leases
  - Existing registered leases are listed on the CT. If the existing lease traverses a new leasable parcel, then delineate the lease parcel on the plan using connection lines and broken lettering.
  
- ✓ Existing easements
  - If easements traverse the lease parcels, then show all of the easements on the diagram.
  - Identifiers - shown in broken lettering
  - Data – plot linework accurately, do not show any data
  - Notes – if there is an easement on the CT – add an annotation to the textual sheet: **SEE CT FOR EASEMENT DETAILS**
  - Easements on lease boundary
  - Easements near lease boundary – Use an encroachment notation on the plan eg; **EASEMENT XX DOES NOT ENCROACH INTO LEASE PARCEL XXX**

LEASE PLAN - CHECKLIST FOR CLIENTS			
	<b>REGISTER SEARCH</b> Print of CT – Check RG notes for this plan and prior lease plans also for unregistered docs and registered leases.	PPR reference	✓
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	<b>REFERENCE NUMBER</b> – Only show if in non-metro area– see PPR Table 2.3	4.12 – 4.13	
	<b>OTHER TITLES AFFECTED</b> – Not Applicable	4.14	
<b>EASEMENT DETAILS</b> – Not Applicable (see ANNOTATIONS panel)	N/A		
<b>ANNOTATIONS</b> examples:	16.1.2		
<b>TO SUPERSEDE</b> _____			
<b>SEE CT</b> _____ / _____ <b>FOR EASEMENT DETAILS</b>			
<b>THE WHOLE OF THE WITHIN LAND IS SUBJECT TO LEASE</b> _____			
DIAGRAM SHEET (S)	<b>PC PLANS</b> – Parcels with full data only Closures and areas (print required)		
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	<b>BBL Labels</b>	16.4	
	<b>Multiple C'sT</b>	16.4.4	
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	<b>Abuttals</b> –	7.50 & 7.51	
	<b>Enlargements</b> –	7.39	
	<b>North Point</b> –	7.16	
	<b>Encroachments</b> over public land cannot be leased	16.13	
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	<b>Monument boundary labels</b> – if both notation(s) and label(s) exist on same sheet must add notation in 16.11.12	16.11	
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	<b>Existing easements</b> to be shown on plan but may be omitted if only over non-leasable parcels e.g. BALANCE OF LAND ...	16.15	
	<b>Identifiers</b> – in broken lettering -	16.15.3	
	<b>Data</b> – Do not show data but check plotting	16.15.3	
	<b>Notes</b> to be shown as Annotations on textual sheet.	16.1.3	
	<b>Easement on lease boundary</b> – Label line 'Easement Boundary'.	16.15.4	
	<b>Easement near lease boundary</b> – Use encroachment note when necessary.	16.15.5	





# Certified Lease Plans

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## Lease Boundaries defined by Coordinates

Lease Boundaries can be defined by coordinates in rural or large open spaces where monuments or natural features are not appropriate for adoption, and it is difficult to provide an accurate data relationship to the subject land boundary.

**PPR 16.19** explains how to set this out. Keys Points are:

- ✓ Coordinates must be to two significant figures and shown in a schedule next to the corner numbers
- ✓ Where the line of a lease boundary intersects the Title Boundary a point number is shown both on the diagram and in the schedule. The schedule must describe the position of the intersection point e.g. EASTERN CT BOUNDARY
- ✓ The Bearing Datum must be derived from MGA 2020. The Derivation can be from GNSS or a Survey mark with the position of the mark plotted on the plan

An Example of Coordinates are [Lease Plans for Wind Farms](#)





# Do Lease Plans need Development Application?

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## SECTION 101 AND 131 *PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016* (PDIA)

Development approval may in certain circumstances be required to lease portion of an allotment.

\* Section 101 states: *“subject to this Act, no development may be undertaken unless the development is an approved development.”*

\* If the lessor or lessee is the Crown or an instrumentality or agency of the Crown, section 131 is applicable.

Compliance with sections 101 and 131 of the PDIA is the responsibility of the Certifier. In applying the certification “*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement*” it is taken that the lease does not contravene sections 101 or 131.





# Summary of Key Points

## Diagram Tips

- ✓ CT BDY label to be shown on the outside BDY
- ✓ Leasable parcel must be fixed vertical and horizontally.
- ✓ A parcel described as being unlimited in height extends from the centre of the earth to infinity above

## Lease Boundaries

- ✓ Fixed by Data and Monument
- ✓ Defined by Coordinates must be certified
- ✓ Edge cases you may need Development Approval

## Review Current CT

- ✓ Existing Lease
- ✓ Prior Lease Plans
- ✓ Easement Details
- ✓ Land Description

## Lease Plans

- ✓ Lease Plans can only be lodged over a CT or CL. Plans for lease over CR can be lodged only when a freehold title is to issue. Enquiries to be made to the Crown Tenure Unit prior to lodging plan
- ✓ General Registry Office (GRO) Plan can be used for CRs



## Checklist

- ✓ Provide useful tips on which part of the PPR to refer too.
- ✓ Complete the Checklist

## Review PPR

Everything covered in this presentation can be found in the Plan Presentation Requirements (PPR) refer to Sections 16 and 17



# 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?

