

Notice

To Lodging Parties

18 August 2016

No 192

- **Plan Presentation Guidelines – Version 8**
- **Final Marking of Land Divisions**

Plan Presentation Guidelines

The Lands Titles Office has updated the Plan Presentation Guidelines (PPG). Version 8 of the PPG is available to view or download on the <http://www.sa.gov.au/landservices> website.

The PPG have been amended in regards to:

Section	Amended Description
2.24	Lodgement of Plans for Information through the Electronic Plan Lodgement System
17, 17.3.1, 17.8	Allow lodgement of GRO Plans electronically via email in tif format
23	Provide clarification on current requirements

Plans for Information

Plans with a purpose of 'Information' (as set out in Section 2.24 of the PPG) can now be lodged through the Electronic Plan Lodgement (EPL) System.

The top left hand corner of diagram sheets must include the wording shown below and must conform to the requirements set out in Section 1.8 of the PPG, with a character height of 3.5mm.

PLAN FOR INFORMATION (NOT APPROVED FOR DATA)

Clients lodging plans are reminded that Disclaimers are not to form any part of the plan, and if included will be returned to the lodging agent for removal.

Lodging GRO Plans via Email

Plans that are deposited in the General Registry Office (GRO) can now be lodged electronically, by emailing the relevant tif image(s) to LSGplanalter@sa.gov.au.

The tif image(s) must meet the following format requirements:

- **Resolution:** 300 x 300 DPI
- **Colours:** Black and white
- **Compression:** CCITT Group 4 fax

Where colour is required on the plan (e.g. Plans for Heritage Agreement that contain aerial photography) the image must meet the following format requirements:

Land Services

GPO Box 1354 Adelaide South Australia 5001

ABN 71 967 041 422

www.sa.gov.au/landservices



@DPTI_LSG

T: (08) 8226 3983

F: (08) 8226 3998

E: LSGFeedback@sa.gov.au

[Subscribe online](#) to receive news from LS via email



Government of South Australia

Department of Planning,
Transport and Infrastructure

- **File Type:** jpg
- **Resolution:** 200 x 200 DPI
- **Colours:** Colour
- **Compression:** jpeg

All GRO Plans must satisfy the requirements set out in Section 17 of the PPG.

Final Marking of Land Divisions

Surveyors are now required to provide tiff file(s) of the altered sheets when notifying Survey Operations of the completion of the Final Marking. The tiff file(s) are to contain the latest version of the CAD drafted diagram sheet(s) with the added fixings and reference marks. This is in addition to the requirements set out in Section 14.6 of the [Cadastral Survey Guidelines](#), which have been updated to reflect this change.

When lodging alterations to the subsequent plans as a result of the Final Marking, the tiff file(s) can also be lodged via email to LSGplanalter@sa.gov.au. This is only applicable to alterations resulting from Final Marking, and is in addition to the requirements set out in [Notice to Lodging Parties #163](#).

Should you have any questions relating to these amendments, please contact the Plans Client Advice Officer on 08 8226 3983.



Brenton Pike
REGISTRAR-GENERAL
Lands Titles Office

Land Services

GPO Box 1354 Adelaide South Australia 5001

ABN 71 967 041 422

www.sa.gov.au/landservices



[@DPTI_LSG](#)

T: (08) 8226 3983

F: (08) 8226 3998

E: LSGFeedback@sa.gov.au

[Subscribe online](#) to receive news from LS via email



Government of South Australia

Department of Planning,
Transport and Infrastructure