

NOTICE TO SURVEYORS T7/2003

PRE-ALLOCATION OF PLAN AND FIELDBOOK NUMBERS

At the request of the surveying profession, DLI has introduced a system which provides surveyors with the option of obtaining pre-allocated numbers for deposited plans, strata and survey-strata plans and fieldbooks. Pre-allocation of plan numbers should provide developers (and their agents) with more control and flexibility in the earlier preparation of sales brochures, Contracts of Sale and conveyancing documents. This should also enable surveyors to lodge later in the freehold land development process when their plans are more stable and less likely to require amendments.

To avoid or minimise enquiries being made at DLI about unlodged plans and/or fieldbooks using pre-allocated numbers, surveyors should stamp, or otherwise indicate, on any copy of a plan provided to a client or conveyancer that the copy is an “unlodged version”.

Plan numbers and/or fieldbook numbers will be pre-allocated to practicing licensed surveyors in batches of 10, 20 or 50 by applying to the Manager Plan Registration at DLI via e-mail at plan_reg@dola.wa.gov.au or fax on 9273 7670. The subject heading of each e-mail or fax should be “Pre-allocated Numbers Request”. DLI will send a reply e-mail or fax advising the numbers that have been pre-allocated. Please update your copy of the Special Survey Area Guidelines to reflect this change in the contact point for obtaining pre-allocated eFB numbers. Note also that this contact point should be used to obtain pre-allocated deposited plan numbers for ‘Easement Only’ plans.

Until further notice, the lodgement of deposited, strata and survey-strata plans and fieldbooks will continue to be via the Survey Advice Officer or DLI Branch Offices.

To enable DLI to manage the issue of numbers surveyors **must** avoid using duplicated numbers for any plans or fieldbooks that they lodge. Surveyors should also avoid applying for numbers they are unlikely to use within 6 months of the number being pre-allocated. Surveyors must also ensure that the names of strata schemes are unique when preparing strata and survey-strata plans.

The surveyor must record the number used for any plan or fieldbook in the appropriate location(s) within the survey document and also on the “Survey

Lodgement Self Assessment” form. Where an eFB is lodged in accordance with the Special Survey Area Guidelines, the eFB must contain a reference to the deposited plan number that the eFB controls in record 1 of the eFB (ie. CSD file).

BARRY CRIBB
INSPECTOR OF PLANS AND SURVEYS

1 August 2003