

# Notice to Surveyors



T8/2017

## Miscellaneous updates to Plan practices

All items hereunder are to be considered as special directions in relation to plans and surveys pursuant to Regulation 5 of the *Licensed Surveyors (Transfer of Land Act 1893) Regulations 1961*. These special directions apply from the date of this notice unless specifically stated otherwise.

Relevant provisions within the Survey and Plan Practice Manual will be updated in due course.

- [WAPC Expiry](#)
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### WAPC Expiry

Surveyors are reminded that the Department of Planning, Lands and Heritage requires the examined plan be forwarded to WAPC prior to the expiry date of the preliminary planning approval. Surveyors can inform Landgate by email [planreg@landgate.wa.gov.au](mailto:planreg@landgate.wa.gov.au) of the imminent expiry date of the WAPC approval by sending a detailed letter of explanation as to the circumstances together with a copy of the preliminary planning approval showing the date of expiry. Landgate will consider the explanation, and may assist so the plan is examined within the required timeframe. Currently, release consents for all plans submitted via NLR are given by ticking the release consent box, either at lodgement or subsequently by using the NLR 'Additional's' function. Surveyors should understand ticking that box means that they have already lodged the clearances with WAPC.

*This is a new provision, and is relevant to Chapter 18.3 Survey and Plan Practice Manual*


### Expedite Requests

Landgate's "Request to Expedite the Processing of Plans and Documents Policy" will be applied to any requests to expedite the examination of Deposited Plans and Strata/Survey-Strata Plans; refer to Chapter 18.1 Survey and Plan Practice Manual and Chapter 13.1.2 Strata Titles Practice Manual.

'Requests to expedite' must be sent to Landgate by email to [planreg@landgate.wa.gov.au](mailto:planreg@landgate.wa.gov.au) and must be accompanied with the relevant evidence for requests to be considered and approved.

## Landgate Plan Examination procedures

The following procedures, which will be inserted into the Survey and Plan Practice Manual at Chapter 19.1, with consequent amendments to 10.22, 10.22.1 and 10.22.3, replace all plan examination procedures and are in immediate effect.

1. Plan examination is to proceed in accordance with Landgate's standard checklist.
2. Breaches will accumulate as assessed from Standardised requisition criteria at <http://www.lslb.wa.gov.au/for-licensed-surveyors/requisition-severity-levels/>
3. Accumulation to level 3 severity or above will incur a requisition fee. Accumulation to level 2 severity or below will not incur a requisition fee.
4. All required amendments to the plan due to breaches are to be carried out by the surveyor and the amended plan (with a version increment) to be submitted via NLR using the "Amend plan"  function.
5. The statement "Plan examination requirements" is to be inserted into the amendments table.
6. Amended plans do not incur a fee.
7. The processing of survey sheets by the Spatial Data team is considered a plan examination task, and the requisition procedures stated above apply.

The following procedure applies upon the request from a surveyor to replace a CAD Plan (PDF) that was lodged that day or the previous day:

1. Plan PDF not signed – if this is the only thing missing from the plan; the surveyor can re-submit the plan as an Amended plan (with a version increment). This does not incur a replacement plan fee. Please contact Landgate via e-mail at [planreq@landgate.wa.gov.au](mailto:planreq@landgate.wa.gov.au) before submitting the amended plan.
2. Material changes to the subject of the plan (e.g. changes to dimensions) - must be lodged as a Replacement plan (with a version increment), using the "Replace plan" function in NLR. A replacement plan fee applies.
3. For any other surveyor-initiated changes to the plan which could be argued as not being material, the surveyor has a choice:
  - a. Treat as a Replacement plan and incur a replacement plan fee, or
  - b. Wait for manual examination of the plan; in which case the standard examination procedure will apply.

Note that the above procedure only applies when a surveyor requests to amend or replace a plan before it reaches a plan examiner. Standard examination procedures, fees and charges are to apply after the examination process has started.

*Dione Bilick*

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**Surveyor General**  
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