

Appendix A: Certified Survey Plan Checklist



Government of South Australia
Department of Planning,
Transport and Infrastructure

This checklist, or custom equivalent/expanded checklist **must** be provided at lodgement for all *prescribed cadastral surveys* as a Survey Report upload in EPL. See SGD4 & CSG sec 17.

		✓ or NA	
Search			Survey Graphic Index checked for surveys not indexed on the Survey Mark Search
			Survey Mark Search for plan references and PSM coordinates & PUs
			Search list compiled
			Other plan data sources checked if required eg plots and other Survey Plan Records
Textual Sheet(s)	Plan Heading		Plan Purpose (Note: This cannot be changed in EPL after lodgement) PPG 2.1
			Area name(s)
			Map Reference(s)
			Council name(s)
			Last Plan Reference
			Development Number (DAC approval <12 months old and plan conforms with approval)
	Agent Details		Pre-populated Agent Details/Code
			Reference added
			Date of field work correct and < 2 years old
			Certification complete
	Subject Land Details		Correct subject title reference. Prefix CT, CL, CR or OTHER (prefix PT where required)
			Parcel details
			Historical references (non-metropolitan Councils only)
			Other Titles Affected
	Easement Details		Current Plans & Titles checked for easements
			Check CL for Underlease(s) / Redesignations – Title Details Search (Check CR ref)
			Service easements – DLC/TLC to have Sec 31appn in doc < 10m wide
			Easement notes checked. Existing easement creation document added
		Identifiers – not duplicated and match the plan diagram	
		Annotations added where required. (E.g. Occupation, Party wall, Natural Boundary)	
Diagram sheet(s)		Diagram sheet templates correct	
		Bearing Datum derivation PSM numbers correct and within 10" of MGA2020	
		Line/Data presentation	
		Parcel numbers and areas/Pieces Schedule	
		Fixing to street corner – all parcels fixed	
		Administrative boundaries. (As per PLB)	
		Background (Historical) Data – including vincula where required	
		Abutments (As per PLB)	
		Roads – name (As per PLB), access, widths, offsites, vesting, transfer note	
		North Point – length and orientation of data correct	
		Diagram Scale and Bar Scale	
		Enlargement – If whole parcel shown then drawn to scale and data agrees with main diagram	
		PSM Numbers/Symbols correct	
		Occupation – shown on subject land/new boundary, encroachments identified (if any), age and description where relevant, occupation adjacent to reference marks if required	
		Easement data – fixed independently in each parcel	
		Together Rights defined – show vincula	
Definition		Closures & areas checked from data on plan as lodged - if approx area show to 3 significant figures	
		Sum of linear measurements and running chainages and/or 'all' distances agree	
		Minimum PSM requirements met	
		Mark to Mark joins between plan data and field measurements within tolerances	
		Plan data and Survey Mark coordinate joins within tolerance or 'coordinate error report' and new coordinate provided to Survey Operations (see SGD1&4 and CSG 2.5)	
		Coordinates and locality plans for PSMs provided to Survey Operations (see SGD2 & CSG 2.5)	
		Comparisons with previous surveys and CTs	
		Copied/calculated data checked	
		Have all relevant reference marks been connected or commented on?	
		Has all relevant occupation been connected?	
		Review basis for definition. Is the extent of survey adequate to support definition?	
		Survey Report descriptive or diagram attached (see SGD4)	

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Licensed Surveyor Signature

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Date