STRATA PLAN CHECKLIST for SURVEYORS

This checklist *must* accompany the original plan when lodged for registration.

Y = Yes E= Exemption [cl.61] N/A =Not Applicable

	General	Y	E	NA
1.1	**Title status of land -** subdivided land must be full Torrens Title (qualified and/or limited title unacceptable).			
1.2	**Base plan -** must be reliable survey plan on public record. Unless the dimensions agree with a suitable base plan, a survey plan of redefinition will be required. See Information Bulletin No 45.			
1.3	3 **Wall boundaries -** shown by thick lines.			
1.4	**Line boundaries -** shown by thin lines and fully dimensioned.			
1.5	**Unit entitlement -** shown in whole numbers and aggregate is correct.			
1.6	**Angles in line boundaries -** defined by perpendicular offset from the building.			
1.7	**Drafting standard -** plan drawn to appropriate standard. Information Bulletin No 1.			
	Plan Check			
2.1	**Plan heading -** refers to all land in plan and shows locality, LGA and parish/county details correctly.			
2.2	**Surveyor's certificate -** completed, signed and dated and all sheets signed.			
2.3	**North point -** including orientation shown on all sheets and diagrams as required.			
2.4	**Reduction ratio** - shown on all sheets and diagrams.			
2.5	**Lots numbered** - in sequence commencing at lot 1 or at the next highest number for a plan of subdivision or consolidation.			
2.6	**Dimensions -** and connections shown.			
2.7	**Service of notice -** name and address including postcode shown.			
2.8	**By-laws -** statement complete.			
2.9	**Easements -** intention statement refers to Sec.88B Conveyancing Act, 1919 and Sec. 7(3) Strata Schemes (Freehold Development) Act, 1977.			
2.10	**Development Strata Statement -** Contains a Development Contract comprising .... sheets.			
	Location Plan			
3.1	**Description of land and building -** street address, material of construction and number of levels shown.			
3.2	**External boundary definition -** agrees with base plan.			
3.3	**External shape -** of building and lots outside building shown. All balconies, patios, carspaces, courtyards and open spaces identified.			
3.4	**Adjoining information -** current.			
3.5	**Boundaries within 2 metres of parcel boundary -** related to external parcel boundary by perpendicular offset from the building.			
3.6	**Easement sites -** both existing and new, shown on plan. Unnecessary easements released.			
3.7	**New easements -** defined by perpendicular offset from the building.			
3.8	**Encroachment onto a public place -** defined and accepted in the Council's Certificate.			
3.9	**Encroachment onto adjoining land -** easements have been previously created.			
	Floor Plan			
4.1	**Lot and part lots defined and identified.**			
4.2	**Open Space Lots -** defined by perpendicular offset from permanent structural features shown on the location plans. See Information Bulletin No 45.			
4.3	**Areas -** total area shown for all lots. Individual part lots noted as part or connected by vinculum. Areas for physically separated lots to be shown in brackets.			
4.4	**Stratum statement for a part lot in a building -** related to the upper surface of floor or other identified surface of a permanent structural feature and upper level fixed where required.			
4.5	**Stratum statement for lot or part of a lot outside a building -** related to an identified surface of a permanent structural feature and fixes an upper and lower level.			
4.6	**New Easement Sites Affecting Lots -** site fully defined by rectangular offsets.			
	88B Instrument			
5.1	**Heading of Instrument -** correct and agrees with plan and includes reference to Council's Approval.			
5.2	**Instrument and Plan Agree -** on the number and type of easements, restrictions on use, positive covenants and lots affected.			
5.3	**Part 2** of the instrument completed where necessary.			
5.4	**Release of Easements -** correct and all necessary information supplied.			

I have used the checklist in the preparation of this plan and all items have been addressed.

Name:

Signed: Date: Surveyor's Reference:

Issued 1 July 2003