



# Circular

Division: Land and Property Information Division  
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## **New procedures for altering, uplifting and re-lodging manually lodged plans**

The Department of Lands is officially registered in the Australian Business Register and also registered for GST. Its ABN is 21 804 973 362

From Monday 25 August 2008 all manually lodged plans (except community plans) will be scanned immediately after lodgment. This process will create a single workflow for manually and electronically lodged plans utilising the ePlan environment. It will also prepare staff and LPI internal systems for the processing of electronic files.

A pilot of this process has been operating for manually lodged strata plans since February 2008. The pilot highlighted the need to ensure that rigorous procedures are in place for altering, uplifting and re-lodging manually lodged plans.

### **New procedures**

To ensure the efficient operation of plan and document alteration processes in the electronic environment the following additional procedures are being implemented:

- When a plan or associated document requires alteration prior to registration, the whole of that plan or document must be formally uplifted. Once the necessary changes have been made the whole plan or document must be formally re-lodged. This applies in all cases, whether the plan is returned to the surveyor, or the surveyor (or their representative) attends LPI to carry out the alteration. In the latter case the surveyor should provide written consent from the lodging party to uplift the plan.
- If replacement sheets are necessary, the document should be re-lodged with the replacement sheets inserted and the original sheets removed. The document should be repaginated if necessary.
- If the plan was prepared on plan forms in use prior to 1 September 2007 and replacement sheets are required, the whole plan should be uplifted and the replacement sheets re-lodged bearing the required signatures and certification. LPI will no longer manipulate plan files by inserting new sheets and marking the original sheets as "*for signature purposes only*". Surveyors should not manipulate plans in such a manner unless prior LPI approval is granted.
- If the plan has been prepared on plan forms approved for use from 1 September 2007, and the plan drawing sheet(s) is altered in a manner that requires consent, the Administration Sheet must be re-signed and dated, and a copy of the plan drawing sheet signed by the Council/Accredited Certifier furnished.

**Other continuing requirements**

It has been LPI policy since July 2001 that alterations to plans must be carried out by the surveyor or a representative with delegated authority. LPI will only make alterations to the plan at the written request of the surveyor and if the alteration is of a minor nature.

Surveyors are also reminded that alterations by erasure are unacceptable. Alterations should be made by ruling through inappropriate information and/or adding additional information. Alterations must be authenticated on the plan drawing sheet by initial and date.

**Inquiries**

Inquiries may be directed to Tony Walsh, Manager, Titling and Plan Services on T (02) 9228 6898 or [Anthony.walsh@lands.nsw.gov.au](mailto:Anthony.walsh@lands.nsw.gov.au).

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in this document was correct at  
time of publication, but may have  
been superseded