



NSW LRS Deposited Plan Lodgment Checklist

Lodging Parties and Surveyors are to complete the relevant Checklist and submit with plan lodgment.

Where a Checklist Item is "Not Applicable" for your plan lodgment, please check the N/A box.

The Plan Reference Guide for Deposited Plans provides information on item numbers in brackets "()".

The checklist items shown below are based on the top 10 Lodgment Party and Surveyor requisitions.

YES	N/A	Lodgment Party must check and certify	YES	N/A	Surveyor must check and certify
		<p>Registered proprietor(s) has signed the administration sheet and section 88B instrument (5.1 & 6.11)</p> <p>Mortgagee(s) has signed the administration sheet and section 88B instrument (5.2 & 6.12)</p> <p>Section 88B instrument is correctly signed and witnessed (6.11 – 6.17 inclusive)</p> <p>Easements being created/released in the section 88B instrument agree with the plan and administration sheet (6.3 & 8.3)</p> <p>Schedule of lots burdened and benefitted on the section 88B instrument agree with the plan (6.6)</p> <p>Easements being released to be full or partial releases and state origin (6.8 & 6.9)</p> <p>Plan heading is completed and consistent between all documents (4.14 & 6.1)</p> <p>Subdivision certificate is fully completed with inapplicable parts ruled through on the administration sheet (4.12)</p> <p>Titles are lodged, produced or e-consent provided (5.5)</p> <p>All necessary consents are provided (leases, caveats, etc.) (5.3, 5.4, 5.8 & 7.1 – 7.7 inclusive)</p> <p>Reviewed Lodgment Rules, Lodgment Samples, Deposited Plan Reference Guide and other materials available on the NSW LRS website</p>			<p>A common boundary is adopted with adjoining parcels (11.8)</p> <p>All lot boundaries are fully dimensioned (11.5)</p> <p>The nature, status, position and origin of reference marks, monuments and occupations are shown (10.9, 10.17, 11.1 & 11.9)</p> <p>The datum line terminals are shown on the plan and administration sheet (9.13)</p> <p>Observed and calculated connections between established survey marks are shown (9.18)</p> <p>Numbering of permanent survey marks agree between SCIMS, plan and schedule (9.8)</p> <p>All existing affecting easements (or other affecting interests) are shown and agree with the creating instrument (15.3)</p> <p>Connections to parcel boundaries are shown for new easements (6.4)</p> <p>Current adjoining information at the date of lodgment is shown (15.9)</p> <p>Survey Certificate is fully completed with inapplicable parts ruled through on the administration sheet and Surveyor's reference and date to be consistent between plan and administration sheet (4.1 - 4.5 inclusive)</p> <p>Street address schedule is completed for all lots on the administration sheet (4.17)</p>
LP Reference:			Surveyor Reference:		
LP Signature:			Surveyor Signature:		
Date:			Date:		

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