



Principles of Re-establishment Guidance Note 2

Gathering Survey Information

Relevant Survey Information

Because the aim of re-establishment is to reproduce land boundaries as they were originally fixed, knowledge of both how a parcel was created and the link back to the parent survey are critical to achieving an acceptable result.

Having the relevant survey information for the parcel being surveyed is therefore the key to good re-establishment – not only does it make determining the boundaries easier, it also helps obtain an acceptable result that, in most cases, does not affect adjoining titles.

Know the types of survey information and where to find them

Every licensed surveyor should know what types of survey information exist and where they can be found.

This includes knowing the various base records that exist and an understanding of the notings – identifiers of plan and survey information – that appear on them, which indicate the types of survey information available.

Ensure all relevant survey information is obtained

Although survey information is sometimes provided by a professional searcher, it is always the licensed surveyor's responsibility to ensure all the relevant survey information has been obtained. If the survey information on hand provides a reasonable link back to the survey that created the parcel, there is generally no need to search further.

However, if the link is unclear, further delving into base records is necessary to determine whether other information is available. It is usually better to have more survey information than having less.

Review the survey history

It is always advisable to review the survey information before going out in the field. This provides an insight into an area's survey history and enables you to assess whether a reasonable link back to the parent survey exists or if further information is required. It also helps build a mental image of the area and of the survey to be performed, which saves considerable time in the field.

Certificate of Title

The first, essential step to re-establishment is to obtain a current copy of the Certificate of Title (also known as the Folio of the Register). Use it to confirm details such as:

- description of the land
- encumbrances
- abuttals
- boundary dimensions
- title connection.

Work from an original title because a duplicate may not include dealings that have affected the land since the duplicate was issued.

Principles of Re-establishment Guidance Note 2

Review the current title's details

The title is uniquely defined by a Volume and Folio number and has sections titled:

- Land Description
- Registered Proprietor
- Encumbrances
- Caveats and Notices
- Diagram Location and Activity in the Last 125 Days.

Although all the details are equally important, the Land Description is most relevant to the re-establishment because it identifies the land in the title and generally provides information on its derivation. This in turn can lead to the parent survey, which is the one that needs to be re-produced.

It is important to also take note of the parcel's dimensions and its title connection (connection to a known point), which uniquely define its extent and location. This information is accessed via the Diagram Location section, which indicates the plan or document that graphically defines the parcel.

Check for errors

Titles are generally correct, but errors can be present and need to be checked for when comparing the title with other survey information.

Common errors include:

- dimensions transcribed incorrectly
- incorrect conversions from imperial to metric units
- incorrect conversions of quadrant bearings to whole circle bearings.

It is therefore important to perform a mathematical closure on the title to ensure that it closes within the limits of the survey that created it and rounding.

Note: Regulation 7(6) of the Surveying (Cadastral Surveys) Regulations 2005 allows licensed surveyors to eliminate any closing discrepancies when determining adopted dimensions of a parcel.

Example 1

Land Registry Document Page 1 of 1

Copyright State of Victoria. This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the Copyright Act or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LANDATA WEB™ system. The State of Victoria accepts no responsibility for any subsequent release, publication or reproduction of the information.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958
 Section 124(1) of the Transfer of Land Act 1958
 Section 124(1) of the Transfer of Land Act 1958
 Section 124(1) of the Transfer of Land Act 1958
 Section 124(1) of the Transfer of Land Act 1958

LAND DESCRIPTION
 Lot 1 on Title Plan 124013W (formerly known as part of Section 138A Parish of Frankston)
 FRONT TITLE Volume 0220 Folio 387
 Created by Instrument 851423 07/12/1982

REGISTERED PROPRIETOR
 MRS JANE SMITH
 1234567890
 1234567890

ENCUMBRANCES, CAVEATS AND NOTICES
 MORTGAGE AB123456 11/09/2014
 PROVISIONAL USE

Any encumbrances created by Section 88 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or referred to on the plan set out under DEPICTION LOCATION below.

DEPICTION LOCATION
 SEE TP234567W FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS
 NIL

-----END OF REGISTER SEARCH STATEMENT-----

ADDITIONAL INFORMATION (not part of the Register Search Statement)
 Street Address: 24 QUEEN STREET ST KILDA EAST VIC 3187

DOCUMENT USE

Account:	276400	Authority Fee (GST inclusive)	\$8.00	21/05/2009
		Service Fee (GST inclusive)	\$8.00	09:15AM
		GST Payable	\$0.00	
		Total	\$16.00	

https://www.landata.vic.gov.au/landata.net/eng_document_req.asp?searchid=83... 21/05/2009

Document Image - Ready for viewing Page 1 of 1

Copyright State of Victoria. This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the Copyright Act or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LANDATA WEB™ system. The State of Victoria accepts no responsibility for any subsequent release, publication or reproduction of the information.

TITLE PLAN	EDITION	TP 234567W
1	1	

Diagram showing a parcel (Lot 1) with dimensions and bearings. The parcel is bounded by bearings and distances: N 30° 00' 00" E 10.00m, S 60° 00' 00" E 10.00m, S 30° 00' 00" W 10.00m, and N 60° 00' 00" W 10.00m. The area is 0.1732 ha.

TABLE OF PARCEL IDENTIFIERS

Parcel ID	Area (ha)	Volume	Folio
1	0.1732	0220	387

https://www.landata.vic.gov.au/landata.net/eng_view_req.asp?file=graphics/20090... 21/05/2009

Things to look for:

Land Description

- Reference to a lot on a LP or PS – parent survey.
- Reference to a whole or part of a Crown allotment – Crown survey as parent.
- Beware of reference to only some of the lots in the plan diagram.

Encumbrances, Caveats and Notices

- Additional encumbrances to that shown in the diagram
- Covenants and Caveats.

Warnings

- Warning about the plan affecting the land. For example, subdivision under Sec. 35 of the *Subdivision Act 1988* to acquire land for the purpose of a Freeway.
- Warning about dimensions – dimensions based on a non-survey conversion of the land from General Law to the *Transfer of Land Act 1958*.

Activity in Last 125 Days

- Provides details of recent registered and unregistered dealings affecting the folio. For example, an adverse possession claim or creation of easement.

Principles of Re-establishment Guidance Note 2

Example 2

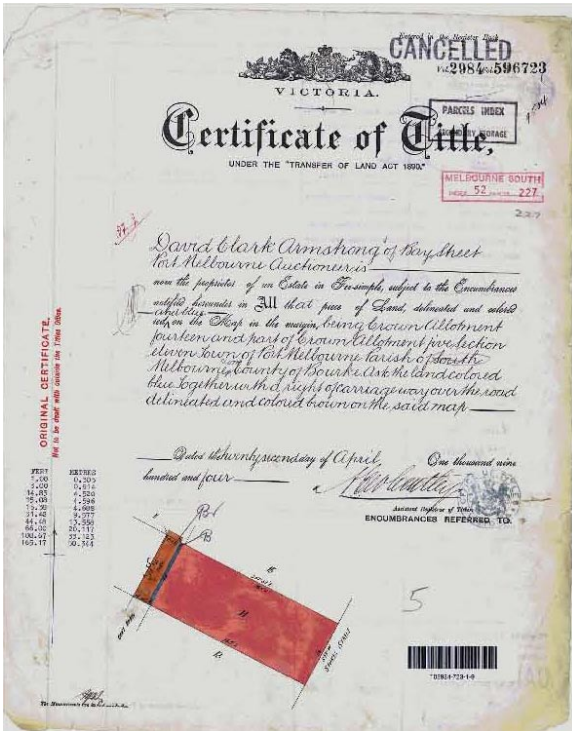


Diagram Location

- Could refer to a Lodged Plan, Plan of Subdivision, Plan of Consolidation, Title Plan or diagram on imaged folio. In the case of the latter, study the imaged folio to determine the extent of the land held in title, particularly where land is shown and referred to by colour and where there have been transfers out of the Folio.
- Where the diagram shows many changes in the directions of boundaries, it indicates that the land has been the subject of a survey.
- Are any of the boundaries Crown boundaries? Provisions of Section 271, Property Law Act 1958 may be applicable.

Base Records

The current base record for notings of surveys lodged with Land Victoria is Vicmap Property, which is also referred to as the Digital Cadastral Map Base (DCMB). Notings are the identifiers of plan and survey information on base records.

Vicmap Property

Vicmap Property should be used in the first instance to select surveys relevant to the parcel being re-established. It is accessible via the internet on Land and Survey Spatial Information (LASSI) on the Land Channel at www.land.vic.gov.au. This is the preferred version for use because it is updated on a daily basis, unlike the version provided by the Survey Marks Enquiry Service (SMES) that is only updated every few months.

Surveys that can be linked to the definition of the parcel being re-established as well as surveys of adjoining parcels are considered to be the most relevant (Refer to Regulation 10 of the Surveying (Cadastral Surveys) Regulations 2005).

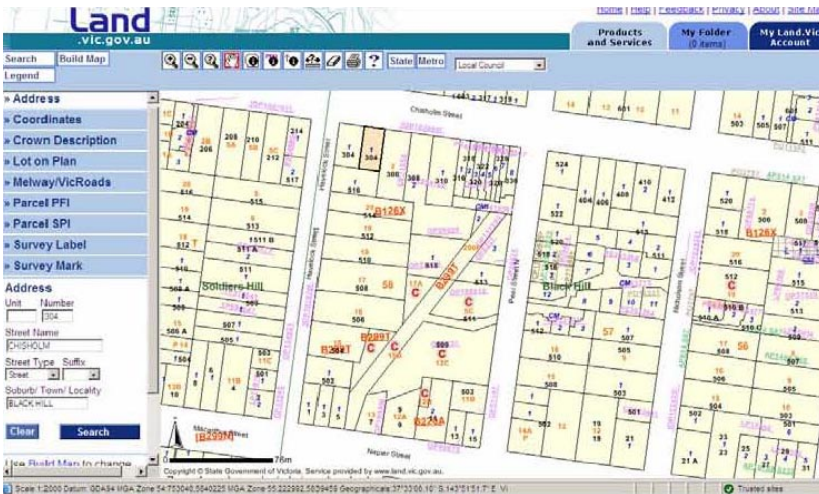
Vicmap Property does, however, contain errors and omissions. Therefore, it should not be the only tool used to identify relevant survey information because, for example:

- some older surveys may not be noted
- notings could be positioned inaccurately and might not be visible
- up until recently, notings were removed when a newly registered plan or survey exhausted all the land in a previously registered survey.

F

be noted on Vicmap Property. Survey information from authorities such as Vicroads, Victrack, Goulburn Murray Water and the Forests Commission may also not be noted on Vicmap Property and will have to be sourced from the authority itself.

Principles of Re-establishment Guidance Note 2



Typical LASSI screen showing vicmap property extract.

Note the following:

- The bold red 'C' noting that indicates the parcel might be Crown land.
- The bold red number with the alpha prefix and suffix that indicates the availability of a 'Put Away' plan.
- On left of the screen is the search area where various particulars of the parcel to be re-established can be entered to find it on the mapbase.
- The Build Map button enables users to display various layers of information, which can make the map easier to read by switching off layers of no interest.
- One layer that is irrelevant to re-establishment but relevant to performing cadastral surveys is the Proclaimed Survey Areas (PSAs). This layer is the definitive identification of PSAs in Victoria and should be used to assess whether a survey is within or contiguous to a PSA so that the requirements of the Survey Co-ordination Regulations 2004 can be met.

Central Plan Office (CPO) Parish and Township Plans

Victoria's historical cadastral framework

At the time of settlement, instructions were given that the survey of the Port Phillip region was to be based on the English system of dividing the land into Counties and then Parishes, which were to be approximately 25 square miles in area. They were to be bounded (if possible) by a natural boundary, as near as possible to rectangular in shape and named after an Indigenous word. All up, 37 Counties were created which have been further subdivided into 2005 Parishes and 909 Government Townships.

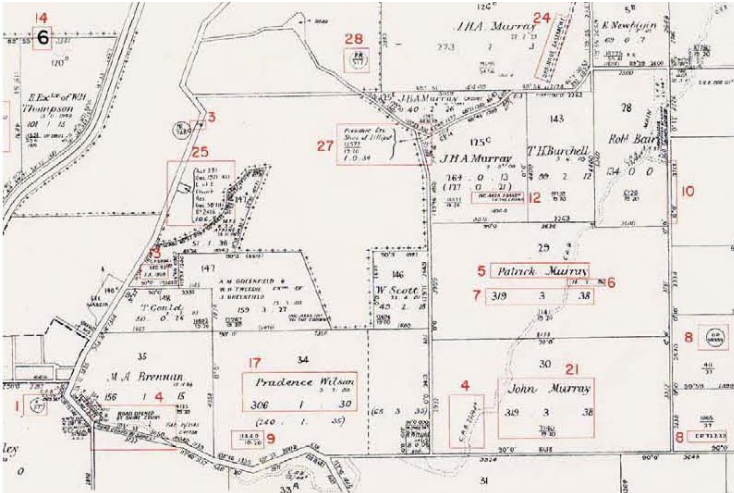
Associated with each Parish and Township in the State of Victoria is a document known as a Record Plan that shows the particulars of land sold (or alienated) by the Crown (Crown subdivisions) and the status of the remaining Crown land. Up until October 2001, all dealings in Crown land were noted on these Record Plans that were held in the Central Plan Office under the control of the Surveyor-General (SG).

The Record Plans are still held by the SG; however, they are no longer updated because notings of surveys are now made in the Victorian Online Titles System (VOTS) and Vicmap Property. They do, however, provide a snapshot of the amount and status of Crown land in 2001 and contain information that the newer systems do not.

Some of that information is survey related and is of particular benefit when Crown boundaries and government road alignments are to be re-established. In addition to the dimensions of boundaries shown on the Record Plan, there are also notings that can lead to valuable Crown survey information.

Principles of Re-establishment Guidance Note 2

Crown survey information



Extract of Parish of Mirboo North Record Plan

Explanation of Parish Plan information

The most common notings that appear adjacent to the allotments to which they relate are:

- OP (Original Plan of Survey), which is the prefix most commonly used for Crown surveys – the numbers range from 1 to approximately 85,000 pre-metric, then from 100,000 onwards
- CP (Certified Plan)
- FN (Field Notes).

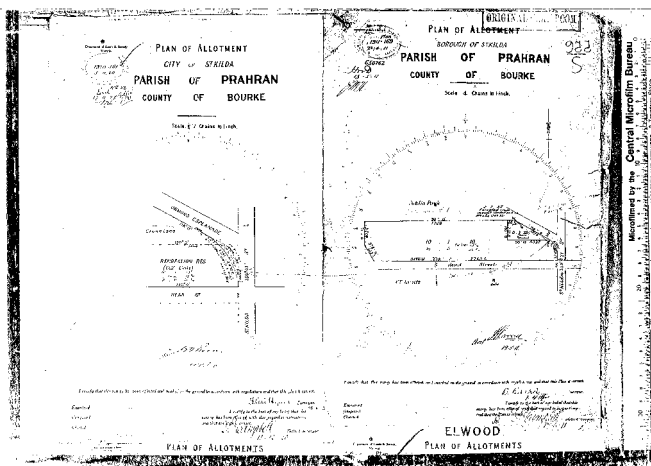
Other sources of Crown survey information shown on Record plans include the following:

Surveyor-General Consent Cases, designated as a number with a PO prefix, are held by the SG and deal with consents for Crown boundaries and government road alignments. Although surveys seeking consent are subsequently registered, other valuable information about the area may be in these files.

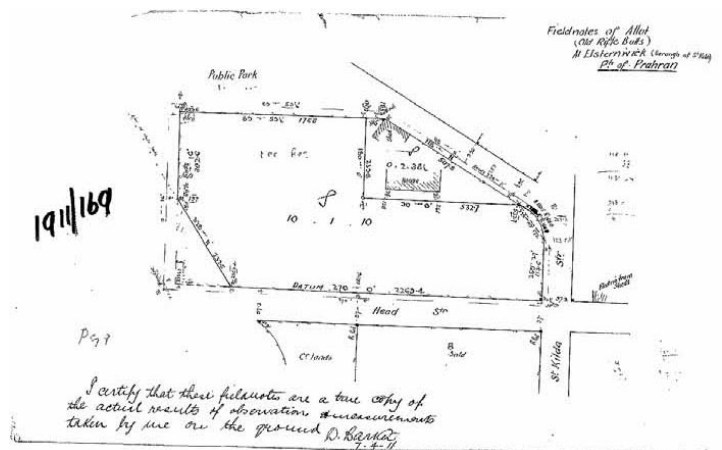
File Numbers, which are references to files concerning the sale and administration of Crown land and are held in the Public Records Office at North Melbourne. In the absence of any other Crown survey information, it may be worthwhile searching these files to see whether they contain any survey information that has yet to be removed and registered.

The File Numbers are in the form of a fraction with the numerator being a consecutive number and the denominator indicating the particular section of the prevailing *Land Act 1958*, e.g. **7140/19.20**, where 19.20 indicates the conversion of a licence or lease under the *Land Act 1869*.

Put Away Plans



Example of Put Away Plan and Field Notes



Principles of Re-establishment Guidance Note 2

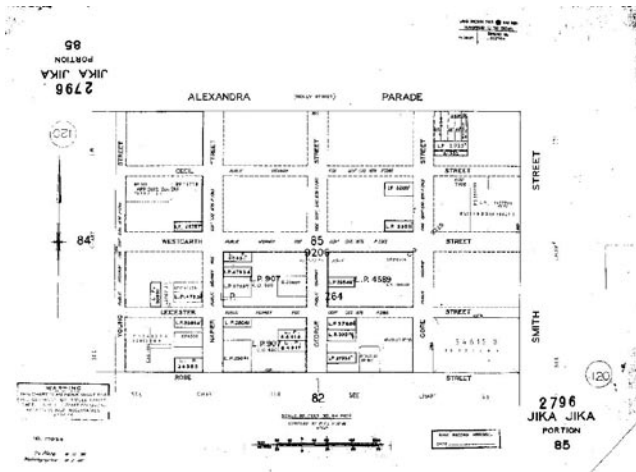
When a Record Plan became congested, dilapidated or out-of-date it became a Put Away Plan and a new Record Plan was prepared to replace it. A Put Away Plan may also be plans of original surveys of one or more Crown allotments whose details were incorporated into a Record Plan when it was compiled.

Put Away Plans are identified by a number with an alpha prefix and suffix, e.g. M517A, and are usually depicted within circles on Record Plans. They are generally associated with yearly field notes and are now available on imaging systems provided by Land Victoria. They are identified by year/number, e.g. 1914/123. The reference to yearly field notes is generally found in a stamped oval on the Put Away Plan itself. This registration system of Crown surveys ran from the mid 1850s to 1941.

Original field books

Where no yearly field notes exist, information in the form of the original field books may be found using an index of Crown surveyor's names known as the 'O1' book, which is available on microfilm at the Central Plan Office at Land Victoria.

'Titles Office' charts and lithos



Example of 'Titles Office' chart

'Titles Office' charts and lithographs (lithos) were the base records for notings of freehold land surveys prior to the introduction of the DCMB, which occurred in the mid-1990s. They are still a valuable resource as they provide a complete history of the surveys registered by the Titles Office up until DCMB was introduced.

Although no longer updated, they have been imaged and microfilmed, and are available from Land Victoria.

As the DCMB was developed as an index depicting the current situation, many of the old notings that appeared on the charts and lithos did not end up being transferred to the new record. Some were omitted purely to avoid congestion on the new index.

Also, as previously mentioned, when a new plan was registered that exhausted all the land in a previous plan or survey, the new plan number replaced the old noting. Therefore, in order to obtain the full survey history of an area and ensure a critical survey is not missed, it is advisable to obtain a copy of the relevant chart or lithograph as part of the survey information.

Remember that every piece of historical survey information may be useful to the current survey. Never assume that some survey information is irrelevant – always confirm the case.

Freehold survey notings

In order to identify relevant survey information, surveyors must be aware of the numerous notings, used in the past and present, which exist in Vicmap Property and Land Victoria ('Titles Office') charts and lithos.

The notings related to registered plans are as follows:

Plans pre-Subdivision Act 1988

- Lodged Plans **LP**
- Plans of Consolidation **CP**
- Registered or Strata Plans **RP and SP**

Principles of Re-establishment Guidance Note 2

- Cluster Plans **CS**
- Letter Plans **A-**, **B-**, etc

Plans post-Subdivision Act 1988

- Plans of Subdivision **PS**
- Plans of Consolidation **PC**
- Boundary Plans **BP**
- Title Plans **TP**

There are also numerous applications under the *Transfer of Land Act 1958* (TLA) or its predecessors that are based on survey, which include:

Noted as **AP(number)**:

- Section 15 (formerly 9 & 26E) – Applications to bring land under the TLA
- Section 26P (formerly 26M) – Remove warning as to dimensions

Noted as **AP(number)/Section Number**:

- Section 60 (formerly 87) – Adverse possession
- Section 99 (formerly 872, 176 & 215) – Applications to amend Folios to accord with bona fide possession
- Section 103 (formerly 194 & 233) – Applications to correct errors or take-up excess land where no adjoining titles are affected

Other surveys

- Records of having Re-established a Parcel **RE(number)** – Lodged under Regulation 16, Surveying (Cadastral Surveys) Regulations 2005
- Road Alignment surveys **RA(number)**
- Local Government Dealings **LGD(number)** – Very few with surveys .e.g. Discontinuance of Road
- Miscellaneous Plans **MISC(number)** – Mostly associated with road widenings. Available from Land Victoria archive at Laverton
- File in Bag **FIB(number)** (or roman numeral and number, e.g. **XIX 366**) – Surveys lodged with the Titles Office for approval of boundaries where a subsequent dealing such as a subdivision never proceeded
- Survey Branch **SB(number)** – Survey Branch correspondence files that dealt with matters such as requests for separate dimensions of Crown allotments and road alignments. Most of the survey information within these files is also noted as a separate number e.g. **RA(number)**.

Other authorities

The main authorities currently holding survey information are:

VicRoads (former CRB)

To search VicRoads SI from their head office in Kew, it is necessary to use a professional searcher because access to their plan room is restricted.

- Noted as **RC** on Vicmap Property (formerly SP)
- Recent Vicroads surveys may also be attached to Section 35 Plans of Subdivision

VicTrack (Former PTC)

Because railway surveys are not noted on base records it is advisable to search their information when working near railway lines or railway land. VicTrack SI is available from their head office in Melbourne and it is advisable to use a professional searcher because their index is not straightforward.

Goulburn-Murray Water (formerly State Rivers and Water Supply Commission (SRWSC) and Rural Water Commission (RWC))

It is advisable to obtain Goulburn-Murray Water survey information when working within its region (between the Great Divide, the Murray River and west down river to Swan Hill and the Loddon River). Its head office is at Tatura.

There are also remnants of other authorities that hold limited amounts of survey information:

- Melbourne Water
- SEC (SM Urban for Latrobe Valley)
- Gas & Fuel Corporation
- Port of Melbourne Corporation
- Sinclair Knight Merz (for ASO surveys of Commonwealth land)
- Melbourne City Council for street alignments within the 'golden mile' of Melbourne (roughly the CBD).

Principles of Re-establishment Guidance Note 2

Other survey information sources

Former Forests Commission of Victoria (FCV) surveys

When performing a cadastral survey anywhere near reserved forest, search for former Forests Commission of Victoria surveys that may have surveyed some of the forest boundaries. These surveys are in the process of being noted on Vicmap Property and are available on imaging and microfilm from Land Victoria.

Individual surveyors

Individual surveyors are also an important source of survey information and are usually only more than happy to assist with requests for survey information that they may hold. This is sometimes necessary when an RE Plan prepared by a surveyor only shows basic information and does not give an indication of how the boundaries and alignments were derived.

It is also worthwhile where Vicmap Property indicates that a subdivision has occurred that has yet to be registered (PS number noted and new boundaries shown as thin dashed lines) or you find that an adjoining parcel has been recently surveyed by the existence on new pegs and other survey marks.

Field Note Register and Aerial Photography Library

Other sources of survey information available at Land Victoria are the Field Note Register and the Aerial Photo Library. The Field Note Register is a reference to surveys of Crown land that are not necessarily noted on the Record Plans. Yearly Field Notes, FCV surveys and RWC surveys can be identified from this register using the Crown Description of the land.

The Aerial Photo Library contains aerial photography dating back to the Second World War that was used for the State Mapping Program. The photography can be a useful resource when determining changes to river courses or coastlines over time (i.e. if the changes are gradual or sudden), or confirming that a boundary has been fenced for significant period of time in support of an adverse possession claim.

Conclusion

There are, of course, a number of other aspects of survey information that are relevant to re-establishment. The first of these is SMES, which is the online system for determining the availability of MGA94 coordinated marks in the vicinity of a survey.

The Surveying (Cadastral Survey) Regulations 2005 and the Surveyor-General of Victoria Practice Directives – January 2007 make connection to MGA94, which is an aspect that needs to be considered for most cadastral surveys. Connecting surveys to grid may also benefit re-establishment, as surveys on MGA94 datum can be compared to one another without having to perform additional fieldwork.

Secondly, it is strongly advisable that surveyor's reports and examining draftsman's (ED) reports are read when reviewing the survey information. The surveyor's reports generally provide details on how the boundaries and alignments were defined to re-established, while the ED reports may provide additional information that could include advice for future surveys in the same area.

Finally, it is important to remember that a cadastral surveyor's own information will at some stage become part of the public record and end up as historical data for future surveys. It is therefore important to learn from the past information and pick up the good points from documentation that was accurate, reliable and easily interpreted and note what was lacking in the bad documentation that should be avoided.

Pay particular attention to detail in the field especially with the depiction and description of points measured to so that they can be relied upon in future surveys. Also provide a comprehensive report on the boundaries and alignments adopted so that other surveyors, Land Victoria examiners and auditors can follow what has been done. Remember that the survey documentation produced is often what a cadastral surveyor's reputation is based on.