

# SGV Drafting Manual

**Surveyor-General Victoria**

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**External Edition**



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and Planning

OFFICIAL

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# 1. An introduction to Surveyor-General Victoria

Surveyor-General Victoria provides surveys for major government infrastructure projects, national geodetic frameworks and property boundary definition. In partnership with the Surveyors Registration Board of Victoria and the surveying profession, the Branch regulates and monitors the competence of licensed surveyors. The Geographic Names Victoria team manages Victoria's authoritative register of localities, roads and geographic features.

## 1.1 Our Purpose

Ensuring Victorians have confidence and certainty in their land ownership and land information systems.

## 1.2 Our Mission

Ensuring that:

- citizens understand, use, shape and have certainty in their land ownership systems; and
- land information products and services meet the needs of customers and stakeholders

## 1.3 Our Team

The Surveyor-General of Victoria, under the *Surveying Act 2004*, performs the functions of:

- sets and monitors the standards for surveying and survey information in Victoria
- maintains the State's survey control network, and
- provides surveying services for government projects and government land dealings.

The branch of Surveyor-General Victoria (SGV) supports the delivery of these functions through the operational teams of Cadastral Infrastructure and Standards (CIS); Crown Survey Approval (CSA); Land Reform Projects (LRP); Geodesy; Geographic Names (GNV) and provides the secretariat for the Surveyors Registration Board of Victoria (SRVB).

SGV prepares and registers plans that facilitate government related land dealings required by the provisions of the *Land Act 1958*, *Crown Land (Reserves) Act 1978* and specific project legislation on behalf of the Surveyor-General of Victoria. Plans are prepared to support such matters as the issuing of Crown grants, leases and licenses; the reservation of Crown land; revocations and excisions from Crown reserves; road proclamations and closures. Plans and maps are also prepared to support the creation of the State's national parks and assist in the management of Crown land. SGV also performs mathematical and cadastral re-establishment examination of surveys carried out by consultant surveyors on government projects.

## 2. Plans Prepared by SGV

### 2.1 Types of Plans Drafted by SGV

The following table details the type of plans drafted by SGV.

Table 1: SGV Plan Types

Plan Type	Purpose	Signed by S-G	Compiled (NS) or Survey Based (S)
Plan of Crown Allotment (OP)	To define the boundaries of a Crown Allotment.	Yes	Both
Plan of Survey (OP)	To define the boundaries of existing and/or proposed Crown and/or Freehold parcels.	Yes	Survey Based
Title Plan: Crown Grant	To facilitate the issue of a Crown Grant.	Yes	Compiled from associated OP
Title Plan: Aboriginal Title	To facilitate a Crown Grant under Part 3 of the <i>Traditional Owners Settlement Act 2010</i> .	Yes	Compiled
Title Plan: Separate Dimensions	To provide Dimensions for each Crown allotment not separately defined in a Crown Grant.	Yes	Compiled from existing Crown Survey Plans
LEGL Plan	To facilitate a legislative function. Generally created when an allotment cannot be dimensioned and defined on a Plan of Crown Allotment (OP).	As required	Compiled
Crown Diagram (CD)	Is the diagram source for a Crown Folio when a Plan of Crown Allotment (OP) cannot be prepared.	No	Compiled
Gazette Plan (GP)	For publication in the Government Gazette or Schedule of an Act for specific purposes.	No	Compiled
Certificate of Adjustment	To correct boundaries of granted Crown allotments as per s.42(1)(e) of the <i>Surveying Act 2004</i> .	Yes	Compiled
Certificate of Correction	To correct description of granted Crown allotments as per s.42(1)(f) of the <i>Surveying Act 2004</i> .	No	-
National Park Plans	To facilitate the creation of parks of various classification under the <i>National Parks Act 1975</i> . This includes National Parks, State Parks, Marine National Parks, Marine Sanctuaries, Regional Parks, Coastal Parks, Wilderness Parks, and Historic Parks to name a few. Plans prepared for National Parks Projects are not covered in this document.	No	Compiled

### 2.1.1 Plan of Crown Allotment (OP)

A Plan of Crown Allotment or “Original Plan” (OP) fully defines a Crown allotment and is either based on survey attached to the plan (survey - S) or compiled from existing information (non-survey - NS).

An allotment with a boundary defined by a natural feature, for example a stream or former race, can be defined on a Plan of Crown Allotment (OP).

Besides being the official plan defining a Crown allotment, a Plan of Crown Allotment can be used to facilitate varying activities over Crown land including:

- Crown subdivisions and consolidations
- leases, Licences and Committees of Management
- reservation and Revocation/Excisions of Crown reserves
- road proclamations and road closure
- support a proposed Crown Grant
- updating the definition/dimensions of an existing Crown Allotment


All Plans of Crown Allotment are certified by the Surveyor-General.

### 2.1.2 Title Plan: Crown Grant

The main type of Title Plans prepared by SGV are used to facilitate the granting of Crown land. A Crown Grant is the first freehold title to a parcel of land granted by, or alienated from, the Crown, for which the Title Plan is the diagram source.

Every Crown Grant is issued with a set of “Reservations Exceptions Conditions and Powers” – this is referred to in SGV as the “Conditions Sheet”. Every Crown Grant contains a set of Standard Conditions, with the option of including Other Conditions.

<b>TP952426Q</b>	
<b>RESERVATIONS EXCEPTIONS CONDITIONS AND POWERS</b>	
<p>The reservation to the Crown of:</p>	
<b>Standard Conditions</b>	
<ul style="list-style-type: none"><li>- any minerals as defined in the <i>Mineral Resources (Sustainable Development) Act 1990</i> and petroleum as defined in the <i>Petroleum Act 1998</i> (the “reserved minerals”);</li><li>- rights of access to any part of the land to search and obtain the reserved minerals; and</li><li>- rights of access to any part of the land for pipe-lines, works and other purposes necessary to obtain and convey the reserved minerals on and from the land;</li></ul>	
<p>The right to resume the said land for mining purposes under Section 205 of the <i>Land Act 1958</i>; and</p>	
<p>The right of a licensee under the <i>Mineral Resources (Sustainable Development) Act 1990</i> or any corresponding previous enactment, to enter on the land and do work, within the meaning of that Act, and to erect and occupy mining plant or machinery on the land, in the same manner and under the same conditions and provisions as such licensee currently has on Crown land, provided compensation is paid under Part 8 of that Act for surface damage to the lands.</p>	
<p>The full and free right and liberty to and for any gas distribution company or gas transmission company as defined in the <i>Gas Industry Act 2001</i> or a licence holder under Part 3 of the Act and for any of their employees agents or contractors to enter on the land delineated and marked E-1 and carry out thereon such works as are necessary or incidental to the transmission supply or distribution of gas through over along across or under the said land and for that purpose and to exercise all or any of the powers conferred on those parties by Section 148 of that Act.</p>	
<p>The full and free right and liberty of any authority or authorities of Our said State empowered or authorised to make manage or maintain any sewer or sewers and its or their agents officers workmen servants and contractors at all times hereafter to make cut construct use maintain and repair as such authority or authorities may deem necessary or desirable all drains sewers and other like works upon over along or under that portion of the land hereby granted shown marked E-2 in the said plan.</p>	
<b>Other Conditions</b>	



The land defined on a Title Plan for Crown Grant Purposes must be fully defined by dimensions and/or natural features (eg. a stream). The exception to this rule is the granting of former races and Aboriginal Titles.

A Title Plan for Crown Grant Purposes must have a supporting Plan of Crown Allotment (Crown land cannot be subdivided or consolidated on a Title Plan) – with the exception of a Title Plan for Aboriginal Title.

All Title Plans for Crown Grant Purposes are certified by the Surveyor-General and must be Edition 1 of the plan.

### ***Title Plans for granting of former Races***

Title Plans prepared for granting of former Race reserves are prepared in the same way as a standard Title Plan, however dimensions are not shown, rather the allotment is defined by its abutments.

#### **2.1.3 Title Plan: Aboriginal Title**

Title Plans prepared to facilitate the granting of Crown land under Division 4 of Part 3 of the *Traditional Owners Settlement Act 2010* are referred to as “Aboriginal Title Plans”.

The Crown allotments subject to an Aboriginal Title are defined by their abutments – not fully dimensioned as per a standard Crown Grant – and are subject to both Standard Conditions and Other Conditions as set out by the *Traditional Owners Settlement Act 2010*.

All Aboriginal Title Plans are certified by the Surveyor-General and must be Edition 1 of the plan.

#### **2.1.4 Title Plan: Separate Dimensions**

Some early Crown Grants granted two or more allotments without the allotments being separately defined, instead only surrounding dimensions were supplied. It is the responsibility of the Surveyor-General to provide separate dimensions for boundaries not dimensioned at the time of issuing the Crown Grant.

Upon request, SGV will prepare the next edition of the existing Title Plan containing the allotments which were not separately dimensioned in their grant.

All Separate Dimension Title Plans are certified by the Surveyor-General.


#### **2.1.5 LEGL Plans**

The LEGL plan registration system was created for the lodgement of plans or other documents which are required by the *Evidence Act 2008* (and its predecessors) to be a document within the ‘public domain’.

LEGL Plans can be prepared by anyone, not just SGV, and are lodged in the Central Plan Office.

The LEGL Plans prepared by SGV support Crown land dealings including reservations, excisions from existing reserves, road proclamations, road closures, creation of new Crown allotments and establishment of Committees of Management over Crown land.

- These will be referred to as “standard” LEGL Plans
- A standard LEGL Plan is prepared, rather than a Plan of Crown Allotment (OP), because not all boundaries of the Crown allotment in the plan can be defined.
- The cadastre displayed on an LEGL plan can either be replotted from existing information or copied from the Vicmap Property dataset.
- To proclaim Crown land as a road under s.25(6)(a) of the *Land Act 1958*, the LEGL Plan must be signed by the Surveyor-General. (Noting that the land to become road must be unreserved or reserved for Public Purposes. A specific Public Purpose such as ‘Public Purposes (Public Recreation and Camping)’ is not acceptable).
- LEGL plans prepared for any other purpose than creating a road under s.25(6)(a) of the *Land Act 1958*, are signed off on behalf of the Surveyor-General by the SGV staff member responsible for checking the plan.



SGV also prepares LEGL Plans to support other legislative functions, such as the *Major Events Act 2009*, *Major Transport Projects Facilitation Act 2009* (MTPFA) and the *National Parks Act 1975*.

- Plan requirements are generally different to standard LEGL Plans.
- LEGL Plans prepared for the *Major Events Act 2009* are covered in this document.
- LEGL plans prepared for MTPFA and National Parks Projects are not covered in this document.

#### **2.1.6 Crown Diagram (CD)**

A Crown Diagram is a plan which identifies a parcel of Crown land usually by its abuttals alone and is the associated diagram for a Crown Folio (where no OP is identified). The majority of Crown Diagrams are prepared by Work Unit C (WUC) in Land Registry Services and are usually prepared from Vicmap.

SGV prepares Crown Diagrams for the following reasons:

- to define new Crown allotments that have been created in an LEGL Plan as an LEGL Plan cannot be a Diagram Source for a Crown Folio
- to define balance Crown allotments resulting from the subdivision of Crown land in a Plan of Crown Allotment (OP) where the balance Crown land has not been surveyed or cannot be fully dimensioned.

#### **2.1.7 Gazette Plans (GP)**

Gazette Plans are used to define specific areas of Crown land which are relating to specific Acts, such as the *Aboriginal Heritage Act 2006* or the *Docklands Act 1991*. They can be used for publication in the Government Gazette or sometimes for inclusion in a Schedule to an Act. Refer to GP3504 (Gazette G24 Yr.2020 p.1149) and GP3505 (to update the *Docklands Act 1991*).

Whilst Gazette Plans were previously used to enable reservation/excision/road proclamation/road closures dealings published in the Government Gazette, Plans of Crown Allotment (OP) or LEGL Plans are now used to facilitate these dealings.

#### **2.1.8 Certificate of Adjustment**

Certificates of Adjustment are plans prepared by SGV to amend defects in a Crown Grant relating to boundary definition, area and/or abuttals in accordance with s.42(1)(e) of the *Surveying Act 2004*.

Such defects could be in relation to drafting errors in the preparation of the Crown Grant, or when a later Crown survey of the allotment and its surrounds results in differences in boundaries quoted on the Crown Grant – the new survey would be adopted so that the land in the Crown Grant accords with the later alienated land surrounding it.

#### **2.1.9 Certificates of Correction**

Certificates of Correction are prepared by SGV to amend defects in a Crown Grant relating to the Crown description of the land in accordance with s.42(1)(f) of the *Surveying Act 2004*. The Technical Specialist in Crown Survey Approval prepares these. These are not actual plans so will not be covered in this manual.

## 2.2 What type of Plan is required?

The type of plan to be drafted depends on the administrative function the plan supports and the survey information available. Multiple plans may be required to achieve the outcome requested by the land administrator. Some examples are listed in the table below.

Plan Purpose	CA Definition		Plan Type				
	Survey Dimensions	Abuttal and/or Part Dimensions	Original Plan (OP)	Title Plan (TP)	LEGL Plan	Crown Diagram	Gazette Plan (GP)
Define existing Crown Allotment(s) on a plan for: to facilitate a range of actions over that allotment.	Y	-	Y	-	-	-	-
	N	Y	-	-	Y	Y	-
Define new Crown Allotment(s): <b>Consolidate existing CA's</b> Note: Reserved parcels can only be consolidated if the land administrator & reservation purpose are the same. These details are to be confirmed in VOTS when the plan is drafted. If this process is pending, the plan must remain as draft.	Y	-	Y	-	-	-	-
	N	Y	-	-	Y	Y	-
Define new Crown Allotment(s): <b>Subdivide existing CA's</b> Facilitate changes to status over part of an existing Crown allotment, include reservation, revocation, granting, leasing etc. * Survey definition required for new 'internal' boundary.	*	Y	-	-	Y	Y	-
	Y	-	Y	-	-	-	-
Create / close a Government Road	Y	-	Y	-	-	-	-
	N	Y	-	-	Y	-	-
Define an interest over part of an existing Crown allotment. eg. Lease, Licence or Committee of Management Purposes	Y	Y	-	-	Y	-	-
Issue a Crown Grant. Only unreserved Crown land can be granted (except for <i>Aboriginal Title</i> ). * Abuttal is only acceptable where the TP is for a <i>Former Race</i> or for <i>Aboriginal Titles</i> . ** A TP can only be issued if an OP exists for the subject Crown Allotment to be granted	Y	*	**	Y	-	-	-
Amend Parish / Township / County Boundary Note: to amend these boundaries, the plan must be signed by the S-G	Y	Y	Y	-	Y	-	-
Project Area Boundary under the <i>Major Transport Projects Facilitation Act 2009</i> (MTPFA) * Refer to Project Area Boundary Guidelines.	*	Y	-	-	Y	-	-
Plans to facilitate and/or be published in specific legislation	Y	Y	Y	-	Y	-	Y



## 3. Plan & Crown Allotment Number Allocation

### 3.1 Obtaining Plan Numbers

Plan numbers are obtained from SPEAR or directly from SGV (via email to Crown Survey Approval [csa.enquiries@transport.vic.gov.au](mailto:csa.enquiries@transport.vic.gov.au) ), depending on the plan type.

#### 3.1.1 Plan of Crown Allotment (OP) and Title Plan (TP)

External Surveyors can obtain Plan of Crown Allotment (OP) numbers and Title Plan numbers via SPEAR.

#### 3.1.2 LEGL Plan Numbers

LEGL plan numbers are obtained directly from SGV (via email to Crown Survey Approval [csa.enquiries@transport.vic.gov.au](mailto:csa.enquiries@transport.vic.gov.au)).

When requesting LEGL plan numbers, please advise which project/site they are required for.

### 3.2 Obtaining Crown Allotment Numbers

Crown allotment numbers are obtained directly from SGV (via email to Crown Survey Approval [csa.enquiries@transport.vic.gov.au](mailto:csa.enquiries@transport.vic.gov.au)).

When requesting Crown allotment numbers, associated OP/TP plan number must be provided to SGV. This is to enable the allocated Crown allotment numbers to be recorded by SGV, as being allocated to that plan.

## 4. Drafting Standards

The following drafting standards are provided to ensure that plans are drafted to a standard with minimal manual intervention required.

### 4.1 Scales

The plan scale should be chosen so that the plan details are clearly shown, however the use of enlargements is acceptable (see section 4.1.3). The subject parcel/s of the plan must be drawn to scale.

#### 4.1.1 Standard Scales

Table 2: Standard Scales

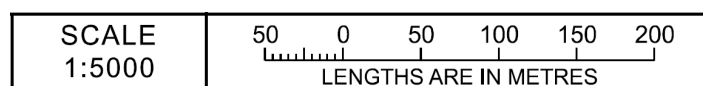
Reduction Ratios							
Preferred	1:200	1:250	1:50	1:100			Large scale ↓ Small scale
	1:2000	1:2500	1:500	1:1000			
	1:20 000	1:25 000	1:5000	1:10 000			
	1:200 000	1:250 000	1:50 000	1:100 000			
			1:500 000	1:1 000 000			
Acceptable							
	1:125	1:150	1:300	1:400	1:600	1:750	1:800
	1:1250	1:1500	1:3000	1:4000	1:6000	1:7500	1:8000
	1:12 500	1:15 000	1:30 000	1:40 000	1:60 000	1:75 000	1:80 000

**Note:** when selecting a plan's scale, consideration should be given to the plan's aesthetics. It is not always best to draft a plan at its largest possible scale. This approach can sometimes lead to a plan where the land extents are pushed right out to the borders of the plan space. Similarly, to draft a plan at an unnecessarily small scale can leave too much vacant plan space.

#### 4.1.2 Indication of Scales

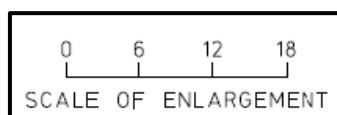
The scale of any plan shall be indicated by the reduction ratio, eg. 1:5000, and by the construction of a scale bar accompanied by the notation "Lengths are in metres" and should be indicated in the title block.

The scale bar shall be divided into equal primary divisions on the right-hand side of the zero, with each primary division representing 10 units or multiples thereof. To the left of the zero, 10 equal secondary divisions may be constructed so that each represents one tenth part of a primary division.



#### 4.1.3 Multiple Scales



Where a plan contains enlargement diagrams, the scale of the main diagram is indicated in the title block, and the enlargement is to contain its own scale bar accompanied by the notation "Scale of Enlargement".



## 4.2 Standard Text Styles

The following text styles should be adopted for all Crown plans.




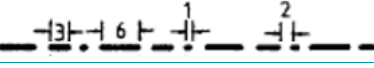
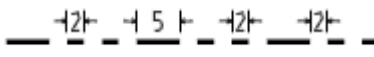
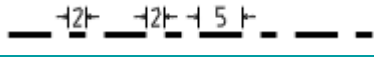
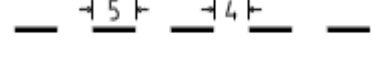
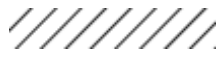
Table 3: Standard Text Styles

Plan Text	Line Specification		
	Example	Height & Width (mm)	Weight (mm)
Crown Allotment ID – Subject Land and Section (if applicable)	18 <sup>B</sup> of 8	4.0 3.6	0.5
Crown Allotment ID - Abuttal and Section (if applicable)	18 <sup>B</sup> of 8	3.0 2.7	0.35
Lot on Plan Abuttal	LOT 2 PS739986	2.5	0.25
Area ( <i>Italics</i> )	324m <sup>2</sup>	3.0	0.35
Road Name	WHITE ROAD	3.0	0.35
County, Parish & Township Names	PARISH OF TOLTOL	3.0	0.35
See Sheet X for Diagram	SEE SHEET 2 FOR DIAGRAM	8.0	0.35
Dimensions: Allotment and Connection	$\frac{87^{\circ}55'40''}{57.39}$	2.5	0.25
Dimensions: Easement	$\frac{96^{\circ}38'}{2}$	2.0	0.25
Coordinates	E 321470 N 5813406	2.5	0.25
SPI Text	21D~1\PP5514C	2.5	0.25
Misc. Text including: - Easement labels “E-1” - “(NO ACCESS)” label - “SEE SHEET 2 FOR DETAILS”	(NO ACCESS)	2.5	0.25
Enlargement/Diagram Arrow text		2.0	0.25
Water Features ( <i>italics</i> ) (A direction of flow arrow must also be shown for streams.)	 YARRA RIVER	2.5	0.25

### 4.3 Standard Line Types

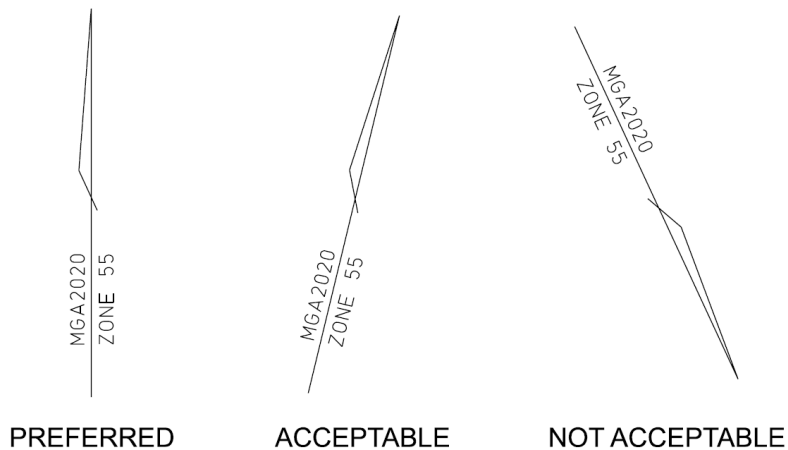
The standard line types are set out in Table 4 below.

Table 4: Standard Line Types

Plan Feature	Line Specification	
	Type (dimensions in mm)	Weight (mm)
Subject Crown Allotment Boundary		0.5
Abutting Parcel Boundary (also used for deflection 'ticks')		0.25
Easement		0.25
State Boundary		1.0
County Boundary		0.7
Parish Boundary		0.7
Township Boundary		0.7
Area Hatching		0.25

## 4.4 North Point

A north point is required to be shown on every plan. It is required that the north point be oriented at 90° to the base of the plan. There may be some circumstances where the north point cannot be oriented at 90° to the base of the plan, in which case the north point should orient to the top half of the sheet and never point downwards.

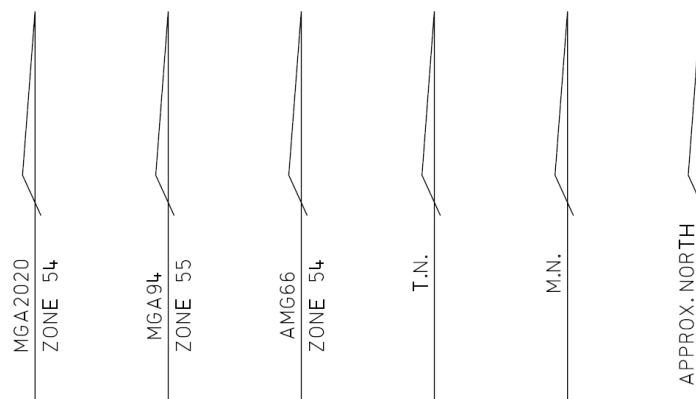


Generally, the location of the north point should be confined to the top left quadrant of the sheet. Where it is impracticable to place in the top left quadrant, it should be placed preferably in another location at the top of the sheet, but in a location with clear space around it so that it stands out and doesn't get "lost" with the surrounding information.

Bearings shown on plans should relate to the datum indicated on its north point. Where the plan datum does include a zone reference, it is imperative that this reference be included on the plan's north point.

Such acceptable datums include:

- MGA2020 Zone 54/55
- MGA94 Zone 54/55
- AMG66 Zone 54/55
- T.N. or True North
- M.N. or Magnetic North
- Approx. North is to be used when the datum from the source document/s is unknown.



## 4.5 Dimensions – Lengths, Bearings & Areas

Lengths, bearings and areas quoted on plans shall be shown with the precision and specifications as detailed below. Text Styles adopted for dimensions are indicated in Section 4.2.

### 4.5.1 Precision of Dimensions on Plans

Refer to **Table 5**: Precision of Dimensions on Plans for the precision of dimensions quoted on plans. This is based on the section 8 of the [Victorian Cadastral Surveys Practice Directives July 2021](#), with the addition of:

1. approximate areas – quoted when an area cannot be accurately calculated.
2. rounding for Non-survey plans - When dimensions are compiled, the bearings should be shown to the same precision as shown on the original survey plan. If the NS plan is compiled from an abstract of field records rather than a plan, then the bearings in that survey should be shown rounded in accordance with Precisions stated in the Practice Directives. Section 8 of the Practice Directives allows surveyors to show greater precisions for adopted bearings and lengths and traverse bearings on their abstract of field records. However, when it comes to the plan, the bearings and lengths from the survey must be shown rounded as per the table in Section 8.

Table 5: Precision of Dimensions on Plans

Measurement	Unit/s to be used	Precision
<b>Length</b>		
Less than 500 metres	Metre	Correct to the nearest 0.01 metre, except where circumstances require greater precision, then correct to the nearest 0.005 metre.
500 metres and up to 5000 metres	Metre	Survey: Correct to the nearest 0.01 metre Non-Survey: Correct to the nearest 0.1 metre
Over 5000 metres	Metre	Survey: Correct to the nearest 0.1 metre Non-survey: Correct to the nearest metre
<b>Bearings of Lengths</b>		
Less than 30 metres	Degrees (°) and minutes (') of arc	Correct to the nearest minute of arc
30 metres and over	Degrees, minutes and seconds (") of arc	Survey: Correct to the nearest 10 seconds of arc Non-survey: Correct to the nearest 20 seconds of arc
<b>Area</b>		
Less than 100 square metres	Square metre	Correct to the nearest 0.1 square metre
100 square metres and less than 1 ha	Square metre	Correct to the nearest square metre
1 hectare and up to 10000 hectares	Hectare	Correct to four significant figures (e.g. 12.34 ha)
Over 10000 hectares	Square kilometre	Correct to four significant figures (e.g. 1.234 km <sup>2</sup> )
<b>Approximate Areas</b>		
Less than 10000 m <sup>2</sup>	Square metre	Correct to the nearest square metre.
1 ha to less than 100 ha	Hectare	Correct to the nearest 0.1 hectare.
100 ha and up to 10000 ha	Hectare	Correct to the nearest hectare.

#### 4.5.2 Rounding of Dimensions

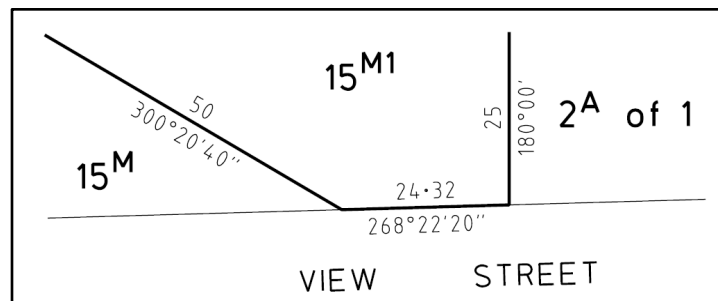
The rule to remember is: "If the digit is less than 5, round down; if it's 5 or greater, round up."

Examples:

- 53.423m rounds down to 53.42m
- 46.778m rounds up to 46.78m
- 10.055m rounds up to 10.06m
- 79°12'20" for a length less than 30m rounds down to 79°12' (see note below for exception)
- 4269.5612m<sup>2</sup> rounds up to 4270m<sup>2</sup>

**NOTE:** where a parcel boundary of less than 30m forms part of a longer boundary alignment, eg. along a road or along a longer boundary alignment, the bearing of the longer alignment is to be quoted as if the parcel boundary was greater than 30m and not rounded in accordance with section 4.5.1, i.e.. to the nearest minute.

In the example below, the bearing along View Street should not be rounded from 268°22'20" to 268°22'.

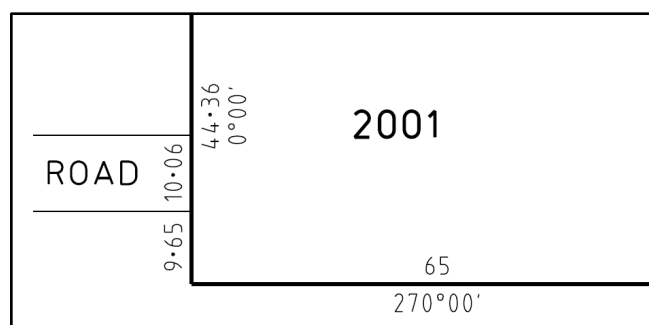


#### 4.5.3 Lengths

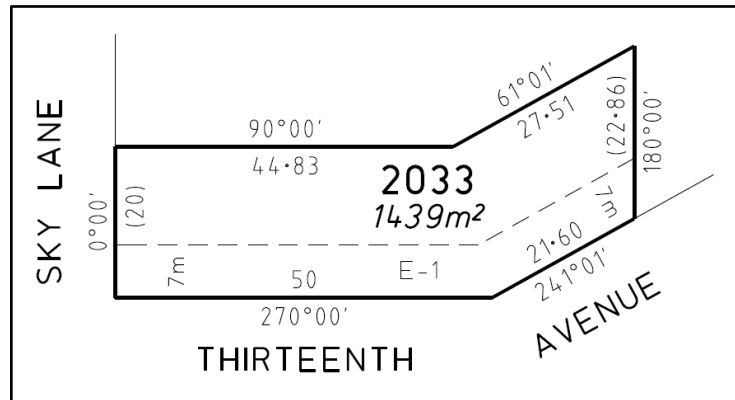
Every length shown on a plan shall be shown in accordance with section 4.5.1.

Further requirements are as follows:

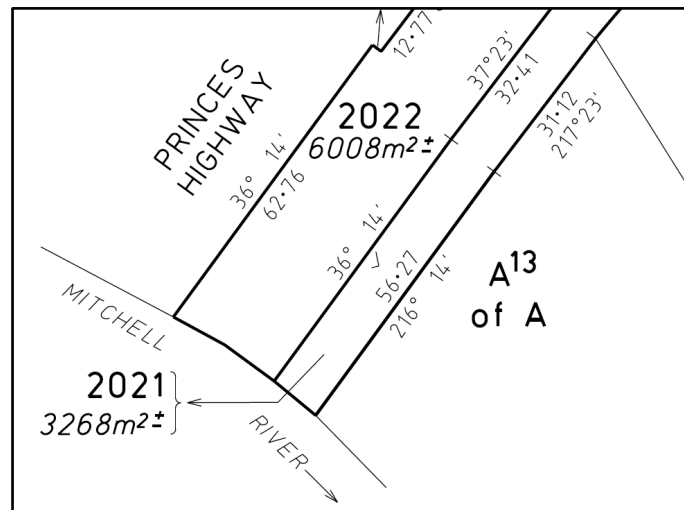
- no designation of the unit of length shall follow any statement of length, except that where misinterpretation is likely to occur there may be shown either the symbol "m" (preferable) or the word "metres" immediately following the length, eg. 9.69m.
- where any length consists of whole metres the decimal point and trailing zeros must be omitted, e.g. 15
- where any length is less than one metre it must be preceded by a zero, e.g. 0.45
- trailing zeros are included on lengths where they should be shown to the nearest 0.01 metre, as they have been accurately measured to the nearest centimetre, eg. "3.90" not "3.9".
- where a road only abuts part of a parcel boundary, the length of the road frontage and connection to a parcel corner or next road should also be shown in addition to the total parcel boundary.



- f. where an easement boundary intersects a parcel boundary, the total parcel boundary length should be shown bracketed if the length is shown within the parcel or arrowed out from within the boundary. The length does not need to be bracketed if it is shown on the outside.



- g. where a length along a boundary to a natural feature is unknown (length cannot be determined from a survey, record plan or putaway plan), the unknown length should be represented by a tick. This is to indicate that the length is unknown rather than the causing confusion of a possible omission if nothing is shown in the place of the length dimension.



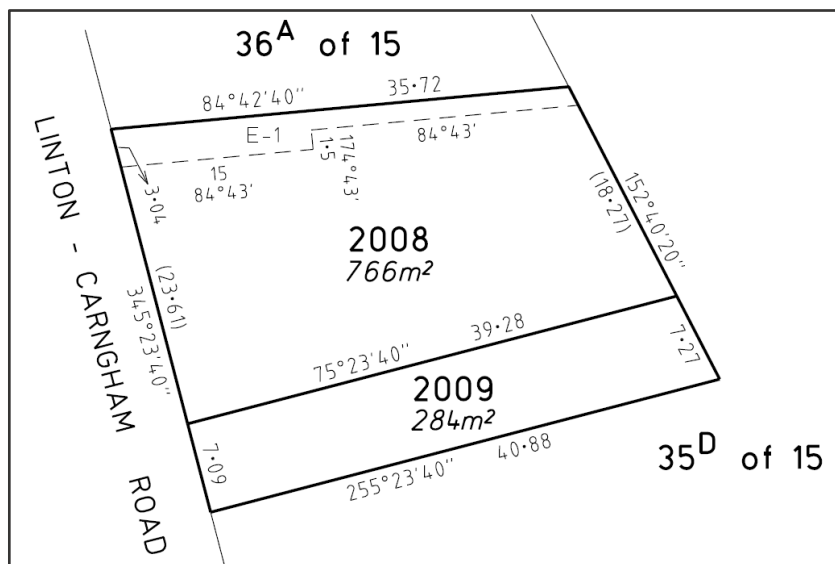
#### 4.5.4 Bearings

Every bearing shown on a plan shall be shown in accordance with section 4.5.1, with the exception of parcel boundaries along a road (refer to section 4.5.2).

Further requirements are as follows:

- for survey (S) OP plans, where the cadastral survey is registered as an Abstract of Field Records with the plan, the bearing datum is as per the survey.
- for compiled plans (NS) which are compiled from existing plans and surveys, a bearing datum should be adopted which is representative of the bulk of the source information (to limit necessary conversions). When easily possible, the bearings should be compiled on grid datum, but only when confident that all parcel boundaries can be computed to grid datum.
- where a bearing does not contain any whole degrees of arc, it must be preceded by 0°, e.g. 0°15'.
- leading zeros must be used before minutes and seconds of arc when these numbers are less than 10, e.g. 3°00'40" or 12°05'00".

- e. where the seconds of arc in a bearing is Nil, it must only express the degrees and minutes of arc, e.g. 75°36' not 75°36'00"
- f. bearings should be placed in a clockwise direction around the parcel surround. Internal bearings and easement/service bearings should be shown as less than 180°.



#### 4.5.5 Parcel Misclose

The acceptable limit for the misclose of a parcel which is compiled from a cadastral survey performed after June 2015 is 15mm + 100 parts per million of the perimeter length of the parcel (regulation 7(1)(a), *Surveying (Cadastral Surveys) Regulations 2015*).

For a parcel of perimeter length of 100 metres, this equates to 25 millimetres (15mm + 10mm); for 1000 metres perimeter length it is 115 millimetres (15mm + 100mm).

For cadastral surveys and/or plans prior to 2015, the acceptable parcel misclose is as per the Closure Spreadsheet used in Crown Survey Approval.

If the computed Ratio Misclosure is less than the Allowable ratio in the spreadsheet, then the parcel misclose exceeds the acceptable limit.

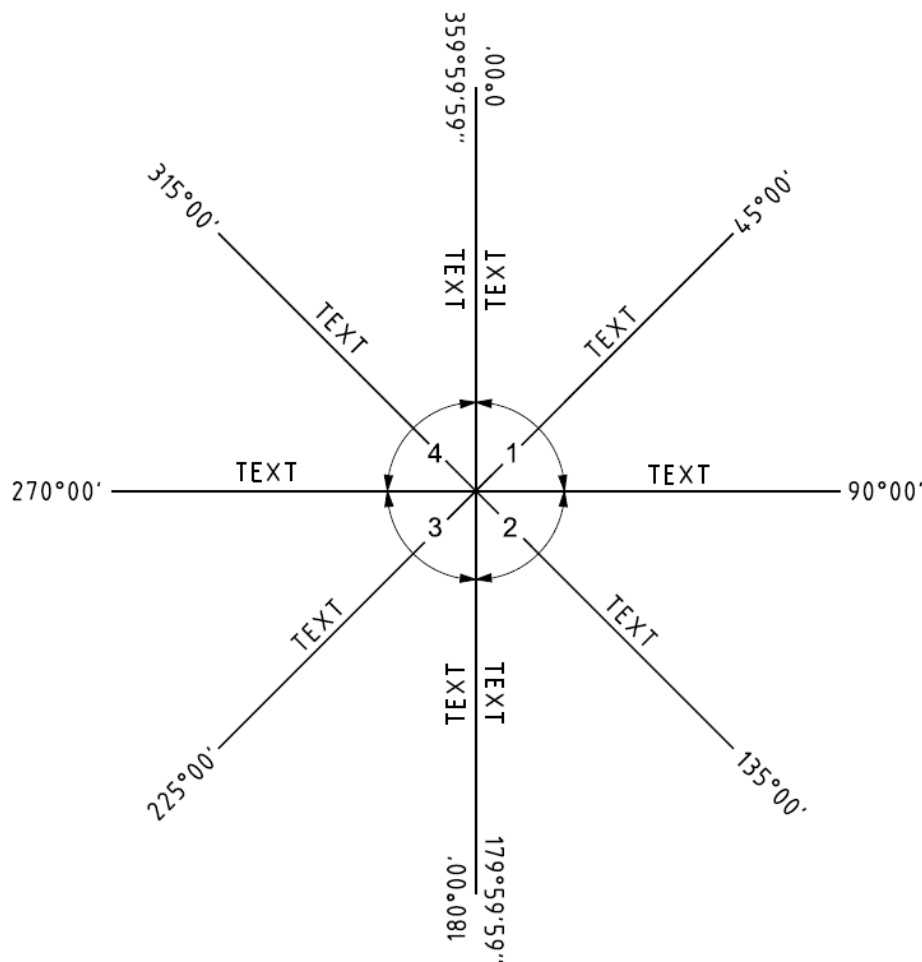
When a parcel misclose exceeds the pre and post 2015 acceptable limit, as appropriate, a misclose statement is required to be quoted on the plan. A list of the approved wording for notations can be found in [Appendix A](#).

#### 4.5.6 Placement of Lengths and Bearings

##### a) Alignment of Dimensions

All lengths and bearings, and abutting road names, shall be placed in accordance with the following:

- Dimensions in quadrants 1 and 3 are aligned so that they are read in a north-easterly direction i.e. from bottom to top.
- Dimensions in quadrants 2 and 4 are aligned so that they are read in a south-easterly direction i.e. from top to bottom.
- Cardinal bearings  $0^{\circ}00'$  and  $180^{\circ}00'$  are aligned in the same direction so that they are read from bottom to top.
- Cardinal bearings  $90^{\circ}00'$  and  $270^{\circ}00'$  are aligned in the same direction so that they are read from left to right.



##### b) Offset from Boundary

Dimensions should be offset from the parcel boundary by half the height of the text, eg. dimension text at scale of 1:1000 is 2.5mm high, the offset would be 1.25mm.

When a Township/Parish/County line lies along the subject land parcel boundary, then the dimension text is to be offset from the Township/Parish/County line.

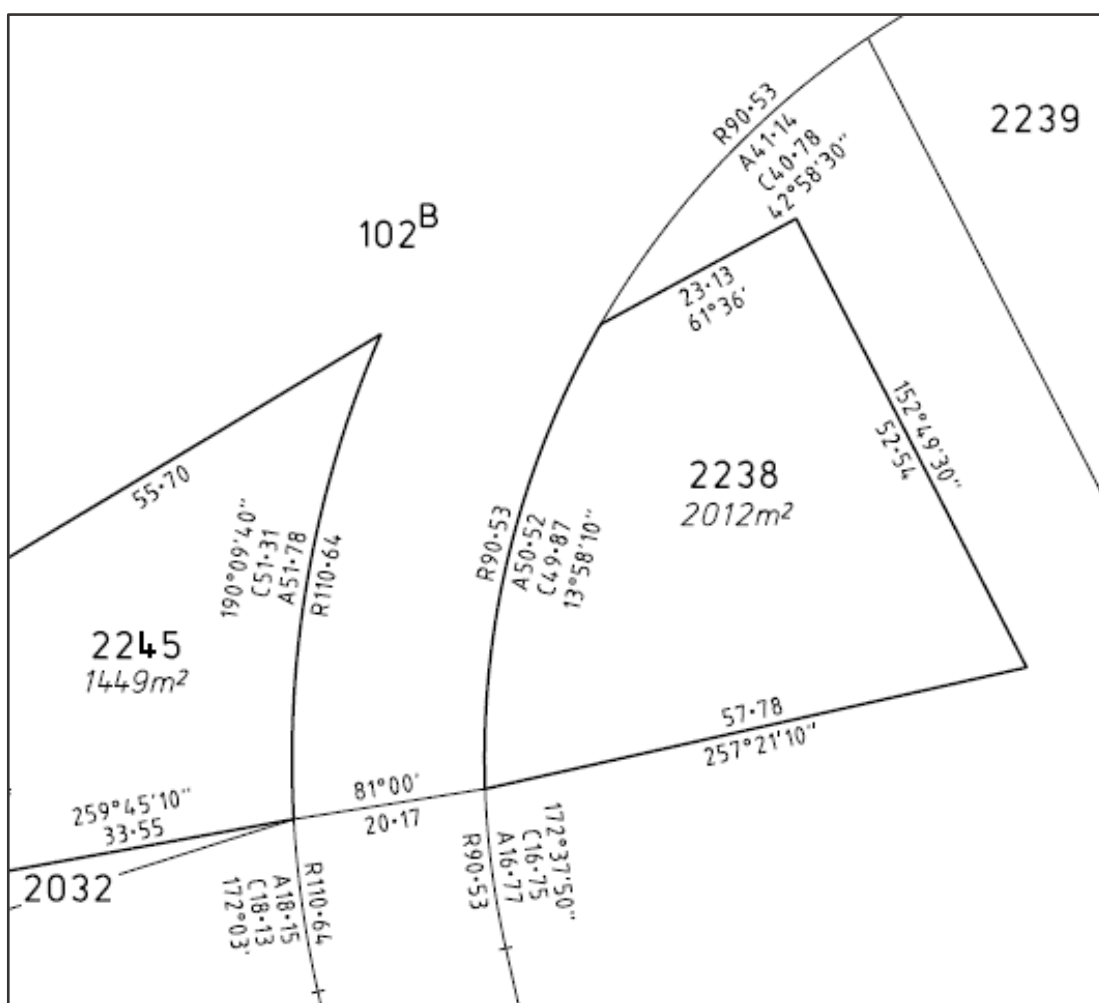
### c) Placement along Straight Boundaries

Placement	Example
Bearings should be placed outside the subject land and lengths on the inside, centred along the indicative line where possible. (Preferred)	
Where necessary (i.e.. due to space constraints), both bearings and lengths may be placed on the inside or outside of the parcel boundary. The length is always placed closest to the parcel boundary. (Optional)	
Alternatively, both bearings and lengths may be spread out along the parcel boundary. Bearings should always be placed to the left of or 'before' lengths. (Optional)	
Where dimensions need to be 'arrowed out', lengths should be placed closest to the parcel boundary followed by the bearing. <ul style="list-style-type: none"> <li>- Arrow heads should point to the dimensions.</li> <li>- Arrow line should not touch the boundary line.</li> <li>- Arrow heads should not be excessively large.</li> <li>- Arrow line should be cut where it crosses through a parcel so that it does not look like it is creating a fully enclosed parcel.</li> </ul>	
Where two sides of an allotment are parallel and the shape of the allotment is conducive to do so, for example, channel reserves, a single bearing may be shown which is indicative of the direction of both sides of the corridor. In this case, bearings less than 180° are shown and these are placed in the centre of the corridor (meaning the preferred offset can be ignored).	

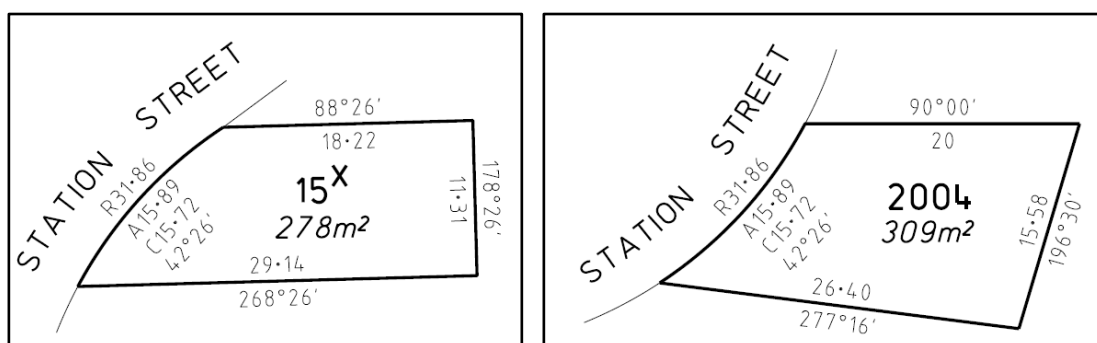
#### d) Placement along Curved Boundaries:

All curved boundaries are to be labelled with the radius, arc length, chord length and chord bearing – and labelled in that order with the radius placed outside of the parcel and the arc length, chord length and chord bearing placed on the inside of the parcel, in that order, so the Arc is closest to the curved boundary.

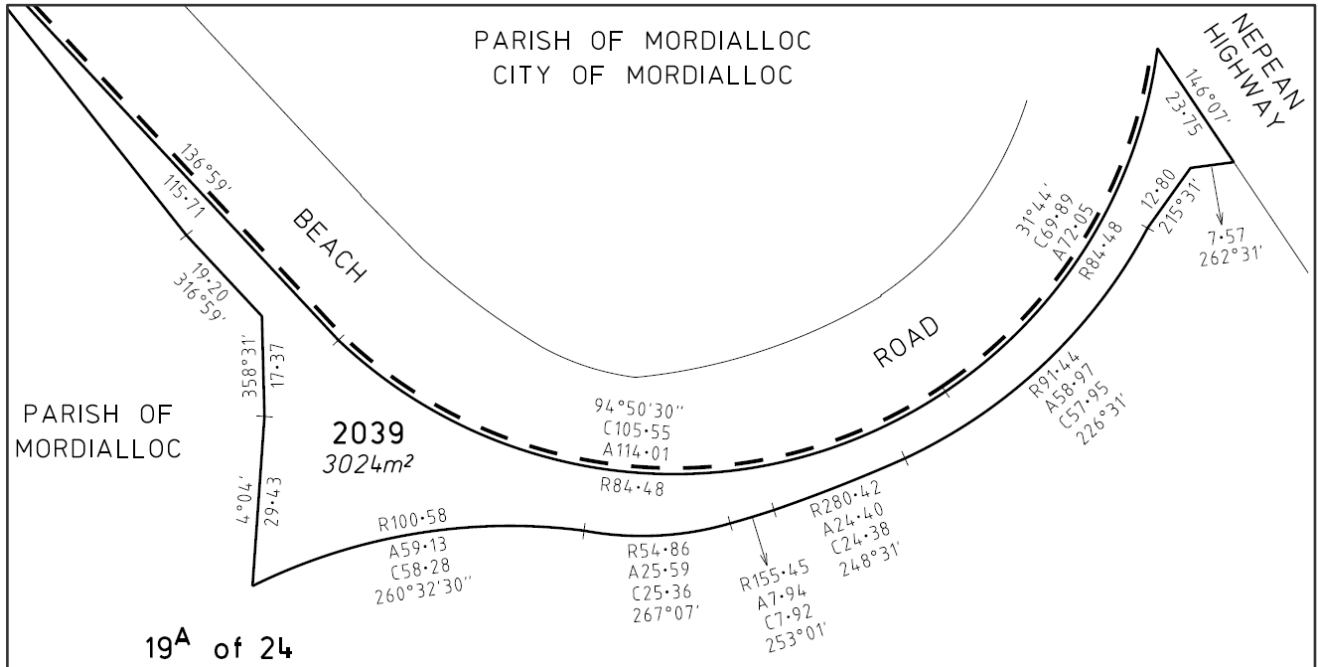
- The letter "R" is to precede the Radius length (no space), eg. R31.86.
- The letter "A" is to precede the Arc length (no space), eg. A15.89.
- The letter "C" is to precede the Chord length (no space), eg. C15.72.
- The letters "A&C" are also acceptable when the Arc and Chord lengths are identical, eg. A&C15.72.



However, where the curve boundary abuts a road, it is preferable that the radius is placed outside the subject land and arc length, chord length and chord bearing placed on the inside in that order.



Where space does not allow for the curve dimensions to be placed using the preferred method above, the radius, arc length, chord length and chord bearing can be placed on either side of, or arrowed out from the parcel boundary, with the radius labelled closest to the parcel boundary.

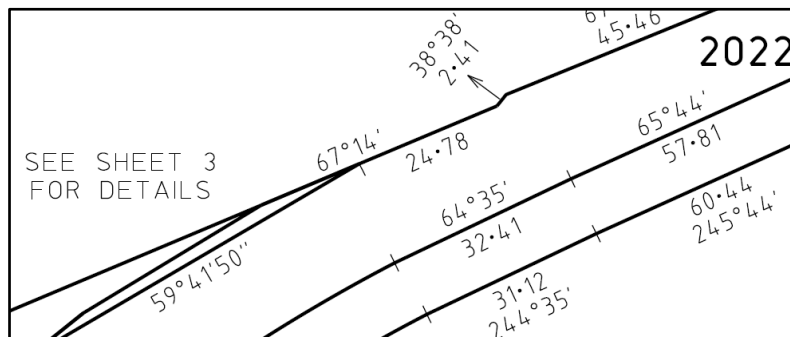


#### 4.5.7 Deflection 'Ticks'

Where two boundaries meet with a deflection of less than 10 degrees (i.e. there is less than 10 degrees difference in their bearings), the bend between the two boundaries should be indicated by a tick mark.

This tick should be on the half angle, have a line weight of 0.25mm and extend 1.25mm (at a scale of 1:1000) on either side of the parcel boundary (giving a total length of 2.5mm).

In some scenarios (particularly narrow corridors), it may be necessary to reduce the length of these ticks to ensure the resultant linework does not fully cross the corridor, or a slightly longer tick may be shown on only one side of the parcel boundary.

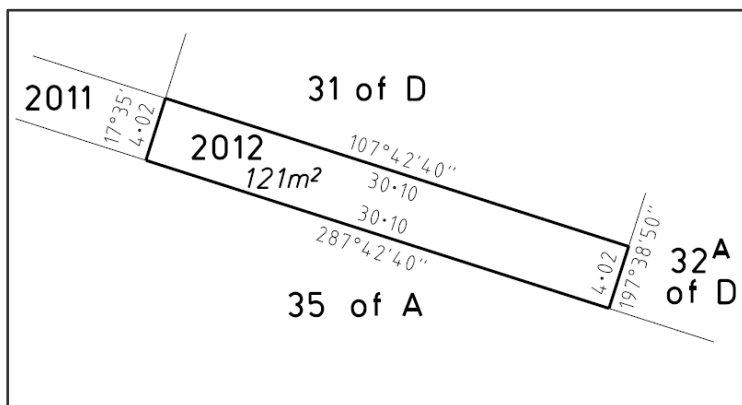
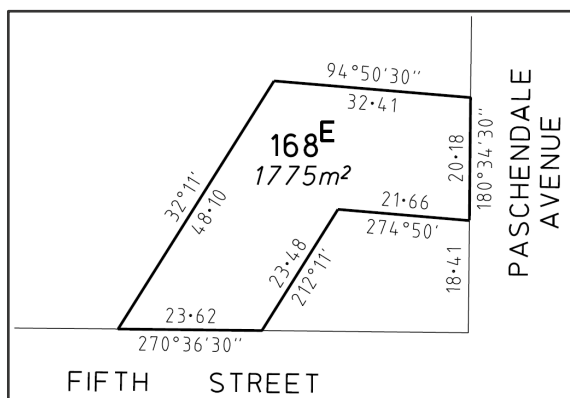


#### 4.5.8 Areas

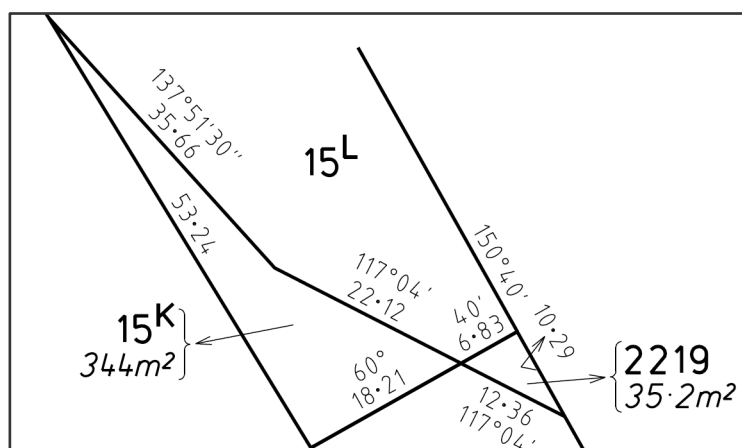
Areas should be shown to the precision of measurement indicated in Section 4.5.1.

Further requirements are as follows:

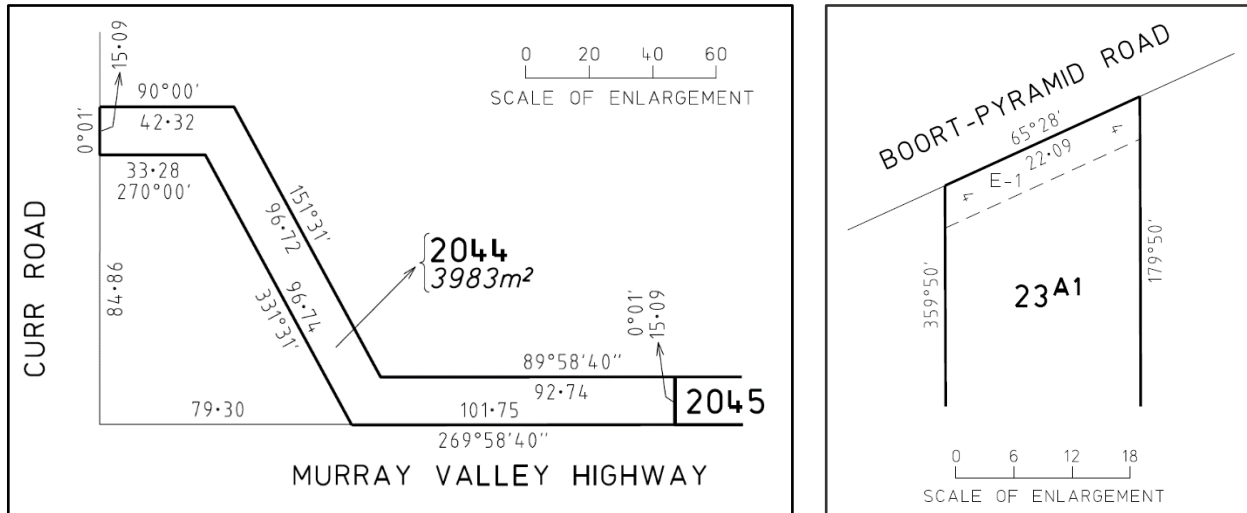
- where any area consists of whole square metres, hectares or square kilometres, the decimal sign and trailing zeros shall be omitted, i.e. 12ha not 12.00ha.
- the area of a parcel is to be labelled beneath the Crown Allotment number (centred when possible) and both placed within the subject parcel – preferably in the centre of the parcel.



- if it is not possible to label the area and Crown allotment number within the parcel, then they may be arrowed out from the parcel.
  - the text should be aligned with a bracket and left-aligned if the bracket is shown to the left or right-aligned if the bracket is shown to the right.
  - when using a bracket, a sufficient space should be left between the edge of bracket and text.
  - the arrow to the bracket should originate from the middle of the parcel, or close to, and the arrow head pointing to the middle of the bracket.



- d. the parcel area should be labelled on any sheet, including an index sheet and an enlargement, where the subject parcel is shown in full, i.e. the whole extent of that subject parcel is shown on that sheet or enlargement. A parcel should not be labelled with its area if the whole of the parcel is not displayed on that sheet or enlargement.

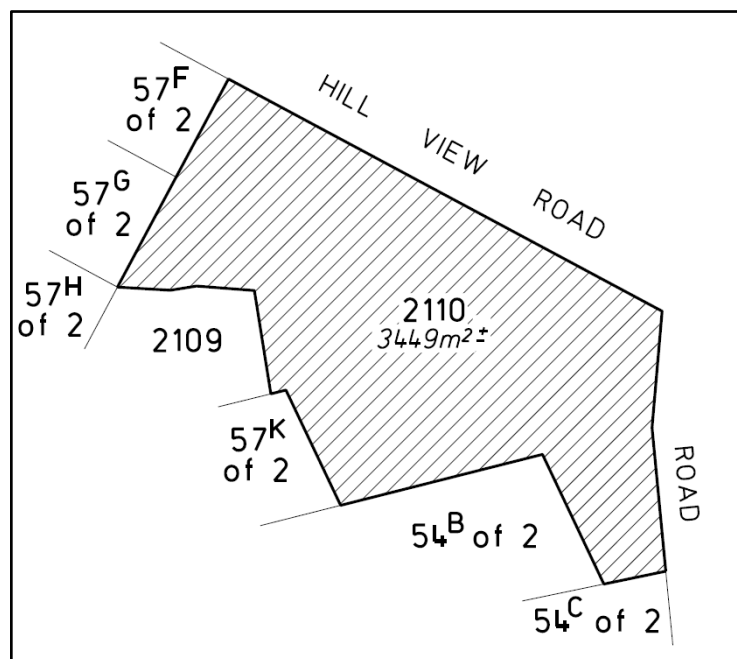


- e. the area of a stratum parcel with changing heights/depths should be quoted at a particular level, and a notation defining that particular level be shown on the plan. Refer to OP125263 as an example.

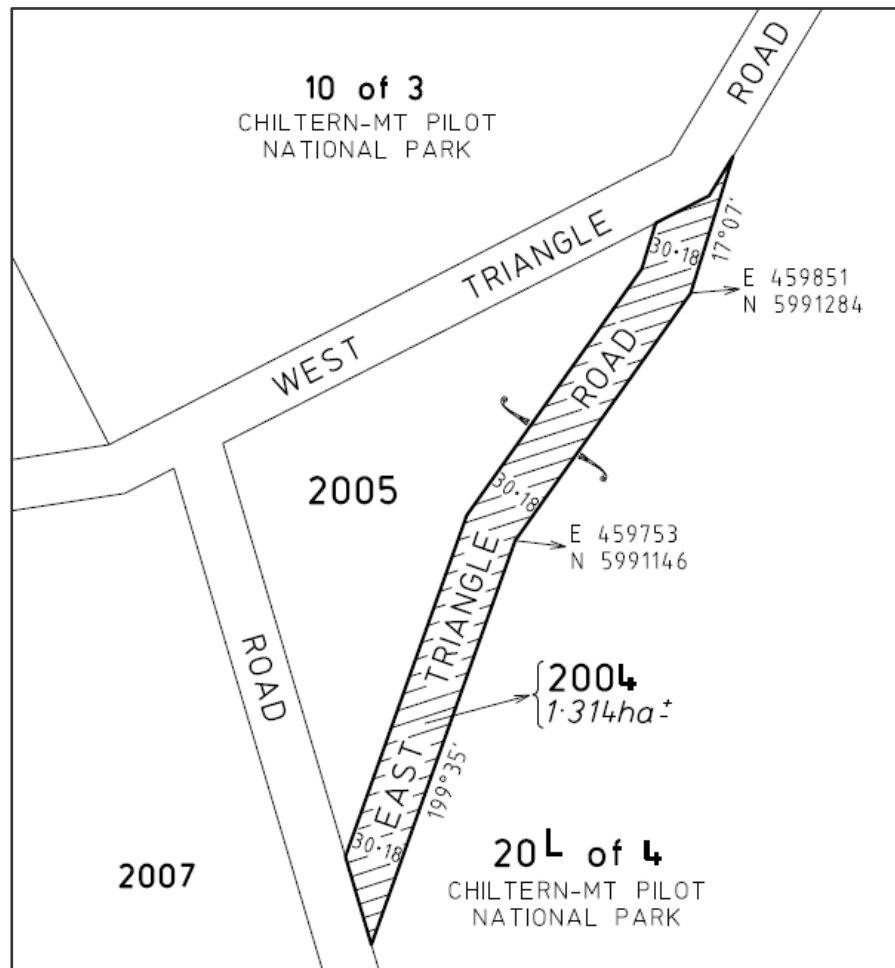
### Approximate Areas

An approximate area can only be quoted for a parcel when the parcel cannot be fully dimensioned (on the one datum). This can be due to:

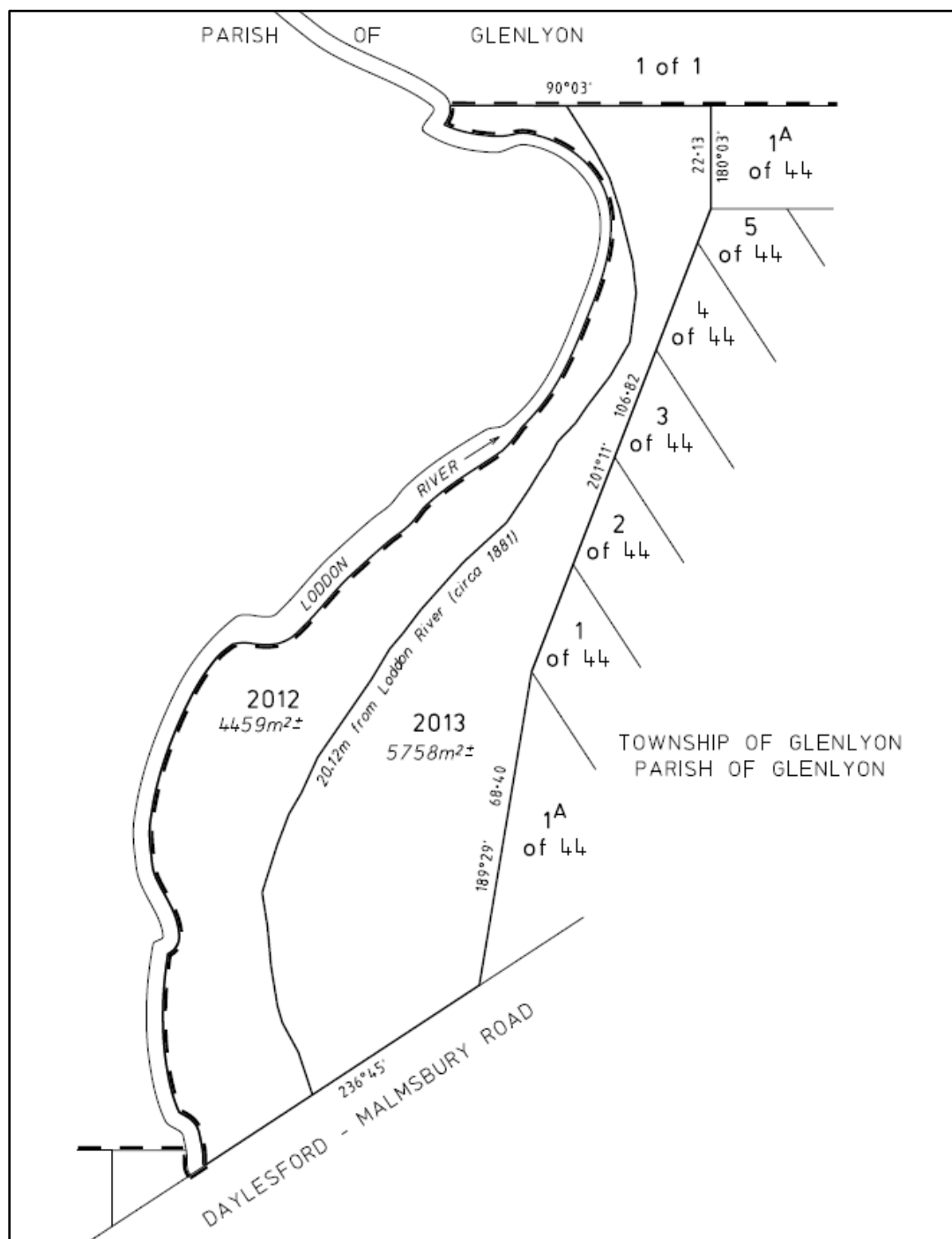
- a. not enough existing information available to fully define the parcel (survey would be required). In this case a LEGL plan and/or Crown Diagram would be prepared, based off a best plot of the area or a copy of Vicmap and the subject parcel defined by its abutments.



- b. a Crown allotment being subdivided where the new boundary is defined by coordinates and radiating bearings to the existing cadastre (a full cadastral survey was not undertaken), in which case a LEGL plan and/or Crown Diagram would be prepared.



- c. part of the parcel is defined by a natural feature or offset from a natural feature, in which the dimensions for the boundaries intersecting the natural boundary are not available from an appropriate source (i.e. survey derivation including dimensions shown on record and putaway plans).
- i. instead, the natural feature or offset from a natural feature can only be plotted using aerial photography and/or digitising existing Crown record plans.
  - ii. if the rest of the parcel is dimensioned, then the parcel can be defined on an OP plan with an approximate area quoted.
  - iii. refer to OP125188 and OP125621 as examples of approximate area's quoted on an OP plan.



**Note:** if the dimensions for the boundaries intersecting the natural boundary are available from an appropriate source (i.e. survey derivation including dimensions shown on record and putaway plans), then the parcel can be defined on an OP plan with an exact area quoted. Refer to OP124888 as an example.

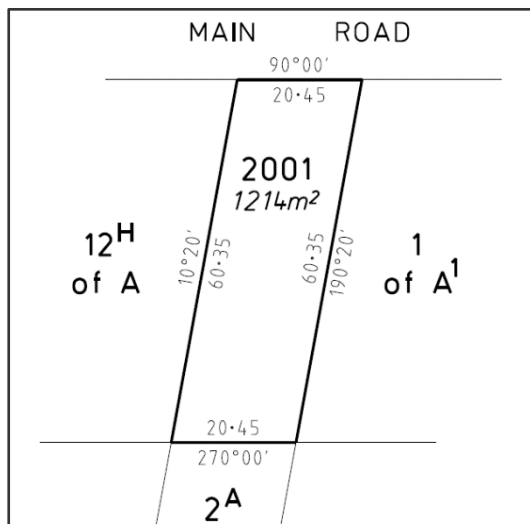
## 4.6 Crown Allotment Numbers and Parcel ID's

All subject land parcels must be labelled with their parcel identifier. All Crown land parcels are assigned a Crown allotment number in a particular Parish or Township.

In addition to the Crown allotment number, if the parcels labelled in the plan are in different sections, section numbers are to be shown in the following format: "12 of A" which describes Crown allotment 12 of section A (note the lower-case 'of' and use Crown allotment text as specified in section 4.2). If a Crown Allotment is not within a section, do not label as "No Section" or "No Sec." on the diagram or in the location of land panel. Instead, remove the section field altogether from the location of land panel.

However, if all parcels identified on the plan are within the same section, the section number does not need to be identified within the diagram, instead the section number is only listed in the Location of Land panel within the plan template. Refer to OP125906 as an example.

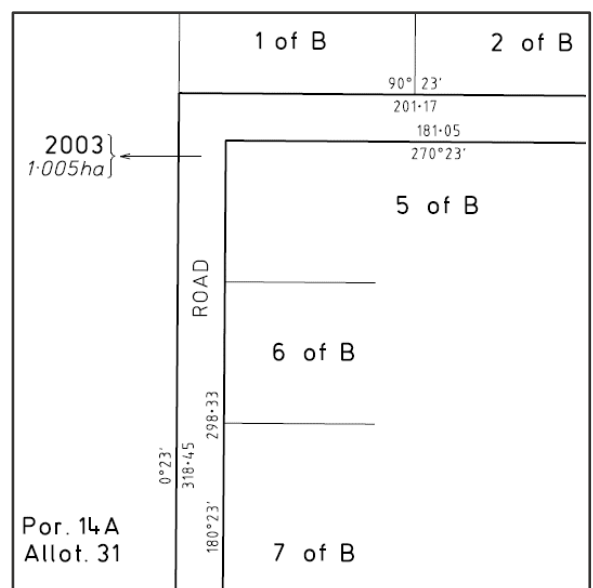
Crown allotment and section numbers may also contain suffixes, for example the 'B' in Crown Allotment 18B or the "1" in section A1. Let the depiction of the allotment and/or section suffix on the Parish/Township plan be your guide as to what constitutes a suffix. In the plan diagram the suffix is to be shown as superscript text with specifications as detailed in section 4.12.



In this example, Crown allotments 2001 and 2A are not within a section (or "No Section"), Crown allotment 12H is within section A and Crown allotment 1 is within section A1.

There may be some cases where the abutting land description contains a description other than allotment and section. Such descriptions include Portion, Block, Subdivision and Pre-Emptive Right. In these cases, the descriptor should be explicitly labelled, refer to OP126087 as an example.

Type	Acceptable labels	Example
Block	Block	Block D
Section	Section or Sec.	Section 42 or Sec.42
Allotment	Allotment or Allot.	Allotment 14 or Allot.14
Portion	Portion or Por.	Portion 1 or Por.1
Subdivision	Subdivision or Sub.	Subdivision D or Sub.D
Pre-Emptive Right	Label with Crown Description – not the Pre-Emptive Right name.	1 of B or 2 of B for "Arthur's Seat P.R." in the Parish of Wannaeue.

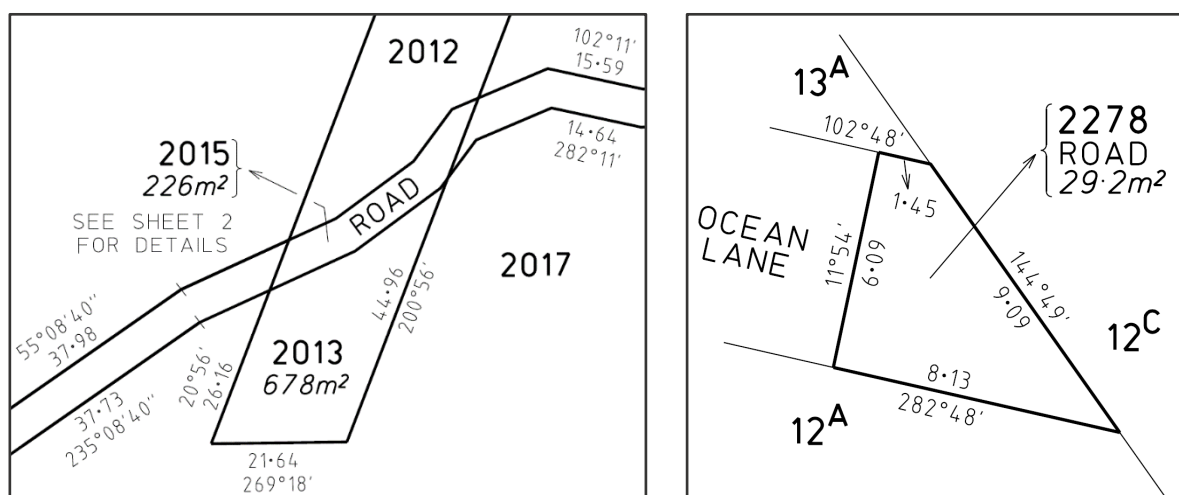


#### 4.6.1 Subject Parcel

As detailed in section 4.5.8, the subject parcel is to be labelled with its Crown Allotment number together with its area, preferably placed centrally within the subject parcel.

If it is not possible to label the area and Crown allotment number within the parcel, then they may be arrowed out from the parcel.

- The text should be aligned with a bracket and left-aligned if the bracket is shown to the left or right-aligned if the bracket is shown to the right.
- When using a bracket, a sufficient space should be left between the edge of bracket and text.
- The arrow to the bracket should originate from the middle of the parcel, or close to, and the arrowhead pointing to the middle of the bracket.
- The bracket size should be adjusted accordingly whether there is two or three pieces of information.
- Arrow line should be cut where it crosses through a parcel so that it does not look like it is creating a fully enclosed parcel.



Where the subject Crown land is to be proclaimed a road vide section 25(5) of the *Land Act* 1958 (accepted practice is that the plan is signed by the Surveyor-General and lodged in the Central Plan Office), the word “ROAD” should be shown between the allotment number and its area (use Road Name text, see section 4.2).

#### 4.6.2 Abuttal Parcels

##### a. Plan of Crown Allotment (OP) and Title Plans for Crown Grant Purposes

On an OP or Title Plan, if a connection to an intersection of two named roads is shown on the plan, it is not necessary to show abutting allotment numbers or linework. However, there are some circumstances where abutments can be shown in addition to the road connection, one example is when the parcel is to be sold to the adjoining owner, i.e. in the case of the sale of channels.

If no such road connection is available, the most recent Crown description (prior to any freehold subdivision) of all abutting land should be shown.

##### Exceptions:

- If it is proven by survey that the boundary of the subject land is the same as the freehold subdivision boundary, then the Lot/Plan identifier can be shown as the abuttal. Refer to OP124592 as an example.
- If the subject allotment is a result of a transfer to the Crown of a freehold lot on plan, then the lots on the same freehold subdivision plan can be shown as abutments. Refer to OP125969 as an example, where Lot 1 on PS412585V was transferred to the Crown and is now within Crown allotments 2009 and 2010, Township of Aberfeldy.

## b. Lot on Plan Abutments

If the abutment is a Lot on Plan, then the preference is that the label is placed horizontal, over two lines and positioned centred within the abutment area where possible, noting that the plan check digit is not required. Refer to examples below. (Use Lot on Plan text, see section 4.2).

LOT 1	RES1	CM1	R1	RD
TP391154	LP134756	PS715717	PS417117	LP7681

If there are space constraints, then the Lot/Plan label can either be arrowed out, rotated and/or shown on one line. On LEGL plans and Crown Diagrams, labelling all lots on a plan with the plan number only is acceptable.

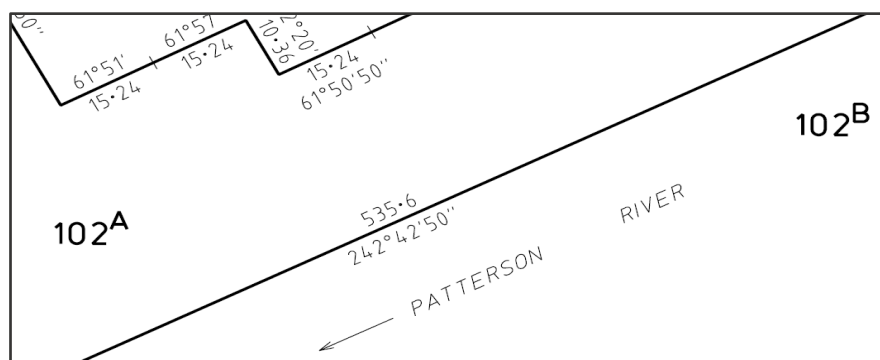


## c. Road and Stream Abutments

Where the abutment is a road regardless of whether the road has an identifier/SPI (either Crown allotment number or Road on Plan), the road name is to be labelled as the abutment rather than the parcel ID/SPI.

Where the abutment and subject parcel boundary is defined a stream, regardless of whether the stream has an identifier/SPI, the stream name is to be labelled as the abutment rather than the parcel ID or SPI, as the stream is the defining feature.

However, the exception is when the stream is not a natural boundary, i.e. in the case of drains or channelled streams like Patterson River, then both the stream name and parcel ID should be shown.

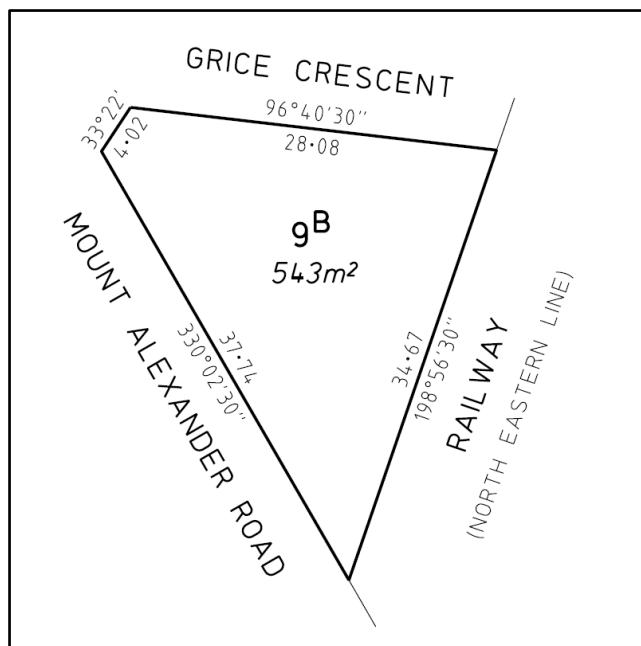


#### d. Railway Abuttals

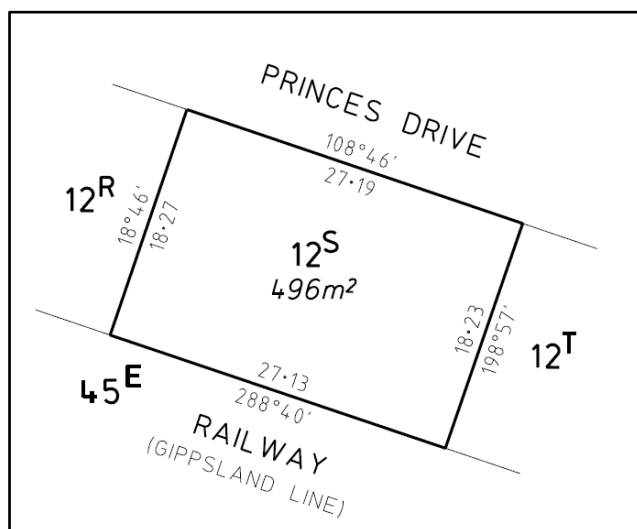
When a railway abuts the subject land the word "RAILWAY" along with the railway name should be shown on the plan. Use Road Name text for the word "Railway" and Misc text for the railway name (shown in brackets), see section 4.2 for text specifications.

The railway name is recorded in VicTrack's mapping system, RailMap, as the Statutory Line Name against a Land Tenure parcel. See section 6.23 for more information on RailMap.

Where a parcel is fixed to 2 named roads, then only need to show the railway name as the abuttal (don't need to put parcel ID).



Where a parcel is fixed by abutments, then need to show the railway name as well as the parcel ID.



## 4.7 Road Abuttals, Connection and Labelling

Where possible, subject land should be fixed by the connection to two named roads. This connection is shown in lieu of abuttals (parcels ID and linework, refer to Section 4.6.2). Whether the subject parcel is fixed by road connection or abuttals, all abutting roads must be identified (name and linework) on the plan.

### 4.7.1 Road to be Open to the Public

The showing of a road for access or connection purposes on a Crown plan is dependent upon the road being open to the public that is either a public highway or a road within the meaning of the *Road Management Act 2004*. A road which does not fall into these categories will require further investigation.

- All Government Roads are public highways and as such can be shown as an abuttal to the subject parcel (whether they are named or not).
- While freeways and tollways are public highways and can be shown as an abuttal, no access is provided via these roads and the plan must label the road abuttal in the following manner:

FWY NAME  
(NO ACCESS)

- Roads created in Subdivision Act Plans which vest in council upon registration under Section 24(2)(c) *Subdivision Act 1988*, are public highways and can be shown as an abuttal.
- A freehold road gazetted as a public highway prior to the commencement of the *Subdivision Act 1988* can be shown as an abuttal (these should be noted on the LTO Charts).
- For any other freehold road which is not a public highway, consent from the Council advising that the road is a Road within the meaning of the *Road Management Act 2004*, is required to show the road as an abuttal to the subject land. Refer to job SS-000573 as an example.

### 4.7.2 Road Names

#### a) Named Roads

Official road names are recorded in The Register of Geographic Names or VICNAMES. The naming rules for roads in Victoria are set by the Registrar of Geographic Names.

LUV mapping systems, including Vicmap, LASSI and LASSI-SPEAR display road names as per the VICNAMES Register and as such road names can be taken from these sources. The whole of the road name is to be spelt in full, however there may be some special circumstances (generally National Park or LEGL plans) where the road type can be shown abbreviated, e.g. Road shown as "RD".

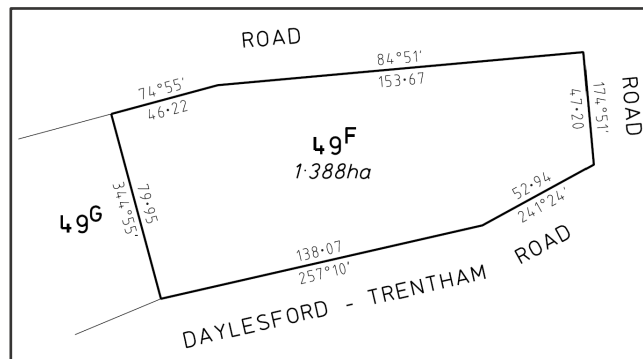
It should be noted that the mapping systems are currently abbreviating road suffixes, e.g. North is abbreviated to 'N' in the road name "Geodetic Road North". Suffixes should also be spelt in full.

If any uncertainty arises regarding the names indicated, i.e. the name differs between that recorded in VICNAMES to that shown on the signpost or that recorded a Register of Public Roads, then they should be verified with Geographic Names Victoria (GNV).

#### *Specific Cases:*

- Dual Road Names:** Where a road has dual road names then the local name (where properties are addressed to – can be checked in LASSI) should be shown on the plan. For example, in Kilmore the Northern Highway has the local name of Powlett Street.
- Road Names starting with "Mc" or "Mac":**
  - names starting with Mc or Mac must not have a space included between the Mc or Mac and the rest of the name. For example, MacKenzie Road.
  - When displaying a Mc or Mac road in capitals on a plan, the whole road name is to be displayed in capitals, including the "c" in Mc or "ac" in Mac. For example, MCCALLUM STREET.

- iii. Destination-to-Destination Road Names: When labelling these types of roads, the order of names may be shown as per the address stored in Vicmap (found when clicking on a parcel in Lassi). Options as stated in VicNames are also acceptable.



#### b) Unnamed Roads

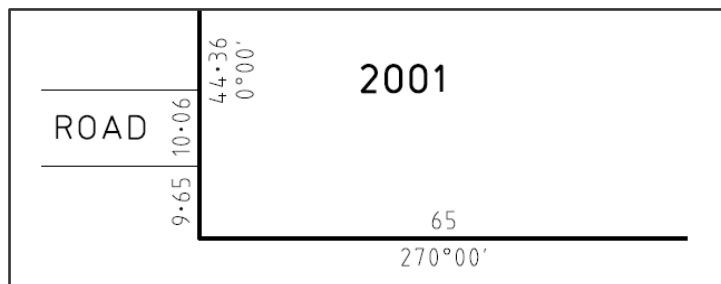
If road abutments are unnamed, they are to be labelled as 'ROAD'. Unnamed government roads should be labelled as "ROAD" on the plan, to not get confused with roads with the registered name of "Government Road", however it is acceptable for an unnamed government road to be labelled as "GOVT ROAD" on an Abstract of Field Records.

#### c) Named Road (part) and Unnamed Road (part)

Where the road abuttal is only named for a portion of the subject land, then the abuttal can be labelled with 'ROAD' for the unnamed portion as well as showing the road name for the designated portion.

#### 4.7.3 Road abuttal only extends along part of a parcel boundary

If a road only abuts part of the parcel boundary (and the parcel is defined by dimensions), the distance of the road frontage and connection to parcel corner or next road should be shown. Refer to OP124706, OP124789 and OP125965 as examples.



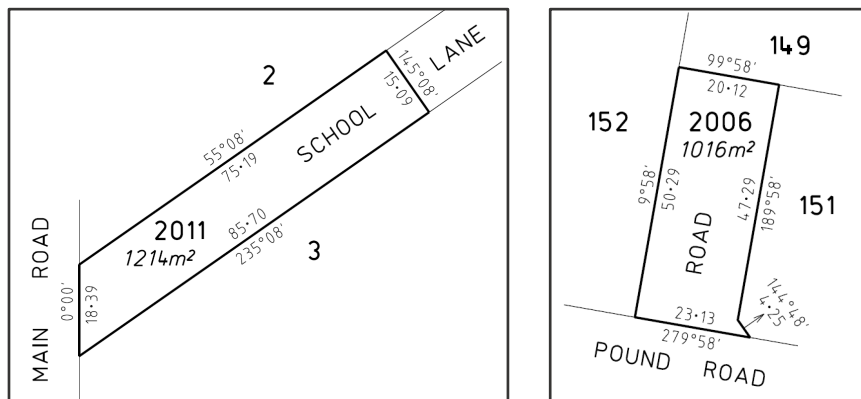
However, if the distance of the road frontage or connection to parcel corner cannot be ascertained, then Schedule 5 Clause 3 of the *Road Management Act 2004* may apply. In this scenario a notation is to be added to the plan. Refer to OP126153 as an example. A list of the approved wording for notations can be found in [Appendix A](#).

#### NOTATIONS:

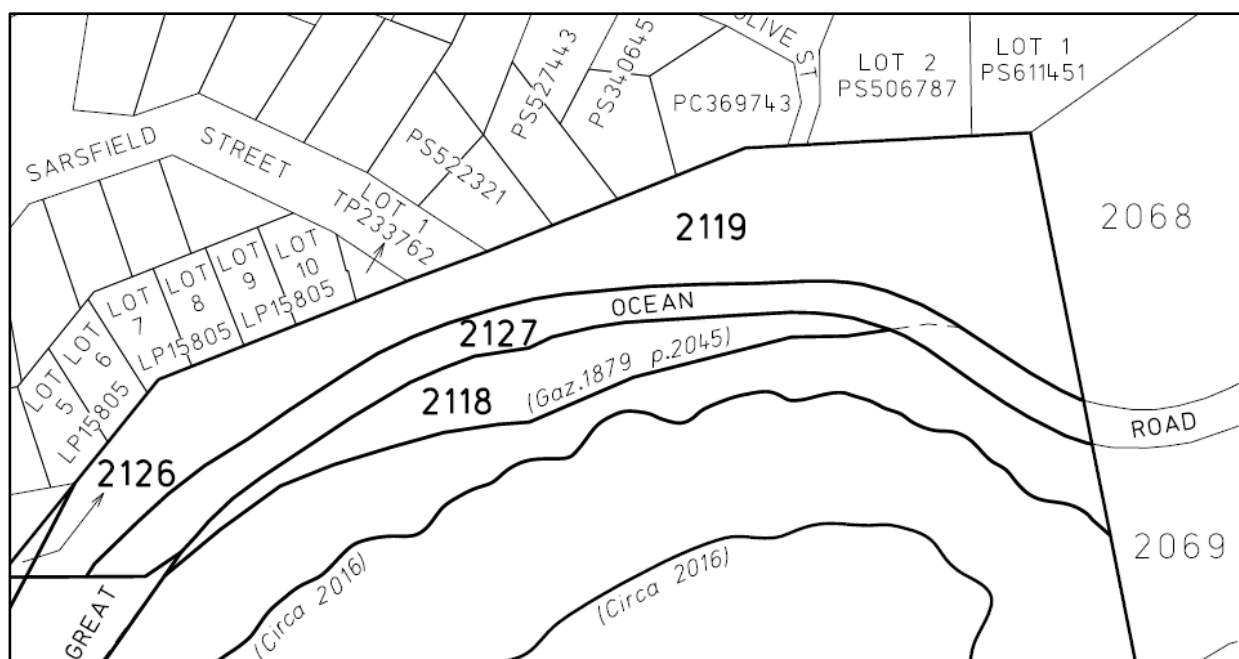
THE ABUTTAL OF GREAT OCEAN ROAD AT THE SOUTHERN BOUNDARY OF CROWN ALLOTMENT 2074 HAS BEEN POSITIONED INDICATIVELY FROM AERIAL IMAGERY IN ACCORDANCE WITH SCHEDULE 5 CLAUSE 3 OF THE ROAD MANAGEMENT ACT 2004.

#### 4.7.4 Subject parcel is an existing government road

If the subject parcel is capturing an existing government road, then the road name (or "ROAD" for unnamed roads) is to be placed within the parcel. Refer to OP124816 as an example.



However, if the road parcel boundaries are in accordance with Schedule 5 Clause 3 of the *Road Management Act 2004* – noting that these parcels would usually be defined on an LEGL plan - a notation is to be added to the plan identifying this scenario. Refer to LEGL./21-550 as an example. A list of the approved wording for notations can be found in [Appendix A](#).

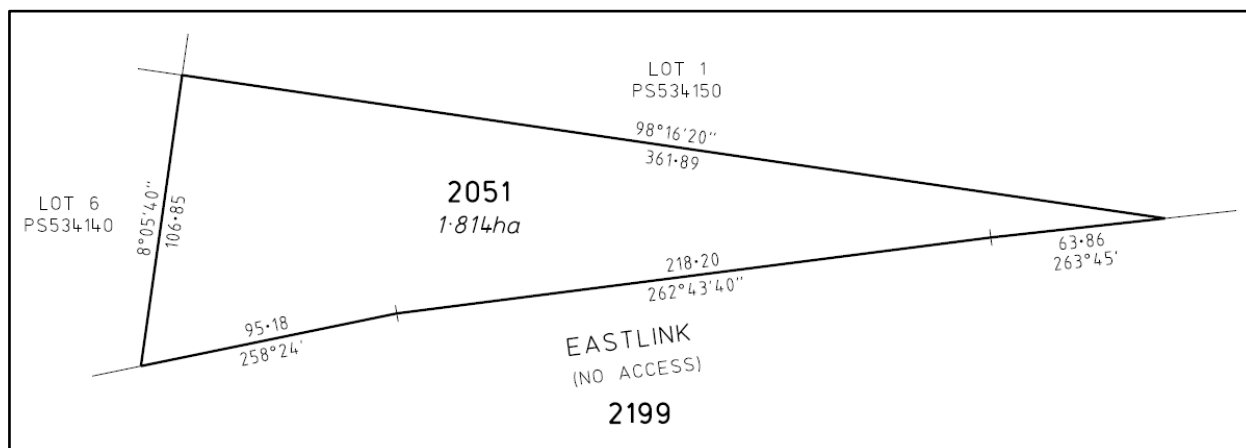


#### NOTATIONS:

1. High Water Mark and Low Water Mark as shown on this plan are an approximate representation and have been derived from aerial photography (Circa 2016).
2. Boundaries labelled as "30.18m from 1879 High Water Mark" or shown thus — — — are derived from plans W374(F) and K170 in accordance with Gazette 1879 p.2045.
3. The straight line boundary between points A & B defines the eastern extent of the public recreation reserve in Gazette 1980 p.524.
4. The western boundary of Crown allotment 30F Parish of Wongarra at this location follows the boundary of the Great Ocean Road circa 1984 vide Gazette 1984 pp.3467-3468 (C.P.R.20).
5. The boundary of road allotments 2127, 2128 & 2129 Parish of Kaanglang are defined by Sch.5 cl.3 of the *Road Management Act 2004*.

#### 4.7.5 Road subject to a Lease

When a road is subject to a lease, such as City Link, Eastlink and Peninsula Link, the Crown allotment number in addition to the road name is to be shown as the abuttal. Refer to OP124029 as an example.



#### 4.7.6 Roads in Alpine Resorts

The majority of roads within the six alpine resorts are not government roads or public highways as they are over Crown land which is permanently reserved for a specific alpine resort. For example, Telemark Street lies within the Falls Creek Alpine Resort Reserve (Permanent).

However, if the “road” is listed on the responsible naming authorities Register of Public Roads, then the road is a Public Road pursuant to the *Road Management Act 2004*.

Alpine Resorts Victoria (ARV) is the responsibly naming authority for the six alpine resorts at Falls Creek, Mount Baw Baw, Mount Buller, Mount Stirling, Mount Hotham and Lake Mountain.

When defining a Crown allotment on an OP plan, these alpine resort roads can be shown as a feature in relation to the parcel – that is it is indicative of the means of physical access to the subject land. In this instance the following notations are required on the OP plan for an allotment within an Alpine Resort (update Crown allotment number, resort and road names as appropriate):

1. Crown Allotment 2001 Lies wholly within the Mount Buller Alpine Resort Reserve (Permt.)
2. Telemark Street is not a Government Road or a Public Highway.
3. Telemark Street is a public road pursuant to the *Road Management Act 2004*.

Refer to OP124195 as an example.

The only roads within the alpine resorts which are government roads and are excluded from the alpine resort reserve (as per section 23 of the *Alpine Resorts Act 1983*) are:

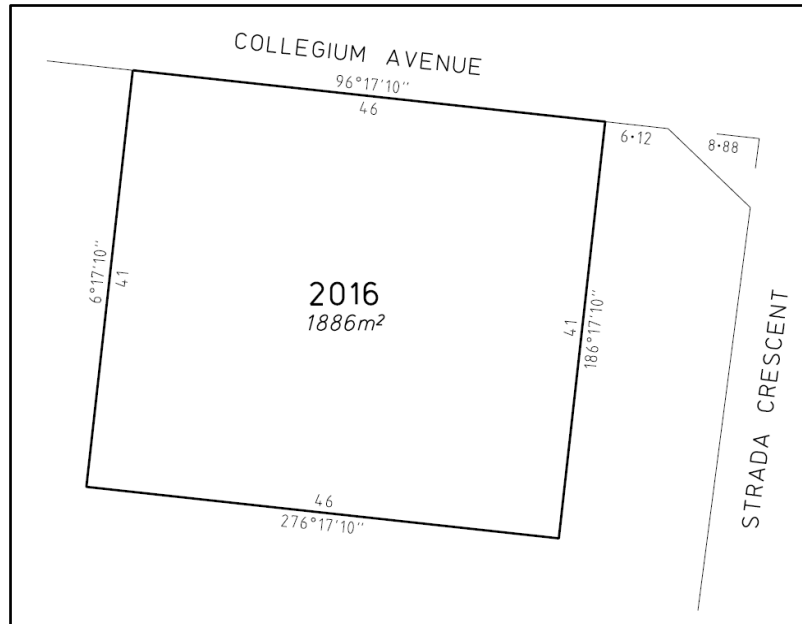
- Great Alpine Road within the Mount Hotham Alpine Resort (plan ARA.1, Gazette G5 1998 pp.303-305 and Gazette S174 14/07/2006);
- Mount Buller Road within the Mount Buller Alpine Resort (plan ARA.3, Gazette S348 8/10/2009);
- Bogong High Plains Roads within the Falls Creek Alpine Resort (plan ARA 2/3, Gazette S348 8/10/2009); and Lake Mountain Road within the Lake Mountain Alpine Reserve (plan ARA.6, Gazette S348 8/10/2009).

**Prior to SGV finalising on OP plan for an Alpine Resort Lease, SGV will send the draft plan to ARV to confirm that the road/s shown on the plan are roads on the respective resorts' Register of Public Roads.**

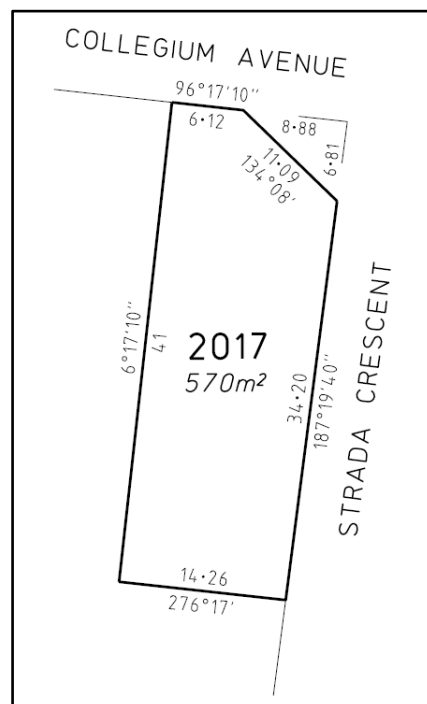
#### 4.7.7 Splay Corners

When splay corners form part of a dimensioned plan, then the splay corner distance is required to be shown as detailed in the examples below:

*Connection to a road intersection:*



*Subject land is on the splay corner:*



## 4.8 Natural Boundaries

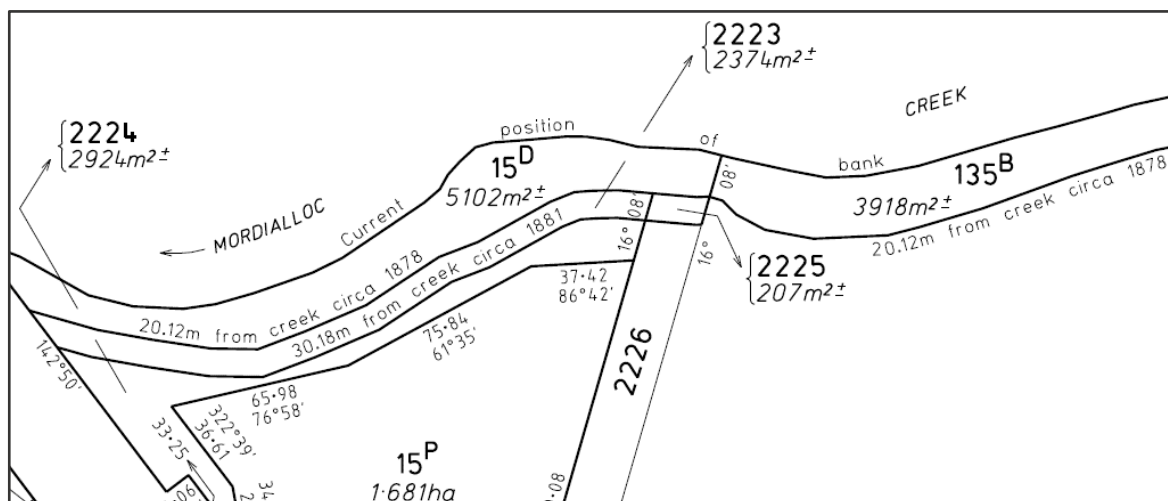
A natural boundary is a boundary described in relation to the position of a natural feature such as rivers, water lines and cliff edges. A natural boundary is ambulatory – its position is not fixed in one place but can change position over time through slow and imperceptible accretion or erosion.

Cadastral boundaries can also be determined by an offset to a natural feature at a point in time. The most common example of this is the permanent public purposes reserves along a number of watercourses in Victoria created by the Order in Council of 23/05/1881 and gazetted in Government Gazette of 1881 page 1389, where the offset boundary to the particular watercourse is fixed to the position of the watercourse in 1881. These boundaries will be referred to as offset boundaries.

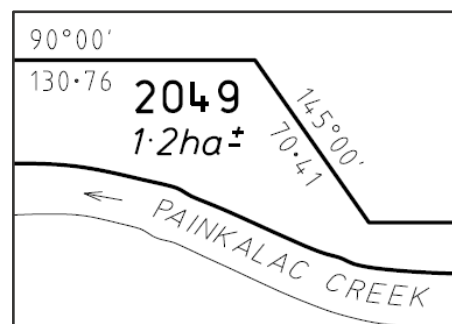
Some projects require that a stream bank, or another natural boundary such as high water mark, is shown on the plan, even though the bank does not form a cadastral boundary.

### 4.8.1 General Requirements

- Linework representing a natural boundary should be shown either using curves or a series of short straights to portray a natural flow of the boundary.
- The boundary must be labelled with the natural feature which defines it.
  - Official names of watercourses and water bodies are to be labelled in Upper Case using the Water Feature text type as per section 4.2. The official name should be obtained from VICNAMES. Some examples include: YARRA RIVER, PORT PHILLIP or LAKE EILDON.
  - Other natural features such as “High/Low Water Mark”, “Centre of River”, “Left/Right Bank” or “Top of Cliff” should be labelled in Title Case using the Misc text type as per section 4.2. Upper case is also acceptable.
  - The positioning of the text should be aligned to the boundary it is placed along – if the boundary is curved then the text should also be aligned to the curve.

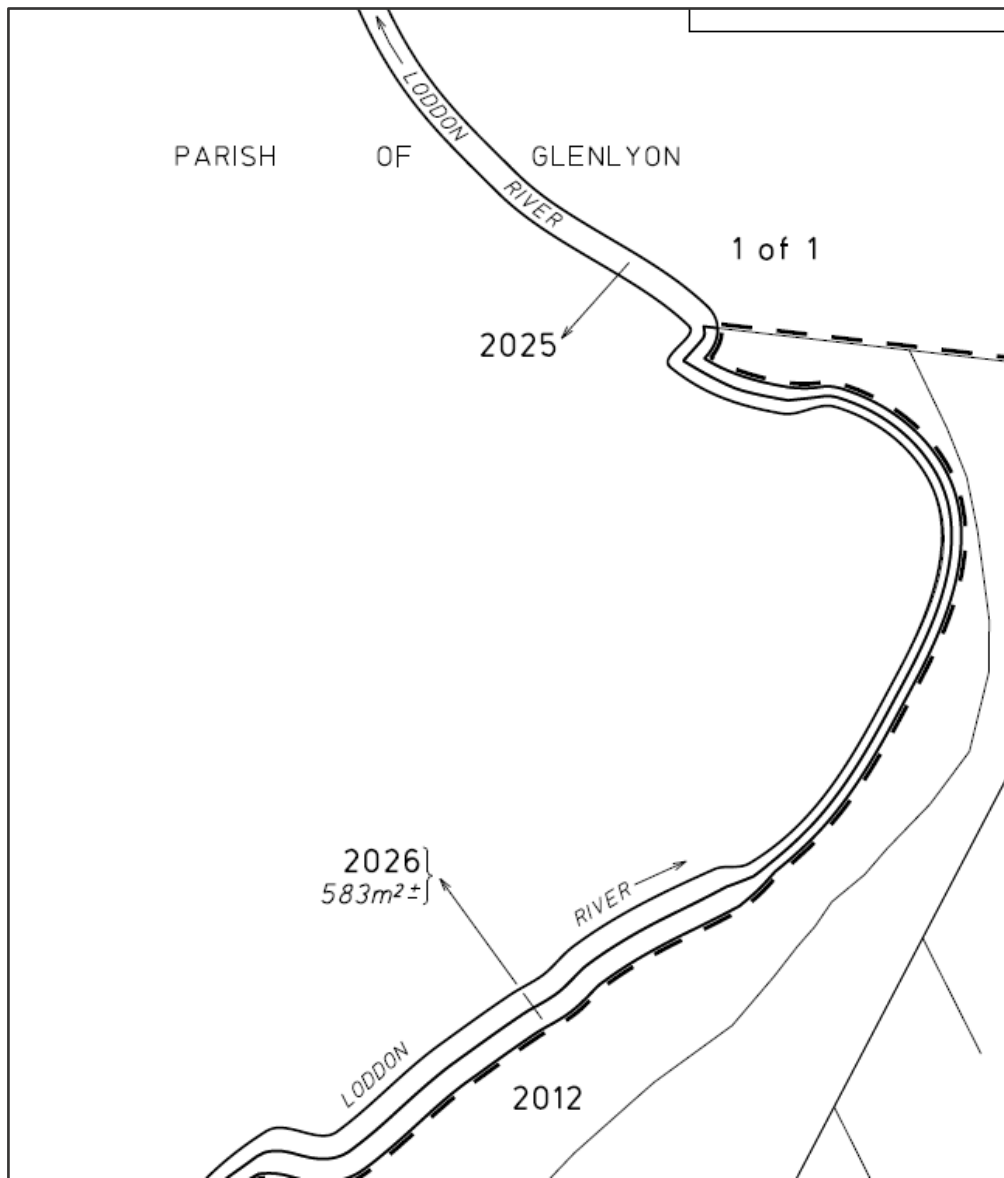


- Where the natural feature is a watercourse and has a direction of flow, the direction of flow is to be indicated by an arrow. The arrow is to be placed either before or following the watercourse name, dependant on the direction of flow. This is so that the banks can be identified as either the left or right banks.

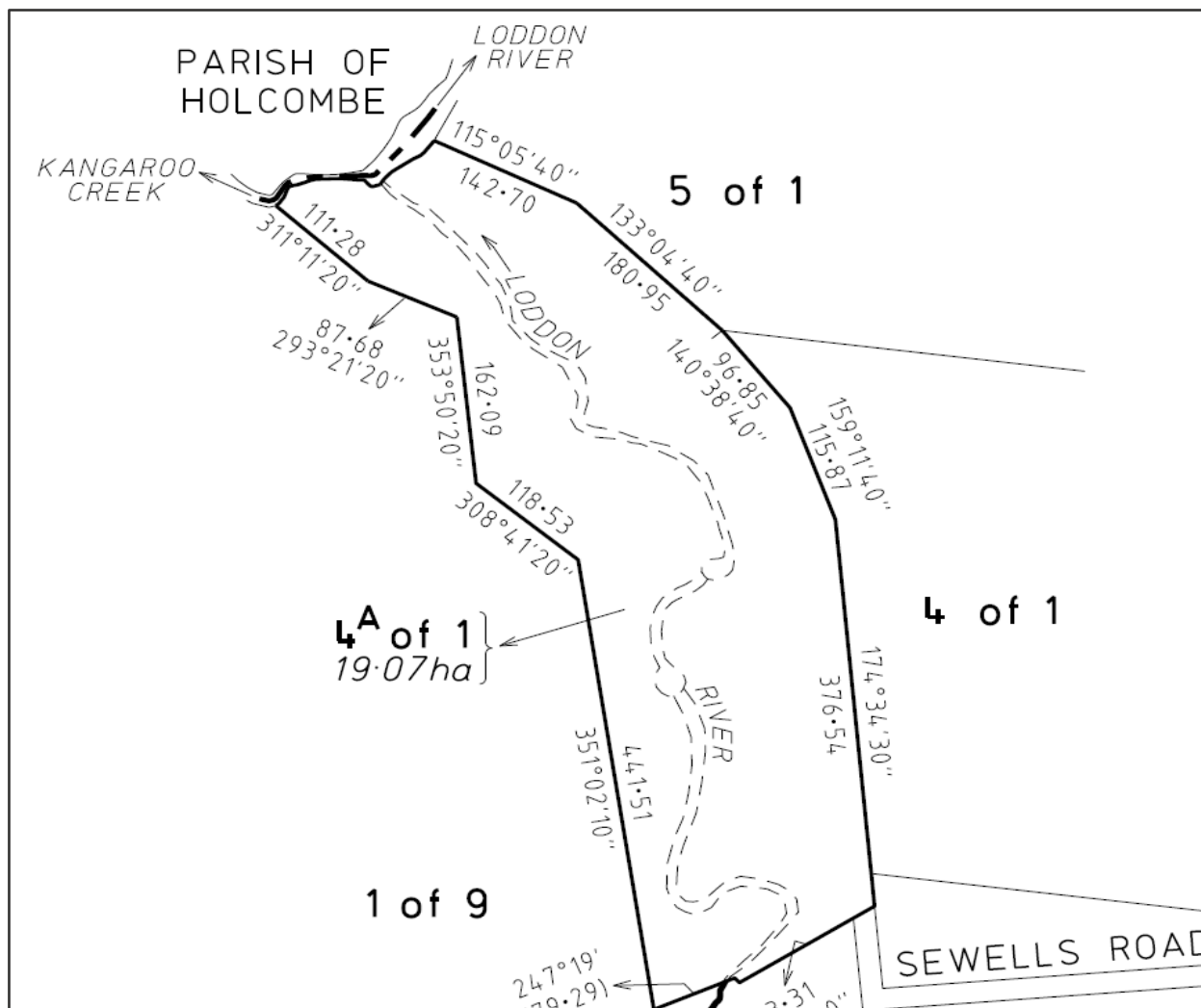




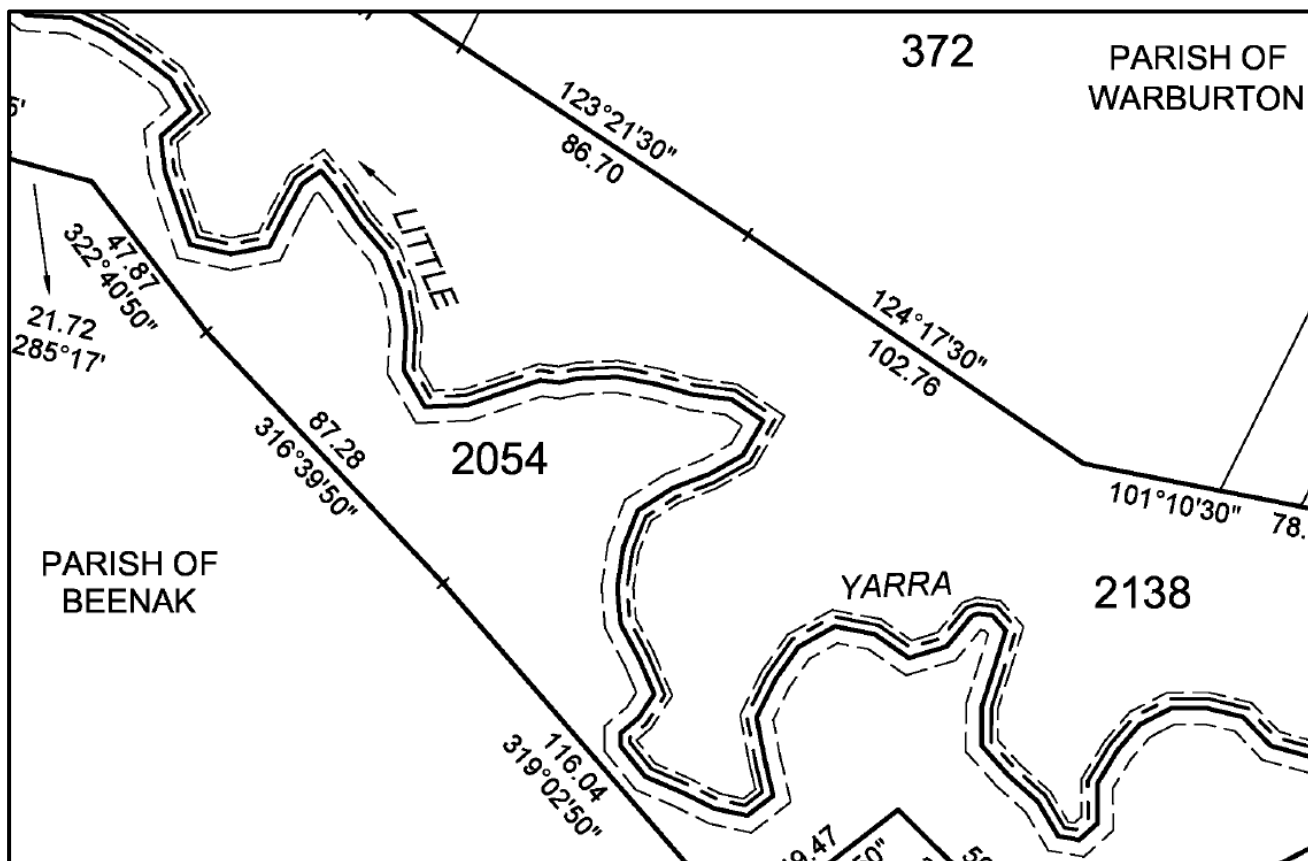
- d. If the parcel is the whole/part width of a water course, then along with the labelling of the water course name on the plan, a notation in the following format “*Crown Allotments 2025 and 2026 comprise the bed and banks of the Loddon River*” is required on the plan. A list of the approved wording for notations can be found in [Appendix A](#). Refer to OP125337 and OP125572 as examples.



- e. If a watercourse lies within a parcel and it is appropriate to depict the position of the creek within the parcel, then it is to be plotted in a dash line type (suggested line specifications: dash length 2.5mm, space 1.5mm, line weight 0.25mm) and labelled accordingly. Refer to OP125572 and OP125901 as examples.



Plan OP126411 is a good example for depicting parcels containing the bed and banks of a watercourse, the depiction of watercourse boundaries which are not cadastral boundaries and Parish boundaries being defined by the centreline of watercourse (see section 4.10).



## NOTATIONS

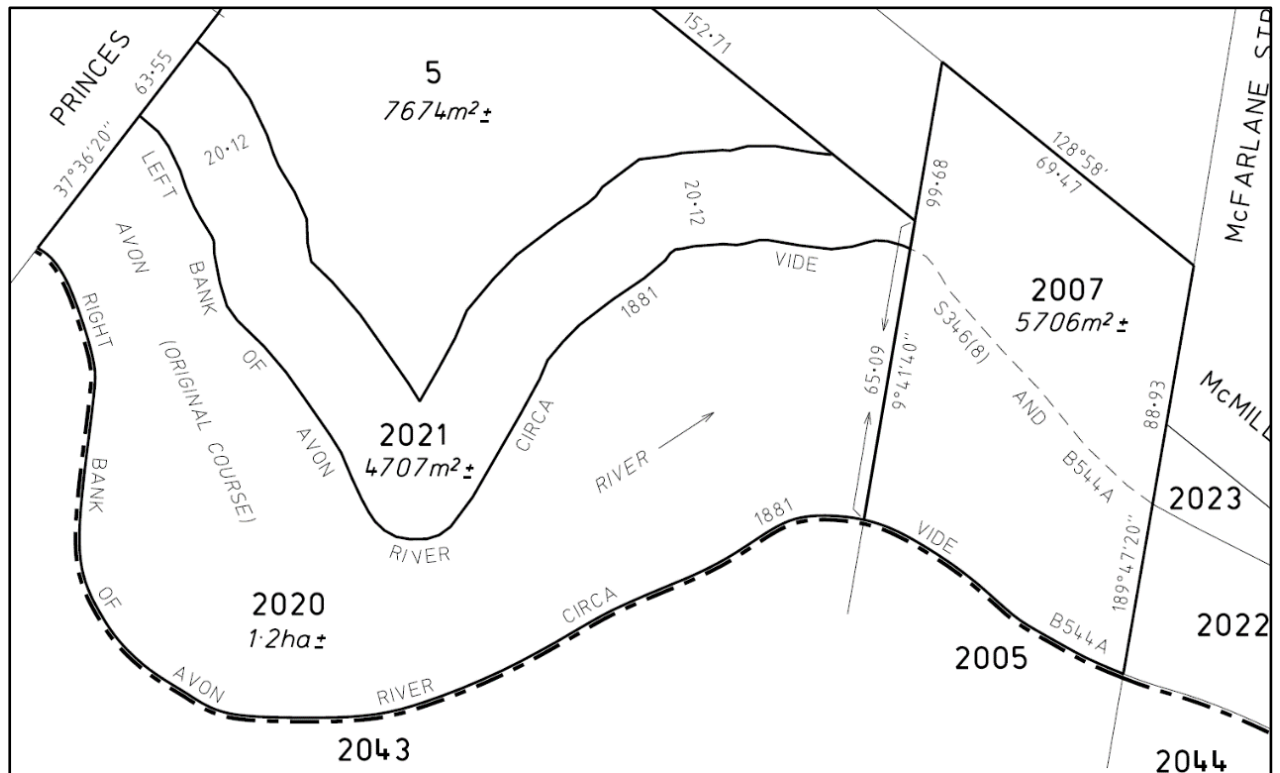
The boundary between Parish of Warburton Crown Allotments 2137, 2138 and both Parish of Woori Yallock Crown Allotment 2132 and Parish Beenak 2053, 2054 runs along the centreline of the current course of the Little Yarra River.

Linework shown thus — — — depicts the current position of the top of bank of Little Yarra River

The Bed and Banks of Little Yarra River are contained within Crown Allotment 2137 and 2138 Parish of Warburton, Crown Allotment 2132 Parish of Woori Yallock and Crown Allotments 2053 and 2054 Parish of Beenak.

#### 4.8.2 Natural feature plotted from a previous survey, plan or aerial photography

- a. If the depiction of the natural boundary has been plotted from a previous survey or plan such as a put away plan, the reference document must be quoted in the prepared from information on the plan and it can also be quoted on the diagram and/or in the notations, depending on the specific circumstance. Refer to OP124069, OP125263 and OP125303 as examples.

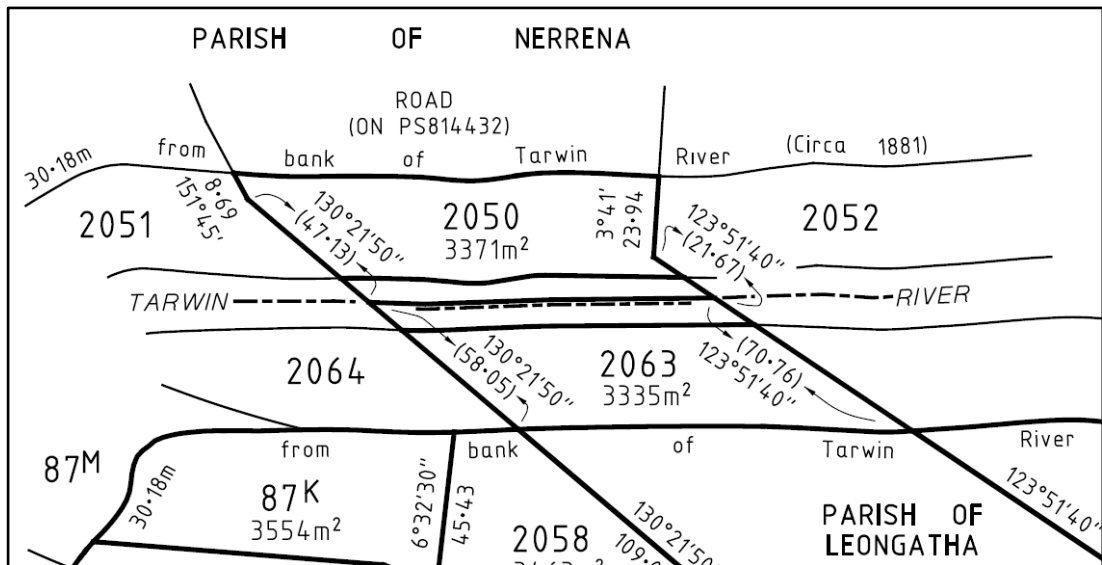


- b. If the depiction of the natural boundary, such as a High or Low Water Mark has, been derived from aerial photography, then the boundary is to also be labelled with the year of the aerial photo in the format “High Water Mark (Circa 2019)”, the aerial photograph is to be quoted in the prepared from information and a notation regarding the derivation of the natural feature is required. A list of the approved wording for notations can be found in [Appendix A](#). Refer to OP125621 or LEGL./22-165 as examples.

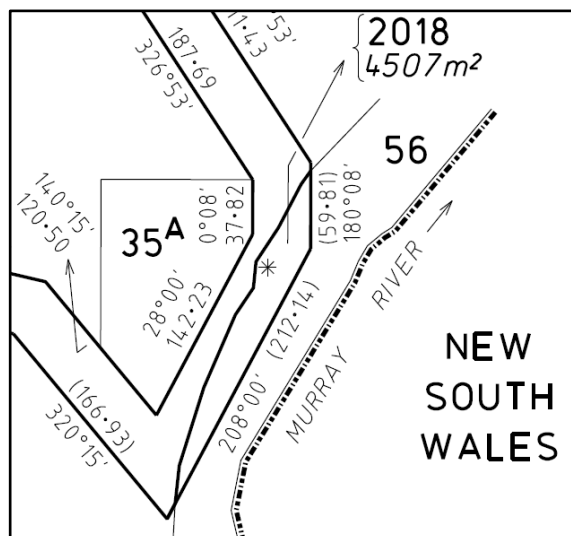
Plan LEGL./21-550 is a good example for depicting and describing a natural boundary derived from aerial photography, a boundary which was offset from a natural boundary at a point in time (see section [4.8.3](#)) and a boundary defined by Schedule 5 clause 3 of the *Road Management Act 2004* (see sections [4.7.3](#) & [4.7.4](#)).

#### 4.8.3 Offset Boundaries

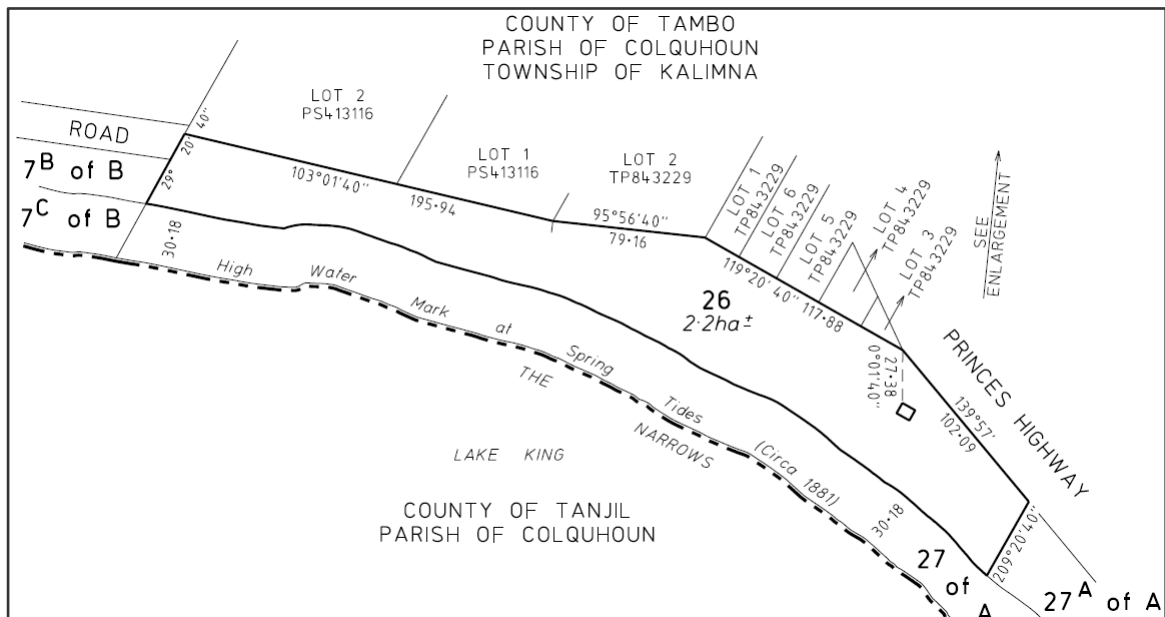
- Offset boundaries are to be plotted from source documents which defined the natural feature at a date which is closest to the time that the offset boundary was created. For example, to plot the offset boundary defining the extent of the 1881 permanent public purposes reserve along a river, a survey (preferred) or put away plan dated closest to 1881 should be used.
- The offset boundary should be labelled to describe the offset distance, the natural feature it is offset from along with the year it was created, for example "30.18m from Moorabool River (Circa 1881)". In addition, the plan it was derived from can be noted also. A list of the approved wording for notations can be found in [Appendix A](#). Refer to OP124888 as an example.



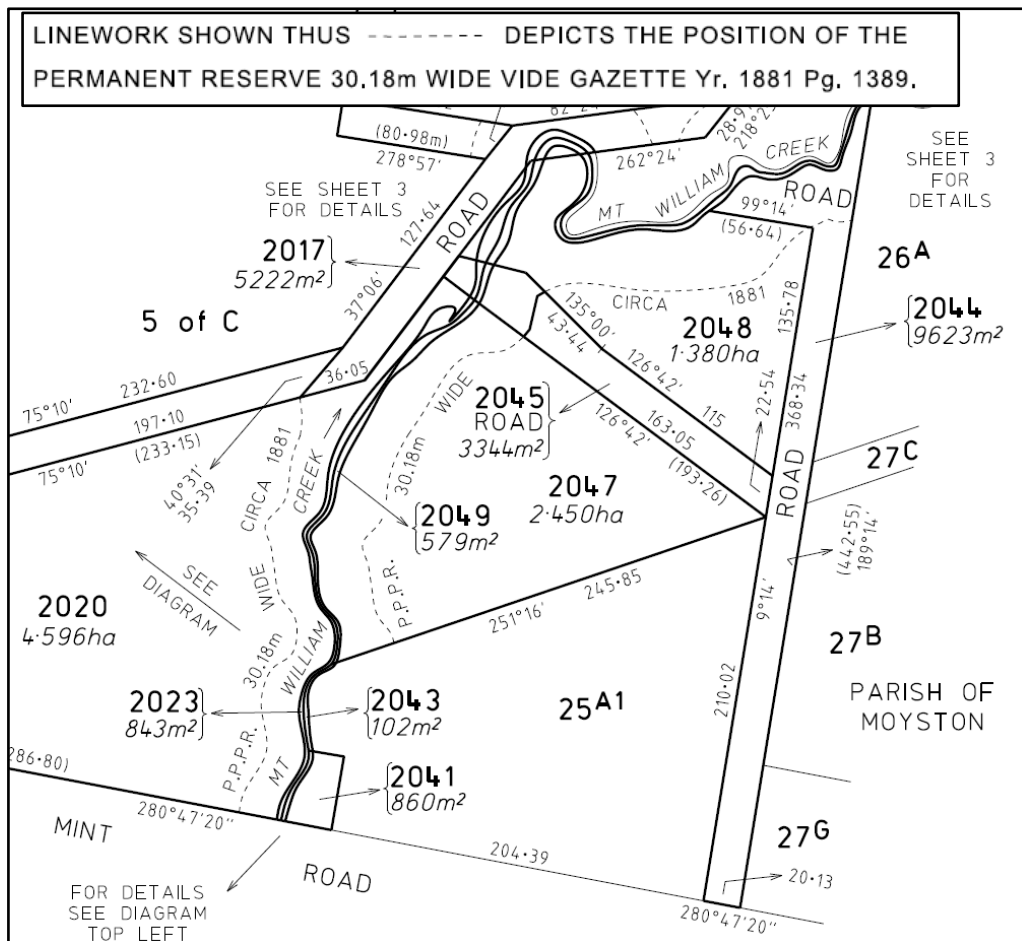
- If there is insufficient space to allow a notation along the boundary, then an asterisk is to be placed near the boundary and a notation regarding the derivation of the offset boundary is required in the notations panel of the plan. A list of the approved wording for notations can be found in [Appendix A](#). Refer to OP125653 and OP125834 as examples.



- d. When plotting the natural boundary and offset boundary from a source at the time that the offset boundary was created, then in lieu of a notation along the offset boundary, the width of the offset parcel could be displayed instead. Refer to OP125809 as an example.



- e. If the reserve boundary is not the parcel boundary but is required to be shown on the plan, it is to be plotted in a dash line type (suggest line type: dash 2.5mm, space 1.5mm weight 0.25mm) and labelled accordingly. Refer to OP125337 as an example.

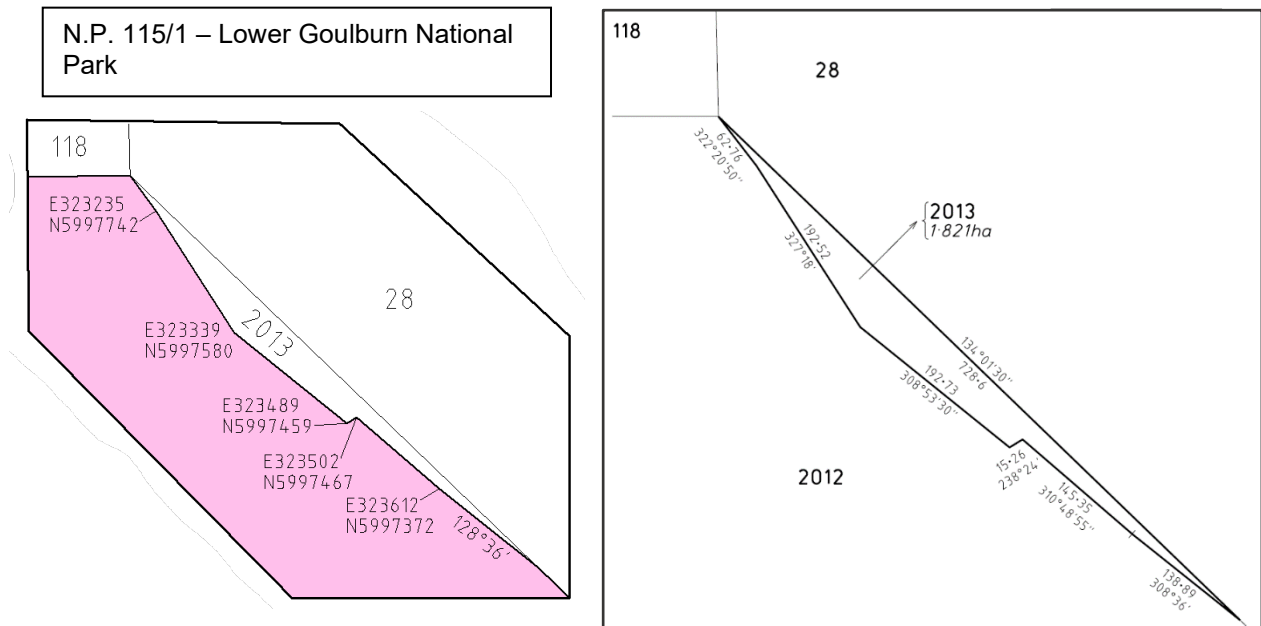


## 4.9 Coordinates

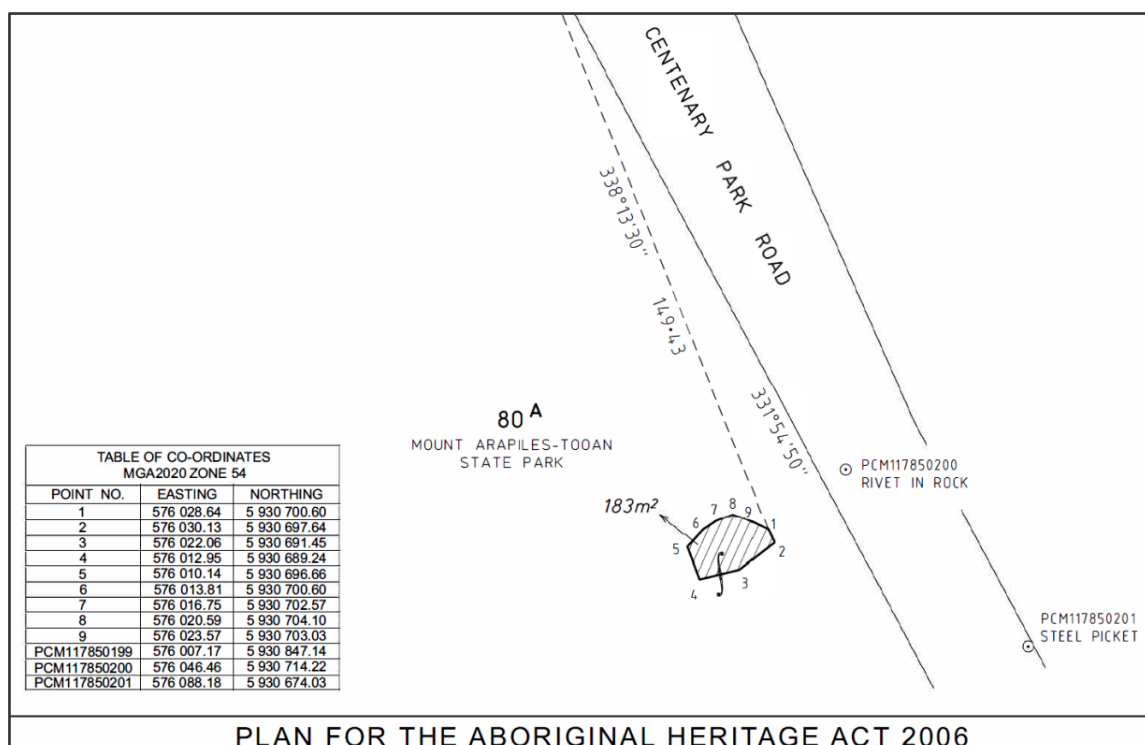
In certain circumstances coordinates are used to define a cadastral boundary. Typically, coordinates are used to define new cadastral boundaries created in large projects, such as National Park, where the cost of a full cadastral survey would be prohibitive.

Coordinates can be used to define cadastral boundaries between Crown land parcels only.

If a Crown land parcel is to be granted (other than in Aboriginal Title), a cadastral survey is to be undertaken to define the parcel which is to be granted. For example, survey OP123405 was undertaken to define the exclusion of Crown allotment 2013 from Lower Goulburn National Park on N.P. 115/1, as Crown allotment 2013 was to be granted.



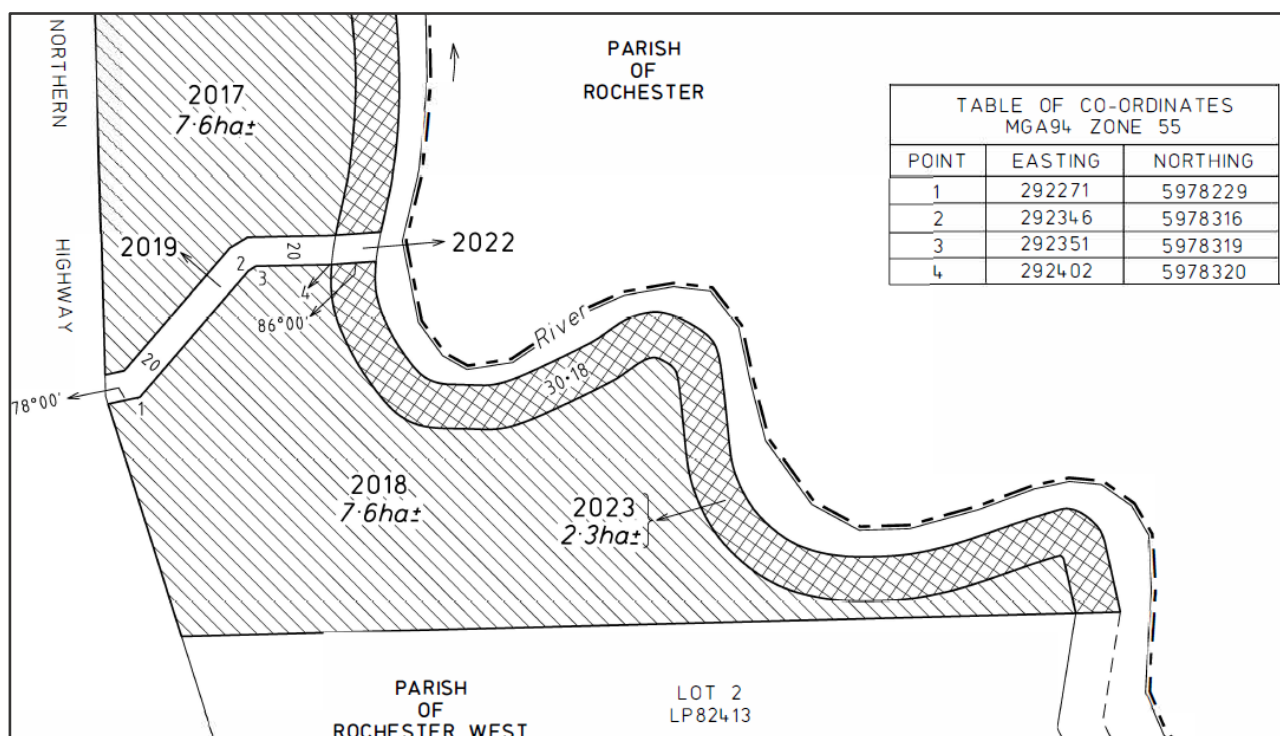
Coordinates can also be used to define areas of Crown land for a purpose other than creating a cadastral parcel, such as a Committee of Management Area. Refer to LEGL./20-056 where an area within the Mount Arapiles-Tooan State Park was defined for the *Aboriginal Heritage Act 2006*.



## Requirements:

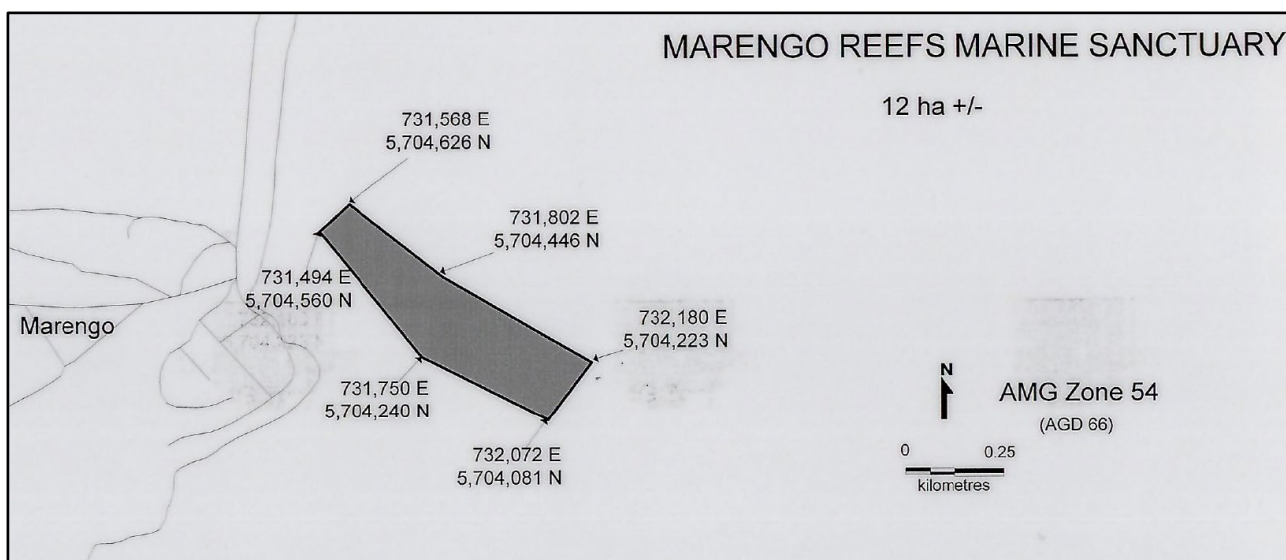
- a. Map projection coordinates (Easting, Northing and Zone) are to be used for land-based parcels, unless specified otherwise (eg. LEGL./17-440)

Refer to LEGL./19-250, LEGL./14-002 and N.P.105B/4 as examples.



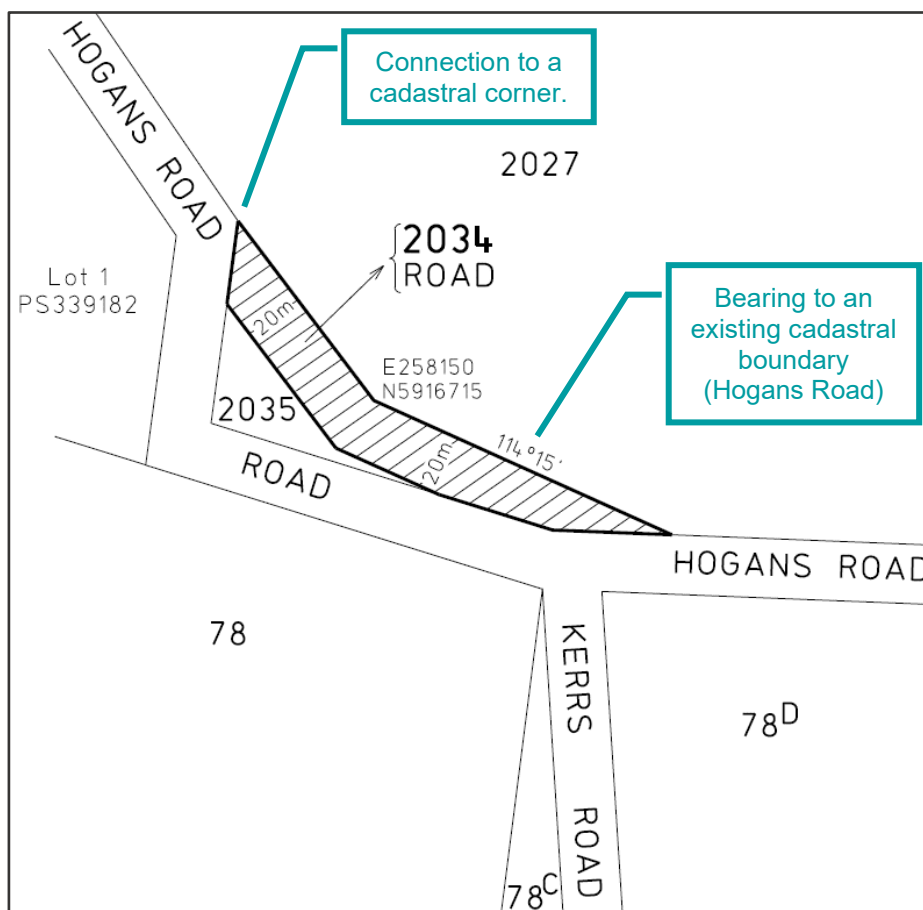
- b. Geographic coordinates (Latitude and Longitude) and/or Map projection coordinates (Easting, Northing and Zone) are to be used for sea-based parcels.

Refer to OP122369B, LEGL./09-208, M.N.P.4/3 (Discovery Bay Marine National Park) and M.S.5 (Marengo Reefs Marine Sanctuary) as examples.

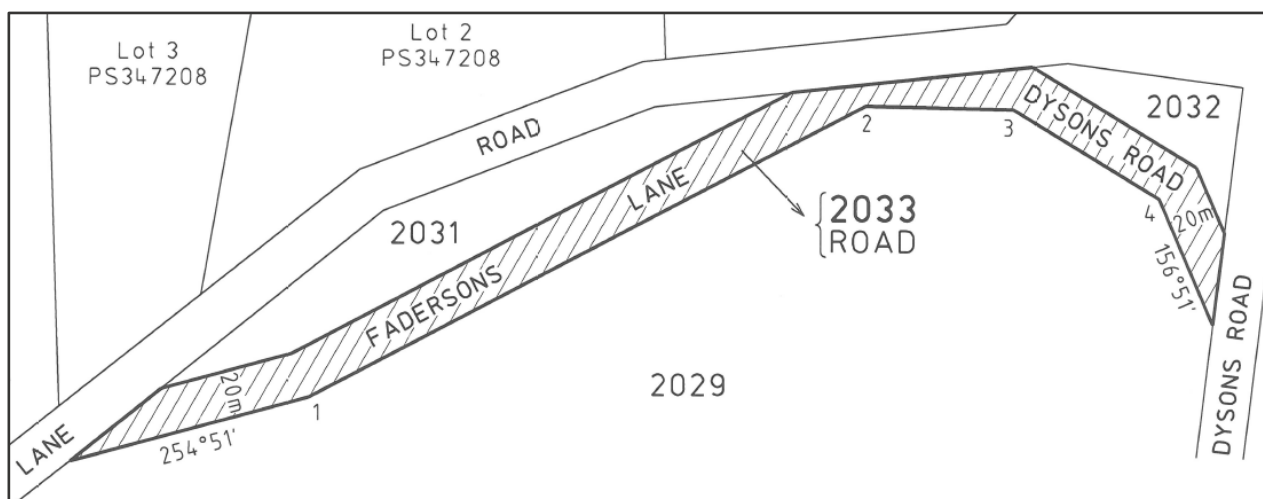


- c. The precision of the coordinate quoted on the plan is as per the requirements of the job at hand and will be determined by the Licensed Surveyor.

- d. When a parcel is not fully defined by coordinates, then the parcel boundary is to be connected to the existing cadastre by either:
- a connection to an existing cadastral corner; or
  - a bearing to an existing cadastral boundary.

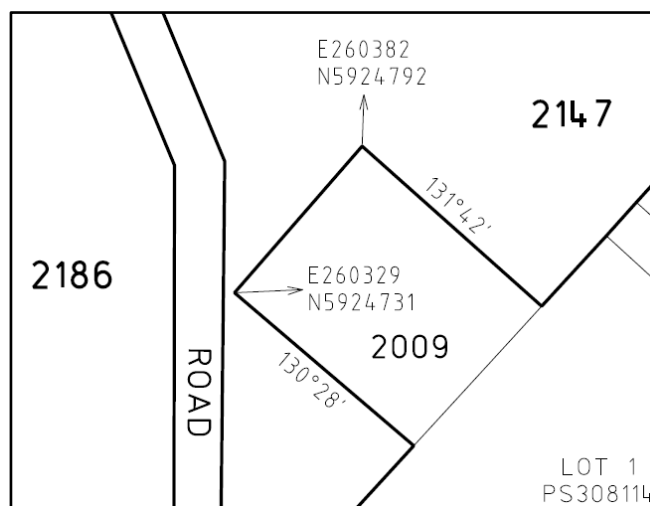


- e. For new parcels which have parallel boundaries, generally for new road parcels, coordinates can be quoted for one side of the parcel with the inclusion of a parcel width. The width must be quoted at each end of the parcel to indicate that whole length of the parcel between the two quoted widths is of the same width. If the width of the parcel changes, then this must be clearly labelled. Refer to LEGL./16-137 as an example.





- f. The coordinate value can be labelled next to the coordinate point in the diagram, usually used when there are a small number of points to label or there is sufficient space in the diagram to do so.
- use Coordinate text type, see Section [Standard Text Styles4.2](#).
  - map projection Coordinates: quote Easting before Northing, label over two lines, no spaces within the coordinate values, "E" to precede the easting value and "N" to precede the northing value.
  - when a coordinate is quoted in the body of a plan, the following notation is required: "Coordinates shown are to MGA2020 Zone 55" (update datum and zone accordingly). Refer to LEGL./12-016 as an example.



- g. If there are multiple coordinates or insufficient space to label the coordinate in the diagram, then each coordinate point can be labelled with a unique identifier, usually a number commencing at 1, and an associated coordinate table be shown on the plan.
- Use Coordinate text type, see Section [4.2](#).
  - The unique identifier for each coordinate point is to be shown in the diagram. If there is insufficient room to label each point, then some point numbers can be skipped from being labelled on the plan. Refer to LEGL./19-286 as an example.
  - The coordinate table is to include a title box stating "Table of Coordinates" along with the map projection name of datum (i.e.. AMG66 Zone 55, MGA94 Zone 55, MGA2020 Zone 54) refer to examples below (update datum and zone as required).
  - All uniquely identified coordinate points on the plan are to be listed in the first column with the heading "Point No." or "Point"
  - List Eastings in the column before Northings (map projection coordinates)
  - List Latitude in the column before Longitude (geographic coordinates)
  - When quoting both geographic and map projection coordinates, list the geographic before the map projection coordinates. Refer to OP122369B as an example – note the acceptable method in identifying the coordinate points in this plan.
  - The coordinate table is to be displayed on the same sheet which displays the coordinates in the diagram.
  - If there are an excessive number of coordinates, then the table of coordinates can be displayed on a separate sheet, with reference in the diagram to the table of coordinates on a different sheet. Refer to LEGL./19-286 as an example.

TABLE OF CO-ORDINATES AMG66 ZONE 55		
POINT	EASTING	NORTHING
1	525857	5918740
2	525778	5918695

TABLE OF CO-ORDINATES MGA94 ZONE 55		
POINT No.	EASTING	NORTHING
1	575100	6099023
2	575154	6099048

## 4.10 State, County, Parish and Township Boundaries

If a State, County, Parish and/or Township boundary, also referred to as an administrative boundary, passes through or adjacent to a plan's subject land, it is necessary to depict that boundary on the plan. The line types to be adopted are indicated in Section 4.3.

Noting that the State of Victoria is firstly divided into Counties, then Counties subdivided into Parishes and then Townships (if applicable) - where any combination of State, County, Parish or Township boundaries are coincident, the line type of the highest division classification is depicted on the plan. For example:

- if a boundary is both a County and Parish boundary, the County boundary line type is to be shown.
- if a boundary is both a Parish and Township boundary, the Parish boundary line type is to be shown.

Where an administrative boundary is coincident with a parcel (subject or abuttal) boundary, the administrative boundary is to be placed offset to the parcel boundary in accordance with the recommended offsets relative to the plan scale as shown in Table 6: Spacing for Administrative Boundary Lines along Parcel Lines. For other scales, multiply or divide by a factor of ten.

An administrative boundary is to also be shown if it exists along a road, where the road abuts the subject land.

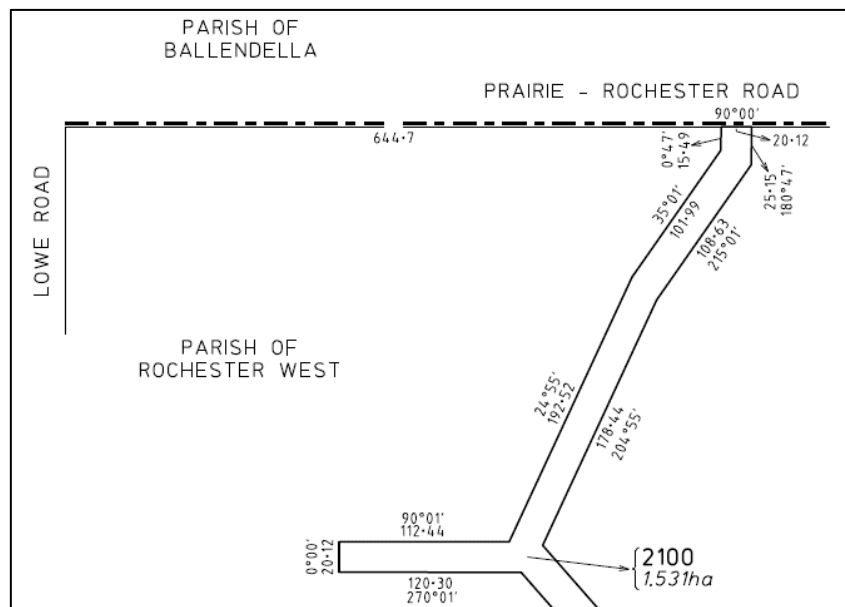


Table 6: Spacing for Administrative Boundary Lines along Parcel Lines

Plan Scale	Offset distance	Offset distance (GPs only)
1:1000	0.70m	0.50m
1:1250	0.85m	0.65m
1:1500	1.00m	0.75m
1:2000	1.40m	1m
1:2500	1.70m	1.30m
1:3000	2.10m	1.50m
1:4000	2.80m	2m
1:5000	3.50m	2.50m
1:7500	5.00m	3.75m
1:8000	5.60m	4m

Note: For all other scales not listed in Table 6, standard offset distance is  $0.0007 \times \text{scale}$  (or  $0.0005 \times \text{scale}$  for Gazette Plans).

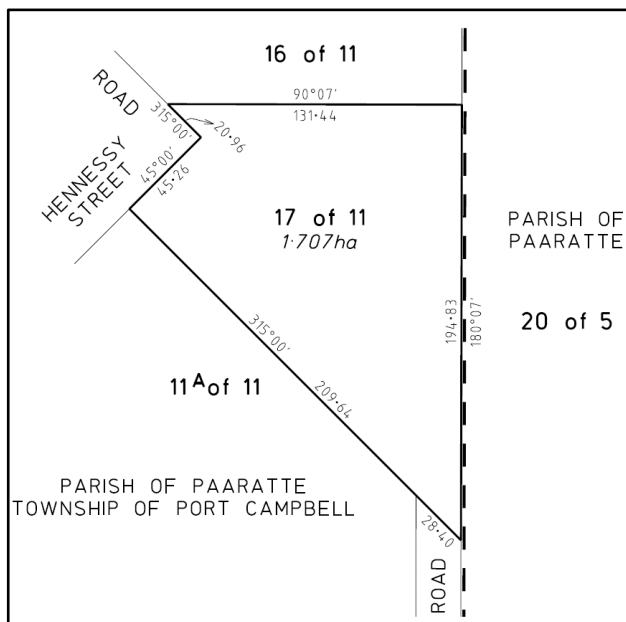
Names of administrative areas are to be placed on either side of the depicted boundary. If the boundary is both a Parish and Township boundary, both Parish and Township names are listed, with the highest division classification listed first – refer to [Table 7: Administrative Name labels](#). The text style is indicated in [Section 4.2](#).

Table 7: Administrative Name labels

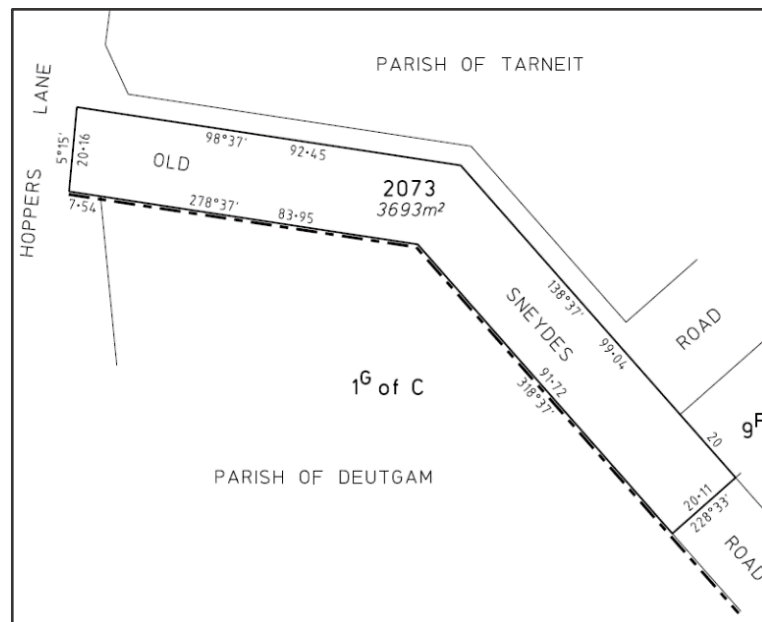
Administrative Boundary Type	Label Example			
Township, Parish or County only (can be shown over one or two lines)	Township of Apollo Bay	OR	Parish of Sandhurst	OR County of Grant
Parish and Township	Parish of Phillip Island Township of Cowes			
Parish/Township with an At Descriptor (list in order as per Special Descriptions listing)	Parish of Melbourne North City of Melbourne At East Melbourne			
County and Parish	County of Mornington Parish of Lyndhurst			
State and Parish (Abutting states listed as shown)	State of Victoria Parish of Cobram		State of New South Wales	

If there is insufficient room to add a parish boundary in the diagram, it is acceptable to add a notation which describes the location of the parish boundary, for example “The parish boundary between the Parish of Moyston and Parish of Moyston West runs along the centreline of Mt William Creek”. Refer to OP125337 as an example. A list of the approved wording for notations can be found in [Appendix A](#).

Example of a Township boundary:



Example of a Parish boundary:



Note: When an Administrative Name, or Road Name, is labelled over two lines, the line spacing is to be set to 0.5.

#### 4.11 Easements/Services over Crown Land

In most cases there is no method to record an easement over Crown land, however there are some exceptions provided by a limited number of Victorian Acts of Parliament.

When “easements” are shown on plans defining Crown land, they should be referred to as “Services” to indicate the extents of current or future interests (for example for water supply, power supply or access) over a Crown allotment which is proposed for sale, lease or licence. These Services will then be created as Conditions in a Crown Grant.

Refer to [Appendix A](#) for examples of wording of Easement/Service types to be noted on a Plan of Crown Allotment.

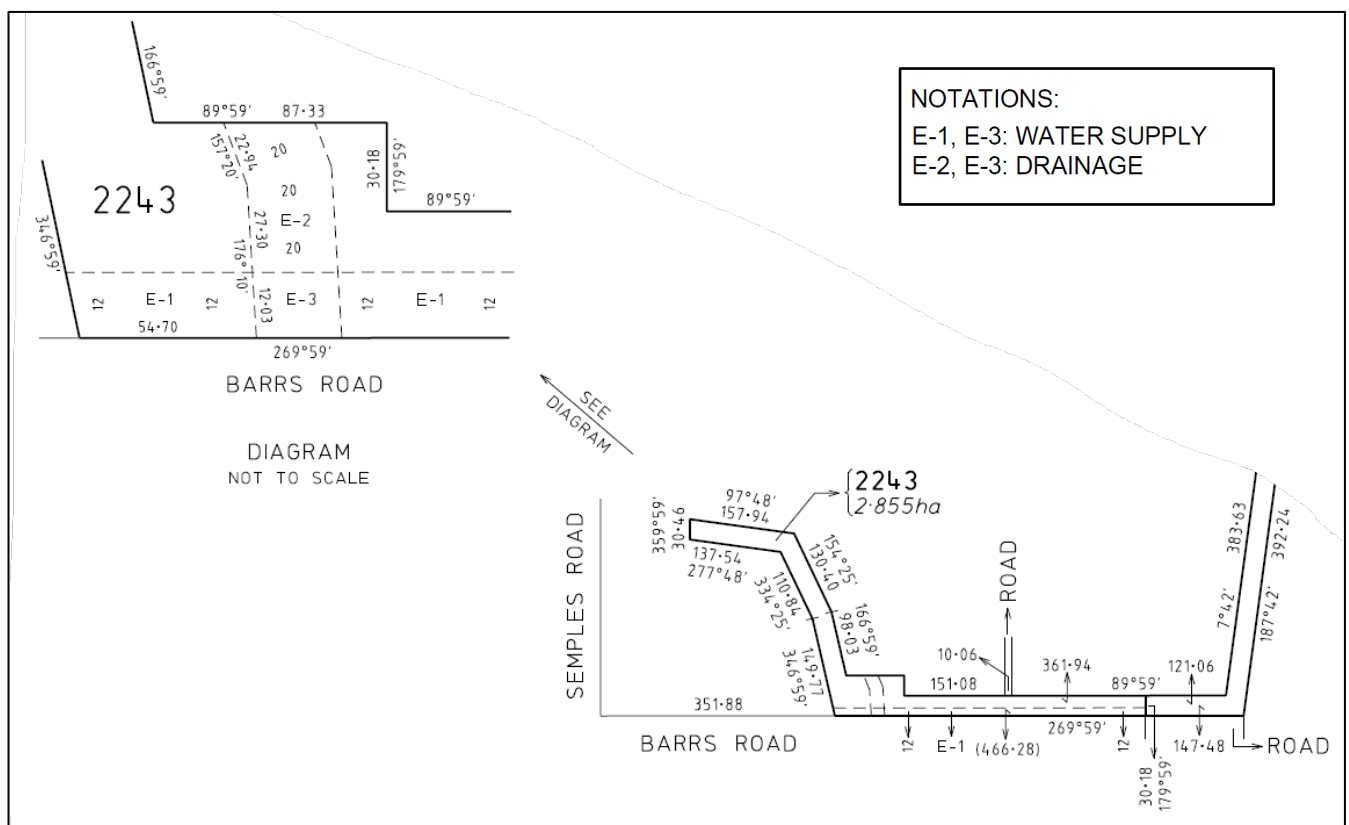
**Requirements:**

- a. Easement/Services burdening the subject land are to be labelled E-1, E-2, E-3, etc., whereas easement/services benefiting the subject land are to be labelled A-1, A-2, A-3, etc – in the same manner that easements and appurtenant easements are recorded on freehold titles. (Use Misc text type – see Section 4.2).
- b. On a Plan of Crown Allotment (OP), the easement/service purpose is to be recorded in the plan notations. The easement/service identifier along with the purposes i.e.. E-1: Drainage & Sewerage or E-2: Power Supply, are to be listed separately.

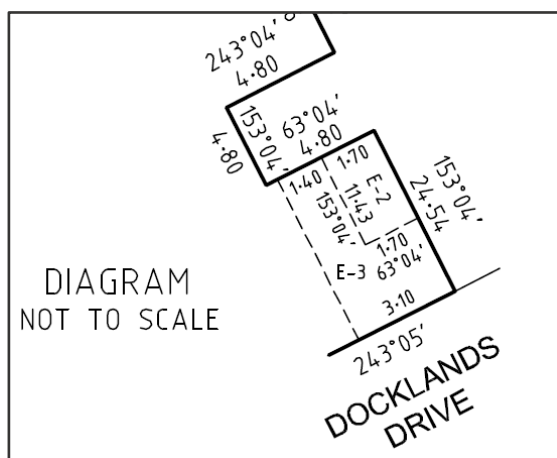
It is no longer necessary to show who is the responsible Authority is for that easement/service). Refer to OP125118 as an example. However, there may be some limited exceptions.

One such exception is where the easement/service is in favour of another entity rather than the usual Authority. For example, where access or water supply is in favour of an adjoining parcel. These should always be spelt out on an OP plan (regardless of whether the parcels are being sold or not).

At no time should the word 'Easement' appear in any of the notations shown on a Plan of Crown Allotment.



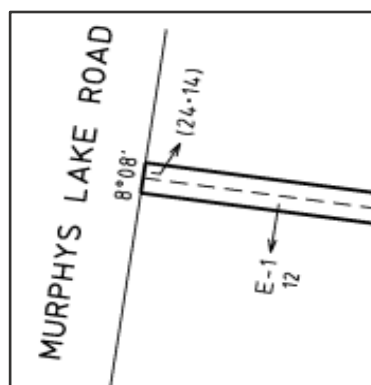
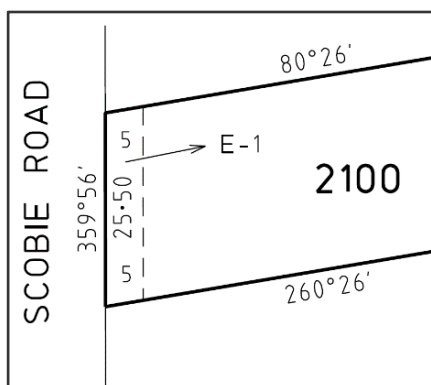
- c. The easement/service identifier is to be labelled once either within the easement/service area or arrowed out if insufficient space. Will accept multiple identifier labels if it is not clear enough that the identifier applies to all parts of that easement/service area.

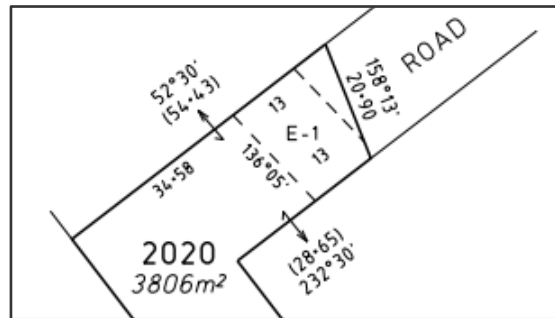
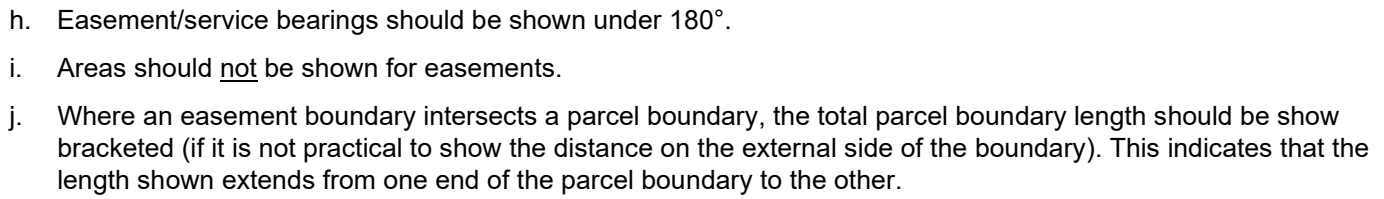


- d. Use "Dimension: Easement" font type for service dimensions and width - see Section 4.2.
- e. The easement/service dashed line should touch the parcel boundary on the printed plan – there should not be a gap between the easement line and the parcel boundary. Use Easement line type – see Section 4.3.
- f. Only the minimum number of dimensions should be included to define/compute the extents of the easement/service.

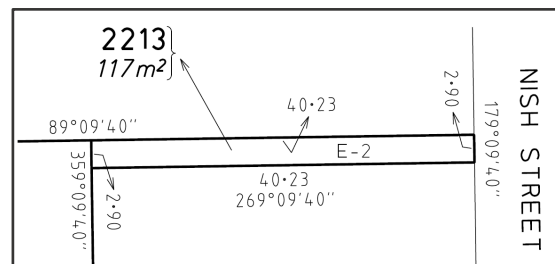


- g. Easement/Service width: only one label is required at each end or arrow out label "E-1" with the width below it. Where easement ID and width are arrowed out, preference is to be orientated at 90° to the easement.

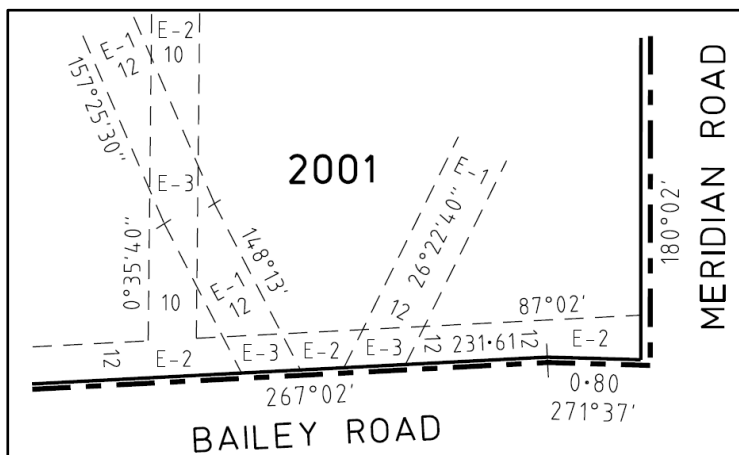




- k. Where an easement/service extends over the whole of a parcel, these are labelled within the extents of the allotment concerned (or arrowed out if insufficient space).



- I. Where easement/service cross over each other, they are to be assigned a unique identifier. Refer to OP123320 as an example.



NOTATIONS:  
E-1, E-3: POWERLINE  
E-2, E-3: WATER SUPPLY

## 4.12 Parcels in Stratum and Section Diagrams

A Parcel in Stratum is any parcel that lies either wholly or partially above or below another parcel. An example of this could be where a road bridge crosses over a river or a tunnel pass beneath existing parcels.

When a plan contains a Crown Parcel in Stratum a notation is required stating that the affected Crown allotments occupy a stratum of Crown land within the meaning of the *Land Act 1958*, along with a statement of how the stratum extents are defined – either a reference to a section diagram/s or a statement defining its upper/lower boundaries. An additional notation may also be included to state at what level the parcel area has been calculated. A list of the approved wording for notations can be found in [Appendix A](#). Refer to OP124660 as an example.

### NOTATIONS:

CROWN ALLOTMENTS 2065, 2066, 2067 AND 2068 OCCUPY A STRATUM OF CROWN LAND WITHIN THE MEANING OF THE *LAND ACT 1958*. REFER TO CROSS SECTIONS A-A' TO G-G'.

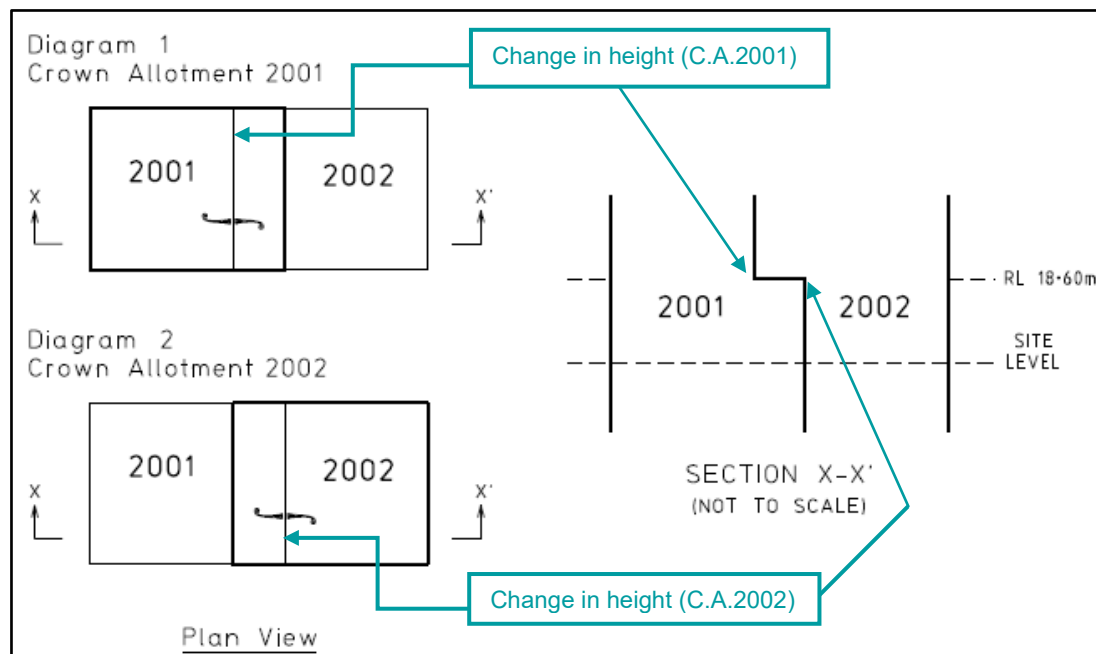
THE AREA OF CROWN ALLOTMENTS 2065, 2066, 2067 AND 2068 ARE QUOTED AT SITE LEVEL.

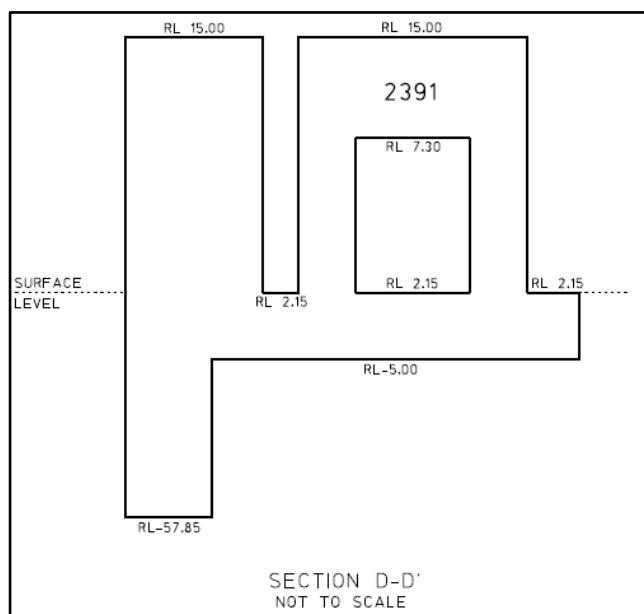
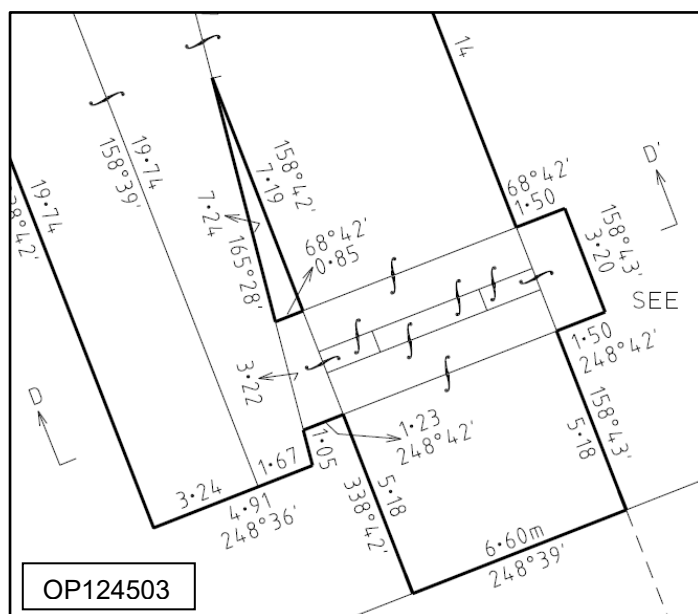
A plan may include one stratum parcel or multiple, in either case all of the boundaries vertical and horizontal must be defined. This can be done through Plan View diagrams, Section diagrams and Notations.

### 4.12.1 Plan View Diagrams

Like all Crown allotments, stratum parcels are required to be defined by plan view diagrams. It is important to ensure that all of the boundaries of each parcel are defined in plan view, this may require the use of multiple plan view diagrams displayed by either Levels or Parcels in Entirety.

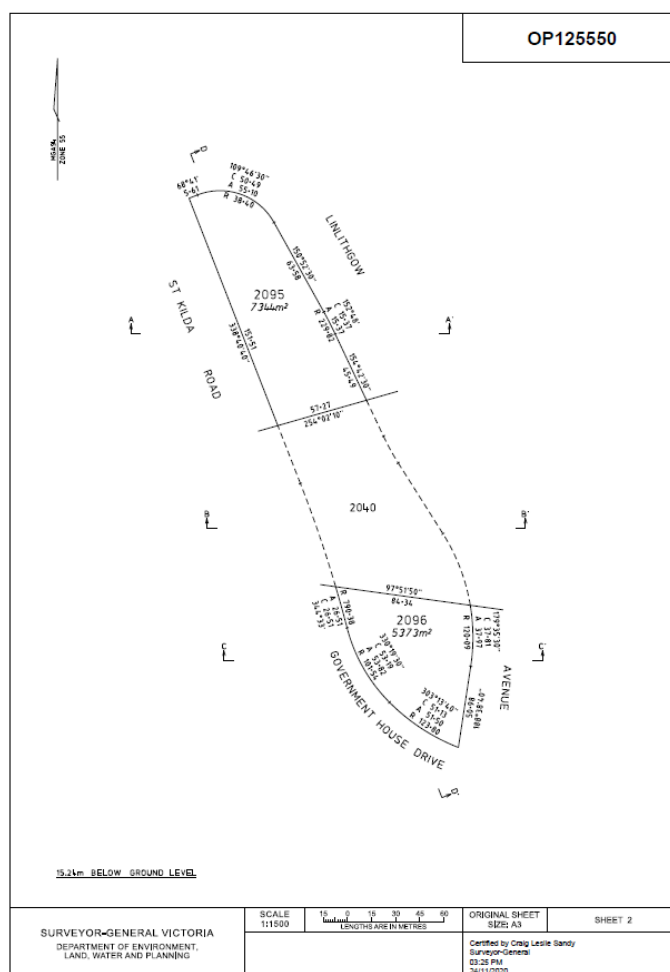
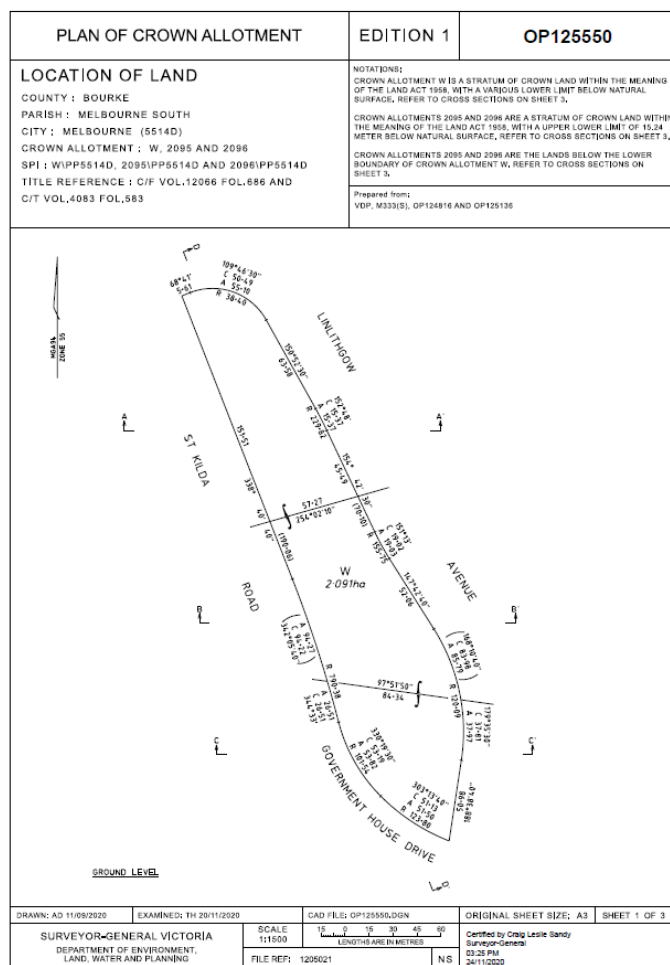
Any boundary in plan view which represents a step/change in an upper or lower boundary should be indicated by a thin continuous line (Abutting Parcel line type – see [section 4.3](#)) and a vinculum. The vinculum indicates that the parcel continues and a change in height exists. Refer to OP124503 as an example.





#### 4.12.2 Plan View – Prepared as Levels

In this method the diagram shows all the boundaries contained within a portion of the parcels relevant to that level. This could be in reference to a structure, eg. Ground floor, First floor, or could be in reference to another feature such as above and below site level or set reduced levels (RL's).



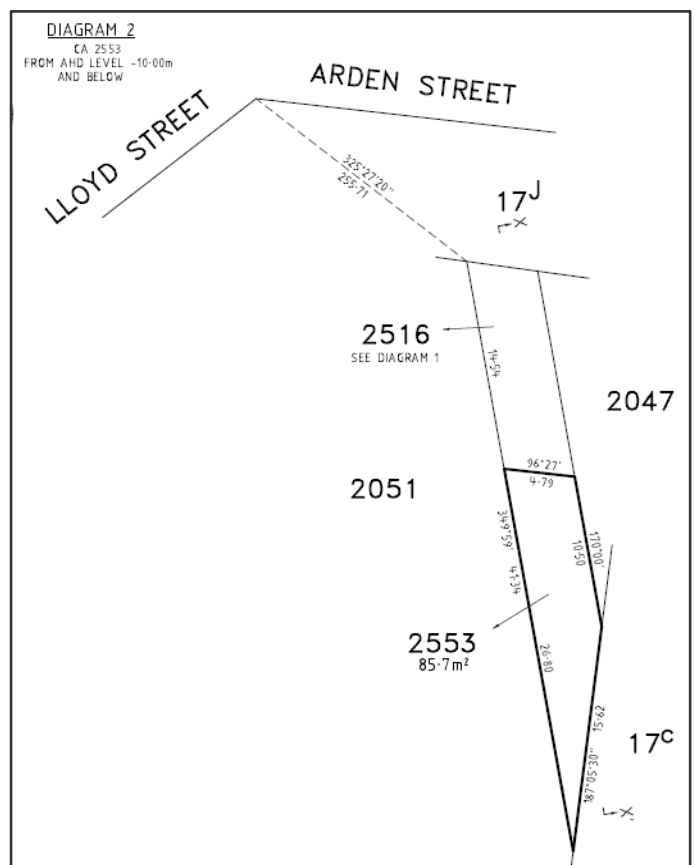
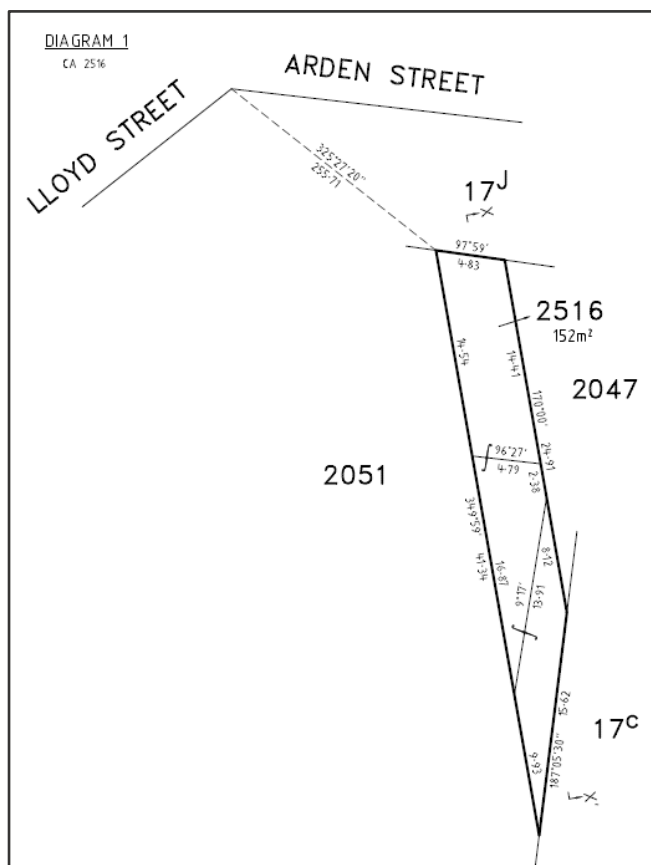
This method is ideal where there is a clear distinction between the different parcel and limited changes within a level. See example OP125550 (above) where sheet 1 labelled as “Ground Level” contains all the boundaries that exist from 15.24m below ground level and above. Whereas sheet 2 contains all the boundaries for below 15.24m below ground level and has been label as “15.24m Below Ground Level”.

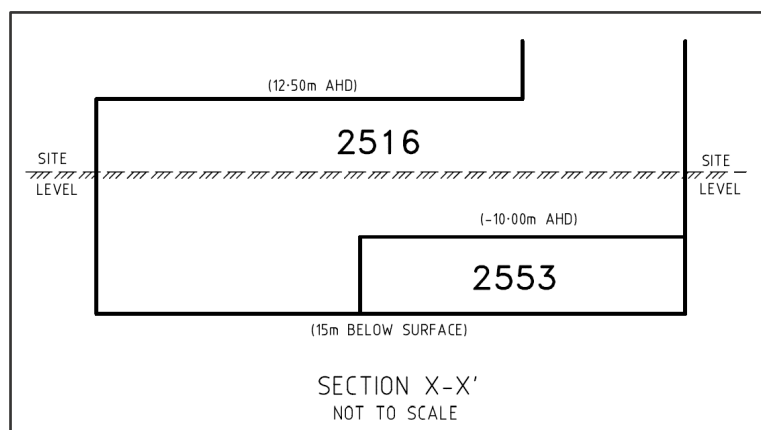
#### 4.12.3 Plan View – Prepared as Parcels in Entirety

In this method individual diagrams are prepared specific to one parcel (or multiple if no overlaps exist). All the boundaries of that individual parcel will be defined in that one diagram for the full extent of that parcel.

This method is useful where a parcel contains multiple changes in the upper and lower boundaries or multiple overlaps with another parcel within the same plane. However, it is important that these Plan View diagrams are read in conjunction with the Section diagrams to help establish the connection between parcels.

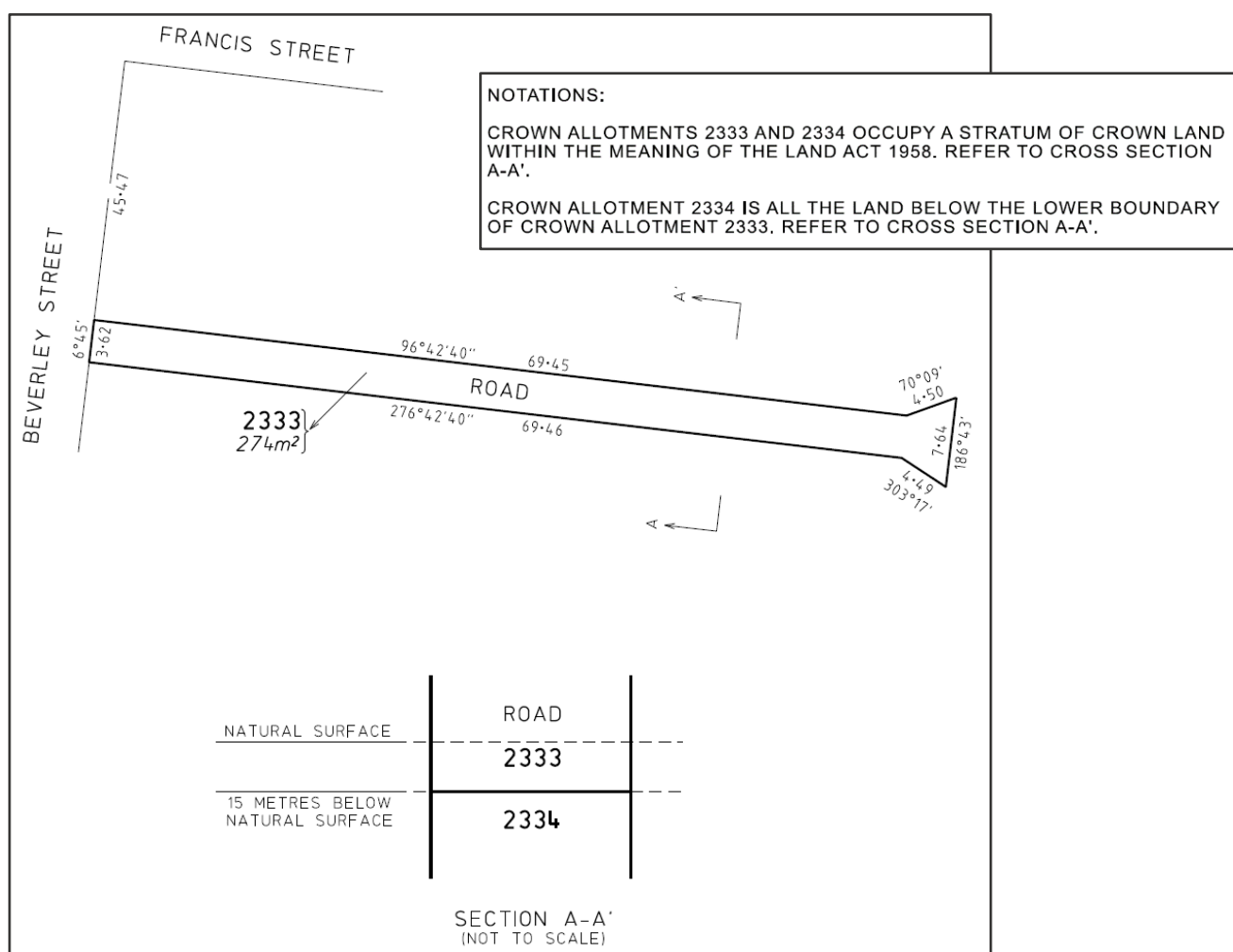
In the below example (OP125417), Crown Allotment 2516 in Diagram 1 contains two changes in its upper or lower boundaries whilst Crown Allotment 2553 in Diagram 2 has no changes. With the help of the Section diagram (reading from X to X'), you can see the first change in C.A. 2516 boundaries is where its lower boundary steps up from 15m below surface level to a level of -10m AHD stepping up over C.A. 2553 below. The second change in C.A. 2516 is where the upper boundary changes from a level of 12.5m AHD to unlimited in height. This plan could have been prepared by levels however this would have required an additional plan diagram making Parcels in Entirety a more efficient option.





#### 4.12.4 Stratum Definition supported by Notation

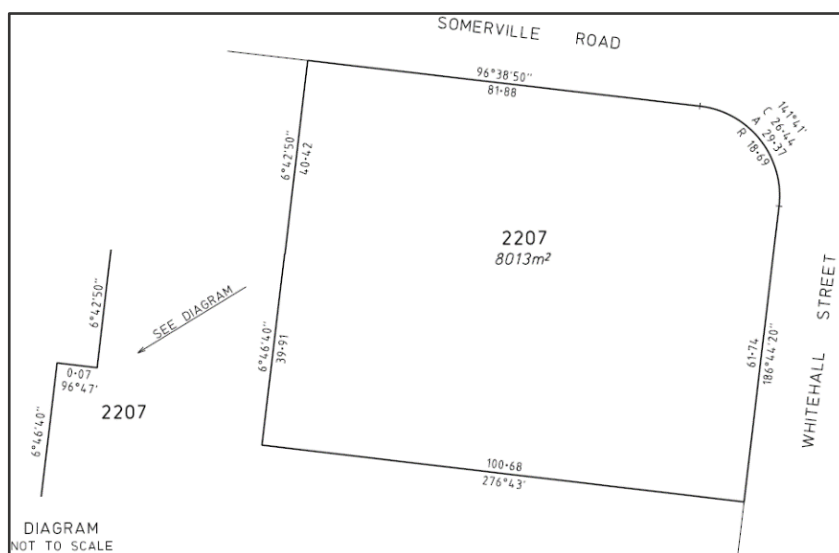
Where a plan is defining two parcels that lie directly above/below each other with identical footprints, only one Plan View diagram is required defining one of the parcels. The other parcel can be defined by Notation stating that it lies wholly above or below the other parcel (whichever the case may be) and a supporting Section diagram should also be included. A list of the approved wording for notations can be found in [Appendix A](#). Refer to OP125633 as an example.



In some instances, a single Stratum parcel may be defined using a plan view diagram and notation only. The notation will need to state that the parcel is Stratum of crown land and describe the upper and lower extents. A list of the approved wording for notations can be found in [Appendix A](#). Refer to OP125085 as an example.

**NOTATIONS:**

CROWN ALLOTMENT 2207 IS A STRATUM OF CROWN LAND WITHIN THE MEANING OF THE LAND ACT 1958, WITH AN UPPER LIMITATION OF 5 METRES BELOW NATURAL SURFACE LEVEL.



#### 4.12.5 Section Diagrams

Section Diagrams are a vertical slice/cut through a parcel/s and are used to assist in the identification of the upper and lower extents of a parcel when the whole or part of a parcel exist in stratum.

If parcels on a plan "overlap", i.e. lie in part or whole, above or below another parcel, then the plan should clearly show the full extent of that overlap in a "plan view" diagram and a cross-section and/or longitudinal section or "side view" diagram. The plan must define all boundaries in the horizontal and vertical planes.

When preparing a plan thought should be given as to where a section cut should be placed, how many are required to correctly define the parcel extents and how those extents will be defined.

The boundaries of the subject parcel within the Section Diagram should be represented by Subject Crown Allotment line type, with all other abutments and features shown using the Abutment Line type - see Section 4.3.

Ensure all parcels and abutments are labelled consistent with the Plan View diagram and font types accord with Section 4.2. Note the parcel area is not required to be shown on the Section Diagram.

#### How are the extents (upper and lower boundaries) defined?

The upper and lower boundaries of a parcel can be defined by a variety of methods, below are some of the more common. A combination of all the below may also be used.

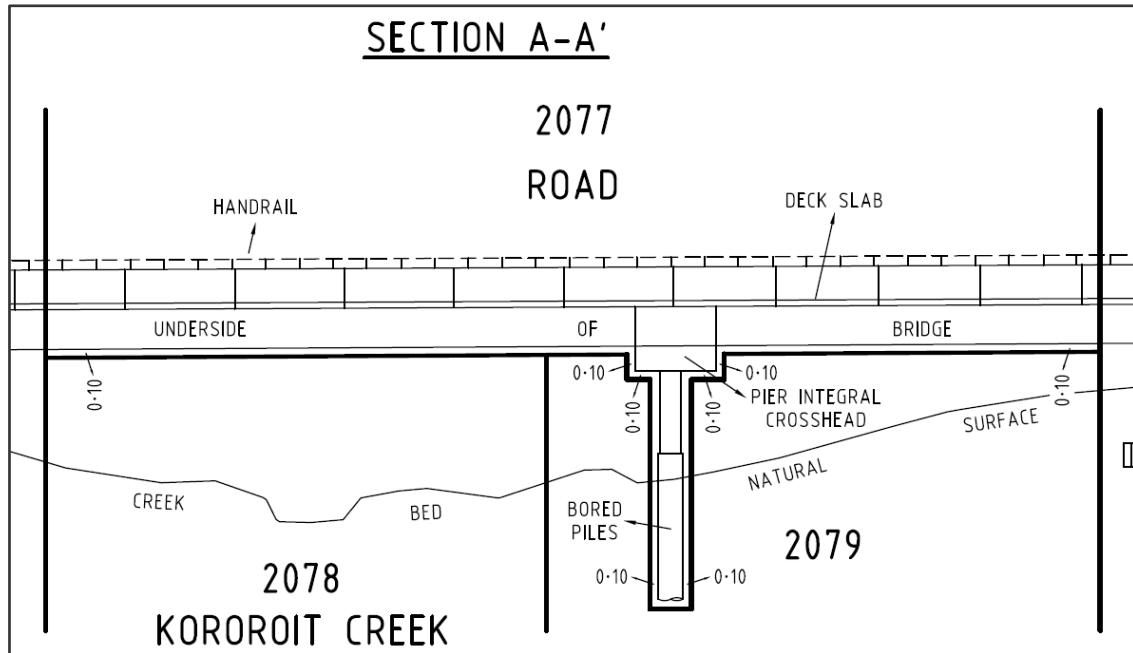
- Reference to a Height Datum:** Upper and lower boundaries may be defined as a height above a certain datum level, the most common example of this would be the Australian Height Datum (AHD). If this method is used the plan must also state the source of the datum. Refer to OP125417 (copy in section 5.12.3) as an example.
  - Source of Datum – PM xx
  - The Datum value – RL xx.xx AHD
  - The Date the reading was taken – DD/MM/YYYY

**NOTATIONS**

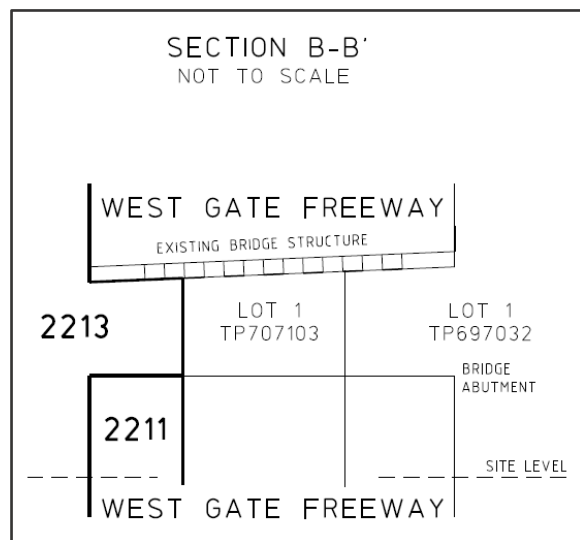
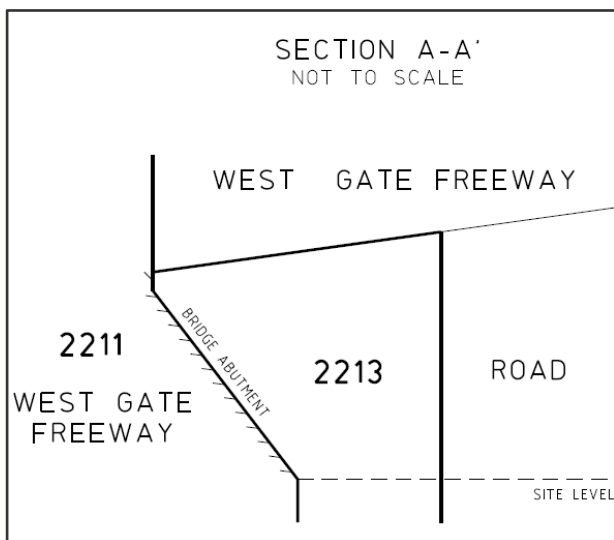
CROWN ALLOTMENT 2516 & 2553 OCCUPY A STRATUM OF CROWN LAND WITHIN THE MEANING OF THE LAND ACT 1958. REFER TO SECTION.

REDUCED LEVELS (RL) ARE TO THE AUSTRALIAN HEIGHT DATUM (AHD) AND ARE BASED ON DOUTTA GALLA PM 729 WITH A STATED LEVEL OF 6.299m DATED 29/08/2018

- b. Relative to a Physical Feature: The upper and lower boundaries of a parcel can be defined relative to a physical feature, such as a distance or offset from the existing site level or a built structure such as a building or bridge. In these Section Diagrams the structure or features are to be identified and will usually be shown using a thin line.



- c. Physical Feature (Building/Structure): The upper and lower boundaries may also be defined by the face or projection of the face of a physical structure, eg. Under side of Bridge Deck.

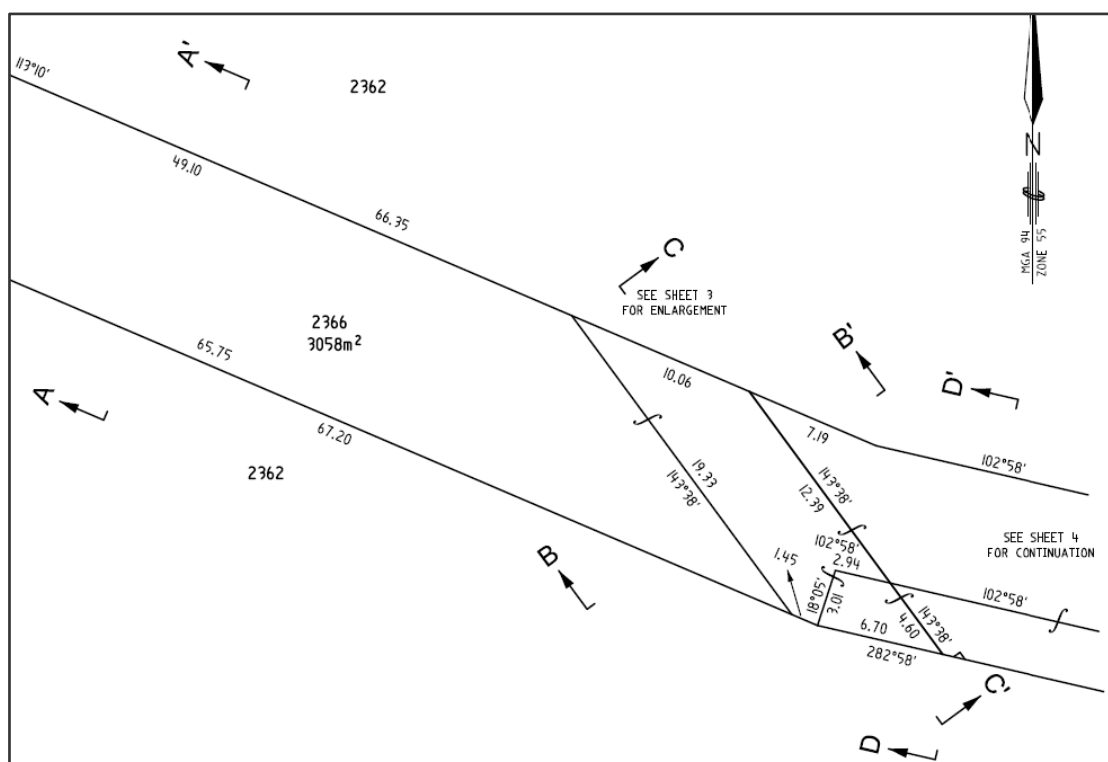


### How many Sections are required?

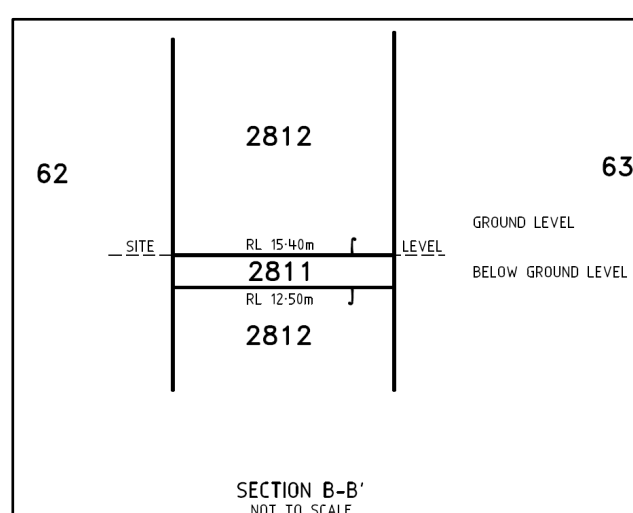
The number of Sections required, and their locations will depend on the number of changes that exist in the upper and lower boundaries of the parcel. If all the changes can be captured in one section, then only one section is required.

However, if there are multiple changes in the upper and lower boundaries or varying methods used to define the upper and lower boundaries then additional sections may be required to capture all of these.

The location of the section should be identified in the plan view for each diagram and located to capture the full extent that the section defines. The location of the section cut is identified using a combination of marker arrows and alpha labels such as A-A', B-B', C-C' etc, ensuring a different set of alphas are used for each Section, only repeat if the section is a Typical Section. Refer to OP121921A for a Typical Section and OP124472 for other section examples.

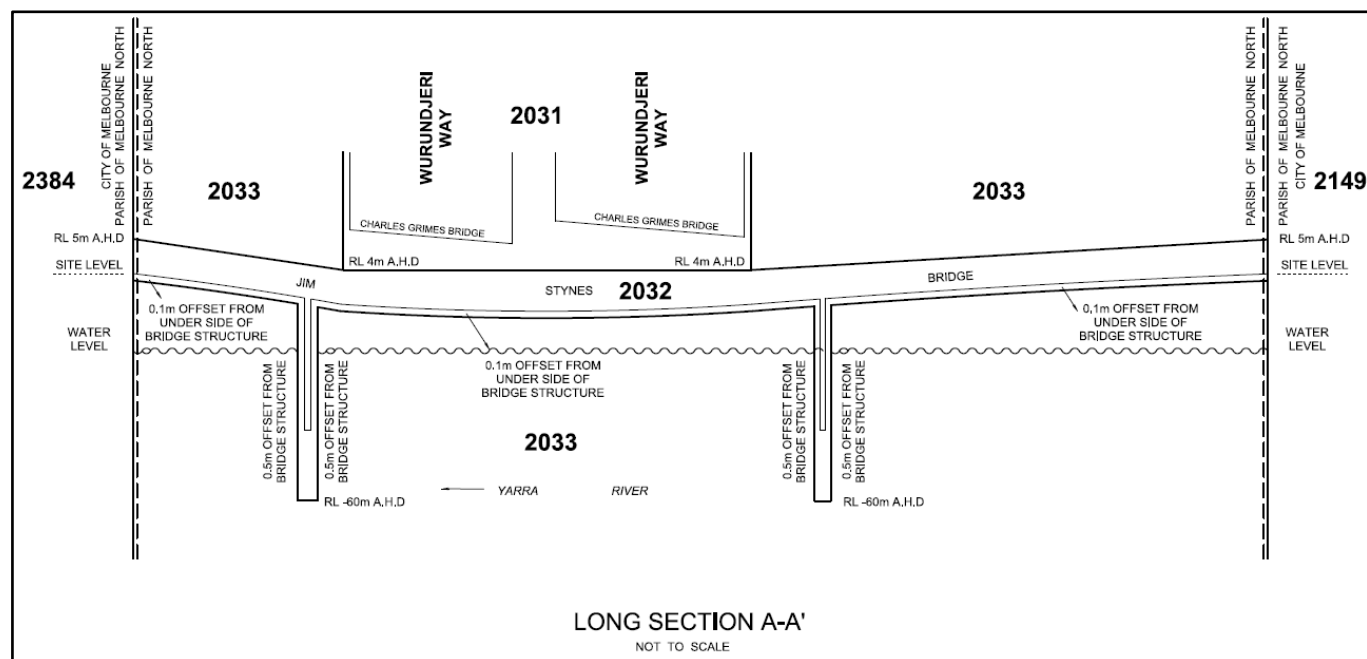
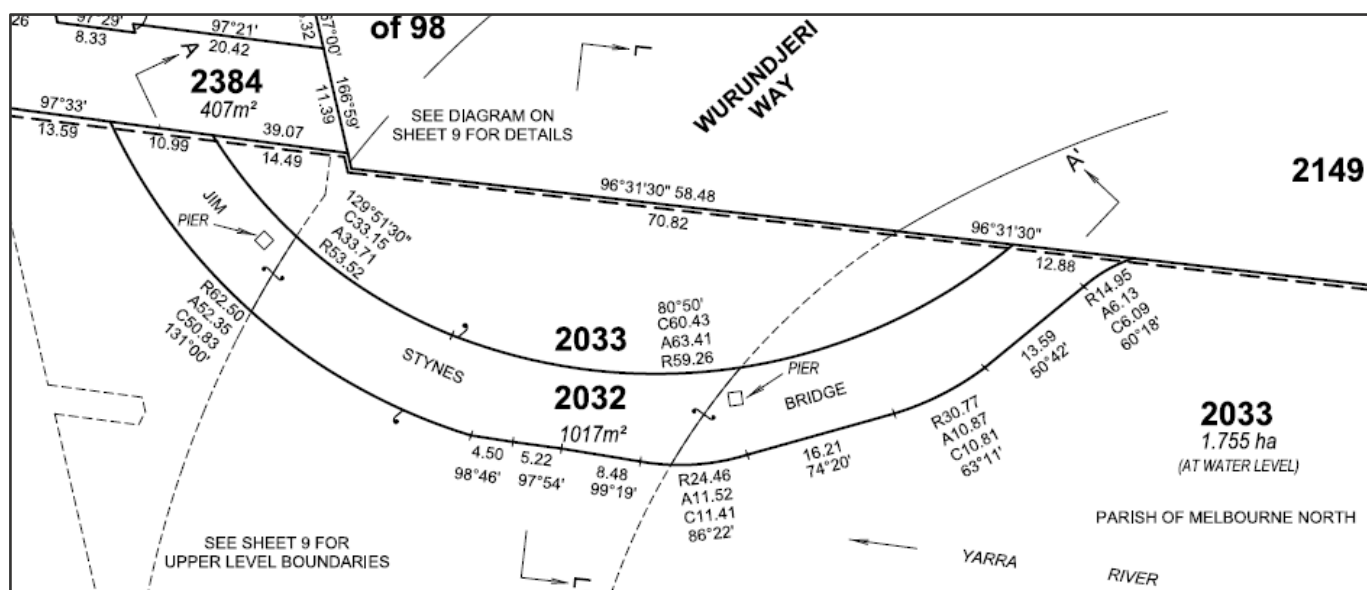


The marker arrows within a plan should all be of a consistent size. It is required that the marker arrows be positioned so the arrow points to the direction of view. The first letter of the alpha label 'A' should represent the left side of the section diagram, the apostrophised letter 'A' should represent the right side of the section diagram.



Sections diagrams should be labelled as “SECTION A-A” (use Road Name text type – see section 4.2), the heading of “Cross Section” is no longer used. Section diagrams are also typically not to scale so should be labelled “NOT TO SCALE” under the heading (use Misc text type – see section 4.2), however consideration should be made to plot the elements within a section relative to the position of them in the diagram.

In some instances, a Section will be required over a long distance or follow along the centreline of a structure or feature that is not straight. In this case the Section is described as a Long or Longitudinal Section and is labelled as “LONG or LONGITUDINAL SECTION A-A”. Refer to OP124472 as an example.

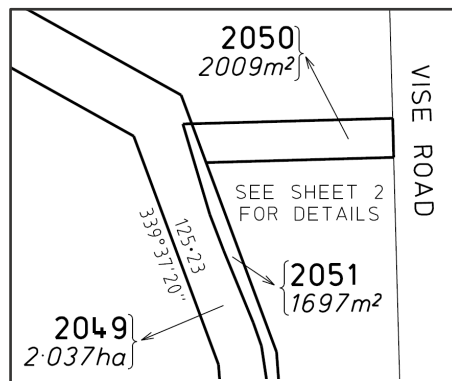


## 4.13 Enlargements/Diagrams

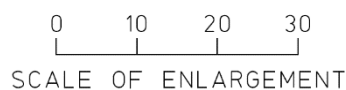
Enlargements and Diagrams must be used when there is not enough space in the diagram to show the required information.

*Requirement for Enlargements and Diagrams are as follows:*

- enlargements must be shown to scale, at a standard scale ratio provided in Section 4.1. Where this is not possible, a diagram (an enlargement which is not to scale) may be used instead.
- enlargements/diagrams must be shown on the same page as the main diagram to which they relate. If this is not possible, the words 'SEE SHEET X FOR DETAILS' (use Misc text, see section 4.2) must be placed on the main diagram, and then the relevant area can be depicted on a separate sheet at a larger scale to capture all the details. See OP125841 as an example.



- enlargements must include a standard scale bar as shown below.



- diagrams must include the label "DIAGRAM" (Use Road text, see section 4.2) with the statement "NOT TO SCALE" (Use Misc text, see section 4.2).

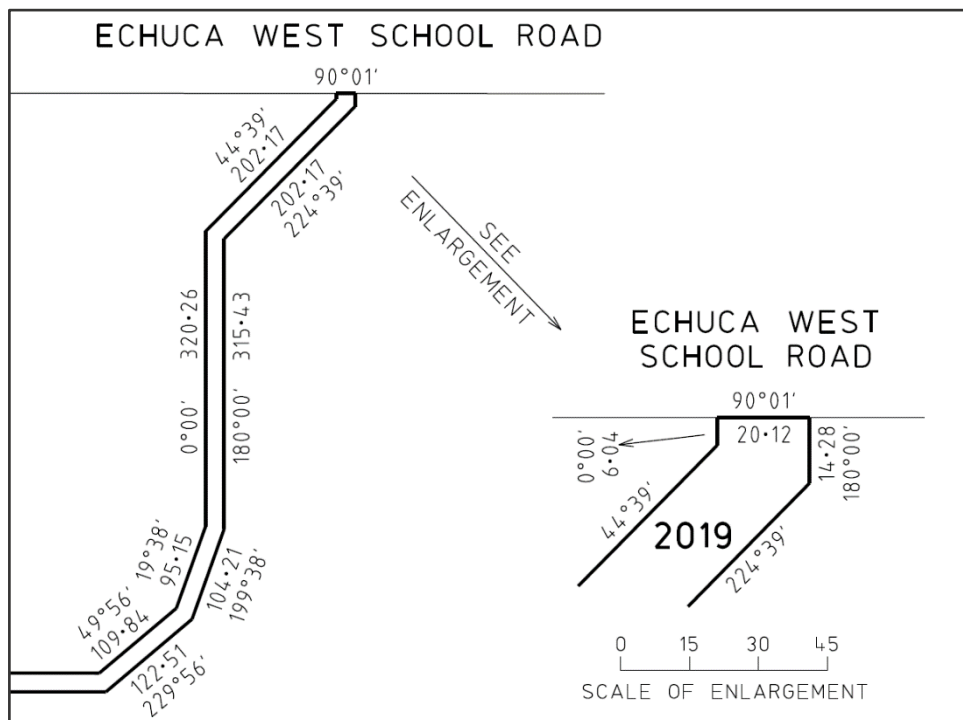
DIAGRAM  
NOT TO SCALE

- enlargements and diagrams must include the bearings of boundaries which tie those enlargements and diagrams to the main graphic. Distances must only be shown for those boundaries which are fully contained in the enlargement or diagram.
- enlargements and diagrams must include the parcel Crown allotment number, abutments, easements and road names as per the main diagram. However, areas should only be shown for allotments which are fully contained in the enlargement or diagram.
- an arrow must be used to indicate where the relevant Enlargement or Diagram is with relation to the main diagram. The arrow should start close to the specific area within the main diagram and point towards the enlargement/diagram. The word "SEE" is to be placed above the arrow line and "ENLARGEMENT" or "DIAGRAM" (as appropriate) placed below with at least 1mm spacing between the words and the arrow line.

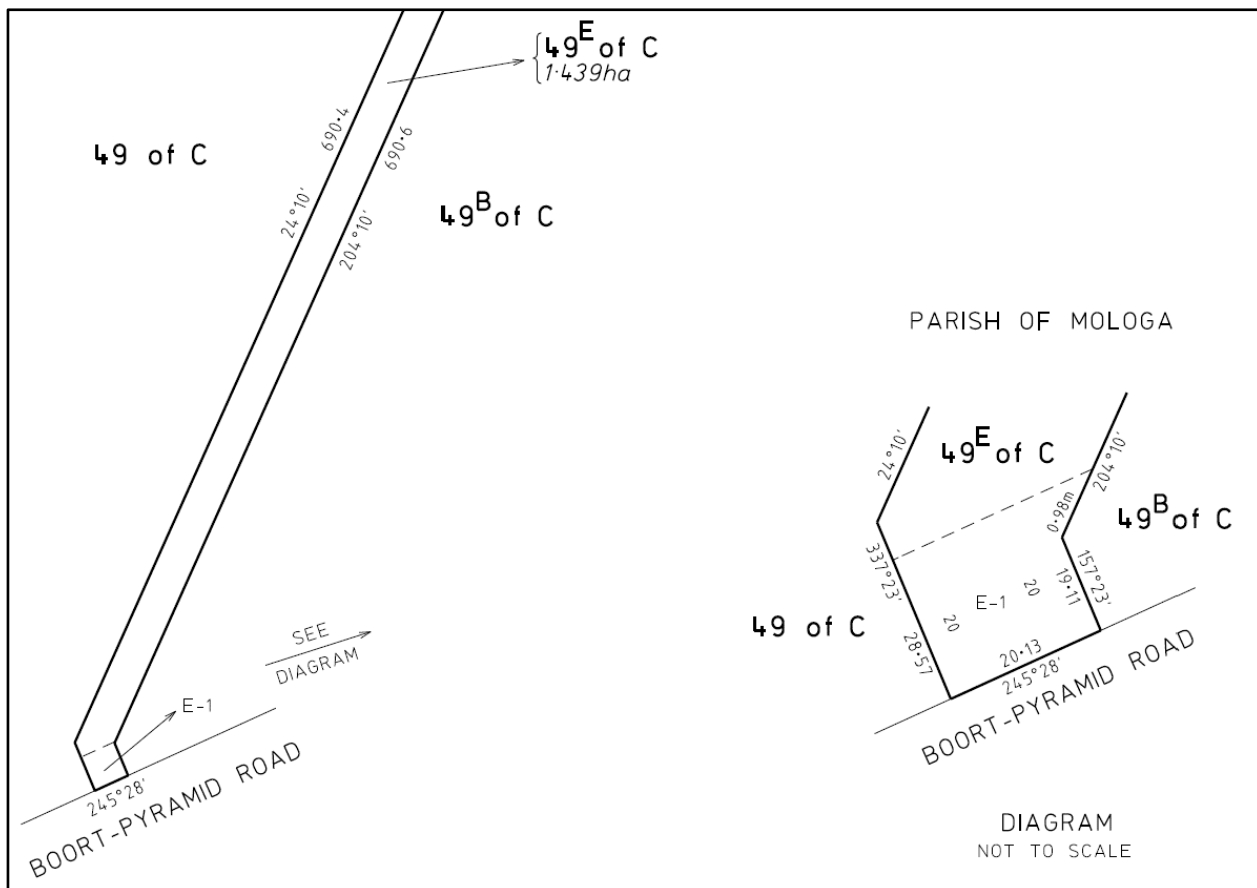
SEE  
→  
ENLARGEMENT

SEE  
→  
DIAGRAM

Example of an Enlargement (OP126015):



Example of a Diagram (OP125670):



## 4.14 Continuation sheets

Continuation sheets are required for plans when the diagram is too large or complex to fit nicely onto the one sheet, and so multiple sheets are required to depict all relevant information at a suitable scale.

There must always be an overall diagram sheet that depicts the entirety of all parcels and includes the parcel ID, parcel area, abutting roads, natural features and abutments (if practical) and possibly some dimensions (if practical).

The parts of the diagram for which boundaries could not be fully defined on the overall diagram are to then be shown on a continuation sheet/s at a larger scale, and the label “SEE SHEET X FOR DETAILS” (over two lines) is to be placed next to the relevant section in the main diagram. Refer to OP125882 as an example.

SEE SHEET 5  
FOR DETAILS

The overall diagram can be shown on sheet 1, but if more drawing space is required it can be shown on sheet 2 of the plan. There may be circumstances where title particulars or other details from sheet one need to carry over onto sheet 2 (in the case of Aboriginal Titles), in which case the overall diagram would be shown on a subsequent sheet.

Where the overall diagram cannot be depicted on sheet 1 at an appropriate scale, then sheet one must display the wording ‘SEE SHEET X FOR DIAGRAM’ (or if on multiple pages “SEE SHEET X-XX FOR DIAGRAMS”) in the centre of the sheet. (Use “See Sheet X for Diagram” text type, see Section 4.2).

The scale ratio is to either be left blank or a dash “-” is inserted, and the scale bar increments are to be left blank (acceptable to leave ‘0’ shown).

PLAN OF CROWN ALLOTMENT		EDITION 1	OP126079S
<b>LOCATION OF LAND</b> COUNTY : BULN BULN PARISH : KOOROOMAN (2917) CROWN ALLOTMENT : 2052 AND 2053  SPL : 2052\PP2917 AND 2053\PP2917 TITLE REFERENCE : -		<b>NOTATIONS:</b> E-12 POWER SUPPLY  <b>Prepared from:</b> VDP, K173(3), PARISH PLAN 2917, M524(6), K173(1), OP80154, OP80358 AND PLAN K/08,09,17 (IN FILE)	
SEE SHEET 2 FOR DIAGRAM			
DRAWN: MGH 27/07/2022		EXAMINED: TH 24/08/2022	CAD FILE: OP126079S.DGN
SURVEYOR-GENERAL VICTORIA DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING		FILE REF: 1509083	NS

SCALE -	0 LENGTHS ARE IN METRES
------------	----------------------------

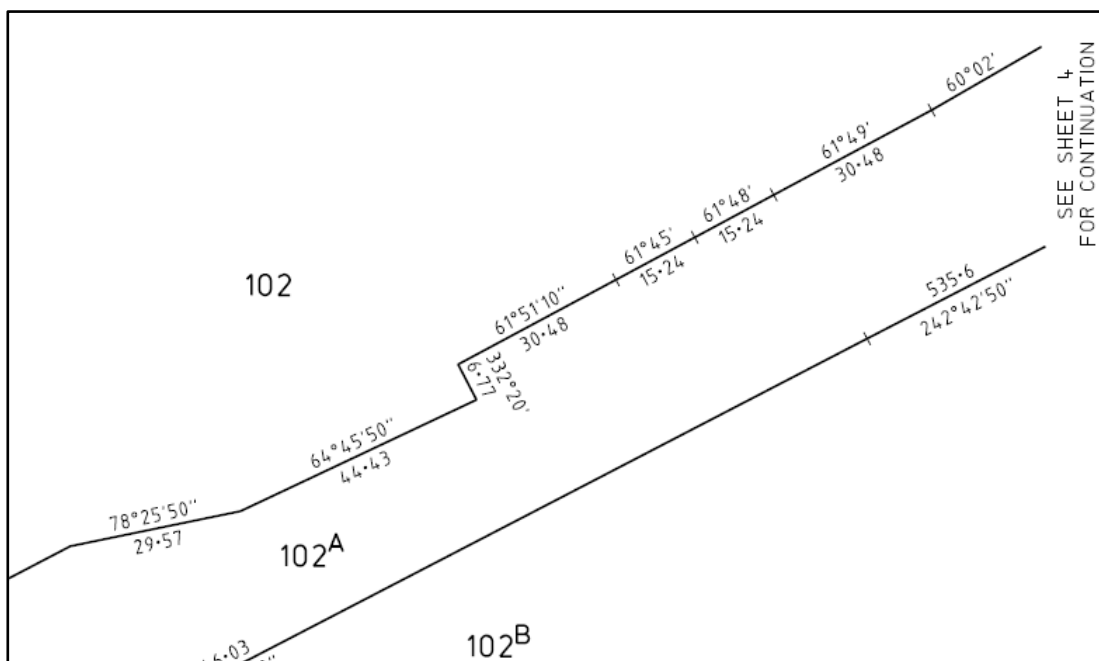
SHEET 1 OF 2

The subsequent or continuation sheet/s would then depict all parcels at an appropriate scale to allow bearings, distances, areas, Crown allotment numbers, easements (if relevant), abutments, etc to be shown clearly. Unlike sheet 1 of a Plan of Crown Allotment (OP), Title Plan or Crown Diagram, the continuation sheets can be orientated either portrait or landscape and there is more drawing space.

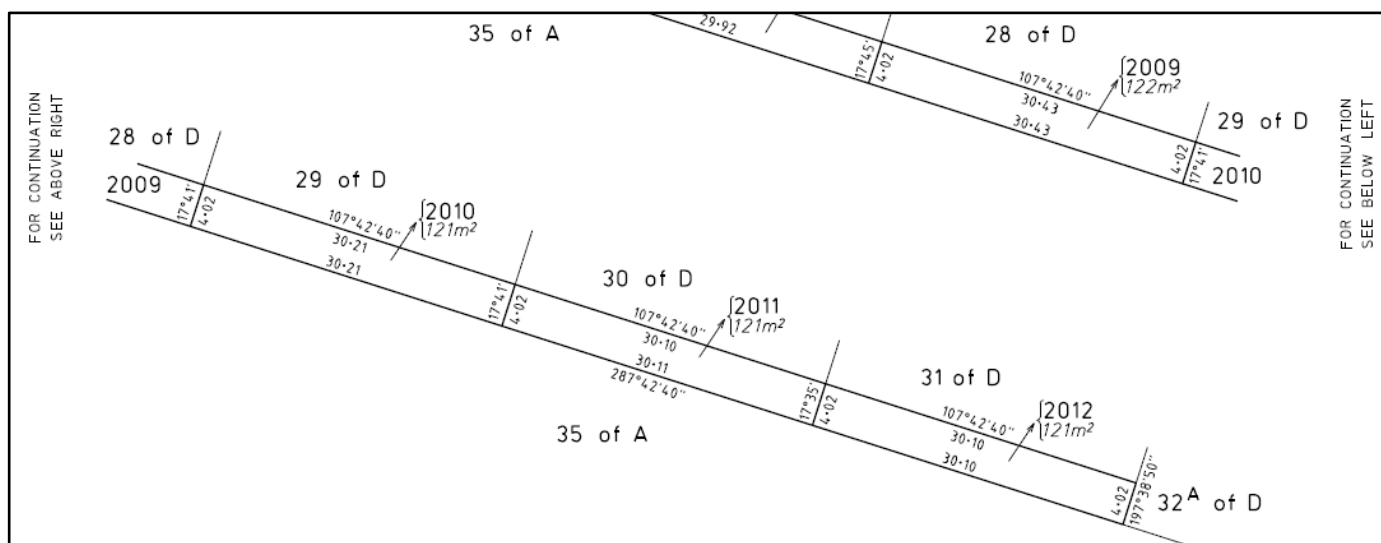
Ensure the total sheets are recorded correctly on sheet 1 of the plan. For example, 'SHEET 1 of 9'.

Where parcels need to be defined in multiple sections, as in the case of long and narrow road or channel parcels, they may need to continue across more than one sheet or shown as a secondary diagram on the same sheet.

- a. When a parcel is continued over multiple sheets, the wording 'SEE SHEET X FOR CONTINUATION' must be written (over 2 lines) at each end of both diagrams to link them together. See OP125025 as an example.



- b. Where the continuing diagram is on the same sheet, use 'FOR CONTINUATION SEE BELOW/ABOVE LEFT/RIGHT'. See OP125021 as an example.




## 4.15 Populating Plan Templates

Acceptable entries for the headings shown on plans are as follows (Numbers shown relate to the figures provided after the explanatory notes):

1. **County:** The subject parcel/s county.
  - a. If the subject parcel/s extend over multiple counties, repeat the county, parish, township, section and Crown Allotment fields. See example below.

COUNTY OF MORNINGTON PARISH OF LYNDHURST CROWN ALLOTMENTS 7A1, 12A1, 12A3, 2031, 2237 AND 2277  COUNTY OF BOURKE PARISH OF MORDIALLOC CROWN ALLOTMENTS 2007, 2039, 2044, 2045, 2046 AND 2049 SECTION 24 CROWN ALLOTMENT 19A
---

2. **Parish:** The subject parcel/s parish.
  - a. Special description parishes to be described as per Appendix C. Crown 'Special Descriptions'.
  - b. If the subject parcels extend over multiple parishes, repeat the parish, township, section and Crown Allotment fields. See example above for County.
  - c. For OP plans, also quote the parish code (in brackets) after the parish name. If there is a township, do not quote the parish code and instead quote the township code (in brackets) after the township name.
3. **Township:** The subject parcel/s township.
  - a. If the subject land is not within a township, this field must be deleted (do not leave a blank line to the next field).
  - b. For OP plans, also quote the township code (in brackets) after the township name.
4. **Section:** The subject parcel/s section.
  - a. This field must be deleted where the subject land Crown Allotment number does not include a section reference (do not leave a blank line).
  - b. Crown allotments with a technical description of NO SECTION are to be treated the same as (a) - the Section field is to be deleted.
5. **Crown Allotment:** The subject parcel/s Crown Allotment number/s.
  - a. All Crown Allotments must be listed, a hyphen should not be used to shorten number ranges: e.g. "2001, 2002, 2003 AND 2004" not "2001-2004".
  - b. The word 'AND' should be used with preference to an ampersand "&".
  - c. If an allotment is being created as a new road on this plan, i.e.. vide s.25(6)(a) of the Land Act 1958, then the allotment number should be followed by the word "ROAD" (in brackets), i.e.. 2001(ROAD)
  - d. Crown allotments not within a section should be listed first. Those that are within a section should be listed on subsequent lines. See example above for County.
  - e. Where space permits a blank line should be left between the Crown allotment field and the next set of information (SPI, TITLE REFERENCE, etc)
6. **SPI (OP Plans Only):** The Standard Parcel Identifier (SPI) of the parcel/s defined in the plan.
  - a. Entries in this field are to be added in exactly the format as it is displayed in LASSI, for example "2009\PP3028" or "10A1~3\PP2733"
7. **Title Reference:** The subject parcel/s Crown Folio or parent title reference.
  - a. If no Crown Folio exists (as would be the case for most Government Roads), this field must not be deleted, but a dash ('-') should be entered.
  - b. Entries in this field should be in the form "C/T VOL.11740 FOL.239"
  - c. C/F = Crown Folio, C/T = Certificate of Title, C/G = Crown Grant, C/L = Crown Lease
  - d. For Title Plans which immediately follow an OP, which has subdivided Crown land, the Title Reference should be updated to that newly created Crown Folio prior to the certification of the TP.

- 
8. **Edition:** Should be Edition 1 for most plans but update if preparing a subsequent edition of the same plan. Title Plans for Crown Grants are always to be created as Edition 1. Note: LEGL Plans do not have editions.
  9. **Notations:** Notations not already addressed by other plan headings that could assist with boundary definitions or enhance parcel derivation information.
    - a. For approved list of Notations refer to [Appendix A](#)
    - b. Title Plans for Crown Grants must contain the reference to the Conditions Sheet which forms part of the plan "SUBJECT TO ANY RESERVATIONS, EXCEPTIONS, CONDITIONS AND POWERS NOTED ON SHEET 2 OF THIS PLAN" (update sheet number as appropriate).
  10. **MGA2020 Co-ordinates (TP Plans Only):** MGA2020 co-ordinates of the centroid of the subject parcel/s.
    - a. Rounded to the nearest 10 metres or to the nearest metre where rounded coordinates fall outside of the subject land ie. small parcels or narrow parcels.
    - b. Can obtain centroid coordinate from LASSI
  11. **Drawn:** The initials of the officer who drafted the plan together with the date drafted eg. "RB 01/08/2019".
  12. **Examined:** The initials of the SGV officer who examined the plan, together with the date checked eg. "JD 11/01/2023".
  13. **Scale Ratio:** The scale of the diagram on that sheet shown as a ratio.
    - a. The scale adopted should be a standard scale in accordance with [Section 4.1](#).
    - b. When there is no diagram on the sheet, add a dash "-", refer to [Section 4.14](#).
  14. **Scale Bar:** Refer to sections [4.1](#) and [4.14](#) for further information.
  15. **Prepared from:** List of all the plans (including parish/township plans), surveys and other documents used in the production of the plan. Refer to Appendix B for approved 'Prepared From' wording. Note: Plans with survey attached do not include a "prepared from" section.
  16. **Sheet Number:**
    - a. The first sheet is to be numbered '1' and include the total number of sheets comprising the plan eg. "SHEET 1 OF 8".
    - b. second and subsequent sheets should only be numbered with the relevant sheet eg. "SHEET 6".
  17. **File Ref:** The relevant Government Departments file reference for the job/parcel is required.
  18. **Surveyors Ref:** The Surveyors Ref can be added to plans prepared by external Licensed Surveyors.
  19. **Surveyed/Non-Surveyed:** When the plan is derived from existing survey information quote "NS". When an Abstract of Field Notes has been included with the plan quote "S".
  20. **Depth Limitation:** The standard depth limitation for all new Crown Grants issued in Victoria is 15 metres, however there are some exceptions.
  21. **Plan Number:**
    - a. For OP & TP Plans the plan number is watermarked by SPEAR.
    - b. For LEGL plans the plan number is to be added in the CAD file.

**A. Plan of Crown Allotment Template – Survey “S” (prepared by L.S.)**

PLAN OF CROWN ALLOTMENT		8 EDITION 1	21						
<b>LOCATION OF LAND</b> <b>1</b> COUNTY : A COUNTY NAME <b>2</b> PARISH : A PARISH NAME (PH CODE XXXX) <b>3</b> TOWNSHIP : A TOWNSHIP NAME (TP CODE XXXX) <b>4</b> SECTION : SEC NO. <b>5</b> CROWN ALLOTMENT : CA NO.  <b>6</b> SPI : SPI NO. <b>7</b> TITLE REFERENCE : (C/F or C/T) VOL. XXXXX FOL. XXX		NOTATIONS: <b>9</b>							
ORIGINAL SHEET SIZE: A3 <b>13</b> SCALE X:XXXX <b>14</b> <table border="1"> <tr> <td>X1</td> <td>0</td> <td>X2</td> <td>X3</td> <td>X4</td> <td>X5</td> </tr> </table> LENGTHS ARE IN METRES		X1	0	X2	X3	X4	X5	<b>19</b> S	
X1	0	X2	X3	X4	X5				
FILE REF: <b>17</b> SURVEYORS REF: <b>18</b> DRAWN: <b>11</b> EXAMINED: <b>12</b>		< LEAVE BLANK >							
SURVEYOR-GENERAL VICTORIA DEPARTMENT OF TRANSPORT AND PLANNING		< LEAVE BLANK >							

**B. Plan of Crown Allotment Template – Non-Survey “NS” (prepared by L.S.)**

PLAN OF CROWN ALLOTMENT		EDITION 1 <sup>8</sup>	21						
<b>LOCATION OF LAND</b> <sup>1</sup> COUNTY : A COUNTY NAME <sup>2</sup> PARISH : A PARISH NAME (PH CODE XXXX) <sup>3</sup> TOWNSHIP : A TOWNSHIP NAME (TP CODE XXXX) <sup>4</sup> SECTION : SEC NO. <sup>5</sup> CROWN ALLOTMENT : CA NO. <sup>6</sup> SPI : SPI NO. <sup>7</sup> TITLE REFERENCE : (C/F or C/T) VOL.XXXXXX FOL.XXX		NOTATIONS: <sup>9</sup>  Prepared from: <sup>15</sup> VDP,							
ORIGINAL SHEET SIZE: A3 <sup>13</sup> SCALE X:XXXX <sup>14</sup> <table border="1"> <tr> <td>X1</td> <td>0</td> <td>X2</td> <td>X3</td> <td>X4</td> <td>X5</td> </tr> </table> LENGTHS ARE IN METRES		X1	0	X2	X3	X4	X5	CERTIFICATION BY SURVEYOR NS <sup>19</sup>	
X1	0	X2	X3	X4	X5				
FILE REF: <sup>17</sup> SURVEYORS REF: <sup>18</sup> DRAWN: <sup>11</sup> EXAMINED: <sup>12</sup>		< LEAVE BLANK >							
SURVEYOR-GENERAL VICTORIA DEPARTMENT OF TRANSPORT AND PLANNING		< LEAVE BLANK >							



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## Appendix A: 'OP Plan Notations Listing'

The following is a list of notations for use of Plans of Crown Allotment (OP), but can also be used on other Crown plans. Text shown in red are to be updated accordingly.

Please note that some of these notations may need to be carried over to the Title Plan for Crown Grant Purposes.

	Notation	Topic
1	CROWN ALLOTMENT <b>XX</b> MISCLOSES BY <b>X.XX</b> METRES.	Misclose
2	SURROUND EXTENTS MISCLOSES BY <b>2.57</b> METRES.	Misclose
3	CROWN ALLOTMENT <b>XX</b> IS A STRATUM OF CROWN LAND WITHIN THE MEANING OF THE <i>LAND ACT 1958</i> . REFER TO CROSS SECTION ON SHEET <b>X</b> .	Stratum
4	CROWN ALLOTMENTS <b>XXXX</b> AND <b>YYYY</b> OCCUPY A STRATUM OF CROWN LAND WITHIN THE MEANING OF THE <i>LAND ACT 1958</i> . REFER TO CROSS SECTIONS ON SHEET <b>X</b> .	Stratum
5	CROWN ALLOTMENT <b>XX</b> IS A STRATUM OF CROWN LAND WITHIN THE MEANING OF THE <i>LAND ACT 1958</i> , WITH A LOWER BOUNDARY OF REDUCED LEVEL MINUS <b>XX</b> METRES ON THE AUSTRALIAN HEIGHT DATUM.	Stratum
6	CROWN ALLOTMENT <b>XX</b> IS ALL THE LAND <b>ABOVE/BELOW</b> THE <b>UPPER/LOWER</b> BOUNDARY OF CROWN ALLOTMENT <b>XX</b> . REFER TO CROSS SECTIONS ON SHEET <b>X</b> .	Stratum
7	AREAS OF CROWN ALLOTMENTS <b>XX</b> AND <b>YY</b> ARE QUOTED AT SITE LEVEL.	Stratum
8	DIMENSIONS SHOWN UNDERLINED ARE NOT A RESULT OF THIS SURVEY, BUT ARE DERIVED FROM <b>XXX</b> .	Dimensions
9	REDUCED LEVELS (RL) ARE TO THE AUSTRALIAN HEIGHT DATUM (AHD) AND ARE BASED ON <b>MELBOURNE NORTH PM193</b> WITH A STATED LEVEL OF <b>11.5m</b> DATED <b>26/10/2017</b> .	Datum
10	VERTICAL DATUM <b>MELBOURNE NORTH PM 282</b> AHD RL <b>7.147m</b> VIDE <b>MELBOURNE CITY COUNCIL</b> DATED <b>12/06/2004</b> .	Datum
11	<b>MGA2020 ZONE 54/55</b> DATUM VIDE <b>RE68263</b> . <i>(when 2 or more source documents are both on the same datum but have a bearing difference between each other)</i>	Datum
12	COORDINATES SHOWN ARE TO <b>MGA2020 ZONE 54/55</b> . <i>(when a coordinate is displayed in the body of a plan)</i>	Coordinate Datum
13	CROWN ALLOTMENT <b>XX</b> LIES WHOLLY WITHIN THE <b>MOUNT BULLER</b> ALPINE RESORT RESERVE (PERMT.).	Alpine Resort
14	<b>DELATITE LANE</b> IS NOT A GOVERNMENT ROAD OR A PUBLIC HIGHWAY.	Alpine Resort



	Notation	Topic
15	CROWN ALLOTMENTS <b>XX</b> AND <b>YY</b> ARE SUBJECT TO ANY LEASE, PLANNING AGREEMENT OR RIGHT AS DEFINED IN SECTION 68, 69 AND 70 OF THE DOCKLANDS ACT 1991. <i>(for certain land within the Docklands Area)</i>	Docklands Area
16	DEPTH LIMITATION – <b>120</b> METRES BELOW THE SURFACE.	Depth Limit
17	THIS PLAN SUPERSEDES THE DEFINITION OF CROWN ALLOTMENT <b>XX</b> DEFINED IN GOVERNMENT GAZETTE <b>G15 12/04/2001 P.669</b> .	Plan Supersedes
18	THE BOUNDARY BETWEEN THE PARISHES OF <b>XX</b> AND <b>YY</b> HAS BEEN AMENDED IN THIS PLAN.	Parish Boundary
19	THE PARISH BOUNDARY BETWEEN THE PARISH OF <b>XX</b> AND PARISH OF <b>YY</b> RUNS ALONG THE <b>CENTRELINE OF XX CREEK/RIVER</b> .	Parish Boundary
20	BOUNDARIES DEFINED BY 'CONCRETE KERB', 'BRIDGE ABUTMENT' AND 'EDGE OF ELEVATED FREEWAY BRIDGE' ARE DEFINED IN VICROADS SURVEY <b>SP21537</b> DATED <b>08/11/2017</b> .	Boundary defined by feature
21	<i>When the boundary of a road allotment has been derived in accordance with schedule 5, clause 3 of the Road Management Act 2004 (that is, the boundaries are not defined by survey) – usually on an LEGL plan. (2 options – tweak as needed):</i> a) THE BOUNDARY OF ROAD ALLOTMENT <b>XX</b> IS DEFINED BY SCH.5 CL.3 OF THE ROAD MANAGEMENT ACT 2004. b) THE BOUNDARY OF ROAD ALLOTMENTS <b>XX</b> AND <b>YY</b> , PARISH OF <b>ZZ</b> ARE DEFINED BY SCH.5 CL.3 OF THE ROAD MANAGEMENT ACT 2004. <i>(Quote parish when parcels in more than one parish are defined on the plan eg. LEGL./21-550)</i>	Boundary defined by Sch.5 cl.3 of the Road Management Act 2004
22	<i>When the boundary of an abutting road has been derived in accordance with schedule 5, clause 3 of the Road Management Act 2004</i> THE ABUTTAL OF <b>GREAT OCEAN ROAD</b> AT THE <b>SOUTHERN</b> BOUNDARY OF CROWN ALLOTMENT <b>XX</b> HAS BEEN POSITIONED INDICATIVELY FROM AERIAL IMAGERY.	Boundary defined by Sch.5 cl.3 of the Road Management Act 2004
23	HIGH WATER MARK (HWM) OF <b>SALT LAKE</b> LOCATED BY GNSS OBSERVATIONS (DATED <b>11/07/2016</b> ) POST PROCESSED USING THE <b>KERANG BASE STATION</b> .	Natural feature boundary
24	<b>30.18m</b> FROM <b>MOORABOOL RIVER</b> (CIRCA 1881). <i>(notation to be placed along reserve boundary)</i>	Reserve boundary
25	BOUNDARY MARKED THUS * IS DEFINED AS <b>30.18m</b> FROM <b>MOORABOOL RIVER</b> VIDE GAZETTE <b>Yr.1881 P.484</b> <i>(to be used when the above notation #22 cannot be placed along the boundary, an asterisk is placed on the boundary instead)</i>	Reserve boundary



	Notation	Topic
26	LINEWORK SHOWN THUS -- -- -- -- -- DEPICTS THE POSITION OF THE PERMANENT RESERVE 30.18m WIDE VIDE GAZETTE Yr. 1881 Pg. 1389. <i>(to be used when the above notation #22 cannot be placed along the boundary)</i>	Reserve boundary
27	<i>Shoreline (HWM/LWM) labelled on a plan where the linework has been derived from aerial photography and not survey (2 options – tweak as needed):</i> a) HIGH WATER MARK AS SHOWN ON THIS PLAN IS AN APPROXIMATE REPRESENTATION AND HAS BEEN DERIVED FROM AERIAL PHOTOGRAPHY (CIRCA 2019) b) HIGH WATER MARK AND LOW WATER MARK AS SHOWN ON THIS PLAN ARE AN APPROXIMATE REPRESENTATION AND HAVE BEEN DERIVED FROM AERIAL PHOTOGRAPHY (CIRCA 2018 & 2021)	Natural feature boundary
28	<i>Streams captured as Crown allotments on a plan (2 options – tweak as needed):</i> a) CROWN ALLOTMENTS XX AND YY COMPRISE THE BED AND BANKS OF XX RIVER/CREEK. b) CROWN ALLOTMENT XX PARISH OF XX AND CROWN ALLOTMENT YY PARISH OF YY COMPRISE THE BED AND BANKS OF XX RIVER/CREEK	Stream Parcel
29	THE RACE (BEING 4A OF 7) IS 10.06m WIDE UNLESS OTHERWISE DESCRIBED.	Race Parcel
230	<i>Services/Easements are to be added in the following manner:</i> E-1: POWER SUPPLY E-2: WATER SUPPLY E-3, E-5: DRAINAGE E-4, E-5: SEWERAGE E-6: CARRIAGEWAY E-7: GAS SUPPLY E-8: OIL PIPELINE E-9: TELECOMMUNICATIONS	Service/ Easement
31	<i>Current practice is to not certify an OP if it is subject to any of these conditions, when possible. (VCD Feb 2020)</i> a) SUBJECT TO ROAD CLOSURE. b) SUBJECT TO EXCISION/REVOCATION FROM/OF XXX RESERVE. c) SUBJECT TO TRANSFER TO THE CROWN OF LOT XX, PS/LP/TP XXX.	Subject to Conditions

## Appendix B: ‘Prepared From’ Details on Crown Plans

The following is a series of examples for how to represent the different types of information used to prepare any type of Crown Plan.

In the prepared from section of a plan, the source documentation is to be presented in the following order, noting that they are to be shown in capital letters, excepting the aerial photography which is in lower case:

VDP, RECORD PLAN (Metric if available), RECORD PLAN (Imperial), PUT AWAY PLANS, OP PLANS, LEGL PLANS, GAZETTE PLANS (GP), OTHER REGISTERED PLANS (ie. Roads Corporation SP plans, PS, LP, WC, RE, etc), FIELDNOTES (CURRENT OR YEARLY), INSTRUMENTS, CERTIFICATE OF TITLE, GAZETTE INFORMATION, REGIONAL FILE PLANS, RAILWAY PLANS, AERIAL PHOTOGRAPHY.

The following table provides further information regarding the Prepared from documents and how to display them. If there is an item that is not within this list, contact the Technical Specialist for further advice.

Document	Comments	Example
Vicmap	Quote the Vicmap Digital Property (parcel layer) as this is the current information after the Crown Record Plans were ceased in 2001.	VDP
Record Plan - Metric	Need to quote “PARISH/TOWNSHIP PLAN” plus the plan number.  Do not list the schedule in the prepared from information, eg image 20102S1.jpg	PARISH PLAN 2076 TOWNSHIP PLAN 5311(1)
Record Plan – Imperial	The plan number is as per that noted on the actual plan, not necessary what the image has been saved as, ie. image N6910.pdf is plan N69(10)  Reference to County Plans are as per the example.	M474(6) COUNTY PLAN 1010
Put Away Plans	The plan number is as per that noted on the actual plan, not necessary what the image has been saved as, ie. plan S10 has three saved images S10_1, S10_2 & S10_3, only ever record as S10.	G182(B3) PROCLAIMED ROADS PLAN L20
OP Plans	Older OP plans have a plan number starting with “CP” (compiled plan) – these are all recorded as “OP” in all modern records.	OP124666, OP126488Y
LEGL Plans	The plan number is as per that noted on the plan, not what the image has been saved as.	LEGL./17-410
Certificate of Adjustment	-	CA8378
Gazette Plans	Generally Gazette Plans are associated to a Government Gazette – also quote gazette details, as gazette plans are not searchable externally.	GP3507



Document	Comments	Example
Other Registered Plans	<p>These include the following plans:</p> <ul style="list-style-type: none"> <li>- Road Corporation Survey Plan</li> <li>- Plan of Subdivision</li> <li>- Title Plan</li> <li>- Plan of Consolidation</li> <li>- Re-Establishment Survey</li> <li>- Lodged Plan</li> <li>- State Rivers &amp; Water Supply Commission Survey</li> </ul>	<p>(R.C.) SP12345A PS123456J TP24687K PC221145 RE224459 LP32005 (SRWSC) WC11111</p>
Abstract of Field Records (not yearly fieldnotes)	Quoted when the OP plan is being prepared some time after the Abstract of Field Records were registered.	ABSTRACT OF FIELD RECORDS BY PAUL REIDY L.S. DATED 01/01/2011
Yearly Fieldnotes	-	YEARLY FIELDNOTES Yr.1923 No.437
Instruments	Instruments can contain relevant information regarding boundaries and easements.	Instrument D63417
Certificates of Title	<p>This includes:</p> <ul style="list-style-type: none"> <li>- Crown Grant</li> <li>- Certificate of Title</li> <li>- Crown Lease</li> <li>- General Law Title</li> </ul>	<p>C/G VOL.1452 FOL.123 C/T VOL.9696 FOL.013 C/L VOL.1212 FOL.205K BOOK.63 MEM.25</p>
Victorian Government Gazette	<p>Gazette: quote G number, year &amp; page/s. ** If pages are plural show as PP. ie. PP.3-7</p> <p>Special Gazette: quote S number, date &amp; page/s</p>	<p>GAZETTE G15 Yr.1993 P.881 GAZETTE Yr.1878 PP.701-702  SPECIAL GAZETTE S75 1/07/1997 P.2</p>
Regional File Plans	<p>These are generally plans located in a DEECA Regional File which have required information not available elsewhere, eg new easement information shown on a plan attached to a Survey Assessment Report.</p> <p>Note: the "file" is that quoted as the plan's file ref.</p>	PLAN G/28-4-17A (IN FILE)
Victorian Railway Plans	These are obtained direct from VicTrack, and can either be a Plan or Survey Plan (Descriptive Survey). List as much information to clearly identify that plan. It should generally include the railway name, reference number and date. If the plan was found in a file, can also quote the file.	VICTORIAN RAILWAYS PLAN "CAULFILED & FRANKSTON LINE" Ref. 79 & 80 DATED 10/11/1881 IN FILE Rs.1669
Aerial Photography	Aerial Photography used to derive a boundary (HWM/LWM/river bank) is to be quoted exactly as the image name stored in the Image Web Server (IWS). The photo name is to be in lower case and listed on one line only.	AERIAL PHOTOGRAPH "alpine_2017dec12_air_vis_20cm_mga55.xwms"

## Appendix C: Crown ‘Special Descriptions’

There are many historic plans, Certificates of Title, etc which show local descriptions which are no longer valid. The full set of current Crown Special Descriptions has been issued by the Surveyor-General. The document can be found on the Land Use Victoria website <https://www.land.vic.gov.au/surveying/cadastral-survey/practice-directives>.

The Special Descriptions table lists the full set of current special descriptions. The Plan Presentation column sets out how the Special Crown Description is to be displayed in the location of land panel on a plan. Refer to the excerpt below.

Note: Parish Codes are only to be quoted on OP plans and Crown Diagrams.

Code	VOTS Database Name / VicMap Database Name	Plan Presentation
2007A	Alberton, At : Parish of Alberton East  ALBERTON, AT (ALBERTON EAST))	COUNTY: BULN BULN PARISH: ALBERTON EAST AT ALBERTON (2007A) SECTION: CROWN ALLOTMENT:

## Appendix D: OP Plan Checklist

Example of the OP Plan Checklist is below. SGV staff to use copy of original Word document when preparing a plan.

### CHECKLIST NO. 1 - OP PLAN

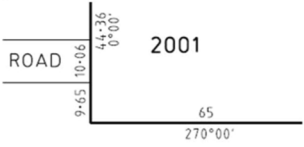
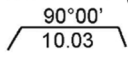

Page 1 of 3

	Checked	Notes
REF: Enter File Reference		
Plan number: OP Enter Plan Number		
Drafting Officer: Enter initial		
Date: Click or tap to enter a date.		
Checked By: Enter initial		
Date: Click or tap to enter a date.		
<b>PROFORMA:</b>		
1. <u>Location of Land:</u> County: ..... County Name <input type="checkbox"/> Parish Name & Code: ..... Parish Name&Code <input type="checkbox"/> Township Name & Code: ..... Township Name&Code <input type="checkbox"/> Section: ..... Section <input type="checkbox"/> Crown Allotment: ..... CA# <input type="checkbox"/> SPI: ..... SPI <input type="checkbox"/> Title Reference: ..... Vol.Fol. <input type="checkbox"/>	Choose an item.	
2. <u>Edition:</u> ..... <input type="checkbox"/> Drawn (initials & date): ..... <input type="checkbox"/> CAD File (file name): ..... <input type="checkbox"/>	Choose an item.	
3. <u>File Reference:</u> ..... <input type="checkbox"/> <i>Preferably DELWP or SGV PO- reference. Other Govt. department/authority references accepted. (Not surveyors' reference)</i>	Choose an item.	
4. <u>Sheets:</u> 1st sheet in plan: SHEET 1 OF Click here to enter sheet#. <input type="checkbox"/>	Choose an item.	
5. <u>Scale:</u> Plan drawn at suitable scale? ..... <input type="checkbox"/> Scale Ratio & scale bar increments, correct? ..... <input type="checkbox"/> <u>If no diagram is on sheet 1:</u> Scale ratio and Scale Bar are to be left blank/dash: ..... <input type="checkbox"/> In the position of the diagram the add the following: "SEE SHEET 2 FOR DIAGRAM". ..... <input type="checkbox"/>	Choose an item.	
6. <u>Survey:</u> S (Survey) – Abstract of Field Records Attached to Plan <input type="checkbox"/> OR NS (Non-Survey) – Based on existing survey information <input type="checkbox"/>	Choose an item.	
7. <u>Prepared From (for NS plans only):</u> Is Vicmap (VDP) and relevant record plans referenced? <input type="checkbox"/> Are all relevant plans/surveys used to compile this OP referenced? <input type="checkbox"/> <i>Refer to Prepared from list in J:\V\CSA\CSA Procedures\Checklists</i>	Choose an item.	
8. <u>Notations:</u> Are any notations required? ..... <input type="checkbox"/> Correct wording? ..... <input type="checkbox"/> <i>*Refer to Notations examples list in J:\V\CSA\CSA Procedures\Checklists</i>	Choose an item.	
9. <u>Services:</u> (E-1, E-2, etc.) Are services required to be shown? ..... <input type="checkbox"/> Is the purpose correct? ..... <input type="checkbox"/> <i>*Refer to Services examples list in J:\V\CSA\CSA Procedures\Checklists</i>	Choose an item.	

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# CHECKLIST NO. 1 - OP PLAN

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	Checked	Notes
<b>DIAGRAM:</b>		
10. Have the correct Crown allotments been defined on the plan? <input type="checkbox"/>	Choose an item.	
11. Crown allotment number/s shown. .... <input type="checkbox"/> Crown section number shown (if applicable). .... <input type="checkbox"/> <i>Note: '2000' series Crown allotment numbers are not within a section.</i>	Choose an item.	
12. <u>Fix of Parcel (to road or by abuttal):</u> Connection to road intersection (if can be established)? <input type="checkbox"/> <b>OR</b> Abuttals (label & linework) shown. <input type="checkbox"/>	Choose an item.	
13. <u>Road Abuttals:</u> Correct road name (from Vicmap Transport) .... <input type="checkbox"/> Correct spelling .... <input type="checkbox"/> If road abutting part of boundary, show road width & connection to parcel corner or next road .... <input type="checkbox"/> Example: 	Choose an item.	
<i>Note:</i> - If abutting road is a freeway then it is also to be labelled with: FWY Name (No Access) - If a road reserve is not named, it is to be labelled as "ROAD".		
14. <u>Streams/Water bodies:</u> Correct spelling .... <input type="checkbox"/> Direction of flow arrow shown (streams) .... <input type="checkbox"/> Text is to be in italics .... <input type="checkbox"/>	Choose an item.	N/A
15. Splay corner shown (if applicable)? <input type="checkbox"/>	Choose an item.	N/A
16. <u>North Arrow:</u> Placed in top left corner of plan (if room to do so) .... <input type="checkbox"/> Correct datum shown on north arrow .... <input type="checkbox"/> <u>Datum:</u> Choose an item.	Choose an item.	
17. <u>Dimensions:</u> Check that dimensions accord with abstract or prepared from info. .... <input type="checkbox"/> Dimensions quoted on correct datum. .... <input type="checkbox"/> Dimensions correctly rounded in accordance with SGV Manual. .... <input type="checkbox"/> Dimensions shown in a clockwise direction around parcel. .... <input type="checkbox"/> Internal bearings quoted under 180°. .... <input type="checkbox"/> Dimensions offset from boundary by half the text height (CAD) .... <input type="checkbox"/> Placement of dimensions: .... <input type="checkbox"/>  <i>bearing on outside, distance on inside (Preference)</i>   <i>otherwise:</i>  <i>dimensions to be centred along length of line where practical.</i>	Choose an item.	Checked with Josh

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# CHECKLIST NO. 1 - OP PLAN

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	Checked	Notes
<b>18. Area:</b> Area quoted is in accordance with closure spreadsheet? ..... <input type="checkbox"/> Parcel closes within acceptable limits? ..... <input type="checkbox"/> <i>Note: Parcels with natural boundary, approximate area to be quoted if natural boundary not re-established by survey.</i>	Choose an item.	Checked with Josh
<b>19. County/Parish/Township Boundaries:</b> Is a Parish, Township or County boundary required? ..... <input type="checkbox"/> Is the appropriate boundary shown in the correct position? ..... <input type="checkbox"/> Are the Parishes/Township/Counties labelled? ..... <input type="checkbox"/> <i>Note:</i> - If a boundary is both a County and Parish boundary, the County boundary line type is to be shown. - If a boundary is both a Parish and Township boundary, the Parish boundary line type is to be shown.	Choose an item.	N/A
<b>20.</b> If the diagram is over 2 or more sheets, reference the other sheets as follows: If part of the allotment or enlargement is shown on another sheet: "See sheet _ for details" ..... <input type="checkbox"/> When diagram is split over multiple sheets: "See sheet _ for continuation" ..... <input type="checkbox"/>	Choose an item.	N/A
<b>21. Services: (E-1, E-2, etc.)</b> Label correct for purpose described in notations? ..... <input type="checkbox"/> Sufficient dimensions to define all service boundaries? ..... <input type="checkbox"/> Width shown (if required)? ..... <input type="checkbox"/> Bearings quoted under 180°? ..... <input type="checkbox"/> Overall distance of parcel boundary bracketed? ..... <input type="checkbox"/> <i>Note: Where two or more services cross, they are to be separately labelled. For example, if E-1 and E-2 cross, this is to be known as E-3.</i>	Choose an item.	Checked with Josh
<b>22. Enlargements/Diagrams:</b> <i>Note: If an enlargement is drawn to scale it is to be referred to as an Enlargement. If an enlargement is not to scale it is called a Diagram.</i> Are any enlargements or diagrams required? ..... <input type="checkbox"/> Scale bar (enlargement) or "Diagram Not to Scale" shown. .... <input type="checkbox"/> All relevant Crown allotment numbers and abutments shown. .... <input type="checkbox"/> All dimensions shown. .... <input type="checkbox"/> Arrow from diagram to enlargement/diagram with either "See Enlargement" or "See Diagram" notated along it. .... <input type="checkbox"/>	Choose an item.	
<b>23. Section Diagrams:</b> Are any section diagrams required? ..... <input type="checkbox"/> Sections identified as A-A', B-B' and so on. .... <input type="checkbox"/> Detail in section corresponds exactly with position labelled on plan. .... <input type="checkbox"/> Section Diagram to be labelled as: SECTION A-A' (Not to Scale) ..... <input type="checkbox"/> All relevant Crown allotment numbers and abuttal shown. .... <input type="checkbox"/> All R.L.'s and/or structures defining allotment shown and correct. .... <input type="checkbox"/> Position of Ground/Site level identified. .... <input type="checkbox"/>	Choose an item.	N/A
<b>24. Linework:</b> Does all linework on plan accord with SGV specifications? ..... <input type="checkbox"/>	Choose an item.	
<b>25. Font:</b> Does all text on plan accord with SGV specifications? ..... <input type="checkbox"/>	Choose an item.	

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## Appendix E: TP Plan Checklist

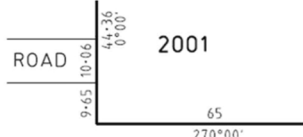
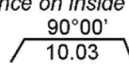
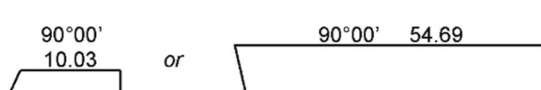
Example of the Title Plan Checklist is below. SGV staff to use copy of original Word document when preparing a plan.  
Note: The Conditions Sheet is prepared by SGV.

<b>CHECKLIST NO.2 - TITLE PLAN</b>		Page 1 of 4	
		Checked	Notes
REF: Enter File Reference	Plan number: TP Enter Plan Number		
Drafting Officer: Enter initial	Date: Click or tap to enter a date.		
Checked By: Enter initial	Date: Click or tap to enter a date.		
<b>PROFORMA:</b>			
<b>1. Location of Land:</b> Parish Name: ..... Parish Name <input type="checkbox"/> Township Name: ..... Township Name <input type="checkbox"/> Section: ..... Section <input type="checkbox"/> Crown Allotment: ..... CA# <input type="checkbox"/> Title Reference: ..... Vol.Fol. <input type="checkbox"/>		Choose an item.	
<b>2. MGA2020 Coordinates (approx. centre of land in plan):</b> Easting & Northing correct to nearest 10m ..... <input type="checkbox"/> Correct Zone 54 or 55 ..... <input type="checkbox"/>		Choose an item.	
<b>3. Depth Limitation:</b> Standard depth limitation (15 Metres)? ..... <input type="checkbox"/> Non-standard depth limitation (refer to SGV Manual)? ..... <input type="checkbox"/>		Choose an item.	
<b>4. Notations:</b> Correct sheet reference to TP conditions sheet? ..... <input type="checkbox"/> Are any additional notations required? ..... <input type="checkbox"/> <i>* Refer to Notations examples list in J:\V\CSA\CSA Procedures\Checklists</i>		Choose an item.	
<b>5. Edition (always 1 for Crown Grants) ..... <input type="checkbox"/></b> Drawn (initials & date) ..... <input type="checkbox"/> CAD File (file name) ..... <input type="checkbox"/>		Choose an item.	
<b>6. Sheets:</b> 1st sheet in plan: SHEET 1 OF Click here to enter sheet#. <input type="checkbox"/> <i>Note: A title plan is always made up of diagram sheet/s and condition sheet/s, as such there are always at least 2 sheets in a Title Plan.</i>		Choose an item.	
<b>7. File Reference:</b> <input type="checkbox"/> <i>Preferably DELWP or SGV PO- reference. Other Govt. department references accepted. (Not surveyors reference)</i>		Choose an item.	
<b>8. Scale:</b> Plan drawn at suitable scale? ..... <input type="checkbox"/> Scale Ratio & scale bar increments correct? ..... <input type="checkbox"/> <u>If no diagram is on sheet 1:</u> Scale ratio and Scale Bar are to be left blank/dash: ..... <input type="checkbox"/> In the position of the diagram add the following: "SEE SHEET 2 FOR DIAGRAM". ..... <input type="checkbox"/>		Choose an item.	
<b>9. Prepared From:</b> Is Vicmap (VDP) and relevant record plans referenced? ..... <input type="checkbox"/> Are all relevant plans/surveys used to compile this TP referenced? ..... <input type="checkbox"/> <i>* Refer to Prepared from list in J:\V\CSA\CSA Procedures\Checklists</i>		Choose an item.	

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## CHECKLIST NO. 2 - TITLE PLAN

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	Checked	Notes
<b>DIAGRAM:</b>		
10. Have the correct Crown allotments been defined on the plan? <input type="checkbox"/>	Choose an item.	
11. Crown allotment number/s shown. .... <input type="checkbox"/> Crown section number shown (if applicable) .... <input type="checkbox"/> <i>Note: '2000' series Crown allotment numbers are not within a section.</i>	Choose an item.	
12. <u>Fix of Parcel (to road or by abuttal):</u> Connection to road intersection (if can be established)? ..... <input type="checkbox"/> <b>OR</b> Abuttals (label & linework) shown. .... <input type="checkbox"/>	Choose an item.	
13. <u>Road Abuttals:</u> Correct road name (from Vicmap Transport) ..... <input type="checkbox"/> Correct spelling ..... <input type="checkbox"/> If road abutting part of boundary, show road width & connection to parcel corner or next road..... <input type="checkbox"/> Example: 	Choose an item.	
<i>Note:</i> - If abutting road is a freeway then it is also to be labelled with: FWY Name (No Access) - If a road reserve is not named, it is to be labelled as "ROAD".		
14. <u>Streams/Water bodies:</u> Correct spelling ..... <input type="checkbox"/> Direction of flow arrow shown (streams) ..... <input type="checkbox"/> Text is to be in italics ..... <input type="checkbox"/>	Choose an item.	
15. Splay corner shown (if applicable)? ..... <input type="checkbox"/>	Choose an item.	
16. <u>North Arrow:</u> Correct datum shown on north arrow ..... <input type="checkbox"/> Placed in top left corner of plan (if room to do so) ..... <input type="checkbox"/> <u>Datums:</u> Choose an item.	Choose an item.	
17. <u>Dimensions:</u> Check that dimensions accord with abstract or prepared from info. .... <input type="checkbox"/> Dimensions quoted on correct datum. .... <input type="checkbox"/> Dimensions correctly rounded in accordance with source plan/s. .... <input type="checkbox"/> Dimensions shown in a clockwise direction around parcel. .... <input type="checkbox"/> Internal bearings quoted under 180°. .... <input type="checkbox"/> Dimensions offset from boundary by half the text height (CAD) .... <input type="checkbox"/> Placement of dimensions: ..... <input type="checkbox"/>  <i>bearing on outside, distance on inside (Preference)</i>   <i>otherwise:</i>  <i>dimensions to be centred along length of line where practical.</i>	Choose an item.	

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## CHECKLIST NO. 2 - TITLE PLAN

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	Checked	Notes
<b>18. Area:</b> Area quoted is in accordance with closure spreadsheet. .... <input type="checkbox"/> Parcel closes within acceptable limits? ..... <input type="checkbox"/> <i>Note: Parcels with natural boundary, approximate area to be quoted if natural boundary not re-established by survey.</i>	Choose an item.	
<b>19. Parish/Township Boundaries:</b> Is a Parish or Township boundary required? ..... <input type="checkbox"/> Is the appropriate boundary shown in the correct position? ..... <input type="checkbox"/> Are the Parishes/Townships labelled? ..... <input type="checkbox"/> <i>Note: If a boundary is both a Parish and Township boundary, the Parish boundary line type is to be shown.</i>	Choose an item.	
<b>20.</b> If the diagram is over 2 or more sheets, reference the other sheets as follows: If part of the allotment or enlargement is shown on another sheet: "See sheet _ for details" ..... <input type="checkbox"/> When diagram is split over multiple sheets: "See sheet _ for continuation" ..... <input type="checkbox"/>	Choose an item.	
<b>21. Easements: (E-1, E-2, etc.)</b> Label correct for purpose described in conditions sheet? ..... <input type="checkbox"/> Sufficient dimensions to define all easement boundaries? ..... <input type="checkbox"/> Width shown (if required)? ..... <input type="checkbox"/> Bearings quoted under 180°? ..... <input type="checkbox"/> Overall distance of parcel boundary bracketed? ..... <input type="checkbox"/> <i>Note: Where two or more services cross, they are to be separately labelled. For example, if E-1 and E-2 cross, this is to be known as E-3.</i>	Choose an item.	
<b>22. Enlargements/Diagrams:</b> <i>Note: If an enlargement is drawn to scale it is to be referred to as an Enlargement. If an enlargement is not to scale it is called a Diagram.</i> Are any enlargements or diagrams required? ..... <input type="checkbox"/> Scale bar (enlargement) or "Diagram Not to Scale" shown. .... <input type="checkbox"/> All relevant Crown allotment numbers and abutments shown. .... <input type="checkbox"/> All dimensions shown. .... <input type="checkbox"/> Arrow from diagram to enlargement/diagram with either "See Enlargement" or "See Diagram" notated along it. .... <input type="checkbox"/>	Choose an item.	
<b>23. Section Diagrams:</b> Are any section diagrams required? ..... <input type="checkbox"/> Sections identified as A-A', B-B' and so on. .... <input type="checkbox"/> Detail in section corresponds exactly with position labelled on plan. .... <input type="checkbox"/> Section Diagram to be labelled as: SECTION A-A' (Not to Scale) All relevant Crown allotment numbers and abutment shown. .... <input type="checkbox"/> All R.L.'s and/or structures defining allotment shown and correct. .... <input type="checkbox"/> Position of Ground/Site level identified. .... <input type="checkbox"/> <i>Note: Generally, section diagrams are not required on a TP as the depth limitation is described on sheet 1.</i>	Choose an item.	
<b>24. Linework:</b> Does all linework on plan accord with SGV specifications? ..... <input type="checkbox"/>	Choose an item.	
<b>25. Font:</b> Does all text on plan accord with SGV specifications? ..... <input type="checkbox"/>	Choose an item.	

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**CONDITIONS SHEET**

		Checked	Notes
1. Sheet number: SHEET __	<input type="checkbox"/>	Choose an item.	
2. <u>Easements:</u> Easement label corresponds to correct easement on diagram	<input type="checkbox"/>	Choose an item.	
Correct wording chosen for easement	<input type="checkbox"/>		
3. <u>Conditions:</u> Are any special conditions required? e.g., No Legal Access	<input type="checkbox"/>	Choose an item.	

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