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| Licensed surveyor’s report |

A clear and concise report is an important element of every cadastral survey lodged at Land Victoria. All reports should be clear and comprehensive to assist in justifying the re-establishment and its acceptability.

A quality report provides support to industry and enables the efficient examination of the survey at Land Victoria. The report and abstract should support each other in their consistency and compatibility. If the surveyor’s report is inadequate, the surveyor will be required to submit an appropriate report before registration.

This template includes details and information Land Victoria expects to see in a surveyor’s report.

Licensed surveyor’s report

Plan/application number:

Surveyor’s name:

Surveyor’s reference:

Purpose:

Crown description:

Municipality:

Title:   
*Add relevant numbers of freehold title, lease hold title or general law deed.*

Appurtenant easements, road abuttals:

*Justify any road abuttal not known to title by providing evidence under the* Road Management Act 2004*, or proclamation of a public highway in a* Victoria Government Gazette*, or any other relevant documentation.*

*List appurtenant (carriageway and way) easements known to title.*

Encumbrances:

*Are the easements shown in accordance with title?*

*Is a variation required prior to registration of the plan?*

Survey information used:

Survey information perused:

Datum relationships:

*Identify common points with earlier surveys and clearly indicate the adjustment required to bring a common datum of bearings.*

Example:

*Cadastral Survey Datum:*

*The following relationships have been established with previous surveys:*

*AP123456/103*

*Datum vide survey marks found at ‘A', 'B’ & ‘C’, good agreement was obtained between these points*

*Add 0°00’40" to survey for AP123456/103 bearing datum.*

*A – B - C*

*323°49’50” 163.54m AP123456/103*

*323°49’10” 163.53m Survey*

*PS523815L*

*Datum vide old occupation found at ‘C' & 'D’, good agreement was obtained between these points.*

*Subtract 0°00’20" from survey for PS523456V bearing datum.*

*C-D*

*97°33’20” 27.26m PS223456V*

*97°33’40” 27.26m Survey*

Alignments and boundaries adopted:

*The factors influencing the adoption of all boundaries and alignments must be clearly outlined and agree with your abstract of field records.*

*Discuss how the alignments and boundaries have been re-established.*

*Discuss how the occupation supports the adoptions:*

* *identify the age of occupation, fences or buildings with supporting evidence*
* *can fencing be identified, when compared with earlier surveys?*
* *can the fence be accepted as a Crown boundary under section 271 of the* Property Law Act 1958*?*

*These are some of the factors that can help determine the acceptance of mature fencing as a Crown boundary.*

*The age of fencing surrounding the subject land carries substantial weight when assessing the acceptance of the boundaries for applications (15, 26P, 60, 99 and 103 of the* Transfer of Land Act 1958*).*

*Discuss any adoption differences with other surveys:*

* *differences should be set out in detail*
* *the method of verification of current work should be described*
* *where substantial differences to surrounding surveys exist, indicate that the other surveyor or their successor has been advised.*

*Where the boundaries are of irregular nature such as streams, lagoons, permanent reserves etc., further details are required and include such things as:*

* *the location of existing banks*
* *the width of streams and the location of the opposite bank where practical*
* *the location of the boundary adopted in original survey or relevant prior survey.*

*See section 7.11* Survey Practice Hand Book Victoria, Part 2 – Survey Procedures*for more information*

*In addition to a written report, a diagram may be used to supplement explanations. i.e. overlap diagrams.*

*NOTE:**If this information is not provided or is not clear the PS/application will not be registered.*

Need for amendment of title:

*Does the plan agree with title? Is amendment required?*

*Explain your reasoning in detail.*

Are government roads or Crown lands affected?:

*Has the consent of the Surveyor-General been sought or received for alignments of government roads, boundaries abutting Crown land, permanent reserves, stream boundaries, etc.?*

Old survey marks:

*The origin, age and condition of survey marks found should be described.*

Marking of boundaries:

*Outline whether the boundaries have been marked out and if not marked, why not?*

Connection to MGA94/SCN:

*Is this survey connected to MGA? If so, how? If not, why?*

Connection to PMs/PCMs:

*List all PMs and PCMs to which the survey is connected.*

Proclaimed Survey Area (PSA):

*State whether the land is within a PSA and provide the correct number.*

*This must be a yes or no statement.*

Equipment calibration:

*EDM equipment;*

* *make and model of instrument*
* *serial number*
* *EDM calibration site/baseline*
* *date of calibration.*

*Details of calibration immediately preceding date of survey (calibration period should not exceed 12 months).*

GNSS equipment and techniques:

*Refer to section 5.1(b),* Surveyor-General of Victoria Practice Directives*, September 2014.*

Currency conditions:

*This is required if the survey was completed more than two years prior to lodgement of the plan at Land Victoria.**Refer to section 6.1.2,* Surveyor-General of Victoria Practice Directives*, September 2014.*

Other relevant details:

*Are there any other details worth reporting?*

Licensed surveyor:

*Sign – if in SPEAR,**digitally sign.*