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| Survey Audit Checklist  |
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| --- | --- | --- | --- |
| File number |  | Plan number |  |
| Auditor |  | Date |  |

## ABSTRACT OF FIELD RECORDS

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| 1. **Heading and other details**
	1. Crown Description correct **1** ❒ Yes ❒ No
	2. Street names and abuttals correct ❒ Yes ❒ No
	3. North Point present and correctly orientated **2** ❒ Yes ❒ No
	4. Notations sufficient and correct **3** ❒ Yes ❒ No
 |
| 1. **Certification**
	1. Certification complete and correct **4** ❒ Yes ❒ No
	2. All sheets signed and dated ❒ Yes ❒ No
	3. All sheets numbered and referenced ❒ Yes ❒ No
	4. Amendments certified by surveyor ❒ N/A ❒ Yes ❒ No
 |
| 1. **Mathematics**
	1. Closures and areas correct ❒ Yes ❒ No
	2. Adoptions compute ❒ Yes ❒ No
	3. All figures capable of being proved mathematically are correct ❒ Yes ❒ No
 |
| 1. **Drafting**
	1. Drafting in accordance with Practice Directives **5** ❒ Yes ❒ No
 |
| 1. **Boundary Marking**
	1. All boundaries marked either directly or indirectly where practicable **6** ❒ Yes ❒ No
	2. Boundary marking described on abstract **7**❒ Yes ❒ No
 |
| 1. **PMs and PCMs**
	1. Survey connected to the required number of PMs and PCMs **8** ❒ Yes ❒ No
	2. Registered numbers of PMs shown **9**❒ N/A ❒ Yes ❒ No
	3. Marks nominated as PCMs of an appropriate standard **10**❒ N/A ❒ Yes ❒ No
	4. PCMs numbered correctly **11**❒ N/A ❒ Yes ❒ No
 |
| 1. **Omissions and/or transcription errors**
	1. Survey marks placed and found described **12** ❒ Yes ❒ No
	2. Fence descriptions provided ❒ Yes ❒ No
	3. Free of other omissions and transcription errors ❒ Yes ❒ No
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## RE-ESTABLISHMENT

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| 1. **Cadastral datum satisfactory** ❒ Yes ❒ No
2. **Re-establishment satisfactory** ❒ Yes ❒ No
3. **Extent of survey:**
	1. All the relevant old marks found/looked for ❒ Yes ❒ No
	2. Survey sufficient in extent **13** ❒ Yes ❒ No
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## MGA2020

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| 1. **Connection to MGA2020**
	1. If the survey is not connected to MGA2020:

Can the requirement to connect be waived? **14** ❒ Yes ❒ No (go to 13)* 1. If the survey is connected to MGA2020:

(a) Is the connection accurate?**15** ❒ Yes ❒ No(b) Have the bearings been rotated onto MGA2020 datum? **16** ❒ Yes ❒ No |
| 1. **MGA2020 derived by GNSS measurement** ❒ N/A (go to 13)
	1. Coordinates verified by connection to at least one SCN ground mark **17**❒ Yes ❒ No
	2. MGA2020 bearing datum derived from occupations on two survey control

marks (PM or PCM) within the survey, separated by at least 200 metres ❒ Yes ❒ No* 1. Derived connection from the SCN ground mark used for verification

to one of the survey control marks (PM or PCM) in the survey shown **18** ❒ Yes ❒ No |

## LICENSED SURVEYOR’S REPORT

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| 1. **Non-compliance with Regulation 15 and the Practice Directives**
	1. Signed and dated **19** ❒ Yes ❒ No
	2. EDM make, model, serial number, Calibration site and Calibration date **20** ❒ Yes ❒ No
	3. Specifies whether connection to PMs and PCMs has been made or postponed **21** ❒ Yes ❒ No
	4. Details of GNSS equipment and techniques used in the survey **22** ❒ N/A ❒ Yes ❒ No
	5. Currency conditions addressed **23** ❒ N/A ❒ Yes ❒ No
2. **Adequate explanation of adoptions** ❒ Yes ❒ No
3. **All information provided correct** ❒ Yes ❒ No
4. **Free of omissions and transcription errors** ❒ Yes ❒ No
 |

## FIELD CHECK

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| 1. **Marks placed/located and measurements made as described** ❒ Yes ❒ No
2. **Boundary marking**
	1. Boundaries marked on the ground where practicable **6 & 24** ❒ Yes ❒ No
	2. Boundary marks placed in their correct positions ❒ N/A ❒ Yes ❒ No
3. **Measurements correct and to the prescribed accuracy 25** ❒ Yes ❒ No
4. **Buildings used to define lot boundaries located accurately 26**  ❒ N/A ❒ Yes ❒ No
5. **Fencing**
	1. Fencing/occupation accurately described and depicted **27** ❒ Yes ❒ No
	2. Age of fencing/occupation reasonable where nominated **28** ❒ N/A ❒ Yes ❒ No
 |

# Endnotes

1. Refer to section 5.5, *Victorian Cadastral Surveys Practice Directives, July 2018*. Special Crown Descriptions to be in accordance with the full listing of current Special Descriptions available at:

[www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives](http://www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives)

1. North point must include a notation. If the survey is connected to MGA2020 bearing datum, the notation should be “**MGA2020 Zone 54** or **55**”, as appropriate. If the survey is not connected to MGA2020 bearing datum, an acceptable notation is “**Approximate True North**”.

3 Notations to include a description of the cadastral datum and, if connected to MGA2020 bearing datum, the rotation necessary for the cadastral or title datum. Refer to Regulations 12(2)(a) and 12(2)(b)*,* *Surveying (Cadastral Surveys) Regulations 2015* respectively.

4 Certification in accordance with Schedule 1, *Surveying (Cadastral Surveys) Regulations 2015* shown on the first sheet of the abstract of field records.

5 *Victorian Cadastral Surveys Practice Directives, July 2018*.

* For conventional traversing techniques, refer to section 6.3.1 and the example of a ‘traditional’ abstract of field records available at:

[www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives](http://www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives)

* For non-conventional measurement techniques, refer to section 6.3.2 and the example of a ‘alternative’ abstract of field records available at:

[www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives](http://www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives)

6 Refer to Regulation 9*, Surveying (Cadastral Surveys) Regulations 2015* and section 3, *Victorian Cadastral Surveys Practice Directives, July 2018.*

* Where direct marking of title boundaries is practical, boundary marks are to be placed at the perimeter corners of the land under survey. Intermediate ‘line’ pegs are also required at distances no greater than 200 metres apart on boundaries of significant length and/or when the ends of the boundaries are not inter-visible
* If it is impractical or inappropriate to place marks at the corners themselves, another form of marking the boundaries in the vicinity of the corners, such as offset marks, is to be implemented.

7 Refer to Regulation 12(2)(e)*, Surveying (Cadastral Surveys) Regulations 2015*.

* If direct marking of a corner or indirect marking of a boundary as described in 6 above is impractical, then the description "Not Marked" should be added to the abstract and the reason for the non-marking described in the licensed surveyor's report.

8 Refer to Regulation 11(3)*,* *Surveying (Cadastral Surveys) Regulations 2015* for the number of PMs and PCMs required to be connected to.

* If the survey is within or contiguous to a Proclaimed Survey Area, there is an additional requirement to directly connect to two coordinated PMs (i.e. SCN ground marks) – refer to Regulation 13*, Survey Co-ordination Regulations 2014*.

9 Refer to section 2.5, *Victorian Cadastral Surveys Practice Directives, July 2018.*

10 Refer to Regulation 8, *Surveying (Cadastral Surveys) Regulations 2015* and section 2.6.1*, Victorian Cadastral Surveys Practice Directives, July 2018.*

11 Refer to section 2.6.2, *Victorian Cadastral Surveys Practice Directives, July 2018.*

* When an existing numbered PCM is connected to, the PCM number already assigned to the mark is to be preserved.
* When a new PCM is established, surveyors must assign a 9-figure number from their allocation in the format:
* The first digit on the left being 1
* The next four digits being the surveyor’s SRBV Registration Number
* The final four digits being the surveyor’s allocated number

12 Section 7.8.3(r) of the *Survey Practice Handbook, Part 2* recommends that where the survey origin of a mark found is known, it should be described on the abstract adjacent to the mark. Marks found of unknown origin should also be described on the abstract as “Origin Unknown”.

13 Refer to Regulation 10, *Surveying (Cadastral Surveys) Regulations 2015.*

14 Connection to MGA2020 bearing datum can be waived if no suitable SCN ground marks exist within the vicinity of the survey which satisfy the parameters of Regulation 13, *Survey Co-ordination Regulations 2014*.

15 MGA2020 bearing datum accurate to at least 20 seconds of arc. Refer to section 2.2, *Victorian Cadastral Surveys Practice Directives, July 2018.*

16 Rotation of the survey onto MGA2020 bearing datum means that the bearings on the plan and abstract of field records are shown relative to MGA2020 Zone 54 or 55, as appropriate. Refer to section 2.2, *Victorian Cadastral Surveys Practice Directives, July 2018.*

17 The horizontal component of the coordinate difference with published SMES values of up to 0.10 metres is acceptable. Refer to section 2.3.4, *Victorian Cadastral Surveys Practice Directives, July 2018.*

18 The derived connection must consist of the MGA2020 bearing and ground distance at mean elevation between the marks, and the distance must be accompanied by the description “Ground” on the abstract. Refer to section 2.3.5, *Victorian Cadastral Surveys Practice Directives, July 2018.*

19 For SPEAR lodgements, to comply with *Technical Note 4 Applicant Created Surveying Documents in SPEAR,* the words “Digitally Signed” are to be added where the Licensed Surveyor’s signature would normally be placed and the report is not to be dated as the date is applied by SPEAR in the watermark.

20 Refer to section 5.4, *Victorian Cadastral Surveys Practice Directives, July 2018.*

* Check that the EDM used was last calibrated no more than 12 months prior to the date of survey.

21 Regulation 15(2)(c), *Surveying (Cadastral Surveys) Regulations 2015* requires the report to specify whether the survey has connected or postponed connection to PMs and PCMs.To demonstrate compliance, the report is to include a section titled “Connection to PMs and PCMs”which lists the numbers of the PMs and PCMs connected to as part of the survey. Refer to the licensed surveyor’s report template available at:

[www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives](http://www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives)

22 Refer to section 5.4, *Victorian Cadastral Surveys Practice Directives, July 2018.* In addition:

* The SMES and GNSS-derived MGA2020 coordinates of the SCN ground mark used for verification purposes are to be listed. Refer to section 2.3.4, *Victorian Cadastral Surveys Practice Directives, July 2018.*

23 If the survey was completed more than two years prior to its lodgement at Land Use Victoria, i.e. the date of survey in the Certification by Surveyor is more than two years prior to the date of lodgement of the current plan, a section must be added to the report that discusses the currency conditions listed in section 6.1.2(a), *Victorian Cadastral Surveys Practice Directives, July 2018.*

24 Refer to Regulation 9*, Surveying (Cadastral Surveys) Regulations 2015*.

* Check that the marks placed are suitable and that additional marking to aid in the identification of boundary lines has been implemented where required*.*

25 Refer to Regulation 7(1)(c)*, Surveying (Cadastral Surveys) Regulations 2015*.

26 Where practical, measure the positions of the boundaries defined by buildings and compare with plan dimensions. Refer to Regulation 7(4)*,* *Surveying (Cadastral Surveys) Regulations 2015* for accuracy requirement.

27 Refer to section 6 of the *Survey Practice Handbook, Part 2.*

28 Refer to section 6.2.2.2 of the *Survey Practice Handbook, Part 2.*

* The ages of the fencing/occupation surrounding the subject land are to be described.