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| Checklist for the submission of RE Plans through SPEAR |
| Surveyor-General Victoria, October 2021 |

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| Checkmark | ITEM | REFERENCE |
|  | **SPEAR REQUIREMENTS** |  |
|  | First sheet uses template 6 (portrait format) | TechNote 4, page 56 |
|  | Subsequent sheets use templates 2 (portrait format) and/or 3 (landscape format) | TechNote 4, page 56 |
|  | All pages are rotated correctly to appear upright on screen | TechNote 4, page 5 |
|  | Margin is 10mm around the template | TechNote 4, page 9 |
|  | Designated spaces for dealing (RE Plan) number, certification, digital signature and SGV acceptance have been left blank | TechNote 4, pages 17 & 18 |
|  | **REGULATION AND PRACTICE DIRECTIVE REQUIREMENTS** |  |
|  | Document heading is:  **RECORD OF HAVING RE-ESTABLISHED A CADASTRAL BOUNDARY**  **Surveying (Cadastral Surveys) Regulations 2015 – Schedule 4, Regulation 16** | Surveying (Cadastral Surveys) Regulations 2015, Schedule 4 |
|  | MGA co-ordinates of approximate centre of land are provided and correct  MGA datum to be specified as MGA2020 or MGA94  Relevant Zone number to be shown | Surveying (Cadastral Surveys) Regulations 2015, Schedule 4 |
|  | Cadastral datum described and, if appropriate, labelled in diagram | Victorian Cadastral Surveys Practice Directives, sec. 4.1.4 |
|  | Re-establishment methodology adequately described | Victorian Cadastral Surveys Practice Directives, sec. 4.1.4 |
|  | **Diagram shows:** |  |
|  | the major traversing of the survey | Victorian Cadastral Surveys Practice Directives, sec. 4.1.2 |
|  | the connections to PMs, PCMs and reference marks placed or located  (note: connection to a **minimum** of three PMs or PCMs is required) | Victorian Cadastral Surveys Practice Directives, sec. 4.1.2  Surveying (Cadastral Surveys) Regulations 2015, Reg. 11(3) |
|  |  |  |
|  | the survey monumentation used as the cadastral datum and the connection of the survey to it  (note: for **“best fit”** re-establishments, relationships to relevant occupation are to be shown to justify the adoptions) | Victorian Cadastral Surveys Practice Directives, sec. 4.1.2 |
|  | the dimensions of the re-established boundaries and alignments  Note:  If dimensions are shown for unsurveyed boundaries, a notation that it is a partial survey is to be shown.  If the surveyed dimensions of boundaries differ to title dimensions, then both are to be shown on the affected boundaries. | Victorian Cadastral Surveys Practice Directives, sec. 4.1.2  Victorian Cadastral Surveys Practice Directives, sec. 4.1.4  Victorian Cadastral Surveys Practice Directives, sec. 4.1.5 |
|  | the boundary marks placed  OR  a valid reason for not marking boundaries provided | Victorian Cadastral Surveys Practice Directives, sec. 4.1.2 & 4.1.3  Victorian Cadastral Surveys Practice Directives, sec. 3.3 & sec. 4.1.3 |
|  | No disclaimers present  By signing the certification as required by Regulation 14(1) and Schedule 4, Surveying (Cadastral Surveys) Regulations 2015, the surveyor accepts full responsibility for the re-establishment survey | Victorian Cadastral Surveys Practice Directives, sec. 4.1.6 |
|  | General presentation and drafting standards, such as text heights, lines clear of text, etc. | Survey Practice Handbook  (Part 1, Drawing Practice)  Example survey documents at:  https://www.land.vic.gov.au/surveying/cadastral-survey/practice-directives |

## Please note:

When an RE Plan is to be accompanied by a licensed surveyor’s report, the report should be submitted separately. This can be done in SPEAR in the ‘Details’ tab of the application under ’Actions’ then ‘Other Actions’ then ’Add Surveyor’s Report’.

Documents to be prepared predominantly in black and white. The documents submitted are converted to black and white and information printed in other colours may be lost. This includes colour photographs.

## Important:

This document is a guide for the minimum presentation standard of RE Plans and is not intended to be an exhaustive list of all the items checked by Surveyor-General Victoria as part of the acceptance examination.

## REFERENCES:

Surveying (Cadastral Surveys) Regulations 2015

Survey Practice Handbook (Surveyors Registration Board of Victoria, 1997)

Technical Note 4. Applicant Created Surveying Documents in SPEAR (SPEAR, October 2019)

Victorian Cadastral Surveys Practice Directives, July 2021 (Surveyor-General Victoria, July 2021)

## LINKS:

Victorian Cadastral Surveys Practice Directives: <https://www.land.vic.gov.au/surveying/cadastral-survey/practice-directives>

SPEAR templates: [https](https://www.spear.land.vic.gov.au/spear/pages/applicants/how-do-i-set-up-my-plan-templates.shtml)://www.spear.[land](https://www.spear.land.vic.gov.au/spear/pages/applicants/how-do-i-set-up-my-plan-templates.shtml).vic.gov.au/spear/pages/applicants/how-do-i-set-up-my-plan-templates.shtml

Survey Practice Handbook: <https://www.surveyorsboard.vic.gov.au/content/91/surveypracticehandbook.aspx>

For enquiries please contact Surveyor-General Victoria via email to [surveyor.general@delwp.vic.gov.au](mailto:surveyor.general@delwp.vic.gov.au)