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| Audit Plan Exam Checklist  |
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| File number |  | Plan number |  |
| Examiner |  | Date |  |

## PLAN

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| 1. **General**
	1. Standard of drafting satisfactory **1** ❒ Yes ❒ No
	2. Plan agrees with the Abstract of Field Records ❒ Yes ❒ No
	3. Dimensions of the lots correct and complete ❒ Yes ❒ No
		1. Dimensions rounded correctly **2**  ❒ Yes ❒ No
	4. Lot closures and areas correct ❒ N/A ❒ Yes ❒ No
	5. Street names and abuttals correct ❒ Yes ❒ No
	6. Parcel numbering (lots, roads, reserves, common property) correct **3** ❒ Yes ❒ No
	7. All sheets signed, dated and numbered correctly **4**❒ Yes ❒ No
	8. Page margins and panels correct ❒ Yes ❒ No
 |
| 1. **Notations**
	1. Crown description correct **5** ❒ Yes ❒ No
		1. Title reference(s) correct ❒ Yes ❒ No
	2. Last plan reference(s) correct ❒ Yes ❒ No
	3. MGA2020 coordinates of approx. centre of parcel correct ❒ Yes ❒ No
		* 1. Depth limitation correct ❒ Yes ❒ No
	4. Registered numbers of PMs connected to shown in relevant notation ❒ N/A ❒ Yes ❒ No
	5. Owners Corporations notations present and correct ❒ N/A ❒ Yes ❒ No
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| 1. **Diagramplottedcorrectly**
	1. Plan diagram agrees with scale ❒ Yes ❒ No
	2. North point present and correctly orientated **6** ❒ Yes ❒ No
	3. Title connection present and correct ❒ Yes ❒ No

3.4 All dimensions are shown **7** ❒ Yes ❒ No |
| 1. **Easements**
	1. Are there any existing or new easements ❒ Yes ❒ No (go to 5)
	2. Is the easement information table correct ❒ Yes ❒ No
	3. Are the easements located correctly and mathematically correct ❒ Yes ❒ No
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| 1. **Building Boundaries**
	1. Are there any boundaries defined by buildings ❒ Yes ❒ No (go to 6)
	2. Are the building boundaries described and labelled correctly❒ Yes ❒ No
	3. Have sufficient dimensions been shown ❒ Yes ❒ No
	4. Building cross sections shown where necessary and correct ❒ Yes ❒ No
	5. Plan prepared in accordance with Land Use Victoria’s

Plan of Subdivision Examples 2 and 5 **8** ❒ Yes ❒ No |
| 1. **Omissions and/or transcription errors**
	1. Free of omissions and transcription errors ❒ Yes ❒ No
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## Examiner’s comments

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# Endnotes

1. Drafting to be in accordance with the *Survey Practice Handbook,* Part 1*.*
* Text sizes for boundary dimensions to accord with those suggested in Table A3.2, Part 1 – Drawing Practice, *Survey Practice Handbook, Victoria*.
* Note that the minimum height for dimensions is 2.5 millimetres.
1. Dimensions rounded in accordance with section 8, *Victorian Cadastral Surveys Practice Directives, July 2018* and Section 7.7 of the *Survey Practice Handbook*, Part 2.
* Section 7.7.1(b), of the *Survey Practice Handbook, Part 2* states that, ‘where any length consists of whole metres the decimal sign and trailing zeros shall be omitted’.
1. Plans of subdivision certified after 10 April 2001 require the common property to be labelled with an identifier, e.g. Common Property No. 1.
2. Sheet numbering to be in accordance with Regulation 8(4), *Subdivision (Registrar’s Requirements) Regulations 2011*. First sheet is to be numbered as ‘Sheet 1 of [*total number of sheets*] sheets’ and subsequent sheets consecutively numbered as ‘Sheet 2’, ‘Sheet 3’, etc.
* If the plan contains an Owners Corporation (OC) schedule(s), the plan and OC schedules are to be numbered separately using the above convention. Refer to section 2, *Technical Note 4 Applicant Created Surveying Documents in SPEAR* for further information.
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**”.
2. Regulation 11(14) of the *Subdivision (Registrar’s Requirements) Regulations 2011* allows for boundaries that are not dimensioned to be accepted provided they were shown that way in the parent diagram.
3. Land Use Victoria Plan of Subdivision examples available at:

[www.propertyandlandtitles.vic.gov.au/land-titles/subdivision-and-consolidation](https://www.propertyandlandtitles.vic.gov.au/land-titles/subdivision-and-consolidation)