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| Checklist for the submission of RE Plans through SPEAR |
| Surveyor-General Victoria, February 2019 |

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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) 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 number, certification, digital signature and SGV acceptance have been left blank | TechNote 4, pages 17 & 18 |
|  | **REGULATION AND 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 | Surveying (Cadastral Surveys) Regulations 2015, Schedule 4 |
|  | **Diagram to show:** |  |
|  | the survey monumentation used as datum and the connection of the survey to it | Victorian Cadastral Surveys Practice Directives, section 4 |
|  | the title boundaries and major traversing of the survey within the road reserves | Victorian Cadastral Surveys Practice Directives, section 4 |
|  | the PMs, PCMs and reference marks placed or located | Victorian Cadastral Surveys Practice Directives, section 4 |
|  | the boundary marks placed | Victorian Cadastral Surveys Practice Directives, section 4 |
|  | If different, a comparison of the Title and Survey dimensions of property boundaries, or a notation to that effect | Victorian Cadastral Surveys Practice Directives, section 4 |
|  | 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, section 4 |

## 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” please select “Add Surveyor’s Report” from the “Other Actions” dropdown menu.

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 that may be checked by Surveyor-General Victoria. Although RE Plans lodged with the Surveyor-General undergo only minimal examination, they become legal documents once recorded by Land Use Victoria.

## REFERENCES:

Surveying (Cadastral Surveys) Regulations 2015

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

Victorian Cadastral Surveys Practice Directives, July 2018 (Surveyor-General Victoria, January 2019)

The Victorian Cadastral Surveys Practice Directives, July 2018 and other relevant documents can be downloaded from <https://www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives>

SPEAR templates can be downloaded from [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

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