



How to use a Deposited Plan administration sheet

1. What is an administration sheet?

The administration sheet is an approved form that contains all of the administrative data, signatures, seal, approvals and certifications for a plan.

Approved forms for Deposited Plan administration sheets are as follows:

- Plan Form 6 for general deposited plans
- Plan Form 6A annexure sheet for administration sheet
- Plan Forms 6B and 6C for plans with Subdivision Certificates under Sections 23H and 23J Conveyancing Act 1919, respectively.

The completed administration sheet forms part of the plan and must be lodged with and in the same manner as the plan.

All signatures and seals must be shown on the administration sheet. No signatures or seals are to appear on the original plan drawing sheets.

The form must be used for all lodgments whether electronic or manual.

2. How is it used?

The administration sheet is an original, legal document. Under no circumstances should a blank administration sheet be photocopied, faxed or folded for posting to a solicitor, client, council or other person for signature. It is an original document and will be rejected if it does not conform to requirements for original documents.

Manual Lodgments

All signatures, seals and certificates are to be endorsed on the administration sheet. No signatures are to appear on the original plan.

The administration sheet, should accompany a copy(s) of the plan when forwarded for subdivision approval.

- The Authorised Person / Accredited Certifier should sign the completed Subdivision Certificate on the administration sheet.
- The Authorised Person / Accredited Certifier should also sign a **copy** of each plan drawing sheet which should accompany the plan when lodged. This signature may appear anywhere on the front of the plan drawing sheet(s).
- Note: the original plan drawing sheets which are on archival paper must not be signed by the Authorised Person/ Accredited Certifier.

If insufficient space is available for signatures or other data a maximum of 4 additional annexure sheets, in the approved form, can be used. Each sheet of the form should be fully utilised before adding additional sheets.

Each sheet must be numbered sequentially, separately from the plan, as *sheet ... of ... sheets*.

The original plan, signed copy and signed administration sheet, together with other required documents, should be lodged by hand at the Department of Lands Queens Square Office.

ePlan Lodgments

All signatures, seals and certificates are to be endorsed on the administration sheet. No signatures are to appear on the original plan.

The administration sheet, should accompany a copy(s) of the plan when forwarded for subdivision approval.

- The Authorised Person / Accredited Certifier should sign the completed Subdivision Certificate on the administration sheet.
- The Authorised Person / Accredited Certifier should also sign a **copy** of each plan drawing sheet which is not lodged but is retained by the surveyor. This signature may appear anywhere on the front of the plan drawing sheet(s).

If insufficient space is available for signatures or other data a maximum of 4 additional annexure sheets, in the approved form, can be used. Each sheet of the form should be fully utilised before adding additional sheets.

Each sheet must be numbered sequentially, separately from the plan, as *sheet ... of ... sheets*.

The person approved to lodge electronically (approved person) must convert the original signed administration sheet(s) to an electronic image by scanning to the required specifications.

The plan, administration sheets(s) and other required document images are lodged electronically using the ePlan Internet facility.

The approved person must retain the administration sheet(s), and any other document bearing original signatures, for 7 years following registration of the plan.

3. Further information

Full requirements for administration sheets - see the Conveyancing (General) Regulation 2008.

Administration sheet kits are available from the Department of Lands website at www.lands.nsw.gov.au/land_titles/plan_forms.

General Enquiries:

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