



Circular

Division: Land and Property Information Division
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Electronic relodgment of manually lodged plans

The Department of Lands is officially registered in the Australian Business Register and also registered for GST. Its ABN is 21 804 973 362

Land and Property Information (LPI) will be offering a new service for manually lodged plans from 1 June 2009 that will allow the electronic relodgment of plans following requisition. This service - 'eRelodge' - will save time and money and improve security at a critical phase of the property development process.

Plans may only be eRelodged if the following criteria are met:

- re-lodgment is undertaken by the surveyor who prepared the plan
- the surveyor has been approved to lodge plans electronically for registration and is authorised by the lodging party to relodge the plan on their behalf
- the plan does not bear any original signatures i.e. when originally lodged it was accompanied by a Signature/Administration sheet.

What files may be eRelodged by the surveyor?

Plan (P), survey report (R), checklist (K) and letter/misc (L) files may be eRelodged by the surveyor. All other manual file types must be uplifted, altered and relodged by the lodging party using existing over the counter procedures.

The original hard copy of the plan must not be uplifted if the plan is to be eRelodged.

Does the new service apply to all plan types?

The eRelodge service can be used for deposited plans and strata plans. It is not available for community plans or plans lodged for pre-examination.

How does the lodging party authorise the surveyor?

The surveyor will have automatic authority to eRelodge, unless the lodging party states otherwise. The manual plan lodgment form for deposited plans and strata plans is being enhanced to display a panel whereby the lodging party may indicate that the surveyor does not have authority to relodge the plan electronically. See below:



Department of Lands

DEPOSITED PLAN LODGMENT

NOTICE: ADDITIONAL FEES MAY APPLY
 When investigation exceeds 4 hours for plans with up to 2 lots or 6 hours for plans with more than 2 lots additional fees will be calculated on a quarter-hour basis at \$50 per quarter-hour.

TO BE COMPLETED BY LODGING PARTY (responsible for invoice payment)

LODGED BY:		DATE
<i>WARNING: Invoice will issue to Lodging Party entered in this panel.</i>		PRE-EXAMINED?
LLPN:		PPN?
POSTAL ADDRESS		DP No.:
or		Surveyor's Name:
<i>DX No. or</i>	
<i>LPI Doc. Collection Box No.</i>		eRelodge:
Your Reference:		The surveyor has authority to eRelodge a plan following requisition. If you wish to revoke this authority, tick the box and sign below.
Contact Name:		<input type="checkbox"/> Do not allow eRelodgment
Telephone No.:	Fax No.:	
Email Address:		
PLAN LODGMENT FEES: Effective from 1 July 2008, subject to annual review		Rate Fee
Plan Purpose:		2 lots or less \$1,025.00

Alternatively, the lodging party will be able to furnish a letter to this effect after lodgment.

How will surveyors know that eRelodge approval has not been permitted by the lodging party?

Upon receipt of requisitions for a manually lodged plan, surveyors are advised to conduct an online ITS plan inquiry via the Survey Services Portal (SSP) to ascertain whether they have lodging party approval to eRelodge.

How does the surveyor relodge files electronically?

Files can be relodged via the relodgment option of the ePlan electronic plan lodgment facility. Full details on ePlan and file requirements are available from the "Surveyors Information Package" on the ePlan information page of the Lands website: http://www.lands.nsw.gov.au/land_titles/eplan/eplan_lodgment_info.

Inquiries may be directed to the ePlan Administrator, Titling and Plan Services Tel. (02) 9228 6907 or email eplan@lands.nsw.gov.au.

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