

## This checklist may accompany the original plan when lodged in LPI for registration

Checklists are designed to complement items in letters of requisition.

n/a=not applicable

Item	Old System plans	yes	n/a
6.3	All required deeds furnished		
6.4	Completed <i>Statement(s) of Title Particulars</i> form furnished with deeds		
6.5	Compiled plans prepared for Old System or Limited title land have approval obtained from the Plan and Title Advisor		
6.9	Evidence of documentary title and a completed <i>Statement of Title Particulars</i> or primary application claiming possession of the land should be prepared and lodged		

Item	Section 88B instrument	yes	n/a
7.1	Heading shown on all sheets (not required for a signatures only sheet)		
7.2	Easements referred to in the s.88B instrument are shown on the plan		
7.3	Terms provided in part 2 for all restrictions, positive covenants and non-statutory easements		
7.4	Part 1A for easements being released includes details of creating instrument, lots burdened and lots benefited. <b>Note:</b> Positive covenants or restrictions <b>cannot</b> be released in part 1A		
7.5	Final sheet is properly signed and witnessed. Each sheet is attested by a signatory to the final sheet		
7.6	Full name and address of all witnesses is shown		
7.7	Each sheet and any alterations are attested by a signatory to the final sheet		
7.8	Each sheet is consecutively numbered		
7.10	Each lot benefited is clearly shown in the 88B schedule		
7.11	Final sheet is signed and witnessed by registered proprietor of lots benefiting from a positive covenant or restriction as to user		
7.12	Final sheet is signed and witnessed by prescribed authority benefiting from a positive covenant or restriction as to user		

Item	Titling, signatures, consents, and documents	yes	n/a
8.1	Administration sheet is signed by all registered proprietors		
8.2	Administration sheet is signed by all mortgagees		
8.3	All title documents are either produced or lodged herewith		
8.4	Written consent to plan registration is provided for all lessees and caveators shown on title		
8.5	Statutory declaration provided for multi title subdivisions affected by leases		
8.6	Action taken regarding expired lease still recorded on title		
8.7	Administration sheet shows a completed subdivision certificate		
8.8	The Council Clerk's Certificate signed on or after 1.7.1998 is accompanied by written evidence that the plan was executed pursuant to <i>s.109J Environmental Planning and Assessment Act</i>		
8.9	De-facto subdivision (physical division by buildings/occupations) has a subdivision certificate		
8.10	All existing easements (recorded on title(s)) are shown on plan		

8.11	Ministers consent for subdivision plans where titles are affected by Crown restrictions on subdivision		
8.12	Quality of documents/images meet acceptable LPI standards and are suitable for reproduction		
8.13	Paper copy of plan supplied bearing original signatures and council's approval where required		
8.14	Each administration sheet is consecutively numbered separately from the plan drawing sheet(s)		
8.15	Plan registration will be delayed until all plan lodgement fees are paid		
8.16	Processing of pre-examination plan delayed until all lodgement fees are paid		
8.17	A copy of the plan bearing original signature of the authorised person as per the subdivision certificate provided		
8.18	Plan is affected by unregistered dealings		
8.19	Consent of adjoining owner required for land outside occupations involving limited or qualified land		
8.23	Plan over public reserve requires Request or letter to be furnished by council		
8.27	Public/drainage reserve statement included on administration sheet and the lot identified in the plan		
8.28	Public/drainage reserve subdivision certificate where required		
8.30	Letter furnished by surveyor indicating the direction required as to which lot the PPN will affect once this plan is registered		

**PPN**

I have used the checklist to assist with lodgment of this plan and all relevant items have been addressed.

Name:.....

Signed: ..... Date: ..... Surveyor's reference:.....

## Change log

Date	Item	Details of changes made
28.5.2007	PPN	Box added for PPN details
1.9.2007	8.1, 8.2, 8.7	Reference to Plan or Signature Form' replaced with 'Administration Sheet'
1.9.2007	8.14	Added for numbering of Administration sheets
20.9.2011	various	Items 6.5, 7.10, 8.15 and 8.16 added
20.9.2011	various	Items 6.9, 7.11 to 7.12, 8.17 to 8.19 and 8.23 added
26.11.2013	8.27, 8.28, 8.30	Items 8.27, 8.28 and 8.30 added
26.11.2013	Heading	Checklist no longer compulsory. 'Must accompany' changed to 'may accompany'
26.11.2013		Reformatting and LPI logos added

This change log is **not** part of the checklist and should **not** be lodged with the plan.

### Disclaimer

This information is correct at the date of publication, changes after the time of publication may impact upon the accuracy of the material.

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