



# Circular

Division: Land and Property Information Division  
No: 2007/06  
Date: May 2007

## Pre-allocated Plan Numbers (PPN) Pilot Program

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

LPI is soon to commence a pilot program under which it will issue surveyors with plan numbers for proposed land developments on request before plans are ready for lodgment. The plan numbers issued will be known as pre-allocated plan numbers (PPNs). The pilot will start on Monday 28 May 2007.

### How will PPNs work?

Surveyors will be able to request PPNs online via LPI's Survey Services Portal (SSP). No charges will apply. In response to a request for a PPN, a 'Notice of Pre-allocated Plan Number Issue' will be generated for the surveyor to view and/or download. A sample notice is attached.

The PPN is a unique plan number that will persist with the development throughout the plan lodgment, registration and title creation processes. PPNs will be identified by the prefix 'PP' eg PPSP76543. When a PPN has been issued it will automatically be noted on the relevant parcels in the Cadastral Records Enquiry (CRE) database and on affected folios of the register in the Integrated Titling System (ITS).

On lodgment of a final plan or pre-examination plan which has a PPN, the prefix will be deleted, but the rest of the plan number will be maintained eg PPSP76543 will become SP76543.

### What does the pilot program involve?

The Pilot will run for 12 months. Throughout this period, the availability of PPNs will be limited to plans that:

- have a Development Application (DA) number, and
- subdivide Torrens Title land only for the following plan purposes:
  - Subdivision
  - Strata plan
  - Strata subdivision plan
  - Leasehold strata plan
  - Community plan
  - Precinct plan
  - Neighbourhood plan
  - Part strata
  - Building stratum subdivision.

During the Pilot, access to PPNs will only be available to surveyors registered to lodge plans electronically for registration.

When applying for a PPN, surveyors will need to provide the following information:

- DA number (not DA approval) and date;
- Surveyor's reference; and
- Title details of affected lands.

If necessary, surveyors can request that changes be made to the details of an existing PPN by forwarding an email to [eplan@lands.nsw.gov.au](mailto:eplan@lands.nsw.gov.au).

### **What happens when a plan with a PPN is ready for lodgment?**

For manual plan lodgment existing procedures apply, with the following extra requirements:

- the PPN must be noted on the Plan Lodgment Form, or Pre-examination Lodgment Form, in the designated space;
- the Surveyors Checklist must show the issued PPN in the designated space just above the surveyors signature;
- a copy of the printed 'Notice of Pre Allocated Plan Number Issue' must accompany the plan at lodgement.

For ePlan lodgment existing procedures apply, but surveyors should note the addition of two new buttons specific to plans allocated a PPN.

### **What will happen when the pilot is finished?**

When fully implemented, the intention is that PPNs will be available for all plan types and title systems.

### **What are the benefits?**

The introduction of PPNs will mean that documentation such as contracts of sale and transfers can be prepared much earlier in the development process. Another key benefit will be the ability to include notification of proposed development activity on the public record in LPI cadastral and titling datasets. In addition, local councils will be able to access details of PPNs issued for land within their administrative boundaries.

It should be noted that plans allocated a PPN do not have an automatic or early right to registration. Plans allocated a PPN will be subject to existing LPI plan registration processes.

### **Where can I get more information?**

Directions on how to register to ePlan (level 2), which is required for electronic lodgment of plans and for access to PPNs can be found on the Lands website at [www.lands.nsw.gov.au/land\\_titles/eplan](http://www.lands.nsw.gov.au/land_titles/eplan).

If you would like more information about the pilot program in general, please email [eplan@lands.nsw.gov.au](mailto:eplan@lands.nsw.gov.au).

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## Notice of Pre Allocated Plan Number issue

**Allocation Date:** 9/5/2007  
**Surveyor Name:** Steve Drury  
**Surveyor Reference:** LHK  
**Pre Allocated Number:** PP DP1112049  
**DA Number:** jk  
**DA Date:** 3/3/2005  
**Plan Purpose:** Subdivision  
**Title References(s):** 6/12345

A copy of this letter must accompany any plan lodged manually for pre-examination and/or registration. The Plan Lodgment Form should be clearly noted (preferably in red) "PPN". Failure to do this may lead to a new plan number being allocated and cause delays in plan processing.

Please direct your inquiries or correspondence via email to: [eplan@lands.nsw.gov.au](mailto:eplan@lands.nsw.gov.au).