

DEPOSITED PLAN CHECKLIST for LODGING AGENTS and SOLICITORS

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

Note: This checklist is designed to compliment items in letters of requisition. Numbering is aligned to a requisition database and follows on from the 'Deposited Plan Checklist for Surveyors'.

Y = Yes and NA = Not Applicable

Item	Old System Plans	Y	NA
6.3	All required deeds furnished		
6.4	Completed Statement(s) of Title Particulars furnished with deeds		

Item	Section 88B Instrument	Y	NA
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. Note: Positive Covenants or Restrictions CANNOT 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		

Item	Titling, Signatures, Consents & Documents	Y	NA
8.1	Plan or Signature Form is signed by all registered proprietors		
8.2	Plan or Signature Form 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	The plan 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 the 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		

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:

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Change Log

Date	Item	Details of changes made
28.5.2007	PPN	Box added for PPN.

Note: this change log does NOT form part of the Checklist and should not be lodged with the plan