

DERM PRE-LODGEMENT ADVICE REQUEST FORM

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| Office Use Only Receipt No: |
|--------------------------------|

Surveyor:

Phone:

Surveyor's Reference:

Date:

Plan Number:

I/We
(Cadastral Surveyor/Corporation Name)

1. request the Department of Environment and Resource Management (the Department) to assess our plan/s, as detailed above, as follows:

- The relevant items of the "Plan Registration Compliance Checklist", being Form 10 under the *Survey and Mapping Infrastructure Act 2003*.
- Review of Reinstatement

(if a review of reinstatement is required please ensure that the appropriate box is clearly marked)

2. acknowledge that the Department will charge a fee for this service in accordance with the approved Fee for Advice on Survey Requirements for Plan Lodgement, and that this fee is not able to be credited to any other fees when the plan is lodged under an Act administered by the Department
3. unconditionally accept responsibility for the survey;
4. acknowledge that the Director-General of the Department will not be responsible for any act or omission made in the exercise of my professional judgement in relation to any survey on which I have requested advice from that Department;
5. request that, on receipt, the copy of this plan be accepted as satisfying Section 16(1) of the *Survey and Mapping Infrastructure Act 2003*.

- Yes (On receipt, the plan will be recorded as an RC plan.)
- No (On receipt, the plan will **not** be recorded in the Department's systems.)

6. request that, following endorsement, this plan be deposited as a DP:

- Yes (Following endorsement, the plan will be recorded in the Department's systems as a DP.)
- No (The plan will not be recorded in the Department's systems as a DP. Surveyors are reminded that they will need to take steps to ensure that the plan satisfies s.16(1) of the SMI Act. Also, as the plan is not recorded as a DP, there may be delays when the plan is lodged for registration.)

7. I have provided the original plan:

- Yes on the understanding that the Department will endorse the plan if it considers the plan is suitable for endorsement
- No I have provided a copy of the plan, and agree that on receipt of advice from the Department that the plan is suitable for endorsement I will provide the original plan to the Department for endorsement within 14 days.

Cadastral Surveyor

Date

Pre-lodgement Advice Checklist

Surveyor's Reference:

(To be completed by Cadastral Surveyor and forwarded to the Department at time of request for pre-lodgement advice)

| ALL PLANS | | INIT | OFFICE |
|--|----|--------|--------|
| 1. Plan Number/s Original or Copy (Full size front & back) * | | | |
| 2. <i>Pre-Lodgement Advice Request Form</i> * | | | |
| 3. Pre-lodgement Advice fee * | \$ | | |
| 4. Completed <i>Plan Registration Compliance Checklist (Form 10)</i> * | | | |
| 5. A list of the plans used * | | | |
| 6. A list of the title references * | | | |
| 7. Annotated copy of plan ¹ | | Yes/No | |
| 8. Survey Report (if required) ² | | Yes/No | |
| 9. Survey Records (if applicable) ³ | | Yes/No | |
| 10. Original Permanent Mark Sketch Plans (if applicable) ⁴ | | Yes/No | |
| 11. Lot calculations * | | | |
| STATE LAND ACTION PLANS (Additional) | | | |
| 1. Administrative | | | |
| Covering Letter * | | | |
| Letter of offer, including diagram * | | | |

* Denotes required item. The Department will not process requests for pre-lodgement advice if these items are not supplied.

¹ Annotated copy of plan required if advice on reinstatement is requested. This copy should show information relating to the reinstatement methodology, origin of survey marks or other information that would assist in the assessment of the survey and the plan.

² A Survey Report may be omitted if the annotated copy of the plan fully explains the survey, or if advice on reinstatement is not required. However, a survey report, in the form of survey records, must be provided for ambulatory boundaries.

³ Original Survey Records must be deposited if all of the survey information is not shown on the face of the plan (e.g. traverses of watercourse boundaries, etc.).

⁴ Where new permanent marks have been placed or existing permanent mark sketch plans have been updated these sketches must be provided.