

NOTICE TO SURVEYORS T9/2003

e-LODGEMENT OF PLANS

Following extensive consultation with the survey industry through the Survey Industry Working Group, the Department of Land Information (DLI) has resolved to provide surveyors with the option of lodging plans electronically via e-mail. **At this stage, the option is only available for deposited plans that do not require approval by the Western Australian Planning Commission (WAPC).** The Land Surveyors' Licensing Board have formally agreed to the process being introduced.

The attached guidelines outline the requirements that must be met before DLI will accept any plan being lodged electronically. The Plan Registration Group at DLI will strictly monitor the quality and file size of plans lodged electronically to ensure compliance with the guidelines.

DLI is currently consulting with the Department for Planning and Infrastructure on what arrangements need to be made to allow deposited plans that require WAPC approval to be lodged electronically. The survey industry will be advised when these arrangements have been finalised.

**BRUCE ROBERTS
REGISTRAR OF TITLES**

5 November 2003

SURVEY PRACTICE GUIDELINES FOR THE PREPARATION AND ELECTRONIC LODGEMENT OF DEPOSITED PLANS

These guidelines are issued by the Inspector of Plans and Surveys and for the purposes of Regulation 5 of the *Licensed Surveyors (Transfer of Land Act 1893) Regulations 1961* they are to be regarded as “special directions”. The Land Surveyors Licensing Board and executive members of the survey industry have been consulted in the preparation of these guidelines and for the purposes of Regulation 10 of the *Transfer of Land (Surveys) Regulations 1995* they have been approved by the Registrar of Titles.

1. GENERAL

- 1.1 These guidelines specify the approved practices for lodging deposited plans electronically at the Department of Land Information (DLI). For the purposes of these guidelines deposited plans lodged electronically are referred to as “e-Plans”.
- 1.2 In accordance with the requirements of the *Electronic Transactions Act 2003* the electronic lodgement process is optional. Surveyors may still lodge deposited plans in an approved hardcopy format.
- 1.3 At this stage the option to lodge e-Plans is limited to surveyors with CAS accounts at DLI. Surveyors using this option must have access to Adobe Acrobat to digitally certify e-Plans (refer guideline 3 below) and be registered with DLI as a surveyor approved to lodge plans electronically. To become “registered”, the surveyor’s “User Certificate” must be exported to DLI as a Form Data File (FDF) via e-mail addressed to *plan.reg@dli.wa.gov.au*. DLI will use this certificate to verify the digital signature on the plans signed by that surveyor. DLI will contact the surveyor in the first instance to confirm the certificate details. DLI will also provide the surveyor with an “e-Plan Kit” to enable e-Plans to be prepared in accordance with these guidelines.
- 1.4 For fieldbooks refer to the “*Survey Practice Guidelines for the Preparation and Electronic Lodgement of Fieldbooks*”.

2. APPROVED e-PLAN FORMAT

- 2.1. Surveyors must obtain a pre-allocated deposited plan number prior to lodgement (refer *Notice to Surveyors T7/2003*). The plan number must be shown on the plan in the position designated on the plan form.
- 2.2. Deposited plans lodged electronically to DLI must be in a vector and text based Portable Document Format (PDF) file (refer guideline 2.3). PDF files based on images are not acceptable.
 - 2.2.1. The “Document Properties” of the PDF file are to be filled out as indicated at Figure 1 by assigning the DP number to the “Title” (include “dp” in lowercase followed by the number) and the surveyor’s name as the “Author” (use first name initial, followed by a full-stop and space, then the surname). Insert in the “Keywords” textbox whether the plan is for a “Normal” or “SSA” subdivision. The “Subject” textbox can be used to describe the subdivision stage.

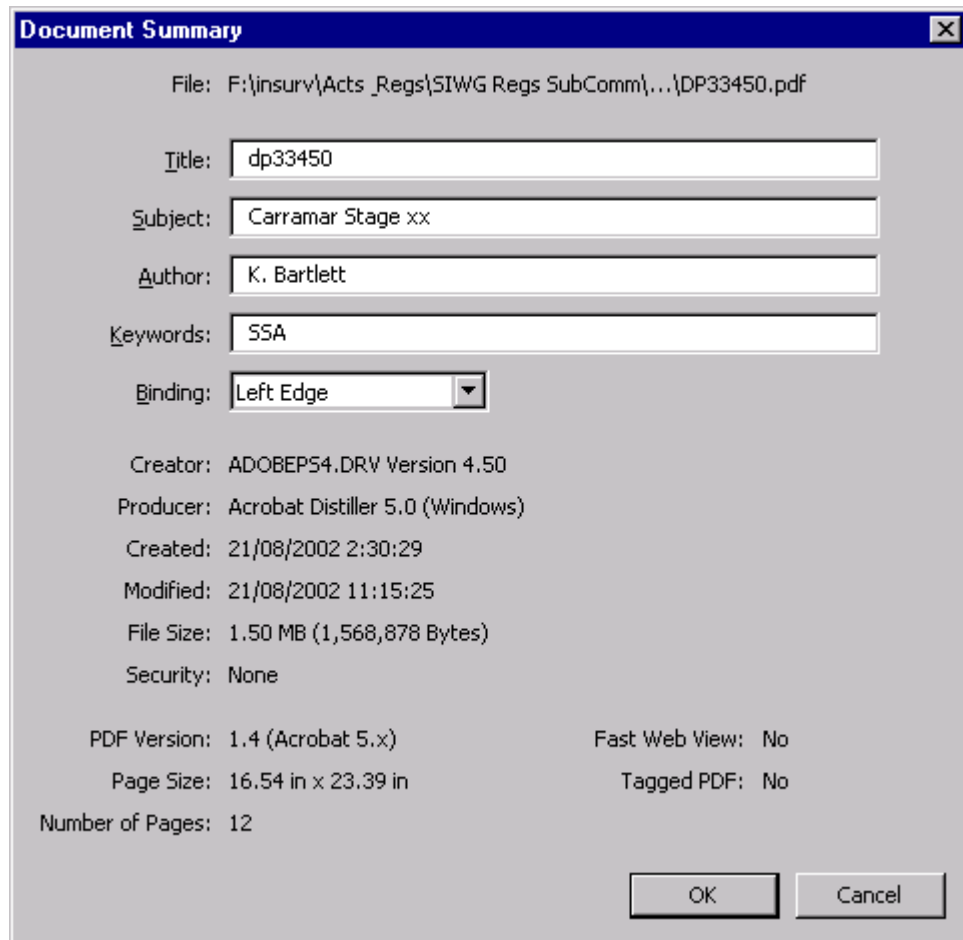


Figure 1. Document properties for an e-Plan

- 2.2.1. Multi-sheet plans are to be included in a single PDF file with the sheets in numerical order. All sheets are to be orientated upright in landscape view.
- 2.3. The text within an e-Plan PDF file (including lot numbers, abutments, angles, distances and annotations) must be editable within Adobe Acrobat 5 (or higher). DLI must be able to make minor amendments to the text in an e-Plan. DLI will not attempt to change any line-work within an e-Plan – if changes to the line-work are necessary, the surveyor will need to make these adjustments and submit a replacement e-Plan or e-Plan sheet. The basic plan forms need not be in an editable format but any information added to the forms must be editable.
- 2.4. The standard of drafting must comply with the requirements within the Survey and Plan Practice Manual.
 - 2.4.1. Until further notice, easements created under Section 27A of the *Town Planning and Development Act 1928* must be coloured in accordance with the requirements of the *Town Planning and Development (Easement) Regulations 1983*.

- 2.4.2. It is not necessary to depict the subject of an e-Plan with a green border where all residue land has been included in the plan. In circumstances where a green border would add clarity to the subject land extent it may be included. A green border must be included on an e-Plan where the residue of the subject land is not fully depicted or dimensioned, or where the subject land comprises two or more separate severances.
- 2.4.3. No coloured print is required for an e-Plan.
- 2.5. The e-Plan file sizes must not exceed 2 Mb unless prior approval is obtained from the Inspector of Plans and Surveys as alternative lodgement requirements may be necessary. Individual sheets must not exceed 100 Kb for any A3 sheet or 200 Kb for any A2 sheet. It is necessary to use the appropriate Acrobat Distiller settings for the size of the e-Plan being created. The e-Plan Kit includes documentation on how and where to install the settings files provided by DLI.
- 2.6. e-Plans must be accompanied by a CSD file in accordance with DLI's requirements. The CSD file is to be attached to the same e-mail used to lodge the e-Plan (refer guideline 4).

3. DIGITAL SIGNATURES AND FORM FIELDS

- 3.1. The e-Plan Kit includes templates of the form fields that must be inserted into deposited plans lodged electronically to DLI. Table 1 lists the form fields that must be placed in the appropriate position within the title block of the plan (as generally indicated in Figure 2 below). The form fields must be named exactly (ie. taking into account case sensitivity) as shown within Table 1 and as per the templates included in the e-Plan Kit provided by DLI.

FORM FIELD NAME	TYPE/FORMAT	DESCRIPTION
surveyor1	text	Name of surveyor
surveyorsig1	signature	Surveyor's digital signature*
datelodged	text/date	Date the plan was lodged at DLI
feepaid	text/number	Lodgement fee paid
receipt	text	Receipt number
full	text	Name of auditor
legal	signature	Name of auditor
docket	text	Docket number
CCsig	signature	Auditor's digital signature
ISC	text	ISC number
FSC	text	FSC number
WAPC	signature	Delegated Officer's digital signature*
IOFDtxt	text/date	"IOFD Subject to" text
IOFDsig	signature	Auditor's digital signature
IPS	signature	IPS's digital signature

* Refer to the e-Plan Kit for instructions on placing these fields in multiple sheet e-Plans.

Table 1. Form Fields to include in an e-Plan

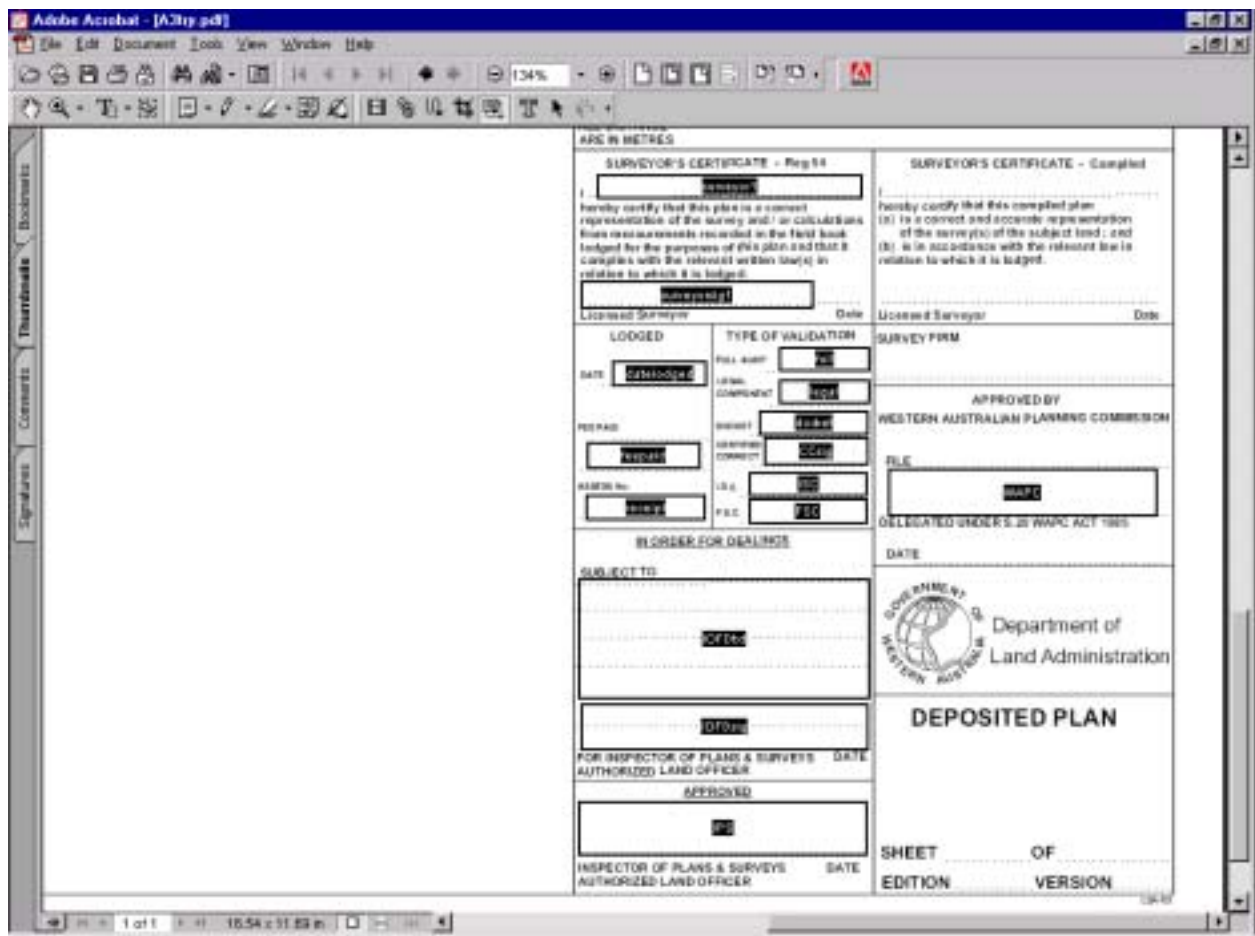


Figure 2. Positioning of Form Fields within an e-Plan

Where surveyors or agents use their own plan forms that differ from the standard plan format, the templates for the form fields provided by DLI may need to be adjusted to ensure the fields are positioned correctly on the e-Plans.

The e-Plan Kit will include separate templates for “Compiled” e-Plans. The “surveyor1” and “surveyorsig1” are situated in the appropriate positions within the “Surveyors Certificate – compiled” box within the title block.

The e-Plan Kit will also include instructions on how to place the form fields into e-Plans. Note that different procedures will apply depending on the version of Adobe Acrobat used.

- 3.2. The surveyor must digitally sign the Regulation 54 certificate or the “Compiled” certificate using Adobe Acrobat “Self Sign Security” prior to lodging an e-Plan. The digital signature should include a scanned image of the surveyors’ signature.

For multi-sheet e-Plans, each sheet must contain the surveyor’s digital signature. The procedure for digitally signing a multi-sheet e-Plan will vary depending on the version of Adobe Acrobat used.

- 3.3. Where an e-Plan needs to be countersigned by a surveyor eligible to lodge at DLI, the countersigning surveyor must use a digital signature to certify the plan in

accordance with the Registrar's Directions. The "eligible surveyor" must also be registered with DLI for lodging plans electronically (refer guideline 1.3 above).

- 3.4. An e-Plan must not be encrypted at the time of lodgement.
- 3.5. Surveyors must retain a backup copy of their digital signature profile file and be in a position to recall the password used to create the profile. Surveyors must ensure adequate measures are taken to protect the security of their digital signatures.

4. LODGEMENT PROCESS

- 4.1. Deposited plans lodged electronically to DLI must be sent via e-mail addressed to *plan.reg@dli.wa.gov.au*.
- 4.2. The e-mail used to lodge an e-Plan must show the deposited plan number as the subject and include the:
 - Deposited plan (in Portable Document Format) as an attachment. The filename is to include the prefix "dp" followed by the pre-allocated plan number and then the ".pdf" extension,
 - CSD file as an attachment. The filename is to include the prefix "dp" followed by the pre-allocated plan number and then the ".csd" extension,
 - A "Letter of Intent" as an attachment if required (*refer Notice to Surveyors T3/2003*),
 - Survey Lodgement Self Assessment e-Form as an attachment (the e-Plan Kit includes an e-Lodgement Form for surveys),
- 4.3. The surveyor should also lodge the following related items as attachments in an e-mail to the above e-mail address at the appropriate time:
 - Release Letter,
 - Initial Survey Certificate and related Regulation 26A approval, if applicable,
 - Final Survey Certificate, if applicable, and
 - Any other relevant correspondence.

The e-mail used to lodge these documents must refer to the deposited plan number as the subject and include a reference to the attachment (eg: "dp50000 – FSC").

- 4.4. Following reconciliation of the lodgement fee, DLI will send (via return e-mail) a receipt advising that the e-Plan has been received and lodged. Surveyors should retain this receipt for their records. If a receipt is not received by the surveyor within 3 working days, contact must be made with the Plan Registration Group at DLI on 9273 7170 to ensure that the e-mail was received.
- 4.5. Where e-Plans are lodged for Special Survey Area subdivisions the "Survey Sheets" for that plan must also be lodged in the e-Plan format in the manner described in guideline 4.1. The e-mail used to lodge the survey sheet(s) must show the subject as being "Survey Sheets for dpxxxxxx" (include the plan number after the "dp" prefix). The survey sheets lodged must contain the digital signature of the surveyor responsible for the final control survey (this need not be the same surveyor that certified the plan under guideline 3.2).

5. RETENTION OF RECORDS

The *Electronic Transactions Act 2003* (the act) has strict requirements concerning the retention of records, especially for the “First Party” to a transaction. Surveyors that lodge e-Plans must ensure that they retain their copies of the documents such that they can be readily retrieved if necessary. Surveyors should also retain copies of any e-mail(s) related to the lodgement of e-Plans. The act allows for these records to be retained in electronic form if desired.