

# Audit plan exam checklist

File number		Plan number	
Examiner		Date	

## PLAN

<b>1</b>	<b>General</b>			
1.1	Standard of drafting satisfactory <sup>1</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.2	Plan agrees with the Abstract of Field Records	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.3	Dimensions of the lots correct and complete	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.4	Dimensions rounded correctly <sup>2</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.5	Lot closures and areas correct	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.6	Street names and abutments correct	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.7	Parcel numbering (lots, roads, reserves, common property) correct <sup>3</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.8	All sheets signed, dated and numbered correctly <sup>4</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.9	Page margins and panels correct	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>2</b>	<b>Notations</b>			
2.1	Crown description correct	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.2	Title reference(s) correct	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.4	Last plan reference(s) correct	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.4	MGA94 coordinates of approx. centre of parcel correct	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.5	Depth limitation correct	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.6	Registered numbers of PMs connected to shown in relevant notation	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.7	Owners Corporations notations present and correct	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3</b>	<b>Diagram plotted correctly</b>			
3.1	Plan diagram agrees with scale	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.2	North point present and correctly orientated <sup>5</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.3	Title connection present and correct	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.4	All dimensions are shown <sup>6</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	



## Endnotes

1. Drafting to be in accordance with the *Survey Practice Handbook*, Part 1.
  - Text sizes for boundary dimensions to accord with those suggested in Table A3.2, Part 1 – Drawing Practice, *Survey Practice Handbook*, Victoria.
  - Note that the minimum height for dimensions is 2.5 millimetres.
2. Dimensions rounded in accordance with section 8, *Surveyor-General of Victoria Practice Directives*, September 2014 and Section 7.7 of the *Survey Practice Handbook*, Part 2.
  - Section 7.7.1(b), of the *Survey Practice Handbook*, Part 2 states that, 'where any length consists of whole metres the decimal sign and trailing zeros shall be omitted'.
3. 3 Plans of subdivision certified after 10 April 2001 require the common property to be labelled with an identifier, e.g. Common Property No. 1.
4. 4 Sheet numbering to be in accordance with Regulation 8(4), Subdivision (Registrar's Requirements) Regulations 2011. First sheet is to be numbered as 'Sheet 1 of [total number of sheets] sheets' and subsequent sheets consecutively numbered as 'Sheet 2', 'Sheet 3', etc.
  - If the plan contains an Owners Corporation (OC) schedule(s), the plan and OC schedules are to be numbered separately using the above convention. Refer to *Technical Note 4 Applicant Created Surveying Documents in SPEAR*, December 2015 for further information.
5. 5 North point to include a notation. If the survey is connected to MGA94 bearing datum, the notation should be '**MGA94 Zone 54 or 55**', as appropriate. If the survey is not connected to MGA94 bearing datum, an acceptable notation is '**Approximate True North**'.
6. 6 Regulation 11(14) of the Subdivision (Registrar's Requirements) Regulations 2011 allows for boundaries that are not dimensioned to be accepted provided they were shown that way in the parent diagram.