



Survey and Plan practice manual

Survey and Plan Practice Manual for Western Australia

New guides replace the Survey and Plan Practice Manual

Landgate has replaced its Survey and Plan Practice Manual with Survey and Plan Policy and Procedure Guides. The sequence of the information in the new guides reflects the structure of the outdated manual – chapter 1 is now SPP-01, chapter 2 is SPP-02 etc.

The guides are available from the [Land Transactions toolkit](#). To support the transition, this document contains an index taken directly from the existing practice manual and links to the guides that now contain the information.

The guides are written in plain English and presented in a user-friendly format. They will help assist users in the preparation of surveys and plans and easily access the most up-to-date information from Landgate.

If you have questions, please email guides@landgate.wa.gov.au.

Index

[Glossary of Terms and Abbreviations](#)

Chapter 1

[SPP-01 Introduction to Policy and Procedure Guides](#)

- 1.1 Relevant Legislation and Directions
- 1.2 SmartRegister Titling System
 - 1.3 Changes to Plan Presentation
- 1.4 *Land Administration Action 1997*
- 1.5 Single Registration System
 - 1.6 Changes Introduced by the LAA

Chapter 2

[SPP-02 Searching Landgate Records](#)

- 2.1 SmartPlan Spatial Viewer
- 2.2 “My Landgate” Website
 - 2.2.1 Features of My Landgate Survey Channel
 - 2.2.2 General
 - 2.2.3 Benefits
- 2.3 Customer Remote Searching
- 2.4 Analogue Survey Index Plan and SmartPlan Survey Index Plan View
- 2.5 Dual Numbering of Crown Plans and Diagrams
- 2.6 Key Sheets
- 2.7 Microfiche
- 2.8 Survey Index Cards (SIC)
- 2.9 Geodetic Data
- 2.10 Mining Tenure
- 2.11 Gazettals
- 2.12 Miscellaneous and Reserve Plans
- 2.13 Renovation Plans for Central Business Districts (CBDs)
 - 2.13.1 Disclaimer
 - 2.13.1 Searching
- 2.14 Acquiring Digital Data from Landgate
- 2.15 Availability and Procedure to Acquire CSD Files

- 2.15.1 For an SCDB extract from the lodged layer
- 2.15.2 For an SCB extract from the integrated layer (also called approved layer)
- 2.15.3 For a CSD file of a specific plan

Chapter 3

[SPP-03 Survey Guidelines](#)

- 3.1 Disclosure
- 3.2 Minimum Acceptable Re-establishment
- 3.3 Urban Re-establishment
- 3.4 Priorities of Re-establishment Evidence
- 3.5 Excess Adjacent to Deficiency
- 3.6 Conformity between Adjacent Plans
- 3.7 Closest Pickup is Best
- 3.8 Discrepancies with Original
- 3.9 Included Angle is a Check Only
- 3.10 Erroneous Original Values
- 3.11 Calibration of Instruments
- 3.12 Accuracy
- 3.13 Closures
- 3.14 Old Fences as Pickup
- 3.15 Sketch on Transfer Boundaries
- 3.16 Distribution of Excess and Redefinition Plans
- 3.17 Special Surveys
- 3.18 Surveys Involving Crown Land
- 3.19 Special Survey Areas
- 3.20 Subdivision of Private Roads and Drains Using Regulation 26A
- 3.21 Connections to State Geodetic Network

Chapter 4

[SPP-04 Marking Guidelines](#)

- 4.1 Referencing of Urban Pickup
- 4.2 Protection of Urban Pickup
- 4.3 Referencing of Rural Pickup (Road Corners)
- 4.4 Referencing of Rural Re-establishment
- 4.5 Risk in Adjacent Spikes
- 4.6 Secure Positions
- 4.7 Brick Paving
- 4.8 Independent Reference Marks
- 4.9 Reference Spikes on Road Secants
- 4.10 Non-Standard Marking – A Caution
- 4.11 Mark the ‘Lot’ Side of Walls
- 4.12 Alternative Marks
- 4.13 Hallmarks and Star Pickets
- 4.14 Numbering of Pegs
- 4.15 Obliteration of Previous Subdivision
- 4.16 Intervisibility between Marks
- 4.17 Clearing of Boundaries
- 4.18 Visibility of Marks
- 4.19 Trenching
- 4.20 Staking
- 4.21 Timing of Marking
- 4.22 Deferred Final Marking/Deferred Referencing

Chapter 5

[SPP-05 Surveys of Water Boundaries](#)

- 5.1 Introduction
- 5.2 Tidal Waters
- 5.3 High Water Mark on a Tidal River or Estuary

- 5.4 Inland (Non-Tidal) Waters
- 5.5 Survey Method
- 5.6 Doctrine of Accretion and Erosion
- 5.7 Title Amendment for Water Boundaries
- 5.8 Freshwater Bay Surveys

Chapter 6

[SPP-06 Surveys Using Global Positioning System \(GPS\)](#)

- 6.1 General
- 6.2 Control Surveys
- 6.3 Geodetic Connection
- 6.4 Permanent Marking of GPS Stations
- 6.5 Distant Reference Marks
- 6.6 Field Notes
 - 6.6.1 Equipment
 - 6.6.2 Method
 - 6.6.3 Processing
 - 6.6.4 Results
- 6.7 References

Chapter 7

[SPP-07 Easement Surveys](#)

- 7.1 Scope
- 7.2 Easements by Survey and Ground Marking
 - 7.2.1 General Provisions
 - 7.2.2 Marking
 - 7.2.3 Field Notes
 - 7.2.4 The Plan
- 7.3 Easements by Calculation from the SCDB
 - 7.3.1 General Provisions
 - 7.3.2 Procedure
- 7.4 Geodetic Connections
 - 7.4.1 Survey
 - 7.4.2 Accuracy
 - 7.4.3 Field Notes
- 7.5 Transmission Line Easements
 - 7.5.1 Scope
 - 7.5.2 Local Re-establishment and Calculation
- 7.6 Calculations from the SCDB
 - 7.6.1 General Provisions
 - 7.6.2 Procedure

Chapter 8

[SPP-08 Field Notes](#)

- 8.1 Standard of Field Notes
- 8.2 Field Book Index
- 8.3 Surveyor's Certificate
- 8.4 Re-establishment of Alignments
- 8.5 Closures
- 8.6 Bearings in Lieu of Angles in Field Books
- 8.7 Improvements
- 8.8 Oversize Pages
- 8.9 Mark Gone
- 8.10 Field Books Lodged for Surveys that do not 'Proceed'

Chapter 9

[SPP-09 General Drafting Practices](#)

- 9.1 Plan Forms

- 9.2 Pre-allocation of Plan and Field Book Numbers
- 9.3 Digital Plans
- 9.4 Lots on a Plan Sheet
- 9.5 Multiple Sheet Plans
- 9.6 Scale should be Suitable to Show Detail
- 9.7 Graphical (Bar) Scale
- 9.8 Orientation
- 9.9 Line Styles
- 9.10 Text Styles
- 9.11 Symbols
- 9.12 Old Lines to Complete Surround
- 9.13 Measurement Content
- 9.14 Measurement Presentation
- 9.15 Balance Lots
- 9.16 Multiple Owner Subdivision
- 9.17 Freehold Land Acquisitions
- 9.18 Crown Land Acquisitions
- 9.19 Rural Road Dedications and the Non-extinguishment of Native Title
- 9.20 Adverse Possession Claims
- 9.21 Isolated Crown Surveys
- 9.22 Residue Land Solutions
 - 9.22.1 Multiple Lot Titles
 - 9.22.2 Possessory Applications Claiming Part of a Multiple Lot Title
 - 9.22.3 Roads and Road Widening from Extensive Freehold Parcels
 - 9.22.4 Excisions from Corridors
- 9.23 Road Widths
- 9.24 Road Names
- 9.25 Connections across Roads
- 9.26 Truncations and Road Widening
- 9.27 Areas
- 9.28 Subject Land Total Distance
- 9.29 Abuttals
 - 9.29.1 Depiction of Part Lots as Abuttals
 - 9.29.2 Dual Numbering of Crown Plans and Diagrams
- 9.30 Enlargements and Displaced Detail
- 9.31 Water Features
- 9.32 Colouring
- 9.33 Fixation of Surveys
- 9.34 Lot Number Duplication
- 9.35 SSM Depiction
- 9.36 Azimuths and Grid Bearings
- 9.37 Administrative Boundaries on Crown Plans
 - 9.37.1 Townsite Boundaries
 - 9.37.2 State Forest Boundaries
 - 9.37.3 Other Administrative Boundaries
- 9.38 Permanent Improvements as Boundaries
- 9.39 Encroachments, Building Connections
- 9.40 Parcel Identifier within Subject
- 9.41 Pastoral Leases
- 9.42 Unmarked Defined Boundaries
- 9.43 Compiled Plans
- 9.44 Depiction of Mineral Reservations
 - 9.44.1 Reservations in Crown Grants
 - 9.44.2 Lands Affected by Section 15 of the Public Works Act 1902
 - 9.44.3 Mineral Reservations in Transfers
- 9.45 Depth Limits
 - 9.45.1 Background
 - 9.45.2 Current situation

- 9.46 Lot Numbers for Vesting Lots and Land Acquisitions
- 9.47 Depiction of Original Unsurveyed Boundaries
- 9.48 Curved Boundaries

Chapter 10

[SPP-10 Plan Practices](#)

- 10.1 Deposited Plan Types and Purposes
 - 10.1.1 Plan Type
 - 10.1.2 Plan Purposes
- 10.2 Plan Heading
- 10.3 This section is now obsolete
- 10.4 This section is now obsolete
- 10.5 This section is now obsolete
- 10.6 Local Government and Locality
- 10.7 Former tenure
 - 10.7.1 Depiction of Part Lots in Former Tenure
 - 10.7.2 Dual Numbering of Crown Plans and Diagrams
- 10.8 This section is now obsolete
- 10.9 Field Book
- 10.10 This section is now obsolete
- 10.11 Surveyors Certificate
- 10.12 This section is now obsolete
- 10.13 In Order for Dealings/Approved
- 10.14 This section is now obsolete
- 10.15 Total Area
- 10.16 Easements
- 10.17 Section of the P&D Act Vesting Land
- 10.18 Special Survey Area Plans
- 10.19 Original Crown Allotment Boundaries on Freehold Plans
- 10.20 Plan Notations
 - 10.20.1 Common Notations
 - 10.20.2 Special Conditions
- 10.21 This section is now obsolete
- 10.22 Plan Amendments
 - 10.22.1 Replacement Plans
 - 10.22.2 Schedule for Replacement and Amendments to Deposited Plans throughout the Examination Process
 - 10.22.3 Examination Amendment Table
- 10.23 Authority for Correction of Errors on Plans after Plan Approval
- 10.24 Cancellations

Chapter 11

[SPP-11 Specific Plan Purposes](#)

- 11.1 Acquisition Plans
- 11.2 Crown Land Amalgamations
- 11.3 Road and Road Widening Plans
- 11.4 Road Closure Plans
- 11.5 Sole subject Vesting Lot Plans
- 11.6 Interest Plans
- 11.7 Statutory Plans
- 11.8 Christmas/Cocos (Keeling) Island Plans
- 11.9 Pastoral Lease Boundary Amendment Plans
- 11.10 Conversation Plans Prepared Outside Landgate
- 11.11 Plans for Roads for Registration of Interests
- 11.12 Deposited Plans for Infrastructure Projects using Data from the Spatial Cadastre Database (SCDB)

Chapter 12

SPP-12 Three Dimensional Plans

- 12.1 The Cubic Parcel
- 12.2 Survey
- 12.3 Marking
- 12.4 Location of Structure
- 12.5 What must be Shown on the Plan
- 12.6 Flexibility
- 12.7 The Plan View
- 12.8 Options for Defining Vertical Limits
- 12.9 Defining Upper and Lower Limits of 3D Lots
- 12.10 Isometric Projections
- 12.11 Areas of Three Dimensional Lots
- 12.12 Total area of Plan
- 12.13 Easements Limited Vertically
- 12.14 Digital (CSD) Files

Chapter 13

SPP-13 Roads

- 13.1 Road Names
- 13.2 Parcel Identifiers
- 13.3 Connections Across Roads
- 13.4 Road Widening
- 13.5 Closed Roads
- 13.6 Road Casement Surveys by Limited Marking
- 13.7 Dedication of Bridges a Public Roads
- 13.8 Mall Reserves
- 13.9 Public Access Routes
- 13.10 Protected Roads
- 13.11 Partial Taking in Strata Scheme
- 13.12 Road Dedication Stamps on Deposited Plans
- 13.13 Road Widths
- 13.14 Crown Grant Roads

Chapter 14

SPP-14 Easements, Covenants, Notifications and other Interests

- 14.1 Schedule of Interests and Notifications
- 14.2 Terminology for Amending Easements
- 14.3 Content and Structure of the Interests and Notifications Schedule
 - 14.3.1 Existing Interests being Brought Forward – shown above ‘the line’
 - 14.3.2 New Interests and Notifications being depicted – shown below ‘the line’
- 14.4 Un-dimensioned Memorials and Notifications
- 14.5 Multiple Section 167 Easements
- 14.6 Private Right of Way and Implied Rights
- 14.7 Bringing Forward Unregistered Easements
- 14.8 Transmission Line Easements
- 14.9 General
- 14.10 Interest Brought Forward on Plans
- 14.11 Bringing Forward Anomalous Interests on Plans
 - 14.11.1 Surveyors process
 - 14.11.2 Guideline 1: Used for Type A anomalies
 - 14.11.3 Guideline 2: Used for Type A anomalies
 - 14.11.4 Guideline 3: Used for Types E & F anomalies
 - 14.11.5 Guideline 4: Used for Types E & F anomalies
 - 14.11.6 Landgate process
 - 14.11.7 Notation/s
 - 14.11.8 Field Records
 - 14.11.9 Contacts
- 14.12 Bringing Forward Section 27A if the TP&D Act Easements and Section 12A if the TP&D Act

Notifications

- 14.13 Bringing Forward Encumbrances – Interests (Burdens & Benefits) – on Crown Land Amalgamation Plans
- 14.14 Easements and Covenants Created on Plans
- 14.15 Easements in Gross
- 14.16 Easements in Favour of the Public
- 14.17 Crown Easements
- 14.18 Implied Easements
- 14.19 Graphical Presentation of Easements
- 14.20 Labelling of Interest
- 14.21 Interest Only Plans
 - 14.21.1 Requirements for Deposited Plans
 - 14.21.2 Requirements for CSD files
 - 14.21.3 General matters concerning Interest Only Plans
- 14.22 Lodgement of Instruments
- 14.23 Easements and Notifications over Vesting Land
- 14.24 Subsisting Crown Easements
- 14.25 *Water Agencies (Powers) Act 1984* Memorials
 - 14.25.1 Taxes and Charges (Land Subdivision) Legislation Amendment Act 1996 (Deferral of Charges and Headworks Contributions)
 - 14.25.2 Memorials
- 14.26 Notifications of Factors Affecting Use and Enjoyment of Land
 - 14.26.1 Planning and Development Act 2005
 - 14.26.2 Transfer of Land Act 1893
 - 14.26.3 Water Services Licensing Act 1995
- 14.27 The Use of Restrictive Covenants/Covenants to Control Access to Roads
- 14.28 Carbon Rights, Carbon Covenants and Tree Plantations
 - 14.28.1 Carbon Rights Act 2003
 - 14.28.2 Tree Plantation Agreements Act 2003

Chapter 15

[Possessory Applications and Bringing Land under the TLA](#)

- 15.1 Adverse Possession
 - 15.1.1 General Requirements
 - 15.1.2 Possessory Applications Claiming Part of a Multiple Lot Title
- 15.2 TLA Applications

Chapter 16

[Digital Data Requirements](#)

- 16.1 Digital Data
- 16.2 Business Rules
- 16.3 CSD File Requirements
 - 16.3.1 Polygons on Plan
 - 16.3.2 Roads
 - 16.3.3 Distances and Angles
 - 16.3.4 Lot Areas
 - 16.3.5 Changes after Lodgement
 - 16.3.6 Three Dimensional Polygons
- 16.4 CSD File Requirement Examples
 - 16.4.1 Point to Point Capture
 - 16.4.2 Original Dimensions
 - 16.4.3 Easements, Covenants and Notifications
 - 16.4.4 Interest Only Plans
 - 16.4.5 Split Surrounds and Lots
 - 16.4.6 Tie to Existing Cadastral Corner
 - 16.4.7 Water Feature (Topographic String)

Chapter 17

[Lodgement Procedures](#)

- 17.1 Manual Lodgement Procedure for Deposited Plans

- 17.2 Lot Synchronisation Plans
 - 17.2.1 Lot Sync Business Rules
 - 17.2.2 Lot Sync Rules
 - 17.2.3 Subdivisional Plan – Lot Sync Process
 - 17.2.4 Change of Date Letter Template
- 17.3 Electronic Lodgement of Deposited Plans
- 17.4 Electronic Lodgement of Field Books
- 17.5 Two Year Certificate
- 17.6 Countersigned Certificate
- 17.7 Crown Survey/Drafting Contract
- 17.8 Search Information
- 17.9 Lodgement of Crown Plans
- 17.10 This section is now obsolete

Chapter 18

[Expediting Plans and Documents](#)

- 18.1 Request to Expedite the Processing of Plans and Documents
- 18.2 What the new policy specifies
- 18.3 Standard Examination Procedure for Plans
- 18.4 WAPC Expiry

Chapter 19

[Validation and Examination Practices](#)

- 19.1 Requisitions
- 19.2 Drafting Checklist
- 19.3 Inspections
 - 19.3.1 Office Inspections
 - 19.3.2 Field Inspections
 - 19.3.3 Survey Examinations

Chapter 20

[Plan Approval Requirements](#)

- 20.1 Special Survey Areas
- 20.2 Normal Process
- 20.3 Example of the Release Letter
- 20.4 Example of the Final Survey Certificate (FSC)
- 20.5 Plan Status
 - 20.5.1 Certified Correct
 - 20.5.2 In Order for Dealing
 - 20.5.3 Approvals

Chapter 21

[Subdivision and Project Management Issues](#)

- 21.1 Compiled Plans
- 21.2 Subdivision Processes
- 21.3 Crown Subdivisions
- 21.4 Balance Lots and Project Management
 - 21.4.1 Stage Merging and Minimising Balance Lots
 - 21.4.2 Stage Jumping
- 21.5 Applications for Balance Titles
- 21.6 Multiple Owner Subdivisions
- 21.7 Land Acquisitions
- 21.8 Crown Land Amalgamations
- 21.9 Isolated Crown Surveys
- 21.10 Lot Number Duplication
- 21.11 Easement and Covenant Documents
- 21.12 The Use of Restrictive Covenants/Covenants to Control Access to Roads
- 21.13 Field Books Lodged for Subdivisions that Do Not Proceed
- 21.14 Gas Pipelines and New Subdivisions

Chapter 22

[Table of Appendices](#)

