

21. ALTERATION(S)/ADDITION(S) TO FINALISED PLANS

This section applies to all plans lodged in the Lands Titles Office (LTO) that have been deposited or accepted for filing.

For alterations to

- General Registry Office plans see Section 17 GRO Plans.
- Community Plans see Section 10 Amendments to Community Plans.
- Strata Plans see Section 11 Amendments to Strata Plans.

The Registrar-General may:

- Correct all the information shown in the textual sheet and amend abuttals and street names without notifying the surveyor or plan drafter.
- Reject any amendment in red and request a substitute sheet or a new plan.

For procedures to alteration(s)/additions(s) to finalised plans see Notice to Lodging Parties No.163.

21.1 Types of Alterations/Additions that require Certification

21.1.1 Fixings to reference marks.

21.1.2 Changes to the reference mark number.

21.1.3 Fixings to occupations.

21.1.4 Fixings to a street corner or addition of data to a cut corner.

21.1.5 Road widths outside the bold black lines.

21.1.6 Correcting data on plans where the change does not constitute a material difference (see Table 2.5 – DAC Decision Table).

Where doubt exists as to the suitability of the amendment(s) in red contact the Plans Client Advice Officer.

For the Certification see Section 3; Table 3.1 under “Alterations/Additions to Finalised Plans” in the PPG.

21.2 Types of Alterations/Additions that are unacceptable

21.2.1 Changes to the intent of boundaries in Division and Community Plans.

21.2.2 Changes to the position of easements including proposed easements in Filed Plans.

21.2.3 Changes to the intent of boundaries in Filed Plans for lease purposes and GRO Plans.

21.3 Alterations/Additions to Finalised Plans (excluding Final Marking of Land Divisions)

Alterations/additions to finalised plans can be lodged either manually or by email with:

- Covering Letter
- Finalised Plan

21.3.1 A Covering Letter:

- A request to the Registrar-General for amendment to Deposited Plan/Filed Plan on company letterhead paper.
- Letter to be signed by the Licensed Surveyor or their agent
- Letter is to be scanned in colour and saved as a PDF.
- PDF file is to be attached to the email.

21.3.2 Finalised Plan

- Alterations or changes are to be marked in red on a print of the Deposited or Accepted for Filing Plan.
- A certification as per Section 3; Table 3.1 under “Alterations/Additions to Finalised Plans” in the PPG is to be added to the plan and signed by the Licensed Surveyor.
- Plan is to be scanned in colour and saved as a PDF.
- PDF file is to be attached to the email.
- The email is to contain two PDF files with the subject panel showing the Plan Type and Reference e.g. DP and the number. The email can be sent to LSGplanalter@sa.gov.au.

21.4 Final Marking of Land Divisions

21.4.1 On the completion of final marking surveyors are required to provide tiff file(s) of the altered sheets to Survey Operations

21.4.2 The tiff file(s) must contain the latest version of the CAD drafted diagram sheet(s) with the added fixings and reference marks.

See section 14.6 of the Cadastral Survey Guidelines for further information.