



THE SURVEYORS BOARD of the NORTHERN TERRITORY

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NT SURVEYORS BOARD DIRECTION PDF LOGEMENT OF SURVEY PLANS (AUGUST 2016)

1. BACKGROUND

The Department of Land, Planning and the Environment's land development process is moving to an electronic document exchange environment. As a consequence, Licensed Surveyors will be required from 1 July 2015, to lodge a plan of survey with the Surveyor-General in Portable Document Format (PDF).

2. LODGEMENT OF PDF SURVEY PLANS

As of 1 July 2015, a Surveyor must lodge the plan of survey in PDF format and ensure the following requirements are met:

- a) The plan of survey will be drawn in a computer aided drafting application (software package) and generally in accordance with the Plan Drawing Standards, as approved by the Surveyors Board of the NT.
- b) The PDF plan of survey is created as an exported file from the software package that produced the plan of survey. Note - it cannot be a PDF produced from a printed survey plan that is then scanned.
- c) The PDF plan of survey must be legible after the export from the software package is completed.
- d) The PDF plan of survey, when printed at A3 needs to be legible.
- e) The PDF plan of survey must have a note that states "the representative scale of this plan 1: "xxx" at or @ "paper size" (i.e A1 or A2)
- f) The PDF plan of survey must have a "plan version" tracking note in the notes panel. For Example:
 - Version 1 - is the lodged plan of survey.
 - Version 1.1 - is an amended plan of survey before Surveyor-General approval.
 - Version 2.0 – is corrected after Surveyor-General approval

3. SIGNATURES AND SURVEY PLAN PROCESSING

This Direction is about replacing the present format of a plan of survey, and is therefore NOT about creating a digital signature.

This Direction will NOT change the present process for signing and lodgement of a plan of survey. That is, the Licensed Surveyor ensures their signature is placed on the plan when it is completed; and when the PDF survey plan is

lodged with DLPE – Survey and Land Records, it will be processed and managed in the normal manner. NO specimen signatures of Licensed Surveyors will be required.

If changes to the PDF plan of survey, including relevant notes, are required, the PDF plan of survey will be returned to the Licensed Surveyor for amendment.

4. SURVEYOR-GENERAL CONTACT

General enquiries can be directed to the following:

Darwin Office

Team Leader Survey and Land Records

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Email - surveylandrecords@nt.gov.au

Alice Springs Office

Survey Services

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