

I N F O R M A T I O N   B U L L E T I N

## **Production of Surveyor's Reports in the Land Titles Office [pursuant to Clause 54 of the Surveyor's (Practice) Regulation 1996]**

This bulletin explains the procedure for production of a surveyor's report to support survey definition under Clause 54 of the Surveyor's (Practice) Regulation 1996. This clause states:

*"A surveyor must disclose any doubt, discrepancy or difficulty suggested by or encountered in a survey on the plan of survey or in an annexure to the plan or in an accompanying report".*

To assist in the plan examination and eliminate delays by unnecessary requisitions, surveyors are encouraged to send a copy of any survey report directly to this Office. The reports will be held in file and connected to the plan after lodgment.

To facilitate the success of the system, surveyor's are advised to:

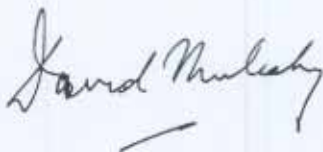
- send the report, clearly showing the surveyor's plan reference number, to:

**Plan Registration Branch  
Land Titles Office  
Queens Square  
Sydney NSW 2000**

- add the notation "**REPORT**" adjacent to the surveyor's reference on the original plan to ensure the report is connected following lodgment
- advise your client and/or lodging agent of the existence of the report.

Reference to the report should also be shown on the plan lodgment form.

*All matters relating to plans should be made at the Customer Services, Plan Support Counter, level 2, North wing, Land Titles Office, Queens Square, Sydney or by telephone on 9228 6798 or by fax on 9221 4405.*



David Mulcahy  
**Director of Land Titles and Registrar General**

**First issued February 1985  
Title Creation Division**

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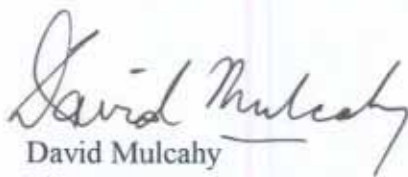
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*Inquiries on all matters related to plans and associated dealings may be made in person at Customer Services Branch, Level 2, Land Titles Office, Queens Square, Sydney or by contacting the Telephone Inquiry Service on (02) 9228 6713.*

  
David Mulcahy  
Director

*First Issued February 1985*