

# Plan lodgement checklist

PS/PC.....

✓ TICK WHERE APPLICABLE

## Correct application

- Form SA22 for Sections 22, 32A, 35(8) and 37 plans. Plan applicant's name/s to agree with current registered proprietors and must include current address.
- Form SA32 for Section 32 and 32AI plans. For section 32 plans, if common property is affected or the plan alters the boundaries of any land affected by an owners corporation, the applicant must be the owners corporation.
- Form SA35 for Section 35 plans. Applicant must be the acquiring authority.
- Form SA23E for Section 23 plans for easements and Form SA23R for Section 23 plans for restrictions. If common property is affected, the applicant must be the owners corporation.
- Form SA24 for Section 24A plans. Council must be the applicant if vesting land.

## Verification of identity

- For people not using a conveyancer or lawyer a verification of identity receipt is required from Australia Post.

For more information, go to the [Forms, guides and fees](http://www.delwp.vic.gov.au) page at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au)>Property and land titles>Forms, guides and fees>Verification of identity.

## Correct consents

- Supply consent of mortgagees, caveators, etc. (if applicable).

## Certificate of Title

- Supplied  Nominated
- In a leader dealing  Not required/not applicable

## Certified plan

- Released in SPEAR  
If a paper based plan:
- Certified by council.
- Signed and dated by the surveyor and council delegate on each sheet.
- Correct Statement of Compliance (Form 15 for plans of subdivision and consolidation, Form 14 for stage subdivisions).

**NOTE:** ALL OF THE ABOVE ARE MANDATORY.

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Street addressing of lots

- Street addressing requirements met in SPEAR.
- Street addressing form – SR11 lodged with the Registrar of Titles in person (copy attached).

Surveyor's report

- Supplied in SPEAR
- Supplied (mandatory for all PS and PC ).

Field records

- Field records supplied in SPEAR (if based on survey).  
If a paper based plan:
  - Field records supplied (if based on survey).
  - Each sheet signed and dated by the surveyor.
  - Field records not supplied.

Section 35 Acquisition plans

- Discuss with the licensed surveyor.
- If land is to be acquired by compulsory acquisition, a copy of the relevant *Victoria Government Gazette* is required.
- If land is to be acquired by agreement the transfer to vest the land in the authority must be supplied.

Fees

- Correct fee as set out in *Your guide to Subdivision Act fees*.

Owners corporation

- Refer to the *Owners corporation accompanying documents lodgement checklist*.

Lodgement of this form

Land Victoria, Plan Acceptance  
(see [location and contact details](#) below)

## Contact us

For [location and contact details](#), refer to [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au)>Property and land titles>Forms, guides and fees>Contact Land Victoria.

