

Surveyor - General's Direction

No. 2

Preparation of locality sketch plans

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Surveyor-General's Direction No. 2

Preparation of locality sketch plans

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346 Panorama Avenue

Bathurst NSW 2795

T: (02) 6332 8287

spatial.nsw.gov.au

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Photographer: Les Gardner

Enquiries:

Any enquiries regarding this Direction should be forwarded to

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E-Mail: publications@finance.nsw.gov.au

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Narelle Underwood
Surveyor-General of NSW
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1. Preamble

Under the *Surveying and Spatial Information Act 2002* (the Act), the Surveyor-General of NSW is responsible for the establishment of the State control survey. The State control survey is realised through physical monumentation on the ground with permanent survey marks.

Section 73 of the *Surveying and Spatial Information Regulation 2024* (the Regulation), requires that surveyors notify the Surveyor-General when a permanent survey mark is placed. The way this requirement is implemented, is through the submission of a locality sketch plans (LSP's) (see [Section 6](#)) and survey mark status reports (see [Section 5](#)). This document provides guidance on the preparation and submission of both LSP's and survey mark status reports.

Detailed information on permanent survey mark types, specifications, installation and construction is contained in [Surveyor General's Direction No. 1 - Approved Permanent Survey Marks](#).

2. Introduction

The Department of Customer Service – Spatial Services (Spatial Services), on behalf of the Surveyor-General of NSW, carries out the processing, capture, storage and delivery of locality sketch plans and associated meta-data for permanent survey marks. Lodgment of survey mark status reports and LSP's are outlined in [sections 5](#) and [6](#) respectively in this document.

Section 73 of the Regulation requires that LSP's are submitted within 2 months of mark placement or on the day an associated deposited plan is lodged with NSW Land Registry Services (NSW LRS).

3. Requirements for preparation of LSP's

LSP's are required to be drawn on the correct forms. The current blank official LSP forms can be downloaded in TIFF or DWG formats at:

www.spatial.nsw.gov.au/surveying/scims_online/lsp_form

Basic information required in the preparation of LSPs comprises:

- On-site measurements, adequate to locate the permanent survey mark relative to visible and easily identifiable fixed features in the field
- Information, measured or calculated, essential for the plotting of a permanent mark position in the Spatial Cadastre (commonly referred to as the Digital Cadastral Data Base (DCDB))
- MGA2020 co-ordinates of the permanent survey mark to enable the permanent survey mark to be spatially located in the Survey Control Information Management System (SCIMS). [Section 4.5 Datum requirements](#) provides guidance on which datum to use. Captured in order of preference:
 - calculated or measured directly in the field, with the technique specified; or
 - scaled from a Spatial Services map
- Australian Height Datum (AHD) level values are to be provided where available. (See [section 7](#) for example LSPs).

4. Information to be recorded on LSP's

The following outlines information to be shown on LSP's for placed permanent survey marks in differing areas.

4.1 New urban subdivisions

In new urban zoned subdivisions, the following should be provided:

- For a state survey mark (SSM) placed in a concrete kerb or gutter a minimum of three (3) basic distance connections to fixed services, objects or reference marks. Fixed services are such things as power poles, manhole covers, stop valves and gutter inlet pits. Objects can be anything of a substantial and permanent nature. Reference marks are as defined by Schedule 3 of the Regulation
- For an SSM or a permanent mark (PM) placed elsewhere at least four (4) distance connections to fixed services, objects or reference marks (including an offset or connection to any adjacent boundaries)
- Adjacent lot numbers and deposited plan numbers. If the LSP's for a new development are lodged prior to the subdivision being finalised, please use any pre-allocated plan numbers (PPNs) with the lot numbers shown
- Approximate distance, to the nearest 10 metres, and to the nearest street intersection identifiable on a Spatial Services map or current street directory
- MGA2020 co-ordinates to spatially locate the newly placed permanent survey mark as per Part 2 of this direction. [4.5 Datum requirements](#) provides guidance on which datum to use.

An example for a new urban subdivision LSP is provided in [section 7](#).

4.2 Existing developed areas

In existing developed and mapped areas, the following should be provided:

- If an SSM is placed in a concrete kerb or gutter, at least three (3) distance connections to fixed services, objects or reference marks
- If an SSM is placed elsewhere, or a PM is placed, at least four (4) distance connections (including an offset or connection to a boundary)
- If a permanent survey mark is on a road or at a road intersection, show the names of the roads if they are identifiable on a map or current street directory
- The adjacent house postal numbers (and if available the lot and deposited plan numbers) and the approximate distance, to the nearest 10 metres, and to the nearest street intersection
- MGA2020 co-ordinates to spatially locate the newly placed permanent survey mark as per Part 2 of this direction.

An example for a new permanent survey mark placed in an existing developed area is provided in [section 7](#).

4.3 Rural areas

In rural areas, the following should be provided:

- At least three (3) connections, with magnetic bearing and distance, to easily identifiable objects or monuments of a permanent nature. Where possible show a magnetic bearing along all fences and to any visible trigonometrical station or recognisable structure (e.g. church spire, tower, reservoir) and at least two of the following
- MGA2020 co-ordinates to spatially locate the newly placed permanent survey mark as per Part 2 of this direction. [4.5 Datum Requirements](#) provides guidance on which datum to use
- Connection to identifiable features depicted on a map
- Connection to, or offsets from a cadastral corner and indicate portion and/or lot numbers, parish and county names
- Odometer (tripmeter) distance to nearest approximate 0.1 km from an officially named and identifiable geographical feature – in addition if deemed necessary to enable the recovery of the new permanent survey mark a distance from the nearest post office, or similarly well-known structure.

Examples of a rural LSP is provided in [section 7](#).

4.4 Additional information

Optional additional information can be attached to the LSP to assist in the plotting of the mark's position. This information can be in any of the following forms:

- A copy of a map or recently published street directory showing the approximate position of the permanent survey mark
- A written description, starting from a geographical or topographically defined feature with direction and odometer readings to locate the approximate position of the permanent survey mark
- A copy of a deposited plan showing the permanent survey mark's location.

4.5 Datum requirements

Section 3 (3) of the Regulation defines the prescribed datum to be used in NSW as GDA2020 from 1 January 2020. As such, the date of mark placement will define which datum is to be used for coordinate information on the LSP, being either MGA94 or MGA2020.

- If the mark was placed prior to 1 January 2020, then the datum can either be MGA94 or MGA2020, depending on which datum the coordinates were captured in;
- If the mark was placed on or after 1 January 2020, the coordinates must be supplied in GDA2020.

5. Mark status reporting

Section 72 (1) of the Regulation requires that surveyors report the physical status of any existing permanent survey mark. There are three (3) methods of online reporting of a permanent survey marks status:

1. DCS Spatial Services Customer Hub – Survey Services – Survey Mark Status Report (<https://ss-customerhub.atlassian.net/servicedesk/customer/portals>). Requires an account to login, with a ticketing system to track the progress. Additional files for evidence, such as photos etc. can be uploaded
2. NSW Survey Marks – a mobile application available on both Android and Apple platforms. Additional files for evidence, such as photos etc. can be uploaded
3. Direct via email to SCIMS@customerservice.nsw.gov.au

The first two options are preferred for single mark status updates with the second allowing access whilst in the field. For bulk mark status updates (more than 5 marks) it is recommended to use the POSI Bulk Mark Status Report Form Microsoft Excel spreadsheet available in the [Surveyor Generals Direction No. 11 – Preservation of Survey Mark Infrastructure – POSI Resource Pack](#), and send to SCIMS@customerservice.nsw.gov.au, or submit as part of a Preservation of Survey Infrastructure application through the DCS Spatial Services Customer Hub.

6. Lodgment of LSP's

As per the Section 73 (3) of the Regulation, as soon as practicable, but no longer than two (2) months after the placement of any new permanent survey mark or the date the surveyor lodges a survey plan with NSW LRS or other public authority, the original LSP is to be lodged electronically with Spatial Services via the following options:

1. DCS Spatial Services Customer Hub – Survey Services – Locality Sketch Plan submission (<https://ss-customerhub.atlassian.net/servicedesk/customer/portals>). Submission via this method requires a login and creates a trackable ticket, enabling correspondence throughout the processing of the lodgment
2. By email to SCIMS@customerservice.nsw.gov.au.

If the lodgment of a LSP is delayed there is a risk that another permanent survey mark may be placed in the same general location, wasting surveyors' time and resources. For lodgment of bulk LSP's (more than 5) it is recommended to use the second method listed above.

For further information contact the SCIMS & CORS Unit at SCIMS@customerservice.nsw.gov.au or call 1300 211 253 and refer to the applicable Sections of the Regulation.

6.1 Correct format for LSP's


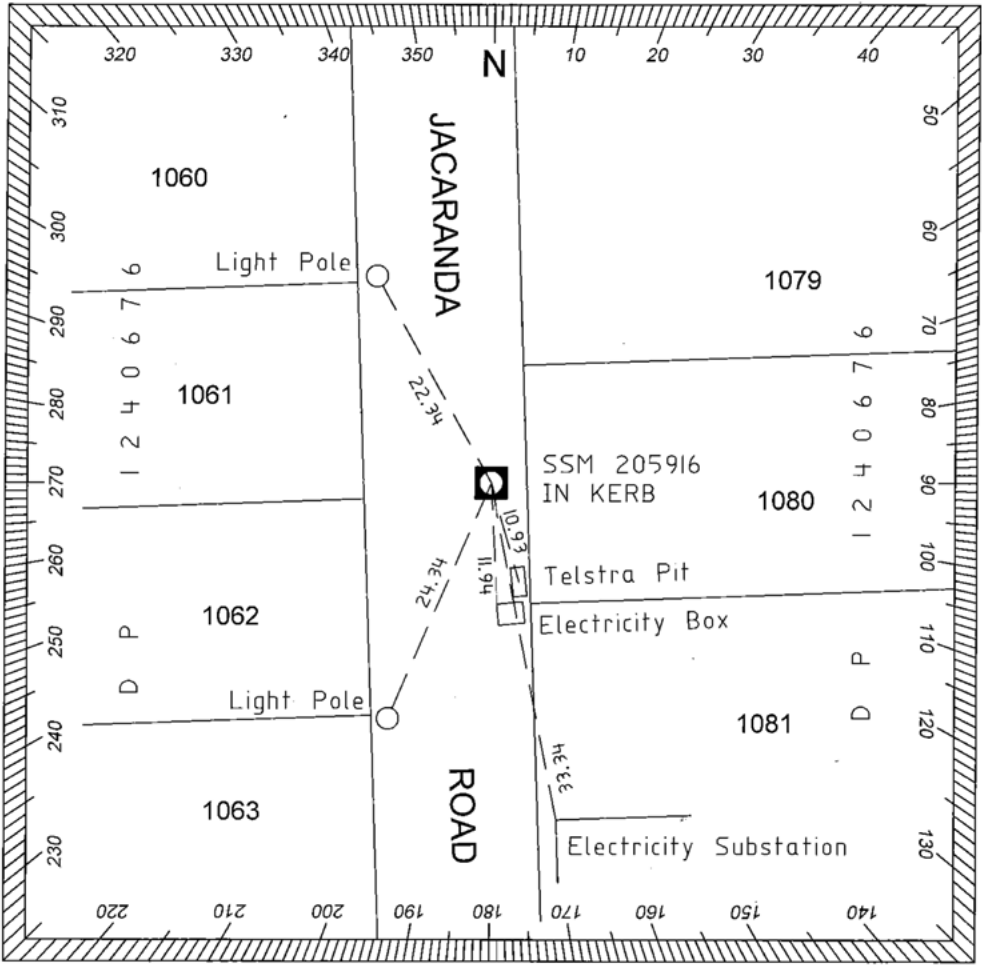
LSP's must be electronically lodged in the following format:

- TIFF file format
- Black and white (1 bit colour depth)
- CCITT T.6 (Group 4) compression
- 200 dots per inch resolution
- Single-page TIFFs only (only one LSP per TIFF).

The file name format AAnnnnnnn.tif where AA is the mark type (PM, SS, etc.) and nnnnnnn is the seven-digit mark number including leading zeroes should be used. For instance, PM0123456.tif is the LSP for permanent survey mark 123456.


7. Example LSP's

7.1 New urban subdivision

	<h1 style="margin: 0;">LOCALITY SKETCH PLAN</h1>	<p>PM _____</p> <p>SS <u>205916</u></p>
<p>MGA E: <u>760136.386</u></p> <p>MGA N: <u>5914766.171</u></p> <p>Datum: MGA94 / MGA2020 Zone: 54 / 55 / 56 / 57 / 58</p> <p>Coordinates determined by: (AUSPOS / RTK / Handheld GNSS / TRAV) Other: _____</p> <p>AHD Level: <u>74.75</u> Mark to Ground Level: <u>0</u> (ABOVE GROUND / BELOW GROUND)</p> <p>Height determined by: (Diff Levelling / AUSPOS / RTK / Trig Heighting / Handheld GNSS) Other: _____</p>		<p>Replaces PM/SS <u>N/A</u></p>
 <p style="font-size: small; text-align: center;">Please use black ink only Distances shown are in metres (Refer to Surveyor-General's Direction No. 2 - Preparation of Locality Sketch Plans.)</p>		
<p>Town/Suburb/Locality: <u>Mirador</u></p> <p>I certify that the mark has been placed/found and numbered as detailed hereon.</p> <p>Date mark placed/found: <u>28/06/2019</u></p> <p>Name: <u>DAVID JOHN TREMAIN</u></p>		<p>Monument Description: <u>SSM placed in concrete kerb</u></p> <p>Name of Organisation placing mark: <u>Harrison Friedmann & Associates</u></p> <p>Surveyor's Ref: <u>64844DT</u></p> <p>Signed: <u>Signature</u></p>

Example of a state survey mark new urban subdivision locality sketch plan

7.2 Existing developed area



LOCALITY SKETCH PLAN

PM 52606

~~SS~~

MGA E: 248765.393

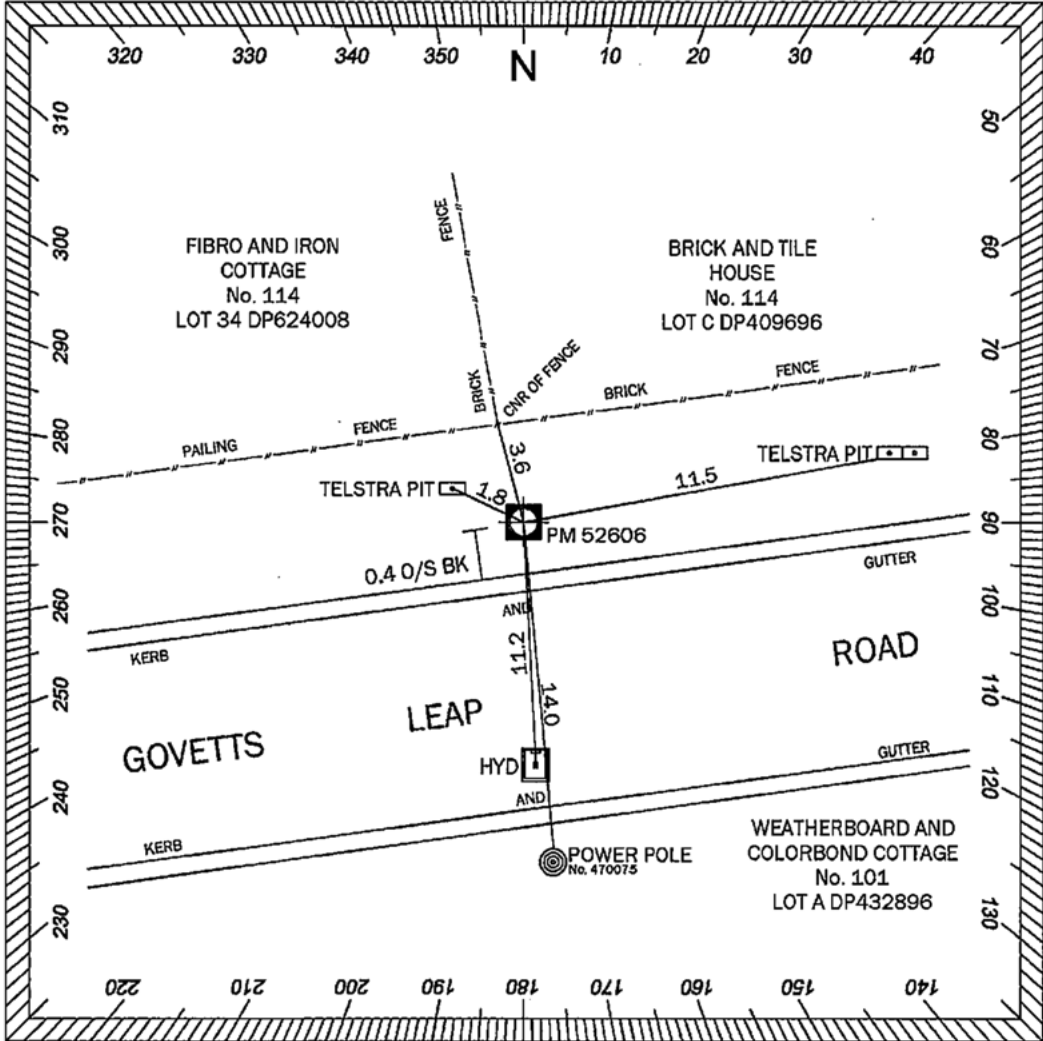
MGA N: 6274726.852

Datum: MGA94 / ~~MGA2020~~ Zone: 54/55/56/57/58

Coordinates determined by: ~~AUSPOS / RTK / Handheld GNSS / TRAII~~ Other: SCIMS

AHD Level: 1051.272 Mark to Ground Level: GROUND LEVEL ABOVE GROUND
BELOW GROUND

Height determined by: ~~(Diff Levelling / AUSPOS / RTK / Trig Heighting / Handheld GNSS)~~ Other: SCIMS




Please use black ink only
Distances shown are in metres
(Refer to Surveyor-General's Direction No. 2 - Preparation of Locality Sketch Plans.)

Town/Suburb/Locality: <u>BLACKHEATH</u> I certify that the mark has been placed/found and numbered as detailed hereon. Date mark placed/found: <u>1/08/2019</u> Name: <u>MICHEAL KOCOSKI</u>	Monument Description: <u>STAINLESS STEEL PIN IN CONCRETE</u> Name of Organisation: <u>BLUE MOUNTAINS</u> placing mark: <u>CITY COUNCIL</u> Surveyor's Ref: <u>JF 1651 - POSI</u> Signed: _____
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Example of a permanent mark new urban subdivision locality sketch plan

7.3 Rural area – Permanent mark



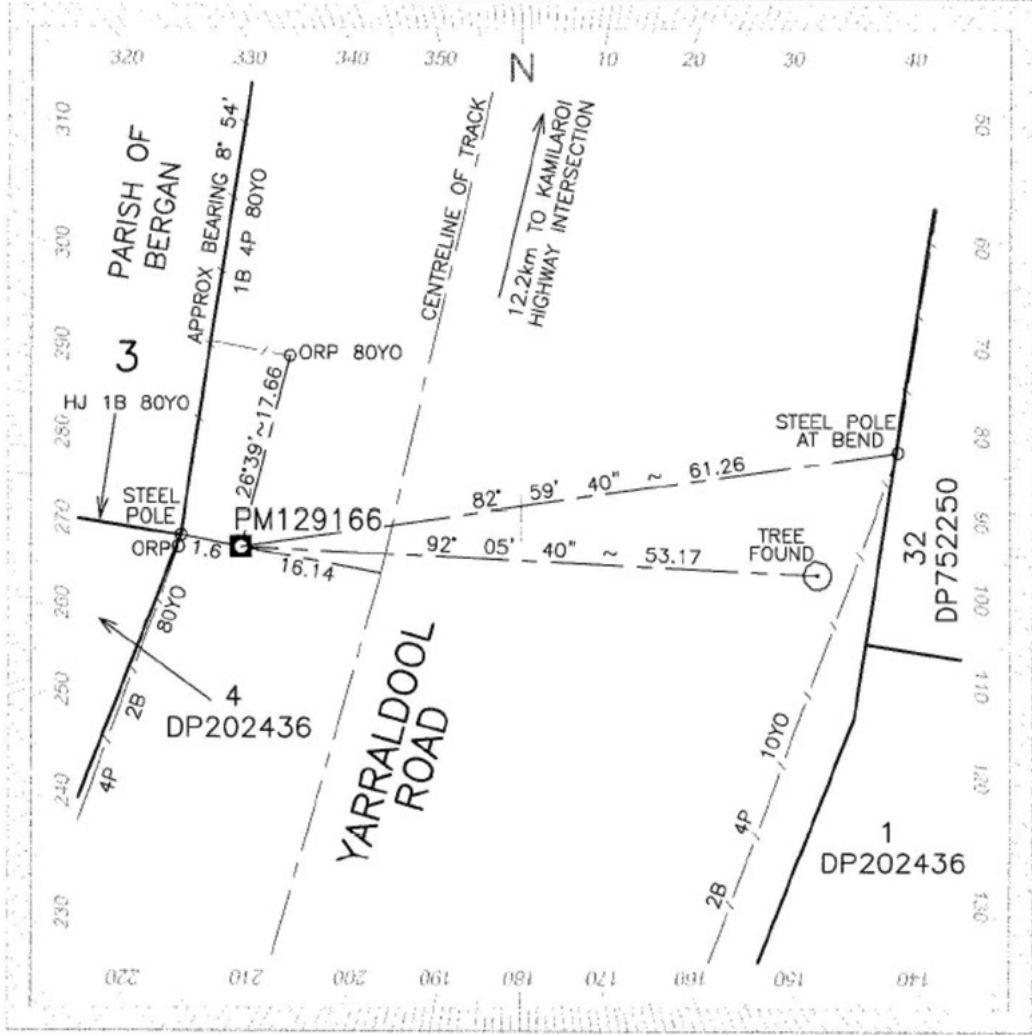
LOCALITY SKETCH PLAN

PM 129166

SS

Replaces PM/SS

MGA E: 655163.000
MGA N: 6665590.302
Datum: MGA94 / MGA2020 Zone: 54 / 55 / 56 / 57 / 58
Coordinates determined by: (AUSPOS / RTK / Handheld GNSS / -TRAV) Other: CORS RTK
AHD Level: _____ Mark to Ground Level: _____
Height determined by: (Diff Levelling / AUSPOS / RTK / Trig Heighting / Handheld GNSS) Other: _____



Please use black ink only
Distances shown are in metres
(Refer to Surveyor-General's Direction No. 2 - Preparation of Locality Sketch Plans.)

<p>Town/Suburb/Locality: JERREL</p> <p>I certify that the mark has been placed/found and numbered as detailed hereon.</p> <p>Date mark placed/found: 16/10/2019</p> <p>Name: LEIGH MICHAEL BARRY</p>	<p>Monument Description: STAR PICKET WITH PM COVER BOX</p> <p>Name of Organisation: MONTEATH & POWYS</p> <p>placing mark:</p> <p>Surveyor's Ref: 190439</p> <p>Signed:</p>
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Example of a permanent mark rural area locality sketch plan

Example of a state survey mark rural area locality sketch plan

