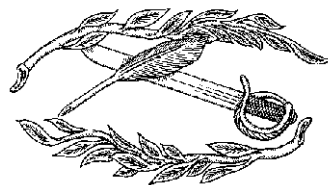




New South Wales Government



## Surveys of Crown Land





## DOCUMENT CONTROL SHEET

### Record of Document Issues

Version No	Issue Date	Nature of Amendment
1.0	August 1997	Initial Release
2.0	March 2000	Minor Revision – GDA94.
2.1	December 2004	Minor Revision
2.2	June 2016	Minor Revision - Departmental restructure

### Document Approval:

Approved By:

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Paul Harcombe  
Surveyor General of NSW  
Date of Approval: 30 June 2016



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# Surveyor General's Directions

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## 1. Introduction

In addition to the current Surveying and Spatial Information Regulation, the following directions apply to all surveys of Crown Land undertaken for the Department of Primary Industries – Lands. This Surveyor General's Direction and others replace the *New South Wales Crown Lands Office Survey Directions 1981*.

## 2. General Procedure

The survey must be in accordance with the survey instruction. Any desirable modification to the original instruction must be reported to the District Manager. Any modification without the District Manager's approval will be at the risk of the Surveyor.

A report outlining the details of the survey and the definition of boundaries must accompany the survey plan. The report should disclose any difficulties and discrepancies encountered and attest to the accuracy of the survey and the area of the land surveyed. Photographs are very helpful to assist reporting details of the cadastral definition and problems encountered.

All plans must be transmitted as soon as possible after completion of the field work to the District Manager. The plans must be accompanied by the original field notes.

## 3. Definitions

When any lot has a frontage to a non-tidal stream, the following definitions from section 172 of the Crown Lands Act 1989 apply:

"bank" means the limit of the bed of a lake or river;

"bed" means the whole of the soil of a lake or river including that portion -

- (a) which is alternately covered and left bare with an increase or diminution in the supply of water; and
- (b) which is adequate to contain the lake or river at its average or mean stage without reference to extraordinary freshets in time of flood or to extreme droughts;

"lake" includes a permanent or temporary lagoon or similar collection of water not contained in an artificial work;

"river" includes any stream of water, whether perennial or intermittent, flowing in a natural channel, and any affluent, confluent, branch or other stream into or from which the river flows.



### 4. Survey Requirements

Where the bank at a corner is liable to erosion, a peg must be placed on the boundary at a sufficient distance back from the bank to ensure its protection. In all cases where a boundary terminates on the bank of a watercourse, distances along the boundary will be measured and recorded to the bank, traverse and peg and the plan of survey noted accordingly.

Wherever practicable, connections will be measured to corners of lots or measured parcels on the opposite side of streams and to lots within 100 metres of the lot being surveyed which is separated by vacant Crown Land.

Except under special conditions, as prescribed by law, a boundary cannot extend beyond mean high water. Alternative methods of defining Mean High Water Mark are outlined in the 'Manual of the New South Wales Integrated Survey Grid', part 6, section 22.

Surveyors are encouraged to obtain tidal analysis data for the Manly Hydraulics Laboratory, Ph (02) 9949 0200 or Fax (02) 9948 6185 for the estuary fronting the survey. The AHD values supplied from the laboratory should be used in conjunction with all other evidence prior to making a final determination of the Mean High Water Mark.

No new boundary of a lot shall be an ill-defined natural feature (e.g. cliffs, lakes, and swamps). These boundaries shall be defined by marked right lines.

When a road is measured within a lot, it will be known as a Crown road. Unless otherwise directed, it is to be surveyed in accordance with the current Surveying and Spatial Information Regulation. Where a Crown road meets a boundary, the distance along that boundary to the Crown road will be recorded on the plan together with the distance across the road.

A broad arrow must be used to mark corners and reference marks (i.e. trees, rock marks etc.). This will require all corner pegs, RM trees, fence posts etc. to be marked with a broad arrow. The broad arrow is to clearly distinguish in the field, which marks originate from the original Crown Survey.

### 5. Survey Requirements for Crown Leases

All leases granted under the Crown Lands Act 1989 must be registered under the provisions of the Real Property Act 1900. Therefore, all Crown Leases must be defined by survey. This includes leases from all Reserve Trust Managers. The survey must be undertaken by a surveyor registered under the Surveying and Spatial Information Act 2002.

The survey requirements for Crown Leases are specified by the current Surveying and Spatial Information Regulation.

The survey plan must be prepared as a Deposited Plan (on Plan Form 1, 2 or 3) suitable for registration at Titling & Registry Services – Department of Finance, Services & Innovation. Approval from the District Office of the Department of Primary Industries – Lands must be

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obtained prior to lodgement of the deposited plan. All Registrar General's Directions requirements must be adhered to.

The concessional approval by Titling & Registry Services of preparing a Deposited Plan for Survey Information Only and attachments with the lease document showing the remainder of the information required is not acceptable. This procedure separates the information, causing future searches to be more difficult, costly and time consuming. Also, this system does not enable the Digital Cadastral Database (DCDB) or the Crown Land Identification Database to be updated with new leases.

The following points must be adhered to:

- 1) All measurement and marking standards must be in accordance with the current Surveying and Spatial Information Regulation.
- 2) The Deposited Plan must be prepared on Plan Forms 1, 2 or 3.
- 3) The Survey Plan must be signed by a surveyor registered under the Surveying and Spatial Information Act 2002.
- 4) When complete, the Deposited Plan and two copies must be forwarded to the local District Office for checking and approval.
- 5) Field notes, recorded on the prescribed forms in black ink, must accompany the Deposited Plan to the District Office.
- 6) Connections to the State Control Survey required by the current Surveying and Spatial Information Regulation must be made.
- 7) A comprehensive report detailing the survey definition, calculations and problems encountered must accompany the plan. Photographs are particularly helpful in explaining the problems encountered.

### **6. Plans**

Plans are to be prepared in accordance with the current Surveying and Spatial Information Regulation, and the following special requirements:

- Plans will be drawn in a dense black waterproof or plastic drawing ink as appropriate and without colour or edging. Plans will be drawn on plan forms 1, 2 or 3 only.
  - Plans will be accurately plotted and if found to be incomplete, faulty or below standard, may be rejected without compensation.
  - All parcels of land, regardless of the number of sheets on the plan, will be numbered as consecutive lots in strict numerical sequence in accordance with the survey instruction.
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The sequence will be:

- For urban surveys, commencing at 1 for each deposited plan or as otherwise directed.
- For rural surveys, commencing with the next available lot number issued by the District Office of the Department of Primary Industries – Lands.
- Plans must show the north point (which will not be directed below the horizontal), the orientation of the survey (e.g. true, Map Grid of Australia (MGA), magnetic) and the source of the orientation.
- The widths of all roads should be indicated on the plan unless the road is aligned. If the road is aligned, the footpath and carriageway widths should be shown.
- The present name of every road should be shown on the plan. These names must be confirmed by reference to the local council or other appropriate authority if necessary (e.g. Roads & Maritime Services). Where the name of a road differs from that held in public record, a letter of confirmation of the name change from the local authority should be supplied with the plan.
- The assigned suburb/locality name is to be shown in the panel of the survey plan. The name must be confirmed by reference to the local council or the Geographical Names Board (see [www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au)), PO Box 143, Bathurst NSW 2795, telephone (02) 6332 8214.
- Crown roads within lots must be shown on the plan of survey with:
  - unbroken lines on both sides of the road,
  - the width written along the course of the road (e.g. Crown Road 20 wide),
  - complete dimensions on **both** sides of the road,
  - a vincula, showing that a lot has 2 or more parts.
- The area for each lot and parts of lots must be shown.
- A Deposited Plan Check List must be used and submitted with the survey plan. The words “Check List” should be added adjacent to the Surveyor’s Reference.

### 7. Limited Title

Where “limited title” lots are included with surveyed lots, the plan is to be endorsed to identify the surveyed sections of the survey.

*End of Direction*

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