

**SPEAR**

Surveying and Planning through Electronic Applications and Referrals



**Glossary of Terms**

| **Full Name** | **Acronym** | **Description** |
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| Applicant |  | ‘Applicant’ is the client of the Applicant Contact for example a developer or land owner.  |
| Applicant Contact |  | The person within the organisation, which is submitting the application in SPEAR, for example the surveying or planning firm.  |
| Application |  | A general term referring to a formal request for an official document e.g.* an application for a planning permit
* an application for a certification of a plan of subdivision
* an application for a planning permit and certification of a plan of subdivision.

The application is a formal document required as part of the process of requesting the permit, with strict rules regarding its intent, format, and content. |
| Application to Application | A2A | A2A stands for ‘Application to Application’. It is the term used to describe a method of implementing SPEAR by having SPEAR interact directly with an organisation’s core system. If fully utilised, SPEAR users within an organisation would not perform functions in SPEAR, but in their core system which, in turn, would pass data to SPEAR and retrieve data from SPEAR accordingly. There is no cost to using this SPEAR service, but the developer of a given core system may levy a charge on an organisation for making the necessary changes to the core system. |
| Application to Person | A2P | Where SPEAR is accessed via direct interaction with the SPEAR website through an internet browser. |
| Authentication |  | The process by which a given action or document in SPEAR is approved by an authorised user. |
| Authentication Level |  | This is the level of access/authority users have in SPEAR. Each SPEAR user’s authentication level in SPEAR is determined by their organisation. The authentication levels in SPEAR are:* View only
* Standard
* One Click
* Password Approval
* Delegate Approval
* Signing

Each document loaded into SPEAR is also assigned on these authentication levels. Users may then authenticate documents based on their authority level.  |
| Certificate Manager (Digital Certificates) | CM | In relation to Digital Signing Certificates:The first person in an organisation to apply for a digital certificate with Symantec will be the organisation’s Certificate Manager, who acts as the liaison between their organisation and Symantec. This applies to SPEAR users who are required to digitally sign documents in SPEAR. |
| Certificate of Title | C/TCoft Title | A document containing the information, or an extract of the information, on a folio of the Register. The information includes names and addresses of Registered proprietors (of the land) and of other recorded interests like mortgages, or notices, like caveats, restrictive covenants, and planning agreements.  A Certificate of Title (abbreviated as CofT or CT) is signed or sealed by the Registrar and contains a distinctive identifying reference of the folio of the Register– Volume/Folio – and may include any other information that the Registrar considers appropriate, whether in diagrammatic form or otherwise. A paper Certificate of Title (CofT) is issued by the Registrar of Titles to the person entitled to it, e.g. the registered proprietor or mortgagee.  An electronic Certificate of Title (or eCT) does not exist in paper format but is controlled by a user in an Electronic Lodgment Network (ELN) known as an eCT Control.  |
| Certified Plan |  | A plan of subdivision or consolidation certified by a council for lodging in Land Use Victoria for registration.  |
| Controlling Party  |  | The party controlling the Certificate of Title of the subject land for plan of subdivision. |
| Council |  | One of the 79 Victorian local councils. Also known as Local Government Authority, or municipality. Known as Responsible Authorities for the purpose of planning legislation. |
| Department of Environment, Land, Water and Planning | DELWP  | The Victorian Department of Environment, Land, Water and Planning.  |
| Digital cadastre / Digital Cadastre Map Base | DCMB | In Victoria, the digital cadastre is a digital spatial dataset representing the boundaries of land parcels and property details. Vicmap is the state’s authoritative suite of spatial data products which provides the foundation of all mapping in Victoria. |
| Digital Certificate | DC | SPEAR requires councils and surveying organisations to have one or more Gatekeeper Business Certificates for use in SPEAR. This enables the secure signing of documents in SPEAR. Digital certificates are the electronic equivalent of a handwritten signature.Digital certificates are not bought from SPEAR; they must be purchased through a security company called Symantec. |
| Digital Survey Geometry | DSG | Digital Survey Geometry (DSG) file is a CAD file uploaded by surveyors in SPEAR as an efficient means of providing digital cadastral data to update Vicmap Property.  Commonly in DXF or DGN (proprietary CAD formats). |
| Easement |  | A right attached to a particular piece of land which allows the owner of that land to use the land of another person in a particular manner (e.g., to walk over it or drain water over it). |
| Electronic Certificate of Title | eCT | Electronic Certificate of Title in Victoria. |
| Encumbrance |  | A burden or claim on a title such as a mortgage or easement. |
| ePlan |  | Land Use Victoria has extended SPEAR to provide an infrastructure for the lodgment and processing of digital subdivision plans (ePlans) in Victoria. An ePlan is principally a digital data file of surveying and administrative information related to a subdivision survey. It can contain all the information in a cadastral survey and subdivision plan including:The ePlan file replaces the existing paper and/or PDF versions of a subdivision plan. |
| ePlan Portal  |  | The ePlan Portal is accessed through the SPEAR system and provides users access to all ePlan services including the ePlan Validation Service, Visualiser and Visualisation Enhancement Tool. |
| ePlan Validation Service |  | The ePlan Validation Service is used to validate ePlans prior to lodgment and checks for completeness and correctness to the ePlan protocol and plan examination rules. |
| ePlan Visualiser |  | The ePlan Visualiser produces a visual representation of the ePlan in a PDF file for use by councils, clients and other stakeholders. It is used as the legal visual representation of the plan. |
| ePlan Visualisation Enhancement Tool  | VET | The ePlan Visualisation Enhancement Tool enables surveyors to improve the plan presentation of the PDF visualised from the ePlan data, using functions to edit labels/arrows, and to create new sheets, enlargement diagrams and exaggerate the position of linework. |
| Intergovernmental Committee of Surveying and Mapping | ICSM | The role of the Intergovernmental Committee of Surveying and Mapping is to provided leadership, coordination and standards for surveying, mapping and national framework datasets. ICSM has senior representatives from New Zealand and Australian (Commonwealth, state and territory) government surveying and mapping agencies. |
| Land Registry Services  | LRS  | The responsible agency for registrations of plans and other dealings Land Registry Services is a group within Land Use Victoria in the Department of Environment, Land, Water and Planning. Its role is to provide the Victorian community with secure, accurate and guaranteed registration services for property, plan and water share transactions; and e-business solutions to drive efficiencies in the Victorian property and development industries.  |
| Land Use Victoria | LUV | Land Use Victoria is responsible for providing whole of Victorian Government leadership on land information, policy, assessment and advice, to enable government to more strategically use it land and maximise public value. It is also responsible for managing the government’s program for land administration and property information by providing innovative solutions for authoritative, comprehensive and easily accessible services in land registration, property information, valuation, land surveying and geographic naming, land data management services and spatial mapping services.  |
| Land and Survey Spatial Information | LASSI | LASSI is a mapping service provided by Land Use Victoria to search property details. The LASSI mapping service can be used to find a parcel of land or property online. It can be used to identify the boundary of a property and those of surrounding properties. A user can apply this information to conduct title searches on each land parcel. Using LASSI a user can attain the approximate measurements of the land parcel, view or download a basic property report or find out about surrounding infrastructure such as roads and railways and natural features like rivers and lakes. |
| Licensed Surveyor | LS | A Licensed Surveyor is the only person legally entitled to undertake a survey to mark the boundaries of your property.A Licensed Surveyor will define your land boundaries and on request should provide a certified plan that confirms the work has been completed correctly. |
| Local Administrator | LA | This SPEAR user has access to the administrative side of SPEAR and can update passwords and add and remove users from within their own organisation. The level of authentication allowed for each user can be set or changed by the local administrator. The Local Administrator may also be a standard/password/signing user. |
| Local Government Authority | LGA | Local Government Authority - synonymous with a council. |
| Lodged |  | Typically, with Land Registry Services (Land Use Victoria). Documents are presented in acceptable form and submitted into SPEAR or the Victorian Online Titles System (VOTS) for processing and registration. |
| Lodging Party | LP | The party lodging an application on behalf of an applicant at Land Use Victoria. |
| Lot on Plan | Lot | A parcel type on a plan of subdivision which is capable of registration (or has already been registered) at Land Use Victoria. |
| Objector |  | A person who may raise a formal concern relating to the planning permit phase of a plan for subdivision or a building permit, typically because the subdivision or building would adversely affect them in some way. For example, the new subdivision may result in a major increase in noise and pollution for the objector. Must be a person with a legitimate stake in the property under consideration. |
| Owner |  | ‘Owner’ is the proprietor of the land. The owner may also be shown in SPEAR as the applicant (i.e. the client). |
| Parcel |  | According to FIG Commission 7 Statement on the Cadastre (1995), the basic spatial unit in a cadastre is known as a ‘parcel’. Examples of parcels in Victoria include a lot, Crown allotment, road, reserve and common property. In Victoria, individual parcels of land are described in a folio of the Register or, in the case of Crown land, a Crown Land Status Report. |
| Planning Permit | PP | A formal document permitting a change in the use or development of land within a council, subject to the relevant planning scheme which specifies permitted land usage and any associate conditions.  |
| Referral Authority | RA | An organisation to which an application is forwarded in order that they may provide comment as to how the application affects its business. The referral authority may reply with advice or even mandatory requirements. |
| Registered  |  | Relates to a plan of subdivision or other dealing lodged at Land Use Victoria. In particular, the certified plan (or dealing) being signed as registered by Land Use Victoria in accordance with legislation and registered in the Victorian Online Titles System (VOTS).A registered plan provides authoritative title dimensions for lots and other parcels, and encumbrances such as easements and restrictions shown on the plan.  |
| Responsible Authority |  | A Responsible Authority (usually the municipal council) is responsible for considering and determining planning permit applications and for ensuring compliance with the scheme and permit conditions. The Minister for Planning is sometimes the Responsible Authority for land in specific areas, including Alpine Resorts, French Island & Sandstone Island and Royal Melbourne Showgrounds. |
| Signing User |  | This is the highest level of authentication in SPEAR. This user can add and authenticate any document in SPEAR including being able to digitally sign key legal documents such as:* Plans of Subdivision, Abstract of Field Records, Surveyor’s Reports
* Planning permits (optional), certifications and Statements of Compliance.

NOTE: Digital Signing Certificates are also required to perform this signing function. |
| SPEAR User Agreement |  | The legal document your organisation must sign to enable you to have access to SPEAR. The access agreement sets out your organisation’s rights and responsibilities within the SPEAR environment.  |
| Standard Certificate(Digital Certificates) |  | Once an organisation has a staff member with a Certificate Manager Digital Certificate, other staff members can obtain a standard digital certificate. Standard digital certificates enable SPEAR users to digitally sign documents in SPEAR.  |
| Standard Parcel Identifier | SPI | Land in Victoria has a unique parcel identifier assigned to each land parcel to ensure its unique identification. It comprises a combination of lot and plan, crown allotment, section and parish or township together creating the unique identifier.  |
| Standard User |  | This user can add all documents in SPEAR but unable to authenticate actions or documents in SPEAR. This user is usually in an administrative rather than technical role within an organisation and can complete tasks such as adding Reference Numbers within SPEAR. |
| Statement of Compliance | SOC | Statement of Compliance issued by a council when the applicant has complied with all conditions and certified plan is ready for registration. |
| Surveying and Planning through Electronic Applications and Referrals | SPEAR | SPEAR is a system that allows subdivision planning permit and certification applications to be compiled, lodged, managed, referred, approved and tracked online, anytime. SPEAR is available at no cost to users. |
| Survey Mark Enquiry Service | SMES | A database of coordinated survey marks for the State of Victoria. |
| Victorian Editing Service | VES | This service is used by government authorities, particularly councils to submit a naming proposal to the Office of Geographic Names to name or rename a feature, road or amend a locality boundary.  |
| VICNAMES |  | VICNAMES holds more than 200,000 road and place names. It includes geographic features such as mountains and rivers, bounded localities such as suburbs, towns, cities and regions and physical infrastructure such as roads, reserves and schools. |
| Victorian Online Title System | VOTS | Victoria’s land titles are held in the state’s online land titles register which is the Victorian Online Title System (VOTS). VOTS is managed by the Registrar of Titles and securely stores the current 3.4 million titles in the state. |
| VicMap  |  | Vicmap is Victoria’s state-wide portfolio of authoritative spatial data products. |