

Glossary of Terms

Full Name	Acronym / Abbreviation	Description
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		<p>A general term referring to a formal request for an official document, eg:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
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.
Attachment		An electronic version of a document which may form part of an email or may be loaded into the SPEAR system. Typically, attachments in SPEAR are required to be in PDF or XML format (see Portable Document Format).
Authentication		The process by which a given action or document in SPEAR is approved by an authorised user.
Authentication Level		<p>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:</p> <ul style="list-style-type: none"> - Standard - One Click - Password Approval

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		<ul style="list-style-type: none"> - Delegate Approval - Signing <p>Each document loaded into SPEAR is also assigned on these authentication levels. Users may then authenticate documents based on their authority level.</p>
Cadastre		<p>According to the International Federation of Surveyors (FIG) Commission 7 Statement on the Cadastre (1995), a Cadastre is normally a parcel based, and up-to-date land information system (not necessarily computerised) containing a record of interests in land (e.g. rights, restrictions and responsibilities). It usually includes a geometric description of land parcels linked to other records describing the nature of the interests, the ownership or control of those interests, and often the value of the parcel and its improvements. It may be established for fiscal purposes (e.g. valuation and equitable taxation), legal purposes (conveyancing), to assist in the management of land and land use (e.g. for planning and other administrative purposes), and enables sustainable development and environmental protection.</p> <p>3D Cadastre in Victoria - Victoria's Cadastre is a real world three-dimensional property/parcel system of which the third dimension is represented in various forms. These forms include:</p> <ul style="list-style-type: none"> • Plan with cross sections, floor levels, air spaces and depth limitations • Existing Stratum Plans • Existing Strata Plans • Crown Land Plans • Indication of the location of the floor of a parcel or property in relation to the ground level, in the Vicmap Property database <p>Instruments under the <i>Transfer of Land Act 1958 (TLA)</i> and other Acts that define, for example, easements limited to height.</p>
Certificate Manager (Digital Certificates)	CM	<p>In relation to Digital Signature Certificates:</p> <p>The first person in an organisation to apply for a digital certificate with Symantec will be the organisation's Certificate Manager (formerly referred to as the Authorised Officer), who acts as the liaison between their organisation and Symantec. This applies to SPEAR users who are required to digitally sign documents in SPEAR.</p>
Certificate of Title	C/T Coft Vol/Fol	<p>This is a formal document which contains the information on a folio, or an extract of that information. For titles in computerised form, the Certificate of Title is a computer print-out.</p> <p>For titles still in paper form, the Certificate of Title is what has been commonly called the duplicate title.</p> <p>A new Certificate of Title, known as the duplicate title, will be issued each time a dealing is registered and will need to be lodged with a future dealing.</p> <p>A new certificate is not produced for dealings where there is no need to</p>

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		lodge the existing certificate (eg caveats).
Certified Plan		A plan 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 Database / Digital Cadastre Map Base	DCDB / DCMB	In Victoria, the DCDB/DCMB is defined as an accurate digital index of spatial and administrative attributes relating to land parcels and properties which enables the integration and delivery of related information from numerous other data sets. Vicmap Property is the current digital cadastral map base in Victoria providing information about land parcels and property details.
Digital Certificate Digital Signature Certificate	DC DSC GBC	SPEAR requires councils and surveying organisations to have one or more Gatekeeper Business Certificates(GBC) 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 Certificate Test		When you first install your digital certificate and login to SPEAR, you will be prompted to test your digital certificate to ensure the details recorded on your digital certificate match and work within SPEAR. If your test fails, the SPEAR team can update your details within SPEAR to match those of your digital certificate.
Digital Survey Geometry	DSG	Vector-based digital product produced by surveyors that provides the line work of the subdivision and is used 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 (eg to walk over it or drain water over it).
eCT		Electronic Certificate of Title
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 lodgement 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

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		<p>information in a cadastral survey and subdivision plan including:</p> <ul style="list-style-type: none"> • surveying measurements • land parcel description and identifiers • dimensions of the parcels and interests in land such as easements • administrative information on the subdivision • annotations • plan approval status • the surveyors' details. <p>The ePlan file replaces the existing paper and/or PDF versions of a subdivision plan.</p>
ePlan Validation Service		The ePlan Validation Service is available through SPEAR. It is used to validate ePlans prior to lodgement and checks for completeness and correctness to the ePlan protocol and plan examination rules.
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.
Gatekeeper Business Certificate (GBC) Subscriber Agreement		The legal document your organisation must sign to enable you to apply for digital certificates from Symantec. The subscriber agreement sets out the obligations of a person who is issued with an GBC.
Intergovernmental Committee of Surveying and Mapping	ICSM	The role of the Intergovernmental Committee of Surveying and Mapping is to provide 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 / Land Use Victoria	LRS / LUV	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 plays a pivotal role in the Victorian Government's responsibility for providing effective property markets through the integrity and efficiency of its land administration systems.
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.

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LASSI-SPEAR		LASSI-SPEAR is a free web mapping application that allows you to search and download survey information from one location. It incorporates web map search interface based on LASSI with all the survey documents available from LANDATA®, except copies of plans of subdivisions. It also provides a feature to download pre-populated ePlans with data from Vicmap and the Survey Marks Enquiry Service (SMES).
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 then entered into 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.
Notification for Editing Service/ Victorian Editing Service	NES/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.
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.
Overlay		Some land may be affected by one or more overlay. If an overlay applies, the land will have some special feature such as a heritage building, significant vegetation or flood risk. Similar to the zone, the overlay information may indicate further planning permit requirements and additional information which must be submitted with an application for a planning permit.
Owner		'Owner' is the proprietor of the land. The owner may also be shown in SPEAR as the applicant (ie: the client).
Parcel		According to FIG Commission 7 Statement on the Cadastre (1995), the

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		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.
Raster		Method of displaying and storing an image via pixels. Commonly used for photos. Land Use Victoria uses this method for storage and dissemination of plan images.
Referral Authority	RA	A statutory organisation to which an application is referred (under the provisions of the Planning & Environment Act or Subdivision Act) in order that they may provide comment as to how the application affects its interest in the land. The referral authority may request the Applicant Contact further information or new plans before consenting to the proposal.
Registration 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).
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: <ul style="list-style-type: none"> - Plans of Subdivision, Abstract of Field Records, Surveyor's Reports - Planning Permits (optional), Certifications and Statements of Compliance. It should be noted that 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 organisations 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	SPI	Standard Parcel Identifier. Identifier assigned by Land Use Victoria to

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Identifier		each parcel in the state to ensure unique identification of that parcel.
Standard User		This user is able to 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.
State Revenue Office	SRO	The Victorian Government's major tax collection agency, particularly in the areas of land ownership and land use.
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 reduces the current reliance on paper and the effort involved in sending and tracking applications through the subdivision processes and is available at no cost to users.
Survey Mark		A mark placed during the performance of a field survey. A mark does not necessarily have coordinates attached to it.
Survey Mark Enquiry Service	SMES	A database of coordinated survey marks for the State of Victoria.
Symantec		SPEAR requires councils and surveying organisation to have one or more ABN-DSC Digital Signature Certificates for use in SPEAR. Digital Certificates are purchased through Symantec.
Title		A land title is an official record of who owns a property and includes details of its position and extent. It can also include other information about encumbrances, including: mortgages, covenants, caveats and easements. Victoria's land titles comprise folios of the Register and are held in the Victorian Online Titles System (VOTS), managed by the Registrar of Titles.
Vector (as in PDF)		Data displayed in the PDF is drawn using mathematically defined lines and curves and is also scalable. The data within the PDF can be extracted (copy/paste) because it is not just defined as a series of pixels as it is in a raster image.
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 Civil and Administrative Tribunal	VCAT	VCAT's purpose is to provide Victorians with a low cost, accessible, efficient and independent tribunal delivering high quality dispute resolution. The Civil Division of VCAT hears and determines a range of civil disputes such as consumer matters, domestic building works and residential and retail tenancies disputes. The Administrative Division deals with applications from people seeking review of government and other bodies' decisions that affect them such as

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		<p>local council land valuations and planning permits and Freedom of Information.</p> <p>The Human Rights Division deals with matters such as discrimination, guardianship and administrations and racial and religious vilification.</p>
Victorian Online Title System	VOTS	<p>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.</p>
VicMap		<p>The spatial data infrastructure (digital mapping) for the State of Victoria.</p>
Zones		<p>The planning scheme zones land for particular uses, for example, residential, industrial, business or other.</p> <p>Each zone has a purpose, set of requirements, describes what needs a planning permit, and matters the council must consider before making a decision. The zone also contains information relating to land uses, subdivision of land, construction of new buildings and other changes to the land.</p>