

## User Guide 9 Releasing for lodgement at Land Use Victoria

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### Purpose of this User Guide

The purpose of this User Guide is to provide guidance to Applicant Contacts and lodging parties about the SPEAR process of nominating a lodging party and a lodging method and how to release an application to the lodging party for the purpose of lodgment at Land Use Victoria. The lodging party is typically a solicitor or conveyancer acting for the applicant.

### Who should read this?

Primary audience: **Applicant Contacts** and **Lodging Parties**

### Introduction

Applicant Contacts are required to nominate the lodgment method – electronic or paper, for all *Subdivision Act* applications. This can be done once the application has been accepted by the Responsible Authority. If not completed earlier, it will be required before the application can be released for lodgment. For electronic lodgments, this action will allow the Applicant Contact to select the lodging party and grant them access to the SPEAR application. Alternatively, an electronic lodging party may request access and nomination in SPEAR.

The 'Release for lodgement' function in SPEAR will appear as a mandatory action for the Applicant Contact once all other requirements within that application have been met. It allows the Applicant Contact to deliver control of the application to the lodging party for lodgment at Land Use Victoria. An email notification can also be sent via SPEAR to inform the lodging party that the application is ready to be lodged.

Staff at Land Use Victoria will not be able to view the documents in SPEAR for lodging until the 'Release for Lodgement' action has been completed.

**NOTE: Lodgment at Land Use Victoria may only occur when the Applicant Contact has released the application in SPEAR. Staff at Land Use Victoria will not be able to view the documents until this has occurred.**

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### 9.1 How does an Applicant Contact nominate the lodging method?

Only *Subdivision Act* dealing types require the lodgment method to be specified. Once the application has been accepted by the Responsible Authority, the optional action to 'Nominate Lodgment Method' will become available. If not completed prior to Statement of Compliance being issued, it will become a mandatory action. The application cannot be released for lodgment until the lodging method has been set.

It is recommended that Applicant Contacts first select lodgment via SPEAR and begin typing the name of the lodging party. If there are no matches then simply select paper.

**Nominate Lodging Method**

**Lodgement Method**

Application Lodgement Form to be submitted for lodgement via **SPEAR**  
 Application Lodgement Form to be submitted for lodgement via **paper**

**Lodging Party Organisation Name**

Crown

Crown Lawyers

save & close cancel

SPEAR will automatically email the lodging party when nominated.

Nominating an application to be lodged via SPEAR will give the electronic lodging party access to the SPEAR application, however they won't be able to lodge the application with Land Use Victoria until the Applicant Contact has released the application.

## 9.2 How does a lodging party request access to an application?

An electronic lodging party may request access to an application once it has been submitted to the Responsible Authority. Select the action 'Request lodging party access' from the top-right of the Application List screen.

Public Search | Broadcast Messages (0) | View Document Rules | Reports | Settings | Contact Us | Help | Logout

Request lodging party access

Planning & Subdivision Applications Online PeterD Applicant  
(Applicant Contact, Lodging Party, Administrator)  
(Signing User)  
Current User Role Lodging Party / Oberon Surveys Pty Ltd

**SPEAR**

Enter the SPEAR reference number of the application and click on the 'next' button.

**Request Lodging Party Access**

Enter the SPEAR reference number for the application you wish to access.

SPEAR reference number S040289E

next > cancel

The property details will be displayed. If these are correct, click on the 'request access' button. Otherwise, click on the [Search again](#) hyperlink.

**Request Lodging Party Access**

**Property Details**

SPEAR Reference Number: S039953B  
 Plan Number: PS639235J  
 Address: 14 CASEY DRIVE, BERWICK VIC 3806  
 Number of Lots: 2  
 Application Type: Planning Permit and Certification  
 Applicant Contact: Oberon Surveys Pty Ltd

[Search again](#)

request access cancel

A request application confirmation will be displayed.

### Request Lodging Party Access - Confirmation

 Lodging Party Access has been requested.

 [printable version and download](#)

You will be notified when Oberon Surveys Pty Ltd assesses the request

SPEAR Reference Number:	S039953B
Responsible Authority Reference Number(s):	drg, dfg
Property Details:	14 CASEY DRIVE, BERWICK VIC 3806
Responsible Authority:	Casey City Council
Application Type:	Planning Permit and Certification
Number of Lots:	2

[return](#)

Click on the 'return' button to return to the Application List.

## 9.3 How to respond to a lodging party access request

An Applicant Contact may receive a request to grant lodging party access to an application. To respond, click on the 'Respond to Lodging Party Access Request' action.

**Actions**

 [Respond to Lodging Party Access Request](#) Action required

 Other Actions... [go](#)

If you accept the request, SPEAR will automatically complete the 'Nominate Lodging Method' and nominate the application to be lodged electronically through SPEAR by that lodging party. If you reject the request, no changes to the 'Nominate Lodging Method' will occur.

### Respond to Lodging party access request

- Accept** and nominate Oberon Surveys Pty Ltd as the lodging party
- Reject**. Oberon Surveys Pty Ltd will not have lodging party access to this application

[respond](#) [cancel](#)

SPEAR will notify the lodging party whether the request has been accepted or rejected.

## 9.4 How does an Applicant Contact release an application?

Once all requirements within an application have been met, the application can be released for lodgment at Land Use Victoria.

For *Subdivision Act* applications, the release can occur once the Responsible Authority has certified the plan and issued Statement of Compliance (SOC). For all other applications requiring lodgment at Land Use Victoria, the Applicant Contact can release the application when all required documentation has been supplied.

After clicking on the mandatory action to 'Release for Lodgment', select the checkbox under 'to be released' to release the application documents for lodgment.

**Release for Lodgement and Lodging Party notification**

**To be Released:**

Plan (Surveyor's Plan Version 2)  
Statement of Compliance

**Notification to Lodging Party**

**NOTE:** If you only wish to send an email to the lodging party without releasing the plan and statement of compliance, do not select the checkbox above.

I wish to send an email notification to the lodging party advising them that they may proceed to lodge this application.  
Note: Select this link to view and download the lodging form. [View Form Subdivision or Consolidation](#)

**Lodging Party's email address: \***

I wish to invite the Lodging Party to view this application in SPEAR as a Guest.

**CC email address:**   
Separate multiple addresses with a comma

**Optional text to be included in email:**

\* Notification of Title Allocation will be sent to this address

**Additional documents:**

- [New Street Address Allocations \(27/08/2014 10:36 am, NES notified, NES Ref 74383\) \[Version 1\]](#)
- [Plan of Subdivision \(Number of Pages: 1, Surveyor's Plan Version: 2\)](#)
- [Decision - Certif of Subdiv \(12/12/2014 11:12 am, Concurrent Certification & SOC \(Form 3\)\)](#)
- [Abstract of Field Records \(Date of Survey: 01/04/2018, PCM/PM not located in Survey\) \[Version 1\]](#)
- [Surveyors Report \(30/04/2018 09:47 am, Number of Pages: 1\) \[Version 1\]](#)

[continue](#) [return](#)

An email notification can also be sent to the lodging party and Applicant Contacts may wish to invite the lodging party as a guest to view this SPEAR application.

Documents may also be attached to the email notification for the benefit of the lodging party. These are for information only; the original files will be extracted from SPEAR by Land Use Victoria staff.

If the application has been nominated for electronic lodgment and the lodging party selected, the Release for Lodgement screen will automatically complete the lodging party email address. The Applicant Contact may still copy in other interested parties, write an optional message, and select which document links to send to the additional email recipients.

**Release for Lodgement**

**To be Released:**

Plan (Surveyor's Plan Version 2)  
Statement of Compliance

**Notification to Lodging Party**

**NOTE:** If you only wish to send an email to the lodging party without releasing the plan and statement of compliance, do not select the checkbox above.

I wish to send an email notification to the lodging party advising them that they may proceed to lodge this application.  
Note: Select this link to view and download the lodging form. [View Form Subdivision or Consolidation](#)

**Lodging Party's email address: \***

**CC email address:**   
Separate multiple addresses with a comma

**Optional text to be included in email:**

\* Notification of Title Allocation will be sent to this address

**Additional documents:**

- [New Street Address Allocations \(27/08/2014 10:36 am, NES notified, NES Ref 74383\) \[Version 1\]](#)
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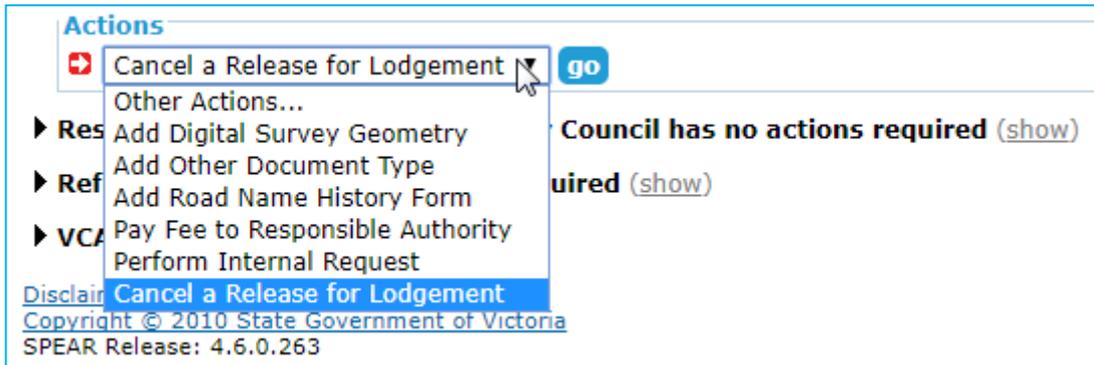
[continue](#) [return](#)

e 'Release for Lodgement' will need to be password authenticated from the Details Tab before the application can be lodged at Land Use Victoria.

## 9.5 How does an Applicant Contact cancel a released application?

Once an application has been released, the Applicant Contact can cancel the release by selecting 'Cancel a Release for Lodgement' via the optional action drop-down list.

**NOTE: If you have provided the lodging party's email address a notification will be sent from SPEAR informing them of the cancellation.**



## 9.6 Do re-certified plans have to be released too?

Yes. The process for releasing a recertified plan and SOC is the same as for certified plans and must be repeated for each re-certification.

## 9.7 What happens once a SPEAR application has been released?

Once a SPEAR application has been released, the lodging party will lodge the application with Land Use Victoria. This may be an electronic lodgment submitted via SPEAR, or physical lodgment by attendance at Land Use Victoria with the required paper documentation for registration purposes.

The status of the application is updated in SPEAR as it progresses through Land Use Victoria.

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## Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website [www.spear.land.vic.gov.au/SPEAR](http://www.spear.land.vic.gov.au/SPEAR).
- Contacting the SPEAR Service Desk on 9194 0612 or email [spear.info@delwp.vic.gov.au](mailto:spear.info@delwp.vic.gov.au)
- Selecting the [Help](#) link in the relevant area of the system.