

User Guide 15 Lodging a boundary plan application in SPEAR

Purpose of this User Guide

The purpose of this guide is to provide information on how to prepare and submit a boundary plan application in SPEAR for electronic lodgment at Land Use Victoria.

Who should read this guide?

Primary audience: **Applicant Contacts**

For information: **Land Use Victoria**

Introduction

SPEAR provides surveyors with an online alternative to the paper lodgment process for boundary plans. Instead of submitting the Approval of Boundary Plan form and payment to Land Use Victoria in paper, these can be submitted electronically in SPEAR. This is Land Use Victoria's preferred lodgment method.

Accepted methods for the payment of lodgment fees to Land Use Victoria are:

- **Credit card** – You will enter your credit card details on the Westpac Secure Payments screen during lodgment.
- **Direct Debit (VOTS customer account)** – Your account will be automatically debited at the time of lodgment.

15.1 Creating a boundary plan application in SPEAR

For steps to create a boundary plan (BP) application see User Guide 1 – Creating an application in SPEAR.

When creating a BP application in SPEAR, the Applicant Contact will need to indicate how the application will be lodged with Land Use Victoria.

▼ **Lodgement Details**

Please indicate how you will submit the application for lodgment with Land Use Victoria

Approval of Boundary Plan to be submitted for lodgment via **SPEAR**

Approval of Boundary Plan to be submitted for lodgment via **paper**

15.2 Creating an Approval of Boundary Plan form

Once the BP has been digitally signed, you will be presented with a mandatory action to 'Create Approval of Boundary Plan'.



Step 1 – Lodged By

This information is prepopulated based on the organisation's information in SPEAR, however it can be altered if required. The details provided will form the lodging party contact information, which Land Use Victoria will use if they need to contact you.

▼ **Lodged By**

Lodging Party Name *
Bell Surveyors

Phone *
039780000

Lodging Party Reference
Ref:123

Customer Code*
12345A

Step 2 – Land

To fulfil the land information requirement, you have the option to add Volume and Folio information. If a title does not exist, the 'add reference' option will allow you to provide a General Law, Government Gazette or Common Property reference.

▼ **Land**

Volume Folio *
1. 11145 / 325 [add folio range](#) [delete](#)

Part of Land

General Law / Government Gazette / Common Property Reference *
2. Common Property No. 1 on PS702837F [delete](#)

Volume Folio Range *
3. / to [delete](#)

[add a volume and folio](#) [add reference](#)

Step 3 – Boundary Plan

The land and surveyor information is prepopulated by SPEAR; however, it can be corrected if required.

▼ **Boundary Plan**

Location of Land
11 SMITH TERRACE ATTWOOD VIC 3049

Name of Surveyor
Adam Ronaldo

Date the Plan was signed
11/12/2014

Step 4 – Applicant

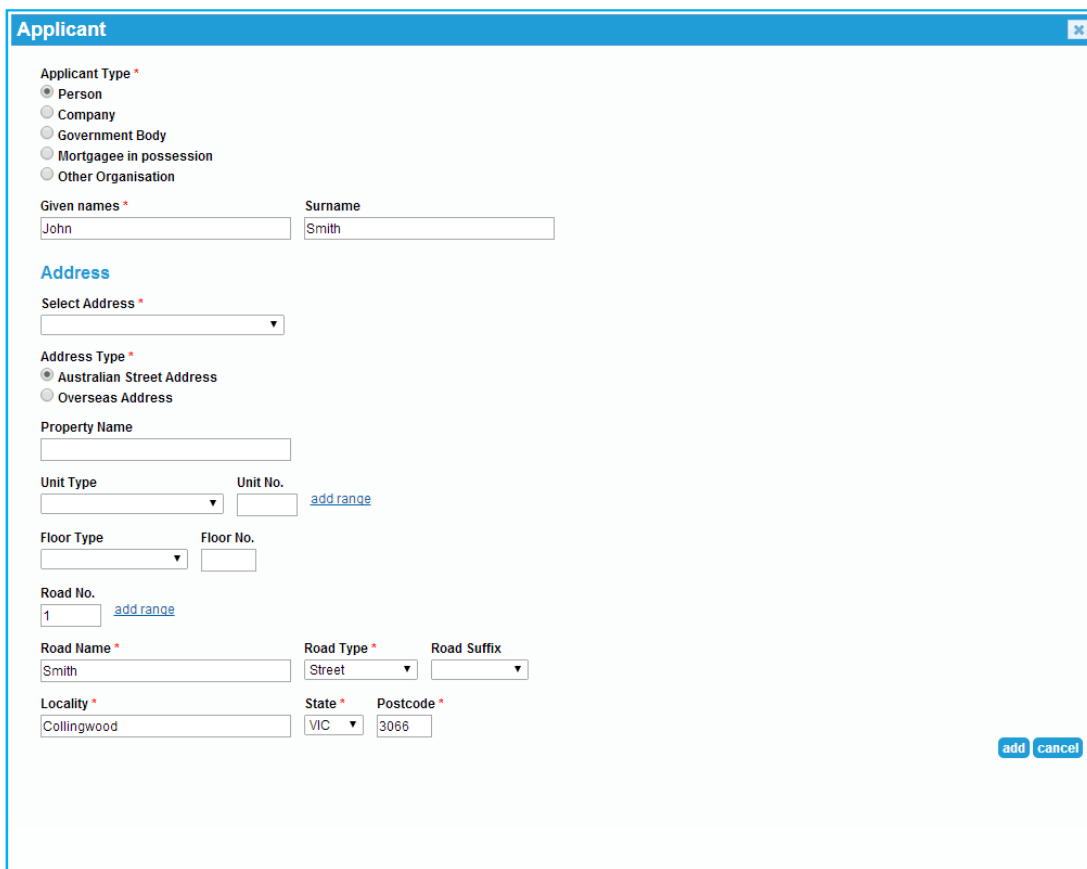
The applicant is the person or organisation that requires the application to be registered with Land Use Victoria. This must be the registered proprietor or incoming purchaser, not the surveyor.

To provide applicant information, click 'add applicant.'



A screenshot of a dropdown menu titled 'Applicant'. Below the title is a blue button with the text 'add applicant'.

Choose the relevant applicant type and enter the applicant details into the fields provided.



A screenshot of the 'Applicant' form. The form is titled 'Applicant' and has a close button in the top right corner. It contains the following fields and options:

- Applicant Type ***
 - Person
 - Company
 - Government Body
 - Mortgagee in possession
 - Other Organisation
- Given names ***: Input field containing 'John'
- Surname**: Input field containing 'Smith'
- Address**
 - Select Address ***: Dropdown menu
 - Address Type ***
 - Australian Street Address
 - Overseas Address
 - Property Name**: Input field
 - Unit Type**: Dropdown menu
 - Unit No.**: Input field with a link 'add range'
 - Floor Type**: Dropdown menu
 - Floor No.**: Input field
 - Road No.**: Input field containing '1' with a link 'add range'
 - Road Name ***: Input field containing 'Smith'
 - Road Type ***: Dropdown menu containing 'Street'
 - Road Suffix**: Input field
 - Locality ***: Input field containing 'Collingwood'
 - State ***: Dropdown menu containing 'VIC'
 - Postcode ***: Input field containing '3086'

- Buttons: 'add' and 'cancel' in the bottom right corner.

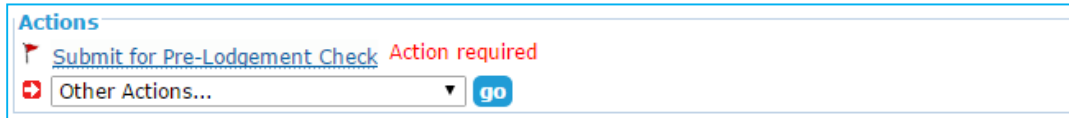
Additional applicants can be added as required by clicking on 'add applicant'.

NOTE: You can click 'save' at any time to save your progress and return later to complete the application.

Once the 'Approval of Boundary Plan' form has been saved, SPEAR will automatically generate the 'Lodgement Instructions'; both documents must be digitally signed.

15.3 Submit for Pre-Lodgement check

Once you have attached and authenticated the required documents, click on the mandatory action 'Submit for Pre-Lodgement Check'.

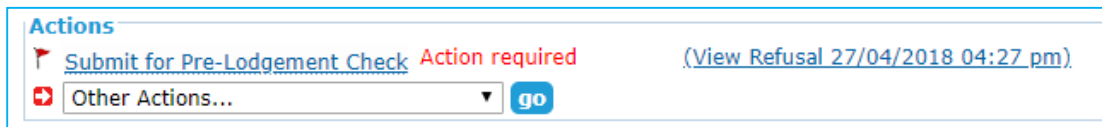


Land Use Victoria will check the application to ensure it is fit to be lodged. You will be notified by SPEAR when the application is ready to be lodged. A fee estimate will be included in the notification email.

15.3 Lodgement Refusals

Following the Pre-Lodgement Check at Land Use Victoria, the lodgment will either be accepted or refused. SPEAR will send a notification advising the outcome of the Pre-Lodgement Check. If accepted, you will now have a 'Pay and Lodge' action to complete.

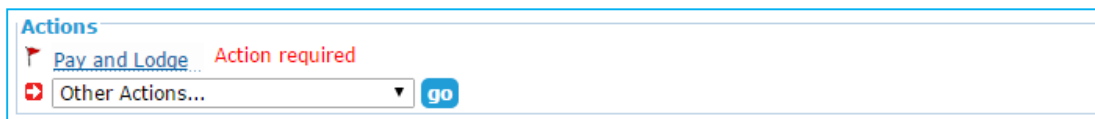
If refused, you will see the 'Submit for Pre-Lodgement Check' with a [View Refusal](#) link next to the action.



You should view the refusal reasons and modify the application documents accordingly. Once you have made the required amendments, you can complete the 'Submit for Pre-lodgement Check' action again.

15.4 Pay and lodge

Click 'Pay and Lodge'. The lodgment fee will be displayed on screen.



Select your preferred payment method and click on the 'pay and lodge' button to submit the lodgment. If you selected to pay by credit card, you will be directed to Westpac Secure Payments to enter your credit card details. A receipt will be available in SPEAR following successful payment.

Pay and Lodge

Land Victoria have determined a Lodgement Fee of \$185.40 is payable.

Please select your payment method.

- Direct Debit
- Credit Card

Breakdown of Fees

Dealing Type	Total
BOUNDARY PLAN	\$185.40
Lodgement fee :	\$185.40

[pay and lodge](#) [cancel](#)

Once the application has been lodged, the status in SPEAR will change to 'Lodged at Land Use Victoria' and you will receive an email notification containing the lodgment summary.

Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website www.spear.land.vic.gov.au/SPEAR
- Contacting the SPEAR Service Desk on 9194 0612 or email spear.info@delwp.vic.gov.au
- Selecting the [Help](#) link in the relevant area of the SPEAR system.
- Referring to User Guide 1 – Creating an application in SPEAR.