

User Guide 55 Submissions to the Surveyor-General Victoria

Purpose of this User Guide

The purpose of this User Guide is to assist Applicant Contacts and the Surveyor-General Victoria (SGV) to submit and assess applications to the SGV in SPEAR.

Who should read this?

Primary audience: **Applicant Contacts** and **Surveyor-General Victoria**

Introduction

Applicant Contacts can create and submit the following application types to the SGV in SPEAR:

- Notice of Re-Establishment (RE)
- Plan of Crown Allotment (OP)

Once submitted, the SGV must assess the application and can request amendments of application documents through SPEAR. For Plan of Crown Allotment applications, the Surveyor-General (or delegate) will be required to certify the plan in SPEAR using a digital certificate.

55.1 Submit a Notice of Re-Establishment (RE)

To create and submit a Notice of Re-Establishment application, follow the steps in User Guide 1 - Creating a subdivision application in SPEAR and select the 'Notice of Re-Establishment' option.

Browse and attach the Notice of Re-Establishment document and enter the Surveyor's reference number. Identify the parcel being re-established by completing one of the land description options.

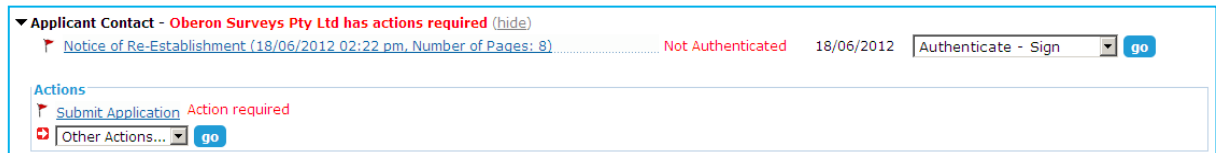
The screenshot shows a web form titled "Create Application". At the top right, there is a help icon and a link "Help to complete the Application". Below this are three buttons: "save", "save & close", and "cancel".

The form is divided into two main sections:

- Application Details:**
 - A legend: "* Indicates a mandatory field".
 - "Application Type *": A dropdown menu showing "Notice of Re-establishment" with a "change" button next to it.
 - "Attach Re-establishment Plan (PDF, A4, A3, Max file size 10240 KB)": A "Choose File" button followed by "No file chosen".
 - "Applicant Reference Number": An empty text input field.
- The Land:**
 - "Parcel Location": A dropdown menu showing "Lot/Plan".
 - "Lot No. *": An empty text input field.
 - "Plan No. (existing) *": An empty text input field.

At the bottom right of the form, there are three buttons: "save", "save & close", and "cancel".

Once added, the Notice of Re-Establishment needs to be digitally signed. The application can then be submitted to the SGV.



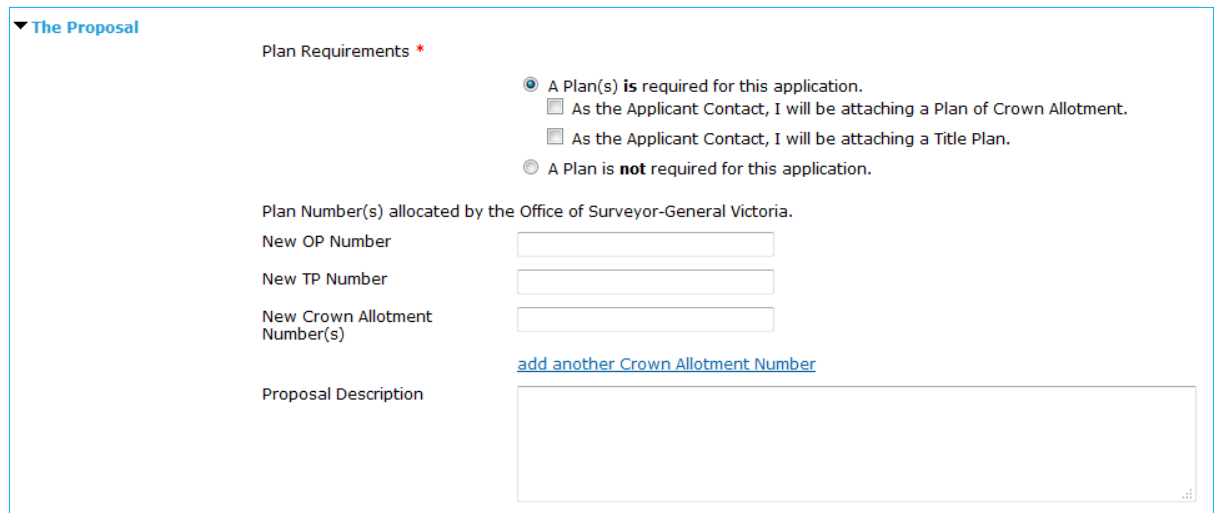
▼ Applicant Contact - Oberon Surveys Pty Ltd has actions required (hide)
Notice of Re-Establishment (18/06/2012 02:22 pm, Number of Pages: 8) Not Authenticated 18/06/2012 Authenticate - Sign go

Actions
Submit Application Action required
Other Actions... go

55.2 Submit a Plan of Crown Allotment (OP)

To create and submit a Plan of Crown Allotment application, follow the steps in User Guide 1 - Creating a subdivision application in SPEAR and select the 'Plan of Crown Allotment' option.

Indicate whether a Plan of Crown Allotment and/or a Title Plan form part of the application and who will be responsible for attaching the plans. The plan numbers can be defined here (if known) or left blank if the SGV will be allocating them.



▼ The Proposal

Plan Requirements *

A Plan(s) **is** required for this application.
 As the Applicant Contact, I will be attaching a Plan of Crown Allotment.
 As the Applicant Contact, I will be attaching a Title Plan.
 A Plan is **not** required for this application.

Plan Number(s) allocated by the Office of Surveyor-General Victoria.

New OP Number

New TP Number

New Crown Allotment Number(s)

[add another Crown Allotment Number](#)

Proposal Description

To provide client details, choose from a list of predefined clients or enter client details in the fields provided.

Add Client Details ✕

Client Reference	<input type="text"/>
Choose Client	<input type="text" value="Obi Wan Kenobi, Department of Galatic Empire, Star Fleet"/> <ul style="list-style-type: none"> Gracie Kelly-Smith, One Surveyors, Planning Harry Smith, Surveyor 2, Plans John Smith, Department of Land, Water, Energy and Planning, Land Victoria <li style="background-color: #0070C0; color: white;">Obi Wan Kenobi, Department of Galatic Empire, Star Fleet Susan Grace, Surveyor 2, Plans
Name	
<small>* You must supply the First and Last Name</small>	
Title	<input type="text"/>
First Name *	<input type="text" value="Obi Wan"/>
Last Name *	<input type="text" value="Kenobi"/>
or	
Organisation (if applicable) *	<input type="text" value="Department of Galatic Empire, Star Fleet"/>
Address	
Unit No.	<input type="text"/>
Road No.	<input type="text" value="1"/>
Road Name (or PO Box) *	<input type="text" value="Storm Trooper"/>
Road Type	<input type="text" value="Street"/>
Locality *	<input type="text" value="Stewjon"/>
State *	<input type="text" value="VIC"/>
Postcode	<input type="text"/>
Country *	<input type="text" value="Australia"/>
Business Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
<input type="button" value="add to application"/> <input type="button" value="cancel"/>	

After completing the application form, the documents required for a Plan of Crown Allotment application may include those pictured below. Once the required documents have been attached and authenticated, the application can be submitted to the SGV.

▼ Applicant Contact - Oberon Surveys Pty Ltd has actions required (hide)

Application for Plan of Crown Allotment	Not Authenticated	18/06/2012	Authenticate - Password	<input type="button" value="go"/>
Abstract of Field Records	Not Authenticated	18/06/2012	Authenticate - Sign	<input type="button" value="go"/>
Plan Of Crown Allotment (18/06/2012 03:41 pm, Number of Pages: 3, Surveyor's Plan Version: 1)	Not Authenticated	18/06/2012	Authenticate - Sign	<input type="button" value="go"/>
Surveyors Report (18/06/2012 03:41 pm, Number of Pages: 2)	Not Authenticated	18/06/2012	Authenticate - Sign	<input type="button" value="go"/>
Title Plan (18/06/2012 03:41 pm, Number of Pages: 3, Surveyor's Plan Version: 1)	Not Authenticated	18/06/2012	Authenticate - Sign	<input type="button" value="go"/>

Actions

Submit Application Action required				<input type="button" value="go"/>
<input type="button" value="Other Actions..."/>				<input type="button" value="go"/>

55.3 Assess an SGV application

The SGV must assess all applications received via SPEAR.

For PM Sketch Plan and Notice of Re-Establishment applications, the SGV can either accept the application or request amendments from the applicant. If the application is accepted, it will be moved to the Completed Applications list in SPEAR.

If amendments are required to the application documents, the SGV will need to specify these amendments from the Details screen.

Assess OSGV Application

The Office of the Surveyor General Victoria **accepts** this application and is ready to record the attached Notice of Re-Establishment (RE). A notification will be sent to the Brilliant Surveyors confirming that the plan has been recorded.

The Office of the Surveyor General Victoria requires that **amendments** be made to the Notice of Re-Establishment (RE).

ok **cancel**

For Plan of Crown Allotment applications, the SGV can either accept or reject the application. If accepted, the Plan of Crown Allotment and/or Title Plan will need to be assessed and recommended for certification.

If rejected, the SGV will need to attach a reason for rejection. The Applicant Contact may then modify the application and re-submit it.

Assess OSGV Application

The Office of Surveyor General Victoria **accepts** this application. A notification will be sent to Oberon Surveys Pty Ltd acknowledging receipt of this application. If you require further information or need to request changes to the plan or survey documents please select the relevant actions from your Optional Actions list.

The Office of Surveyor General Victoria **rejects** this application. You will be given the opportunity to attach or enter a rejection reason on the next screen.

ok **cancel**

55.4 Request amendment to application documents

For PM and RE applications, where the SGV has indicated that amendments are required to application documents, the mandatory action 'Request Amendment to Applicant Documents' will appear.

Requesting amendments to Plan of Crown Allotment applications is optional (once the submission has been accepted by the SGV).

When requesting amendments to application documents, select which documents require amendment. Details of the required amendments will need to be entered or attached on the next screen. This will place a mandatory action on the Applicant Contact to supply new versions of the requested documents.

Request Amendment to Applicant Documents

You are about to perform an action in SPEAR which will notify the Applicant Contact (Adam Ronaldo) that they are required to amend selected documents.

Amendments required:

Survey Document Amendments:

- Abstract of Field Records
- Surveyor's Report
- Plan of Crown Allotment
- Title Plan

After the Applicant Contact has amended the requested document(s), Land Victoria will be notified.

next > **return**

The SGV will be notified by email when the Applicant Contact has attached the amended documents and must assess the revised application.

55.5 Recommend a Plan of Crown Allotment and/or Title Plan for Certification

The SGV must complete the following actions for a Plan of Crown Allotment application before it can be certified by the Surveyor-General (or delegate):

- Add the applicable OP, TP and Crown Allotment numbers. Alternatively, if they have already been supplied by the Applicant Contact, the numbers may be modified by the SGV, if required.

Modify OP/TP/Crown Allotment Number(s)

Enter or modify OP or TP or Crown Allotment Number(s) relevant to this application.

OP Number	<input type="text" value="OP123456"/>
TP Number	<input type="text" value="TP123456A"/>
Crown Allotment Number	<input type="text"/> add delete
Crown Allotment Number	<input type="text"/> add delete

[ok](#) [cancel](#)

- Depending on the requirements of the application, provide a Plan of Crown Allotment and/or a Title Plan and Condition Sheets.

Actions

- [Add Plan Of Crown Allotment](#) Action required
- [Add Title Plan](#) Action required
- [go](#)

- Recommend the relevant plan/s for certification and select the Delegated Signing Officer from the drop-down list. Once authenticated, an email will be sent to the selected officer requesting them to certify the Plan of Crown Allotment and/or Title Plan.

Recommend Title Plan for Certification

You have indicated that this Title Plan is ready to be reviewed and certified by the Surveyor-General Victoria.

1. Please select from the following list the delegated officer who you wish to complete this action. (A mandatory action will be created for the Surveyor-General to digitally sign the Title Plan)

Delegated Signing Officer

- An email will be sent to the officer you have selected reminding them to sign the Title Plan.
- If you have any comments you would like to be included in the email please enter these details below.

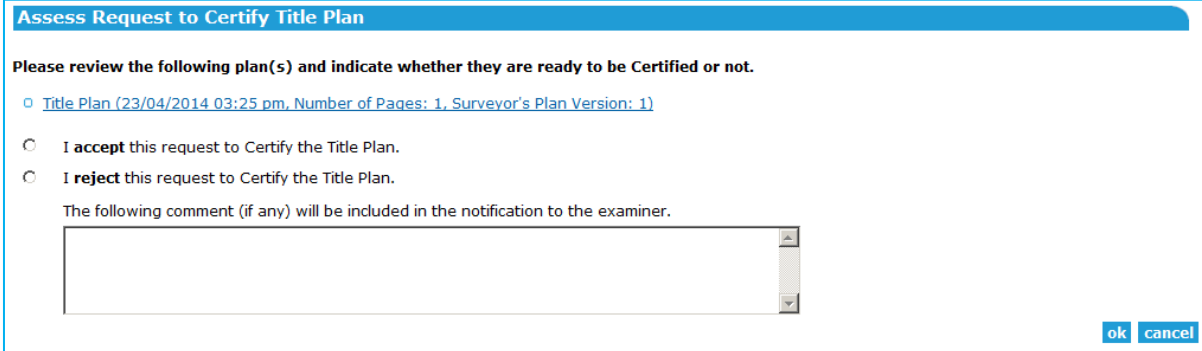
2. Once the Surveyor-General has digitally signed the plan:

- An email will be sent to Oberon Surveys Pty Ltd confirming that the plan has now been certified by the Surveyor-General.
- An email will be sent to Land Registration Services with the attached Title Plan (PDF).

[ok](#) [cancel](#)

55.6 Certify a Plan of Crown Allotment and/or a Title Plan

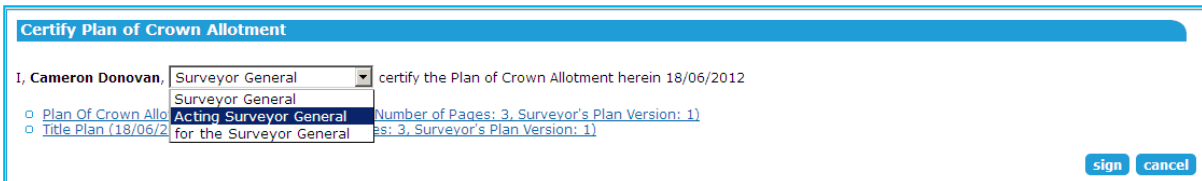
The Surveyor-General or (or delegate) must assess the request to certify a plan from the Details screen and select the 'accept' or 'reject' button from the list.



The screenshot shows a dialog box titled "Assess Request to Certify Title Plan". It contains the following elements:

- A header bar with the title "Assess Request to Certify Title Plan".
- A prompt: "Please review the following plan(s) and indicate whether they are ready to be Certified or not."
- A list of plans with a link: "Title Plan (23/04/2014 03:25 pm, Number of Pages: 1, Surveyor's Plan Version: 1)".
- Two radio buttons for selection:
 - I **accept** this request to Certify the Title Plan.
 - I **reject** this request to Certify the Title Plan.
- A text input field with the label: "The following comment (if any) will be included in the notification to the examiner."
- At the bottom right, there are two buttons: "ok" and "cancel".

To certify the plan, the Surveyor-General (or delegate) must select the appropriate title from the drop-down list, click on the 'sign' button and follow the digital signing prompts.



The screenshot shows a dialog box titled "Certify Plan of Crown Allotment". It contains the following elements:

- A header bar with the title "Certify Plan of Crown Allotment".
- A user selection field: "I, Cameron Donovan, Surveyor General" with a dropdown menu showing "Surveyor General" and "Acting Surveyor General".
- A date field: "certify the Plan of Crown Allotment herein 18/06/2012".
- A list of plans with a link: "Plan Of Crown Allo... Acting Surveyor General Number of Pages: 3, Surveyor's Plan Version: 1".
- At the bottom right, there are two buttons: "sign" and "cancel".

Once the required plans have been certified by the Surveyor-General (or delegate), the Land Use Victoria user can close the application by selecting 'Close OSGV Application' from the other actions drop-down list. This will move the application to the Completed Applications list.

In the event a Plan or Condition Sheet needs to be updated at a later date, the application can be re-opened by selecting 'Open SGV Application' from the other actions drop-down list. If the Conditions sheet is modified, once the document is authenticated it will create a new version of the Title Plan. When modifying a certified Title Plan, a mandatory action to recommend the plan for certification will appear.

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
- Referring to User Guide 1 - Creating a subdivision application in SPEAR