

Survey Assessment Reports & Crown Survey Requirements



Paul Reidy LS
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August, September and
October 2018



Environment,
Land, Water
and Planning

Survey Assessment Reports

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Crown Survey Requirements

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- » Who performs Crown Surveys?
- » Survey requirements
- » Abstract of Field Records
- » Licensed Surveyor's Report
- » Plan of Crown Allotment
- » Lodgement and approval process

What is a Survey Assessment Report?

File: 0903022
OSGV: MEL-68388

- A Survey Assessment Report (also known as Survey Report) is a detailed report prepared by our office providing status and survey related advice on Government land.
- Reports are requested by a Government Department or Region of the Department of Environment Land Water and Planning (DELWP) proposing to deal with land that they administer (Crown Land) or own (Freehold land).
- A report will typically outline the boundary, status or management issues that may impact a proposal for the subject land. Advice on the survey works (if any) and plans required to achieve the proposal are provided.
- A report generally includes a plan, site photos, planning property report and any other information considered relevant to the site.
- In most cases a site inspection is carried out prior to the report being prepared.

SURVEY REPORT	
Review of Lease under Section 17D, <i>Crown Land (Reserves) Act 1978</i> Part of Crown Allotment 2040, Parish of Alexandra Riversdale Road, Alexandra	
1	PURPOSE To provide survey advice relating to the ongoing provision of a lease pursuant to Section 17D of the <i>Crown Land (Reserves) Act 1978</i> . The extent of the existing lease has been coloured red on the attached plan A/26.09.17
2	REFERENCES (attached) <ul style="list-style-type: none">• Plan A/26.09.17• Current Lease Plan File No.0903022 - Labelled Appendix A.• Plan of Survey – Ref:10630 prepared by Duncan Salter dated 16/11/2016.• Feature Plan – Ref: PS607956A prepared by Duncan Salter.• Feature Plan – Ref A/31-7-87 prepared by the Division of Survey and Mapping in 1987.• Murrindindi Shire Council – Register of Public Roads.• Murrindindi Shire Council - Planning Property Report.• Bushfire Prone Areas Report.
3	SUBJECT LAND, CURRENT CONDITIONS AND ACCESS A site inspection was completed on 26 July 2017. The existing lease area is located within the 30.18m wide Permanent Public Purposes Reserve along the Goulbourn River. The lease area contains part of the applicant's access track, dwelling and water tank. The existing lease area of 584m ² is coloured red on the attached plan A/26.09.17. The existing lease area is used for vehicle access to the applicant's land (Lot 3 on PS607956A) but does not have direct road abuttal. Access is via a bitumen surface extending approximately 50m beyond the existing Government Road corridor. The full length of the bitumen surface from Maroondah Highway to the "end" is known as Riversdale Road and is listed on the Council's Road Register. That part of the bitumen surface projecting beyond the Government Road corridor is partly located over unreserved Crown land and partly located over Crown land permanently reserved for Public Purposes. It is noted that the applicant's title does not have a legal road abuttal. Access to the applicant's land is gained via the driveway located on the leased portion of the Permanent Public Purposes Reserve. Refer above.
4	LEASE BOUNDARIES Refer to plan A/26.09.17. The existing lease boundaries have been derived from the Lease Plan on file No.0903022. The Plan does not contain dimensions. The southern extent of the existing lease appears to match the location of an old fence shown on the Feature Plans attached. The fence has since been removed.

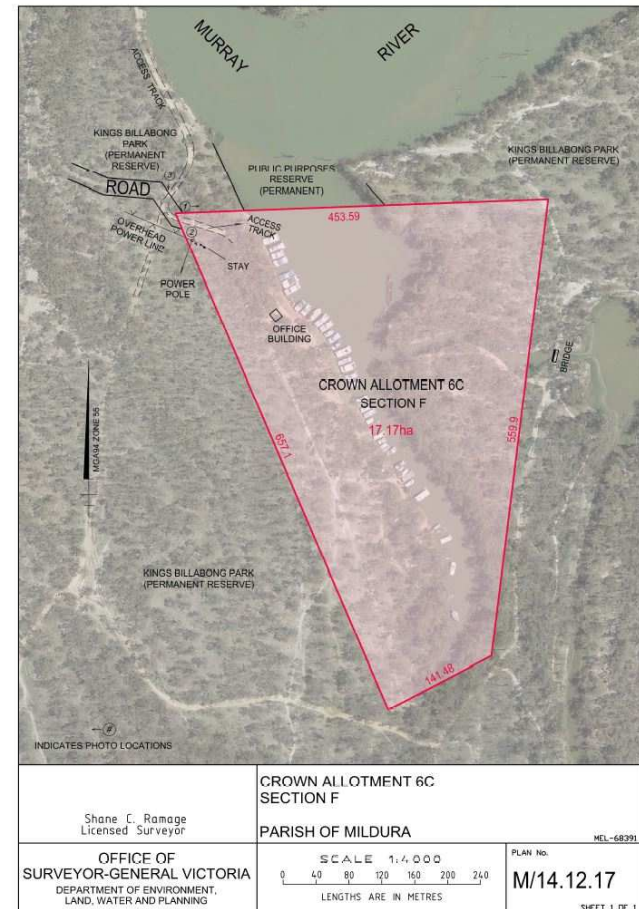
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Information provided in a Survey Assessment Report

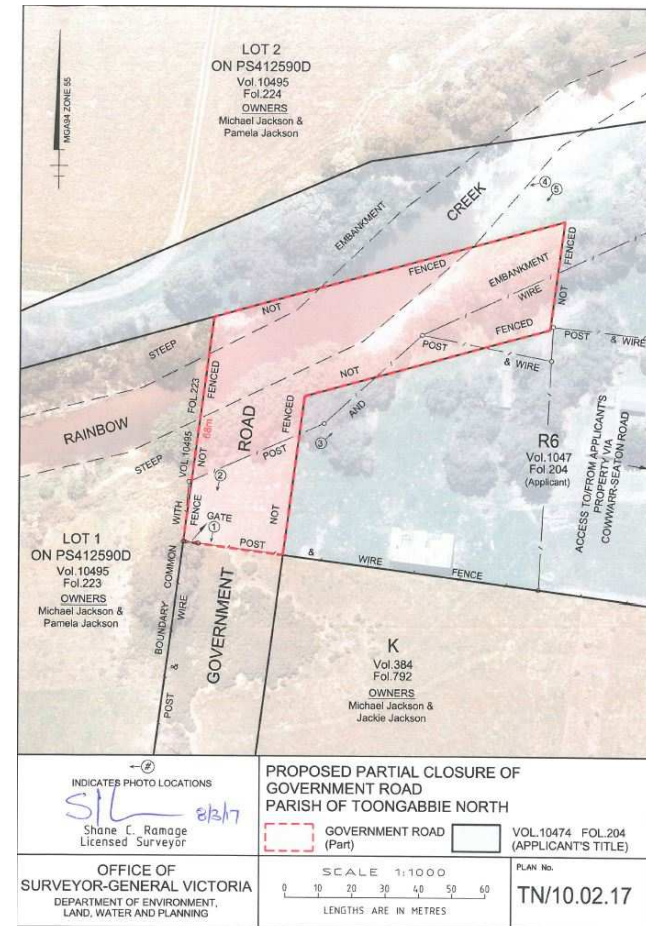
A typical report would include the following information:

- Purpose of the report i.e. what is the proposal?
- List of references and attachments
- Status of the subject land
- Description of the site
- Indicative parcel and land status boundaries
- Information regarding access arrangements
- Planning information (zones/overlays)
- Reservations and services (Dial Before You Dig)
- Recommendations, Survey and Plan Requirements
 - Is a survey required?
 - Who will do the survey? OSGV or contract?
 - What plans are required?
 - Additional actions required i.e. revocation, road closure, divestment etc
 - Our report generally will not address Native Title. The Regions have their own Native Title Officers who address Native Title matters.



Who are Survey Assessment Reports prepared for?

- Reports are typically prepared for Government Departments and DEWLP Regions
- Requests are forwarded to our office directly from Government Departments or DEWLP Regions when they are proposing to deal with land that:
 - » Is not based on 'modern' survey
 - » Requires further parcellation or consolidation
 - » Has complex natural boundaries
 - » Has underlying status complexities i.e. what part of the land is reserved?
 - » Has other complexities relating to cadastral matters that are not clear from existing records
 - » Sometimes the Regions will seek our advice on whether a Survey Assessment Report is required.
- Commonly requested for land that has been determined as surplus following a Strategic Crown Land Assessment.
 - » Sale to adjoining land owner
 - » Sale by public auction



Who are Survey Assessment Reports prepared for (cont.)

DELWP Regions

- Port Phillip/Barwon South West/Grampians/Loddon Mallee/Hume/Gippsland
 - Proposed sale of surplus land
 - » Boundaries need to be defined
 - » Land needs to be subdivided
 - » Land needs to be consolidated
 - » Crown Lease
 - » Reservation → CoM

Department of Treasury and Finance

- Proposed sale of surplus land
 - » Crown Land → Grant
 - » Freehold → Sell
 - » Value based

Department of Education and Training

- Proposed change to property portfolio
 - » Land swaps
 - » Status updates e.g. revocation of reserve

Victrack and Council



Who prepares Survey Assessment Reports?

- OSGV Licensed Surveyors – Melbourne office servicing the whole of Victoria
 - » Exception is the Loddon Mallee Region
- Contract Survey Firms
 - » Limited involvement at present, but arrangements can be made for contract surveyors to prepare these reports if requested by DELWP. These requests may be made when large projects require a lot of reports
 - » Cost?



Example Survey Assessment Report

File: 0903022
OSGV: MEL-68388

SURVEY REPORT

Review of Lease under Section 17D, *Crown Land (Reserves) Act 1978*
Part of Crown Allotment 2040, Parish of Alexandra
Riversdale Road, Alexandra

File: 0903022
OSGV: MEL-68388

File: 0903022
OSGV: MEL-68388

1 PURPOSE

To provide survey advice relating to the ongoing provision of a lease pursuant to Section 17D of the *Crown Land (Reserves) Act 1978*. The extent of the existing lease has been coloured red on the attached plan A/26.09.17.

2 REFERENCES (attached)

- Plan A/26.09.17
- Current Lease Plan File No.0903022 - Labelled Appendix A.
- Plan of Survey – Ref:10630 prepared by Duncan Salter dated 16/11/2016.
- Feature Plan – Ref: PS607956A prepared by Duncan Salter.
- Feature Plan – Ref A/31-7-87 prepared by the Division of Survey and Mapping in 1987.
- Murrindindi Shire Council – Register of Public Roads.
- Murrindindi Shire Council - Planning Property Report.
- Bushfire Prone Areas Report.

3 SUBJECT LAND, CURRENT CONDITIONS AND ACCESS

A site inspection was completed on 26 July 2017. The existing lease area is located within the 30.18m wide Permanent Public Purposes Reserve along the Goulbourn River. The lease area contains part of the applicant's access track, dwelling and water tank. The existing lease area of 584m² is coloured red on the attached plan A/26.09.17.

The existing lease area is used for vehicle access to the applicant's land (Lot 3 on PS607956A) but does not have direct road abuttal. Access is via a bitumen surface extending approximately 50m beyond the existing Government Road corridor. The full length of the bitumen surface from MaroonDAH Highway to the 'end' is known as Riversdale Road and is listed on the Council's Road Register. That part of the bitumen surface projecting beyond the Government Road corridor is partly located over unreserved Crown land and partly located over Crown land permanently reserved for Public Purposes. It is noted that the applicant's title does not have a legal road abuttal. Access to the applicant's land is gained via the driveway located on the leased portion of the Permanent Public Purposes Reserve. Refer above.

4 LEASE BOUNDARIES

Refer to plan A/26.09.17.

The existing lease boundaries have been derived from the Lease Plan on file No.0903022. The Plan does not contain dimensions. The southern extent of the existing lease appears to match the location of an old fence shown on the Feature Plans attached. The fence has since been removed.

5 PROPOSED GOVERNMENT ROAD BOUNDARIES

Refer to plan A/26.09.17.

The proposed new Government Road has been coloured blue and green on attached plan A/26.09.17. The corners and alignments fixed in PS607956A have been adopted, extended and offset to cover the bitumen surface known as Riversdale Road. The proposed Government Road would provide legal road abuttal to the leased area, and Lot 3 on PS607956A (the applicants land).

6 LAND STATUS

Parcel (A/26.09.17)	Proposed	Current Status
(A)	Continue Lease	Leased Permanent Public Purposes Reserve
(B)	Government Road	Unreserved Crown Land
(C)	Government Road & Permanent Public Purposes Reserve	Permanent Public Purposes Reserve
(X)	Lease	Permanent Public Purposes Reserve

7 PLANNING INFORMATION

The land is situated within the Public Conservation and Resource Zone (PCRZ) of the Murrindindi Shire Council, is affected by an Environmental Significance Overlay (ESO), a Floodway Overlay (FO) and a Land Subject to Inundation Overlay (LSIO). The lease site is also in a Bushfire Prone Area and in an Area of Aboriginal Cultural Heritage Sensitivity due to its proximity to the watercourse.


7 NATIVE TITLE

Native title has not been assessed in this report.

8 RECOMMENDATIONS, SURVEY AND PLAN REQUIREMENTS

- 8.1 Subject to the necessary approvals and consents, there is no survey objection to the issuing of a lease pursuant to Section 17D of the *Crown Land (Reserves) Act 1978* for the area coloured red A/26.09.17. It is recommended that the area labelled (X) also be added to the lease.
- 8.2 The bitumen surface being used for access should be created as Government Road. The creation of Government Road will align the status of the land with the use of the land, and provide consistency with the Murrindindi Shire Council's Register of Public Roads.
- 8.3 A cadastral survey is required to determine and mark the lease area and Government Road parcels on the ground in accordance with the *Surveying (Cadastral Surveys) Regulations 2015*.
- 8.4 The survey is to be registered as an OP and will comprise a Plan of Crown Allotment, Abstract of Field Records and Licensed Surveyor's Report.

- 8.5 The Plan of Crown Allotment (OP) will show the surveyed lease area (consolidation of Areas A and X) as a new Crown Allotment, along with two new allotments defining the new Government Road.
- 8.6 The OP will be registered in the Central Plan Office.
- 8.7 The applicant may arrange their own surveyor to perform the survey. Alternatively, the Office of Surveyor-General Victoria (OSGV) may arrange a quotation and manage the survey process on the applicant's behalf, utilising one of the firms on our Register of Contract Survey Firms. A 10% contract administration fee applies to the latter. I will wait for further instruction prior to arranging a survey quotation.


Shane C. Ramage
Licensed Surveyor
Office of Surveyor-General Victoria
Date: 25/10/17

Crown Folio or Crown diagram does not tell the whole story

- RESERVATION as to part MI032493K 06/08/2016
PERMANENT
PUBLIC PURPOSES



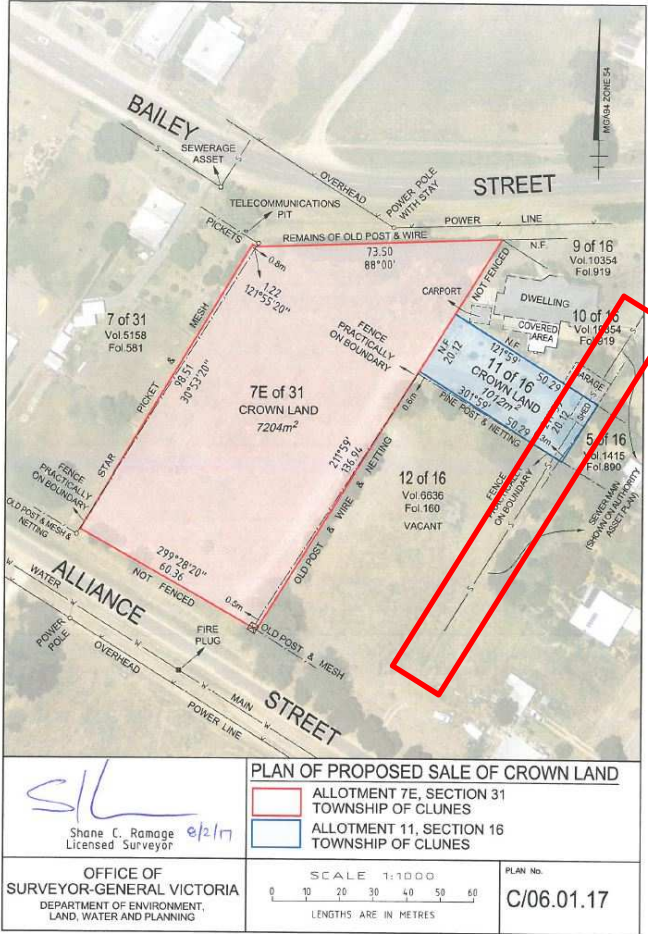
Common findings (cont.)

Parcellation and/or survey required:

- Land is to be sold
- There is no existing survey information for the subject land
- The subject land is not 'captured' as an existing parcel e.g. some Government Roads and watercourses
- The parcel is based on a historic survey and boundaries and dimensions need to be updated

The land contains Authority assets that need to be located and protected

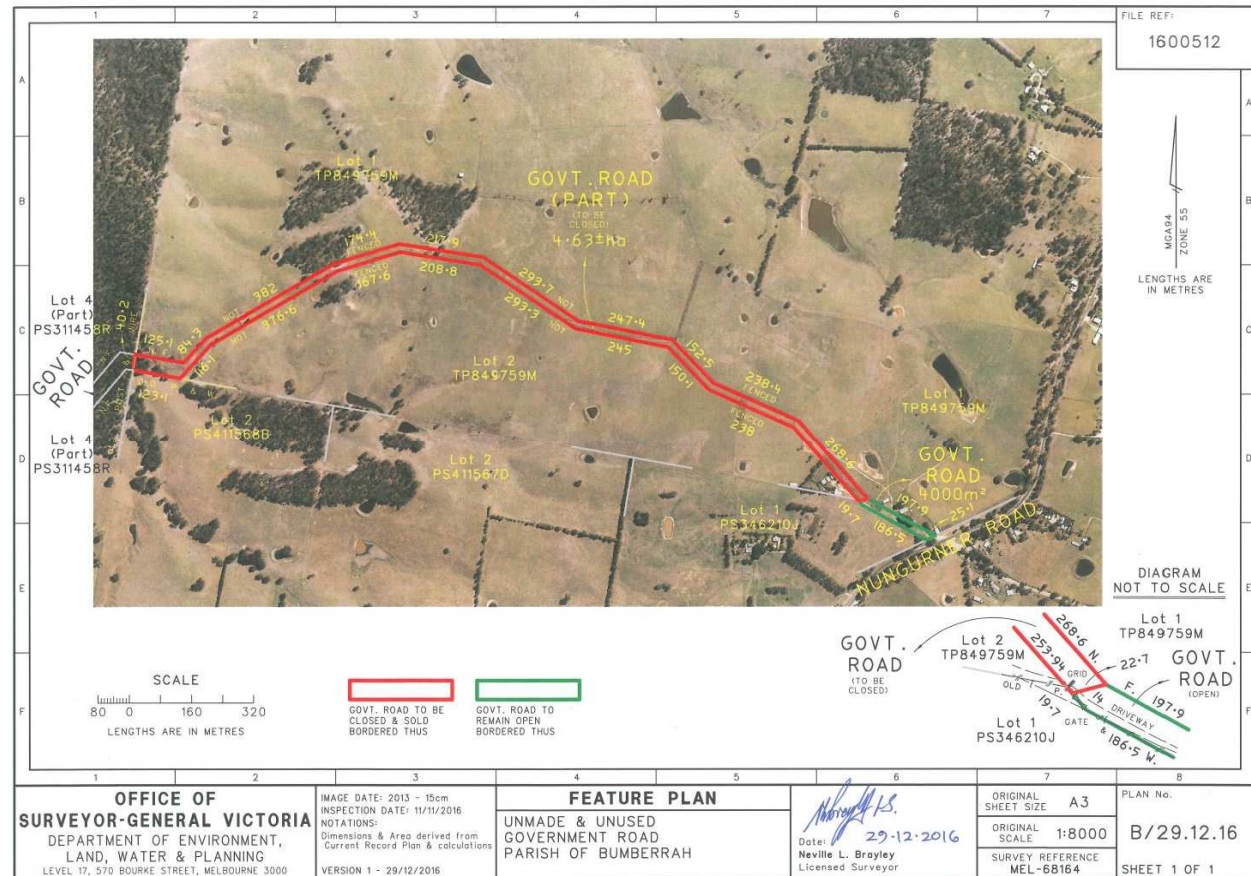
- It is important that a thorough investigation is undertaken
- No referral process



Common findings (cont.)

Proposed sale of Government Road to the registered proprietor of the adjoining freehold land, being Lots 1 & 2 TP849759M

The site inspection found that part of the Road outlined Green was being used by the neighbouring farm to the south for access to a paddock



Common findings (cont.)

The occupation and use on the ground does not fully support the proposal

Former school site comprising two Crown Allotments

CA16G (Blue)

- Freehold

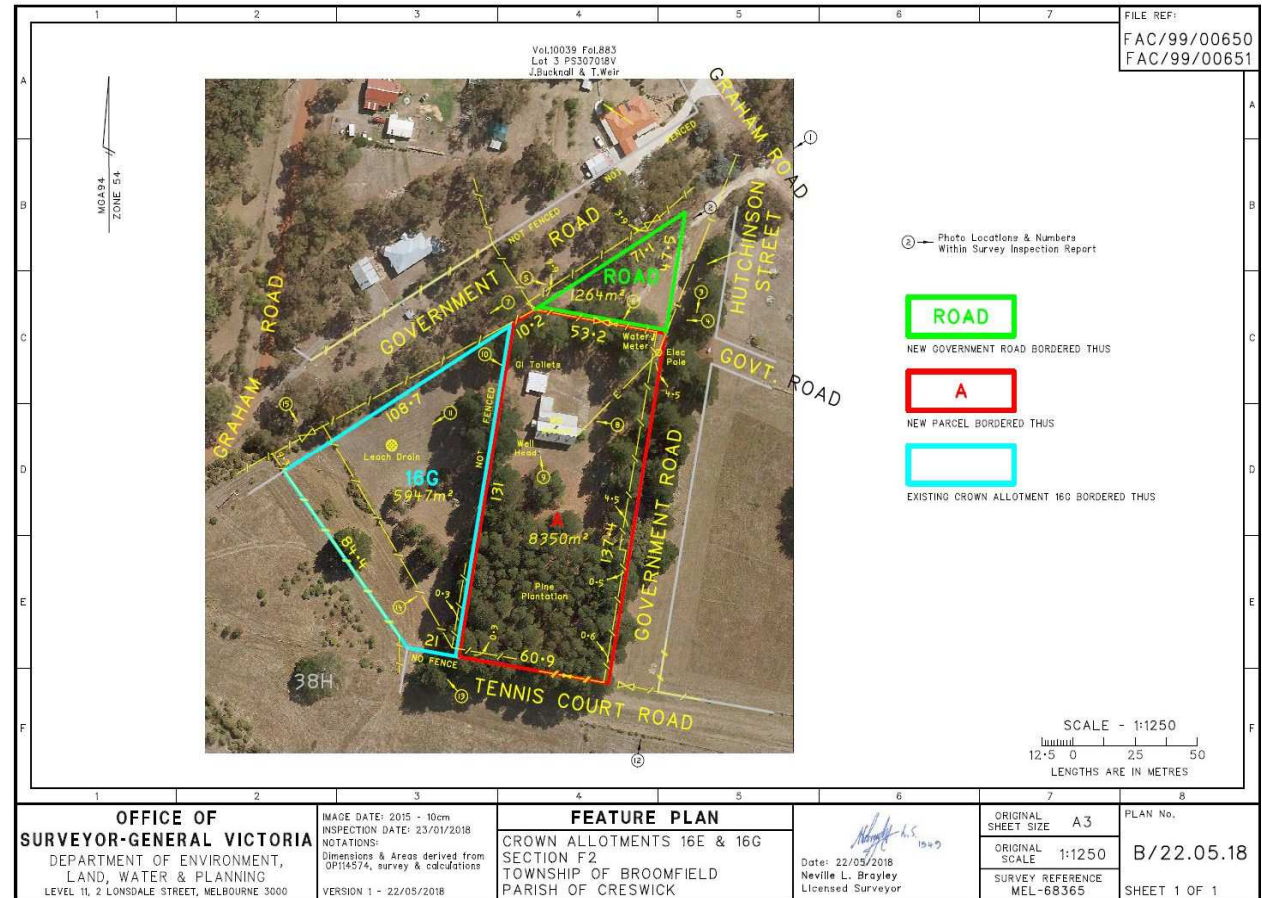
CA16E (Green and Red)

- Reserved Crown Land

Crown Subdivision required

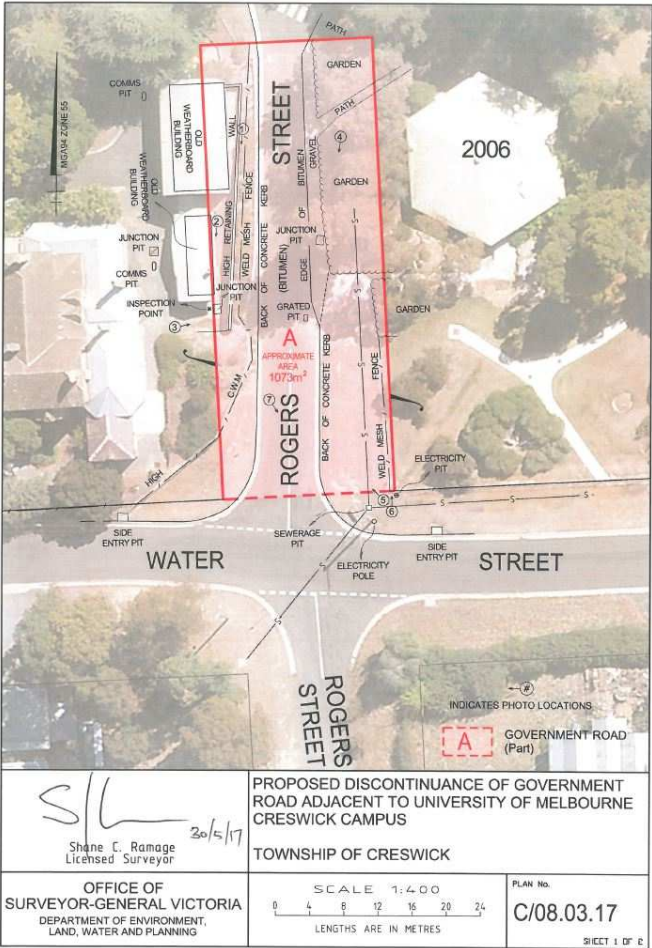
Revocation required

Government Road required



Common findings (cont.)

This can be a timely process



Crown Survey Requirements

- » Purpose of Crown Surveys
- » Who performs Crown Surveys?
- » Survey requirements
- » Abstract of Field Records
- » Licensed Surveyor's Report
- » Plan of Crown Allotment
- » Lodgement and approval process





Purpose of Crown Surveys

To define, parcellate or consolidate Crown Land. Often undertaken to support a land status change or to define land to be sold/granted.

Examples include:

- Closure of Government Road and sale to adjoining land owner
 - Survey to define the extent of the Road to be closed. New Crown Allotment created
 - » Plan of Crown Allotment, Abstract of Field Records and Licensed Surveyor's Report
- Creation of Government Road
 - Survey to define the extent of the Road to be created. New Crown Allotment created
 - Plan of Crown Allotment, Abstract of Field Records and Licensed Surveyor's Report
- Survey to support the sale of Crown Land
 - Survey to define the land to be sold
 - » Plan of Crown Allotment, Abstract of Field Records and Licensed Surveyor's Report
- Survey to support the Reservation of Crown Land
 - Survey to define the land to be Reserved. New Crown Allotment created
 - » Plan of Crown Allotment, Abstract of Field Records and Licensed Surveyor's Report
- Survey to capture other existing or intended interests over Crown Land
 - Survey to define the extent of the interest as a unique parcel (A, B etc for services) that may be referred to in supporting information
 - » Plan of Survey, Abstract of Field Records and Licensed Surveyor's Report

*The OP is used to define the parcel. The OP is then used as a reference for further action (revocation etc..)

*TP can only be prepared for Unreserved Crown Land

Who performs Crown Surveys?

- Licensed Surveyors in the Cadastral Infrastructure and Standards (CIS) team of the OSGV. We currently have 8 Licensed surveyors in the CIS team
- Contract Survey firms. OSGV has a Register of Contract Survey Firms
- Survey firms not on our Register of Contract Survey Firms. Survey documentation that has been prepared by a firm that is not on our contract list can be accepted
 - » This situation generally arises when a surveyor has completed a survey for a land manager (Council or CoM) or a neighbouring land owner (applicant wanting to purchase the land) prior to OSGV becoming involved in the process.
 - » This situation is not ideal. Often survey and plan requirements are not known at the time of survey and significant amendments are required.
 - » An e-mail enquiry to surveyor.general@delwp.vic.gov.au or a phone call to (03) 9194 0282 prior to commencing survey works in the above case is recommended.



Survey requirements

- It is important that the survey and submission requirements are known and understood prior to commencing works
- Survey requirements are often provided as part of our Survey Assessment Reports. For contract surveys, the requirements are provided as part of a quotation request sent to the surveyor
- If approached directly by a Government Agency or third party, it is important to contact our office to confirm the following
 - Survey requirements
 - Templates to be used
 - Lodgement and approval process to be followed
- OP and Crown Allotment numbers will be provided by our office once draft copies of the documents have been provided for review

1. Survey Requirements

- 1.1 Re-establish an additional Crown parcel in the vicinity of the Caltex facility on Burleigh Street Spotswood, namely Crown Allotment 66F Section 7.
- 1.2 Update the survey documentation (abstract of field records and licensed surveyor's report) prepared in 2015 to also include Crown Allotment 66F Section 7.
- 1.3 Investigate the presence of assets within the subject land and determine if/where easements may be required. A site inspection and review of the dial before you dig information suggests that the site may contain Authority assets and/or assets used by other parties.
- 1.4 The adopted boundaries are to be marked on the ground, where practicable, in accordance with the regulations and directives.
- 1.5 For additional background information, please refer to attached Survey Reports prepared by OSGV for the subject land:
 - MEL-68436 - Crown Allotment 66F Section 7.
 - MEL-67747 - Crown Allotment 2125, 28A Section 7 and 32E Section 7.

2. Submission

- 2.1 **Plan of Crown Allotment, Abstract of Field Records and Licensed Surveyor's Report.**
- 2.2 The four Crown Allotments, comprising the subject land are to be shown in-full on the plan and abstract.
- 2.3 The OP plan and survey documents are to be submitted to the Office of Surveyor-General Victoria via the relevant application in SPEAR. MEL-68436 is to be used as the SPEAR reference when prompted.
- 2.4 Prior to the uploading of the documents in SPEAR, pdf versions are to be emailed to Shane Ramage at shane.ramage@delwp.vic.gov.au for checking and comment.
- 2.5 The SPEAR Plan of Crown Allotment pro-forma is available for downloading at <https://www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/original-plans-and-title-plans-templates>. Review of SPEAR Technical Note 4 (October 2017) is recommended. Pages 43 to 48 relate to preparing and completing a Plan of Crown Allotment.

Abstract of Field Records

Abstract of field records template formats

Licensed surveyors are required by Regulation 12 of the Surveying (Cadastral Surveys) Regulations 2015 to ensure that field information is recorded schematically on an abstract of field records.

Victorian Cadastral
Surveys Practice
Directives

Survey practice
handbook

Ambulatory boundaries

Re-establishment
principles

Survey audit program

Original plans and title
plans templates

► Abstract of field records
template formats

Licensed surveyors must certify the abstract of field records in accordance with Schedule 1 of the regulations.

Abstracts of field records can be lodged with the Office of Surveyor-General Victoria through SPEAR.

Templates for SPEAR lodgements 

Further information

For location and contact details, visit [contact us](#).

Your standard Abstract of Field
Records template should be used.
Your logo can be included.

Licensed Surveyor's Report

5. Licensed Surveyor's Report

The licensed surveyor's report is a formal declaration made in accordance with Regulation 15 of the Surveying (Cadastral Surveys) Regulations 2015 and must be prepared to accompany any plan or application lodged with the Surveyor-General or the Registrar of Titles.

5.1 Title and requirements

The report is to be titled Licensed Surveyor's Report.

A clear and concise report is an important element of every cadastral survey and should be comprehensive to assist in justifying the re-establishment and its acceptability. The report and abstract should support each other, being consistent and compatible. If the licensed surveyor's report is deemed inadequate or incomplete by the Surveyor-General or the Registrar of Titles, the surveyor will be required to submit an appropriate report prior to registration.

Specific information regarding the requirements of the Registrar of Titles can be found at www.propertyandlandtitles.vic.gov.au/land-titles/subdivision-and-consolidation

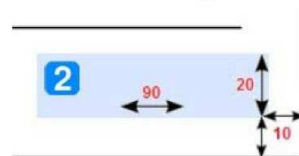
5.2 Format of report

The licensed surveyor's report template available at www.propertyandlandtitles.vic.gov.au/surveying/advice-and-guidelines-for-surveyors/victorian-cadastral-surveys-practice-directives can be used as a guide to the heading descriptions and what is required in the report. Other headings may be inserted as required; however, the report is to address each of the issues outlined in the template.

5.3 SPEAR requirements

The survey company/firm/organisation details or logo must be positioned so that the requirements of SPEAR Technical Note 4, available at www.spear.land.vic.gov.au/spear/pages/applicants/how-do-i-set-up-my-plan-templates.shtml, are accommodated. This is to allow the insertion of the digital signature. Please note: a blank space of 90mm x 20mm must be allocated in the bottom right hand corner of each sheet as shown below.

Company information and page numbering can be included in the footer of the first and subsequent sheets, but it must continue to satisfy the above requirement.



The template referred to in the Victorian Cadastral Surveys Practice Directives should be used. Remove or insert headings as required to cover any Crown Land particulars.

Plan of Crown Allotment

Original plans and title plans templates

Original plans and title plans must be prepared in a standard manner and can be lodged with the Office of Surveyor-General Victoria through SPEAR.

Victorian Cadastral
Surveys Practice
Directives

Survey practice
handbook

Ambulatory boundaries

Re-establishment
principles

Survey audit program

► Original plans and title
plans templates

Abstract of field records
template formats

From time-to-time licensed surveyors are required to prepare Original Plans (OP) and/or Title Plans (TP) for Crown Grant purposes for certification by the Surveyor-General.

Licensed surveyors are required by Regulation 14 of the Surveying (Cadastral Surveys) Regulations 2015 to certify the plan and must certify the plan in accordance with either Schedule 2 or Schedule 3 of the regulations.

Original plans and title plans must be prepared in a standard manner and can be lodged with the Office of Surveyor-General Victoria through SPEAR.

The Surveyor-General provides the following templates for licensed surveyors to use in the production, preparation and lodgement of original plans and title plans in SPEAR.

Note: Arial font is used in each template. Liscad users will need to import Arial font before opening the template.

The files listed below comprise electronic formats and software commonly used by the industry. The list is not intended to be exhaustive or indicate a preference.

Surveyors may use any software to produce Original Plans and Title Plans.

[Original Plans \(ZIP, 363.4 KB\)](#)

[Title Plans for Crown Grants \(TP\) \(ZIP, 225.1 KB\)](#)

Further information

For location and contact details, visit [contact us](#).

The templates provided on our website should be used to ensure the plan will be accepted by the Crown Survey Approval (CSA) team. Your logo can not be included.

Plan of Crown Allotment (cont.)

Plan of Crown Allotment - Survey

PLAN OF CROWN ALLOTMENT	EDITION 1	OP124577
LOCATION OF LAND COUNTY : MORNINGTON PARISH : SCORESBY (3478) CROWN ALLOTMENT : 2286 SPI : 2286/PP3478 TITLE REFERENCE : C/F VOL.11770 FOL.303		
ORIGINAL SHEET SIZE: A3 SCALE 1:1000 FILE REF: 201829 SURVEYORS REF: OP124577.DGN DRAWN: AD 28/03/2018 EXAMINER: JB 28/03/2018 OFFICE OF SURVEYOR-GENERAL VICTORIA DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING		
CERTIFICATION BY SURVEYOR I, Edward Stetler Clerk of 2 Lurline Street, Melbourne, VIC, 3000 certify that this plan has been prepared from a survey made under my direction and supervision in accordance with the Surveying Act 2004 and completed on 16/02/2018, that this plan is accurate and correctly represents the adopted boundaries and that the survey accuracy accords with that required by regulation 7(1) of the Surveying (Cadastral Surveys) Regulations 2015. Signed by Edward Stetler Clerk 06/04/2018 Licensed Surveyor, Surveying Act 2004 Digitally signed by Edward Stetler Clerk (Land Use Victoria - C0607 Surveyors) Surveyor's Public Key Hash (SHA-256) 06/04/2018, SPEAR Ref 9135243V		
SHEET 1 OF 1		

Plan of Crown Allotment - Non Survey

PLAN OF CROWN ALLOTMENT	EDITION 1	OP124678
LOCATION OF LAND COUNTY : BOURKE PARISH : MELBOURNE SOUTH AT ST KILDA (3084C) CROWN ALLOTMENT : 105 SPI : 105/PP3084C TITLE REFERENCE : C/F VOL.11763 FOL.023		
ORIGINAL SHEET SIZE: A3 SCALE 1:1000 FILE REF: 120412 OFFICE OF SURVEYOR-GENERAL VICTORIA DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING		
CERTIFICATION BY SURVEYOR I, Ashley Fenton Clerk of 10/01/2018 Signed by Ashley Fenton Clerk 10/01/2018 Licensed Surveyor, Surveying Act 2004 Digitally signed by Ashley Fenton Clerk (Land Use Victoria - C0607 Surveyors) Surveyor's Public Key Hash (SHA-256) 10/01/2018, SPEAR Ref 9135243V		
SHEET 1 OF 1		

Lodgement and approval process

Office of Surveyor-General Victoria Customer Information Bulletin, XXXX 2018

Requirements for lodgement of Plan of Crown Allotment and/or Plan for Crown Grant Purposes (Title Plan) for examination and approval via SPEAR.

The following information and procedures apply to all parties that wish to submit plans and/or survey documents via SPEAR to the Office of Surveyor-General Victoria for examination and approval.

Background

The Office of Surveyor-General Victoria has adopted the SPEAR system as a convenient way for Licensed Surveyors to upload and digitally sign plans and/or survey documents that deal with parcels of Crown land and require the Certification of the Surveyor-General. The implementation of the SPEAR system was not however intended to replace existing protocols for requesting the examination and approval for these types of plans by OSGV.

Process required to request examination of documents loaded into SPEAR

Whilst the Crown Survey Approvals group in the Office of Surveyor-General Victoria is able to provide plan drafting services for plans relating to Crown land parcels, in some circumstances a private consulting surveying company may be engaged by a Government Agency to produce plans and survey documents relating to Crown land without the knowledge of CSA. Some Government agencies such as VicRoads and Water Authorities also have survey and drafting staff internally that may produce plans and survey documents relating to Crown land and they are responsible for administering. In either case, the relevant Licensed Surveyor is able to use the SPEAR system to submit their documents to the OSGV.

However, it is important to note that SPEAR submissions will not be processed by OSGV and allocated for examination by the appropriate Crown Survey Approvals officer until formal instruction by the Government agency responsible for administering the subject land is received.

This is to ensure that the correct authorisation for the Crown land dealing has been established before documents are processed. As an analogy, the submission of plans dealing with Crown land to the OSGV is similar to the process of releasing freehold subdivision or application survey documents for lodgement with Land Registration Services – the documents cannot be processed until an application with appropriate "owner" (Crown land administrator) consent and, when relevant, "mortgagee" (entity with a right to use or manage Crown land such as a Licensee or Committee of Management) consent is made.

In order for the process of OSGV examination to commence, the responsible Government agency administering the subject land is required to contact the OSGV using csa.enquiries@delwp.vic.gov.au (or the address shown below) to provide details of the proposed dealing and a formal instruction requesting OSGV services. The instruction is to include any relevant agency file references, details of the instructions that were given to the consulting surveyor in the completion of the survey (if relevant) and confirmation that the Licensed Surveyor has been requested to submit their plan and survey documents via SPEAR.

The surveyor will receive an email notification generated by SPEAR when the OSGV accepts or rejects the application within the SPEAR system. If no such email has been received, then the first point of contact for the surveyor should be with the responsible Government agency to verify that they have made contact with Crown Survey Approvals and that appropriate instructions to proceed with the project have been provided.

Crown Survey Approval | Office of Surveyor-General
Land Use Victoria | Department of Environment, Land, Water and Planning
Level 11 2 Lonsdale Street, Melbourne, Victoria 3000
T: 03 8636 2525 | F: 03 8636 2589 | E: CSA.Enquiries@delwp.vic.gov.au



Service Request

Privacy Collection Statement
The information from this form is collected by Land Victoria and is used for the purpose of maintaining publicly searchable registers and indexes.

1. DATE:	
2. NAME:	
3. REFERENCE:	
4. PURPOSE:	
5. LAND: <ul style="list-style-type: none">– DESCRIPTION– STATUS– ADMINISTRATOR– NOTICES/– ENCUMBRANCES	
6. SURVEY REPORT REFERENCE: SPEAR REFERENCE:	(YES/NO)
7. SUPPORTING DOCUMENTS:	
8. COMMENTS:	

CSA process the service requests

CSAR

THE BACK OF THIS FORM MUST NOT BE USED

Page 1 of 1

To lodge at Land Victoria either email csa.enquiries@delwp.vic.gov.au or mail to CSA Level 17, 570 Bourke Street Melbourne VIC 3000



Crown Surveys

Questions?