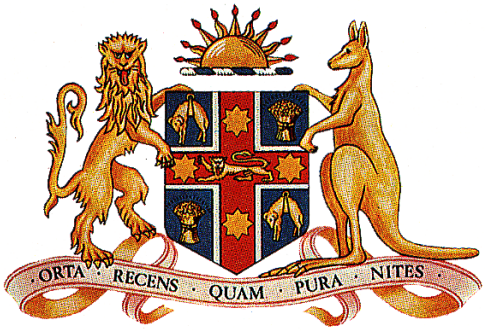


# *Government Gazette*

of the State of

## New South Wales

**Number 206 - Other**

**Friday, 29 May 2026**

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## GEOGRAPHICAL NAMES ACT 1966

PURSUANT to the provisions of Section 10 of the *Geographical Names Act 1966*, the Geographical Names Board has this day assigned the name listed hereunder as a geographical name.

***Bertie Park*** for a reserve is located at the western end of Melrose Park precinct, near Hughes Avenue, Ermington, City of Parramatta LGA.

The position and extent for this feature is recorded and shown within the Geographical Names Register of New South Wales. This information can be accessed through the Board's website at Geographical Names Board | NSW Government.

THOMAS GRINTER
Chair

Geographical Names Board
346 Panorama Ave
BATHURST NSW 2795

## ASSOCIATIONS INCORPORATION ACT 2009

Cancellation of Registration pursuant to Section 74

TAKE NOTICE that the registration of the following associations is cancelled by this notice pursuant to section 74 of the Associations Incorporation Act 2009.

| | |
|---|---|
| ARDING LANDCARE GROUP INCORPORATED | Y2135346 |
| BEECROFT PROBUS CLUB INC | Y0658512 |
| CHURCH DYNAMICS SOUTH PACIFIC INC | Y0713930 |
| COOMBA PARK AND DISTRICT SENIOR CITIZENS ASSOCIATION INC | Y1756605 |
| FAMILY DAY CARE EDUCATORS ASSOCIATION NSW INCORPORATED | Y2111121 |
| HUNTER TRAINERS AND ASSESSORS NETWORK INCORPORATED | Y2911228 |
| IKEBANA INTERNATIONAL LISMORE CHAPTER 32 INC | Y1253443 |
| PROBUS CLUB OF MUSWELLBROOK INCORPORATED | INC9880396 |
| SHOALHAVEN HEALTH AND ARTS INCORPORATED | INC1901107 |
| SOCIAL JUSTICE IN EARLY CHILDHOOD FOUNDATION INCORPORATED | INC1700108 |
| SWEDENBORG ASSOCIATION OF AUSTRALIA INCORPORATED | INC9881362 |
| THE LOUIS BECKE SOCIETY (PORT MACQUARIE) INCORPORATED | INC1900363 |
| VOICES OF KU-RING-GAI INCORPORATED | INC2301098 |

Cancellation is effective as at the date of gazettal.

Dated this 27th day of May 2026.

Megan Green
Delegate of the Commissioner

NSW Fair Trading

# Real Property Act 1900

## Lodgment Rules Version 2.2

Notice is hereby given under the *Real Property Act 1900*, section 12F(3), that on 1 July 2026 Version 2.2 of the Lodgment Rules will commence and will replace Version 2.1 of the Lodgment Rules.

Dated: 28 May 2026

Danusia Cameron
Registrar General
Office of the Registrar General

**Explanatory note**
The object of this notice is to provide at least 20 business days' notice of the commencement of Version 2.2 of the Lodgment Rules, in accordance with section 12F(3) of the *Real Property Act 1900*.

Office of the
Registrar General

# Lodgment Rules

Section 12F *Real Property Act 1900*
Version 2.2

1 July 2026

NSW GOVERNMENT

# Acknowledgement of Country

The NSW Department of Customer Service acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

## *Real Property Act 1900* - Section 12F

These Lodgment Rules will commence on 1 July 2026, except for Schedule 18 that will commence on a date that is at least 20 business days after the date on which notice of its commencement is published in the Gazette.

These Lodgment Rules have been made by the Registrar General under section 12F of the *Real Property Act 1900* and published in the Gazette on 29 May 2026.

Lodgment Rules

Published by the Office of the Registrar General

registrargeneral.nsw.gov.au

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# Contents


**1. Preliminary** ..... **1**

**2. Commencement** ..... **2**

**3. Definitions and Interpretation** ..... **3**

3.1 Definitions ..... 3

3.2 Interpretation ..... 5

**4. The General Register of Deeds** ..... **6**

4.1 Registration of instruments generally ..... 6

4.2 Registration of writs, court orders or legal proceedings ..... 6

4.3 Registration of notices of resumption ..... 6

4.4 Production of instruments and other documents for registration ..... 7

4.5 Instruments to comply with Schedule 1 requirements ..... 7

4.6 Plans and diagrams to comply with Schedule 1 requirements ..... 7

4.7 Vacation of registration ..... 7

**5. Lodgment requirements for Miscellaneous Dealing form** ..... **8**

**6. Requirements for plans annexed to dealings or caveats lodged in the Torrens Register** ..... **9**

**7. Requirements for deposited plans lodged under the Conveyancing Act 1919** ..... **10**

7.1 Lodgment of deposited plans and other documents ..... 10

7.2 Form and content of administration sheet ..... 11

7.3 Form and content of section 88B instruments ..... 12

**8. Requirements for strata plans** ..... **14**

8.1 Lodgment of strata plans and other documents ..... 14

8.2 Location plans and floor plans ..... 14

8.3 Form and content of administration sheet and section 88B instrument ..... 15

8.4 Proposed affecting interests ..... 15

**9. Searches** ..... **16**

9.1 (Repealed) ..... 16

9.2 Official searches under section 197 of the *Conveyancing Act 1919* ..... 16

9.3 Public searches for the purposes of section 199 of the *Conveyancing Act 1919* ..... 16

**10. Lodgment requirements for the Dealing with Exception form** ..... **17**

**11. Requirements for making alterations to dealings, caveats and instruments lodged in electronic form in the Torrens Register** ..... **18**

**12. Requirements for certain applications and dealings** ..... **19**

**Schedule 1 Requirements for instruments registered in the General Register of Deeds** ..... **20**

**Schedule 2 Requirements for dealings, caveats and instruments lodged in paper form in the Torrens Register** ..... **22**

Schedule 3 Requirements for plans annexed to dealings (other than leases of premises) or caveats ..... 25
Schedule 4 Requirements for plans annexed to leases of premises ..... 28
Schedule 5 Requirements for lodging deposited plans ..... 31
Schedule 6 (repealed) ..... 34
Schedule 7 (repealed) ..... 35
Schedule 8 Requirements for administration sheet lodged with deposited plans ..... 36
Schedule 9 Requirements for section 88B instruments ..... 38
Schedule 10 Requirements for lodging strata plans ..... 41
Schedule 11 Location plans ..... 43
Schedule 12 Floor Plans ..... 45
Schedule 13 Requirements for administration sheet lodged with strata plans ..... 47
Schedule 14 (repealed) ..... 49
Schedule 15 Lodgment requirements for Miscellaneous Dealing form ..... 50
Schedule 16 Lodgment requirements for Dealing with Exception form ..... 51
Schedule 17 Requirements for making alterations to dealings, caveats and instruments lodged in electronic form in the Torrens Register ..... 52
Schedule 18 Requirements for lodging digital LandXML files with plans ..... 53

# 1. Preliminary

These Lodgment Rules are made by the Registrar General under section 12F of the *Real Property Act 1900*.

# 2. Commencement

Version 2.2 of the Lodgment Rules replaces version 2.1 and commences on 1 July 2026, except for Schedule 18 that will commence on a date that is at least 20 business days after the date on which notice of its commencement is published in the Gazette.

# 3. Definitions and Interpretation

Note: The *Conveyancing Act 1919*, *Real Property Act 1900*, *Strata Schemes Development Act 2015*, *Surveying and Spatial Information Act 2002* and the *Interpretation Act 1987* (and any regulations made under those Acts) contain definitions and other provisions that affect the interpretation and application of these Lodgment Rules.

## 3.1 Definitions

3.1.1 In these Lodgment Rules:

***administration sheet*** in relation to a plan (other than a strata plan), means the separate document, in the approved form, required to be lodged with the plan under section 195A of the *Conveyancing Act 1919*. In relation to a strata plan means an administration sheet within the meaning of the *Strata Schemes Development Act 2015*.

***affecting interest*** means an easement, a profit à prendre, a restriction on the use of land or a positive covenant.

***approved*** means approved for the time being by the Registrar General.

***approved form*** means a form approved by the Registrar General for the purposes of the *Conveyancing Act 1919*, *Real Property Act 1900* or *Strata Schemes Development Act 2015* or any other Act in relation to which the expression is used.

***Dealing with Exception form*** means the approved form to be used to attach certain dealings and caveats and to be lodged electronically, pursuant to Rule 10 of these Lodgment Rules.

***deeds index particulars form*** means an approved form setting out the particulars of or relating to an instrument that is signed and lodged for registration under section 184D(1) of the *Conveyancing Act 1919*.

***deposited plan*** means a plan (other than a strata plan) lodged for registration or recording with the Registrar General under the *Conveyancing Act 1919*.

***ECNL*** means the Electronic Conveyancing National Law, appendix to the *Electronic Conveyancing (Adoption of National Law) Act 2012*.

***Electronic Lodgment Network*** has the meaning as it has in the ECNL.

***General Register of Deeds*** means the General Register of Deeds maintained under section 184C of the *Conveyancing Act 1919*.

***LandXML*** means the specialised XML (eXtensible Mark-up Language) data file format representing data shown on a corresponding PDF plan, in a digital, transferable form. LandXML, that complies with the current LandXML recipe and schema published on the NSW LRS website, is the approved digital plan file format.

***Lodgment Rules exception form*** means a form approved by NSW LRS from time to time and available on the NSW LRS website, to be lodged with a Miscellaneous Dealing or Dealing with Exception.

***Lodgment Rules exception list*** means the list, as amended from time to time, of dealings, caveats, instruments and plans which the Registrar General has allowed to be lodged in a manner that departs from these Lodgment Rules and published at www.registrargeneral.nsw.gov.au/publications/lodgment-rules.

***Miscellaneous Dealing form*** means the approved form to be used to attach certain dealings, caveats or other instruments and to be lodged electronically, pursuant to Rule 5 of these Lodgment Rules.

***Notice of Sale*** means the notice in the approved form required under section 39(1B) of the *Real Property Act 1900* or section 184E(4A) of the *Conveyancing Act 1919* where there is a change in ownership of an estate or interest in land, or a change in the name of an owner of land.

***NSW LRS*** means New South Wales Land Registry Services, the operator of the land titling and registry functions under the *Land and Property Information NSW (Authorised Transaction) Act 2016*.

***NSW LRS Connect*** means the electronic plan lodgment system, established under section 195AA of the *Conveyancing Act 1919* and provided by NSW LRS to enable lodgment of plans and the preparation and lodgment of associated documents electronically for registration, recording or other purposes under the *Conveyancing Act 1919* or a related Act.

***NSW LRS Deposited Plan Lodgment Checklist*** means the checklist approved by NSW LRS to accompany a plan lodged for registration as a deposited plan, as amended from time to time.

***NSW LRS Strata Plan Lodgment Checklist*** means the checklist approved by NSW LRS to accompany a strata plan lodged for registration, as amended from time to time.

***plan of survey*** means a formal land survey plan within the meaning of the *Surveying and Spatial Information Act 2002*.

***registered surveyor*** has the meaning as it has in the *Surveying and Spatial Information Act 2002*.

***relevant interest*** means an easement, a profit à prendre, a restriction on the use of land imposed by a prescribed authority under section 88D or 88E of the *Conveyancing Act 1919*, a public positive covenant, or a positive covenant for maintenance and repair imposed on the land under section 88BA of the *Conveyancing Act 1919*.

***section 88B instrument*** means an instrument in the approved form that:

(a) is required to accompany a deposited plan or strata plan (other than a building alteration plan) that creates an affecting interest under section 88B of the *Conveyancing Act 1919*; or

(b) is required to accompany a deposited plan or strata plan (other than a building alteration plan) that releases a relevant interest under section 88B of the *Conveyancing Act 1919.*

***strata plan*** includes, unless these Lodgment Rules provide otherwise, a strata plan, a strata plan of subdivision, a strata plan of consolidation or a building alteration plan within the meaning of the *Strata Schemes Development Act 2015*.

***Torrens Register*** means the Register required to be maintained by section 31B(1) of the *Real Property Act 1900*.

## 3.2 Interpretation

In these Lodgment Rules, unless a contrary intention appears:

3.2.1 A reference to these Lodgment Rules is a reference to these Lodgment Rules as amended, varied or substituted from time to time.

3.2.2 A reference to any legislation or to any provisions of any legislation includes:

(a) all legislation, regulations, proclamations, ordinances, by-laws and instruments issued under that legislation or provision, as in force for the time being; and

(b) a reference to an Act that has been repealed and re-enacted, with or without modification, extends to the re-enacted Act, as in force for the time being; and

(c) a reference to a regulation that has been repealed and re-made, with or without modification, extends to the remade regulation, as in force for the time being; and

(d) a reference to a provision of the repealed Act or regulation extends to the corresponding provision of the re-enacted Act or the re-made regulation, as the case may be.

3.2.3 Where a word or phrase is given a defined meaning, any other part of speech or grammatical form in respect of that word or phrase has a corresponding meaning.

3.2.4 A reference to a Rule or Schedule is a reference to a Rule of, or a Schedule to these Lodgment Rules.

3.2.5 A reference to a Rule includes a reference to all of its sub-requirements.

3.2.6 Where general words are associated with specific words which define a class, the general words are not limited by reference to that class.

3.2.7 Notes included in these Lodgment Rules do not form part of the Rules.

3.2.8 The word “or” is not exclusive.

# 4. The General Register of Deeds

**Note:** See also provisions of the *Conveyancing Act 1919* and the *Conveyancing (General) Regulation 2018.*

## 4.1 Registration of instruments generally

4.1.1 An instrument that is lodged for registration in the General Register of Deeds must be accompanied by:

(a) a registration copy of the instrument or a request that a registration copy of the instrument must be prepared by the Registrar General;

(b) a completed deeds index particulars form that includes the certificate referred to in section 184D(3) of the *Conveyancing Act 1919*;

(c) the prescribed fee as determined by Schedule 1 of the *Conveyancing (General) Regulation 2018*;

(d) a completed statement of the title particulars in the approved form, if required by the Registrar General; and

(e) a completed Notice of Sale in the approved form, if required by the Registrar General.

4.1.2 Rule 4.1.1 does not apply to:

(a) the registration, under section 186 of the *Conveyancing Act 1919*, of writs, court orders or current legal proceedings;

(b) the registration, under section 196A of the *Conveyancing Act 1919*, of notices of resumption; or

(c) the registration of notifications of compulsory acquisition under a Commonwealth Act.

## 4.2 Registration of writs, court orders or legal proceedings

4.2.1 An application for registration of a writ, court order or current legal proceedings in the General Register of Deeds under section 186 of the *Conveyancing Act 1919* must be in the approved form and must be accompanied by:

(a) the original or a copy of the writ, court order or legal proceedings;

(b) a completed deeds index particulars form that includes the certificate referred to in section 184D(3) of the *Conveyancing Act 1919*; and

(c) the prescribed fee as determined by Schedule 1 of the *Conveyancing (General) Regulation 2018*.

4.2.2 The application may also be accompanied by a registration copy of the writ, court order or legal proceedings.

## 4.3 Registration of notices of resumption

4.3.1 A notice of resumption that is lodged for registration in the General Register of Deeds under section 196A(3)(a) of the *Conveyancing Act 1919* must be accompanied by:

(a) a completed deeds index particulars form that includes the certificate referred to in section 184D (3) of the *Conveyancing Act 1919*;

(b) the prescribed fee as determined by Schedule 1 of the *Conveyancing (General) Regulation 2018*, and

(c) a completed Notice of Sale in the approved form, if required by the Registrar General.

## 4.4 Production of instruments and other documents for registration

4.4.1 An instrument that is lodged for registration in the General Register of Deeds (including any accompanying application and any registration copy of the instrument or application):

(a) must have endorsed on it the name and address of the person by whom or on whose behalf it is lodged; and

(b) must be produced to the Registrar General in such manner as may be approved.

4.4.2 Documents that are lodged for registration must not be bound together except by means of a pin, staple or split pin or other similar means acceptable to the Registrar General.

## 4.5 Instruments to comply with Schedule 1 requirements

4.5.1 An instrument lodged for registration in the General Register of Deeds (including any accompanying application and any registration copy of the instrument or application) must comply with the requirements set out in Schedule 1.

## 4.6 Plans and diagrams to comply with Schedule 1 requirements

4.6.1 The registration copy of a plan or diagram annexed to an instrument or, if no registration copy is lodged, the plan or diagrams from which a registration copy is to be prepared by the Registrar General must:

(a) comply with the requirements set out in Schedule 1;

(b) have all line work, dimensions, hatchings and notations in dense black ink;

(c) not have on it any coloured ink; and

(d) must have margins of not less than 10mm on the top, bottom and sides.

## 4.7 Vacation of registration

4.7.1 For the purposes of section 190A(3) of the *Conveyancing Act 1919*, an application or vacation of a registration under Division 2 of Part 23 of the *Conveyancing Act 1919* must:

(a) be made in the approved form;

(b) be accompanied by the prescribed fee as determined by Schedule 1 of the *Conveyancing (General) Regulation 2018*.

# 5. Lodgment requirements for Miscellaneous Dealing form

**Note:** See also provisions of the *Real Property Act 1900* and the *Real Property Regulation 2019.*

5.1 The Miscellaneous Dealing form can be used to electronically lodge:

(a) dealings or caveats; or

(b) instruments.

5.2 A Miscellaneous Dealing form lodged pursuant to Rule 5.1(a) must:

(a) satisfy an exception in the Lodgment Rules exceptions list; and

(b) be accompanied by a properly completed Lodgment Rules exception form, unless otherwise approved by NSW LRS.

5.3 NSW LRS may approve a Miscellaneous Dealing form, or any accompanying documents, to be lodged otherwise than in accordance with Rule 5.1.

5.4 Schedule 15 sets out the requirements for the lodgment of the Miscellaneous Dealing form.

**Note**: The Registrar General will provide a 20-business day notice period before any amendment to the Lodgment Rules exceptions list.

# 6. Requirements for plans annexed to dealings or caveats lodged in the Torrens Register

**Note:** See also provisions of the *Real Property Act 1900* and the *Real Property Regulation 2019*. This rule applies to any dealing or caveat lodged affecting the Torrens Register.

6.1 A plan must not be annexed to a dealing, caveat or priority notice lodged with the Registrar General unless the Registrar General approved the annexure of the plan.

6.2 A plan that is annexed to a dealing (other than a lease of premises) or caveat must comply with the requirements of Schedule 3.

6.3 Unless the Registrar General otherwise approves, a lease of premises for a term of more than 25 years must show the leased premises in a plan annexed to the lease that complies with the requirements of Schedule 4.

# 7. Requirements for deposited plans lodged under the *Conveyancing Act 1919*

**Note:** See also provisions of the *Conveyancing Act 1919* and the *Conveyancing (General) Regulation 2018*.

## 7.1 Lodgment of deposited plans and other documents

7.1.1 A plan lodged for registration or recording as a deposited plan under the *Conveyancing Act 1919* must be lodged using NSW LRS Connect.

7.1.2 A plan:

(a) must be lodged in the approved form as an image format that complies with Schedule 5; and

(b) may, and must from commencement of Schedule 18 in accordance with that schedule, be lodged with a digital LandXML file.

7.1.3 All data in a digital LandXML file, at the time of lodgment of the plan, must be identical with that same data in the drawing sheet of the corresponding PDF plan. Any changes to this data, the result of alterations made after lodgment and before registration of the plan, must be reflected in both the digital LandXML file and the corresponding PDF plan.

7.1.4 Any document that is required to be lodged with the plan must be lodged as an image format using NSW LRS Connect and must:

(a) if comprising more than one sheet, be created as a multipage file; and

(b) be legible and of a standard that will enable it to be clearly reproduced by the image capture processes employed by NSW LRS.

**Note:** Unless excepted by regulations made under any Act, section 6A(3) of the *Conveyancing Act 1919* provides that all documents that are required to be lodged with the plan must also be lodged electronically.

7.1.5 A plan must be lodged with:

(a) a completed NSW LRS Deposited Plan Lodgment Checklist in the approved form, if required by the Registrar General;

(b) a completed statement of title particulars in the approved form for land not under the *Real Property Act 1900*, if required by the Registrar General; and

(c) such other instruments and data as the Registrar General may require.

**Note:** An administration sheet is also required to be lodged with the plan (see section 195A of the *Conveyancing Act 1919*.

7.1.6 The prescribed fee as determined by Schedule 1 of the *Conveyancing (General) Regulation 2018* must be paid in the manner and by the time specified by the Registrar General.

## 7.2 Form and content of administration sheet

7.2.1 An administration sheet that is to be lodged electronically with the plan must be generated in NSW LRS Connect, unless an exception in the Lodgment Rules exception list applies.

7.2.2 An administration sheet must:

(a) repeat the heading of the plan that it accompanies in the appropriate panels on each sheet of the approved form;

(b) include the surveyor's reference (if applicable) in the appropriate panels on the approved form;

(c) comply with the requirements of Rule 7.1.4 and Schedule 8;

(d) contain the following certificates endorsed in the appropriate panels on the approved form:

(i) a survey certificate of a surveyor registered under the *Surveying and Spatial Information Act 2002* that is in the form prescribed by the regulations made under that Act, unless the Registrar General dispenses with the certificate;

**Note:** Section 195C(1)(c) of the *Conveyancing Act 1919* enables the Registrar General to dispense with the certificate.

(ii) in the case of a plan of subdivision (other than a plan referred to in section 195C(2) of the *Conveyancing* Act *1919*) – a subdivision certificate within the meaning of the *Conveyancing Act 1919*; or

(iii) such other certificates as the Registrar General may require; and

(e) in the case of an administration sheet for a deposited plan that does not comprise a plan of survey – contain a statement identifying the source of the information from which the plan has been compiled.

**Note:** Plans of this kind are ***compiled plans*** for the purposes of the regulations made under the *Surveying and Spatial Information Act 2002*.

7.2.3 In Rule 7.2.2, a reference to a **subdivision certificate** is:

(a) if the plan concerned is a plan of subdivision for lease purposes within the meaning of Division 3B of Part 2 of the *Conveyancing Act 1919* – a reference to a subdivision certificate stating that the plan is a plan of subdivision for lease purposes and that it relates to land within a caravan park or a manufactured home estate; or

(b) if the plan is a plan of subdivision for lease purposes within the meaning of Division 3C of Part 2 of the *Conveyancing Act 1919* – a reference to a subdivision certificate stating that the plan is a plan of subdivision for forestry lease purposes.

**Note:** Division 3 of Part 3 of the *Conveyancing (General) Regulation 2018* may require further matters to be included on the administration sheet.

## 7.3 Form and content of section 88B instruments

7.3.1 A section 88B instrument that is to be lodged electronically with the plan must be generated in NSW LRS Connect, unless an exception in the Lodgment Rules exception list applies.

7.3.2 A section 88B instrument must:

(a) repeat the heading of the plan that it accompanies in the appropriate panels on each sheet of the approved form; and

(b) comply with the requirements of Rules 7.1.4, 8.1.3 and Schedule 9.

7.3.3 If it is intended to create, on registration of a plan, an affecting interest under section 88B of the *Conveyancing Act 1919*, Part 1 of the approved form must:

(a) repeat each (if any) statement of intention to create an affecting interest in the same form (and, where there is more than one statement of intention, in the same order) as set out in the administration sheet lodged with the relevant plan;

(b) contain, after each such statement of intention, a schedule setting out the lot numbers of the lots burdened by the affecting interest (numbered individually and in numerical sequence);

(c) contain, opposite the lot number of each lot burdened:

(i) the number of lots intended to receive the benefit of the affecting interest;

(ii) the name of any road to which any affecting interest is to be appurtenant;

(iii) the name of anybody in whose favour any easement referred to in section 88A of the *Conveyancing Act 1919* or positive covenant without a dominant tenement is to be created; and

(iv) the name of any prescribed authority in who favour any restriction or positive covenant that is of the type that may be imposed under section 88D of the *Conveyancing Act 1919* is to be created.

7.3.4 If it is intended to release, on registration of a plan, a relevant interest (in respect of some or all of the land to which it formerly applied) pursuant to section 88B of the *Conveyancing Act 1919*, Part 1A of the approved form, must:

(a) repeat each (if any) statement of intention to release a relevant interest in the same form and, where there is more than one, in the same order) as set out in the administration sheet lodged with the relevant plan; and

(b) contain, opposite the lot number of each lot burdened:

(i) the numbers of the lots that receive the benefit of the relevant interest;

(ii) the name of any road to which the easement is appurtenant; and

(iii) the name of any prescribed authority in whose favour any easement referred to in section 88A of the *Conveyancing Act 1919* was created.

7.3.5 If each lot in a plan is intended to be burdened by an affecting interest, the benefit of which is intended to be received by ever other lot in the plan, it is sufficient if the words “each lot” and “every other lot”, or words to the same effect, are respectively noted in the schedule.

7.3.6 The instrument is to set out, in Part 2 of the approved form, the terms of each affecting interest referred to in any statement of intention set out in Part 1 of the approved form.

7.3.7 However, if a statement of intention is Part 1 of the instrument uses an expression, the meaning of which is provided for in the *Conveyancing Act 1919* by section 88A and Schedule 4A or section 181A and Schedule 8, and it is intended:

(a) that the expression have that meaning in the instrument – no terms are to be set out in Part 2 of the approved form in respect of the statement of intention; or

(b) that the expression have another meaning in the instrument – the terms of the relevant easement are to be set out in Part 2 of the approved form in respect of the statement of intention.

7.3.1 No sketch, drawing or other diagram is to appear on the instrument.

**Note:** A section 88B instrument must be in the approved form.

**Note:** The above rules apply to a section 88B instrument lodged with either a deposited plan or strata plan (other than a building alteration plan).

# 8. Requirements for strata plans

**Note:** See also provisions of the *Strata Schemes Development Act 2015* and the *Strata Development Regulation 2016.*

## 8.1 Lodgment of strata plans and other documents

8.1.1 A strata plan lodged for registration or recording must be lodged using NSW LRS Connect.

8.1.2 A strata plan must be lodged in the approved form as an image format that complies with Schedule 10.

8.1.3 Any documents (including any reports, consents or other evidence) that are required to be lodged with the strata plan must be lodged as an image format using NSW LRS Connect and must:

(a) if comprising more than one sheet, be created as a multipage file; and

(b) be legible and of a standard that will enable it to be clearly reproduced by the image capture processes employed by NSW LRS.

**Note:** Unless excepted by regulations made under any Act, section 197(3) of the *Strata Schemes Development Act 2015* provides that all documents that are required to be lodged with the plan must also be lodged electronically, including:

(c) a strata development contract;

(d) a strata management statement;

(e) by-laws;

(f) a section 88B instrument; or

(g) an administration sheet.

8.1.4 The strata plan must be lodged with:

(a) completed NSW LRS Strata Plan Lodgment Checklist in the approved form, if required by the Registrar General; and

(b) such other instruments and data as the Registrar General may require.

8.1.5 The prescribed fee as determined by Schedule 7 of the *Strata Schemes Development Regulation 2016* must be paid in the manner and by the time specified by the Registrar General.

## 8.2 Location plans and floor plans

8.2.1 A location plan must comply with Schedules 10 and 11.

8.2.2 A floor plan must comply with Schedules 10 and 12.

## 8.3 Form and content of administration sheet and section 88B instrument

8.3.1 An administration sheet or a section 88B instrument that is to be lodged electronically with the plan must be generated in NSW LRS Connect, unless an exception in the Lodgment Rules exception list applies.

8.3.2 An administration sheet must comply with Rule 8.1.3 and Schedule 13.

8.3.3 A section 88B instrument must comply with Rule 7.3 and Schedule 9.

## 8.4 Proposed affecting interests

8.4.1 A strata plan may designate the site of a proposed affecting interest that is intended to be created (otherwise than under section 88B of the *Conveyancing Act 1919*) if:

(a) the interest is shown as proposed by use of the word "proposed" or an abbreviation of that word;

(b) no statement of intention to create the affecting interest is included in the administration sheet lodged with the strata plan;

(c) if the affecting interest is to apply to only part of the land to which the strata plan relates, the proposed site of the affecting interest is shown and it is distinguished from any other affecting interest to be created under section 88B of the *Conveyancing Act 1919*; and

(d) if the affecting interest is limited by height or depth, the height or depth of the interest is clearly shown.

# 9. Searches

**Note:** See also provisions of the *Real Property Act 1900*, *Real Property Regulation 2019*, *Conveyancing Act 1919* and the *Conveyancing (General) Regulation 2018*.

## 9.1 (Repealed)

## 9.2 Official searches under section 197 of the *Conveyancing Act 1919*

9.2.1 A request under section 197 of the *Conveyancing Act 1919* for a search of old system title land, or a request for an office copy of a certificate of the result of such a search, must be made in the approved form.

9.2.2 A request is to be limited to a single chain of title.

9.2.3 The prescribed fee as determined by Schedule 1 of the *Conveyancing (General) Regulation 2018* must, if required by the Registrar General, be paid before delivery of the office copy of a certificate of the result of a search.

9.2.4 If a request is withdrawn after commencement but before completion of a search, such fees as the Registrar General determines (having regard to the work done up to the time of withdrawal) must be paid.

9.2.5 The Registrar General may require an interim payment of fees before completion of a search.

## 9.3 Public searches for the purposes of section 199 of the *Conveyancing Act 1919*

9.3.1 For the purposes of section 199 of the *Conveyancing Act 1919*:

(a) the prescribed times at which information in the registers is to be made available are:

(i) in the case of information in the registers provided in printed form – 8.30 am to 4.30 pm New South Wales Standard Time each day (other than a Saturday, Sunday or public holiday) or, where the function of responding to a search request is exercised by the authorised operator, the ordinary business hours of the authorised operator; or

(ii) in the case of information in the registers provided in electronic form – between the hours of 1.00 am and midnight New South Wales Standard Time each day (subject to scheduled maintenance or unavoidable system interruptions);

(b) the information is to be made available (in response to a request for the dispatch of information by post or other approved means) by the Registrar General furnishing a copy of the information; and

(c) the prescribed fee for making the information available is the fee as determined by Schedule 1 of the *Conveyancing (General) Regulation 2018*.

# 10. Lodgment requirements for the Dealing with Exception form

**Note:** See also provisions of the *Real Property Act 1900* and the *Real Property Regulation 2019.*

10.1 The Dealing with Exception form must satisfy an exception in the Lodgment Rules exception list, and be accompanied by a properly completed Lodgment Rules exception form, unless otherwise approved by NSW LRS.

10.2 NSW LRS may approve a Dealing with Exception form, or any accompanying documents, to be lodged otherwise than in accordance with Rule 10.1.

10.3 Schedule 16 sets out the requirements for the lodgment of the Dealing with Exception form.

**Note:** The Registrar General will provide a 20-business day notice period before any amendment to the exceptions are published on its website.

# 11. Requirements for making alterations to dealings, caveats and instruments lodged in electronic form in the Torrens Register

**Note:** See also provisions of the *Real Property Act 1900* and the *Real Property Regulation 2019.*

The requirements for making an alternation to a dealing, caveat and/or instrument lodged electronically are set out in Schedule 17.

# 12. Requirements for certain applications and dealings

**Note:** See also provisions of the *Real Property Act 1900*.

12.1 The following applications and dealings must state whether the persons concerned take as joint tenants or as tenants in common and, if they take as tenants in common, the shares in which they take –

(a) an application by 2 or more persons to be registered as proprietors of land; and

(b) a transfer, mortgage, charge or lease in favour of 2 or more persons.

12.2 If the persons take as tenants in common, and if the shares in which they take are expressed as fractions, the shares must be stated as fractions that have a common denominator and each numerator or denominator of the fraction must be an integer – for example, "A takes as to five-tenths, B takes as to three-tenths and C takes as to two-tenths."

# Schedule 1 Requirements for instruments registered in the General Register of Deeds

**Note:** See Rules 4.5 and 4.6.

1. **Text**

   The test must be clearly printed or written:

   (a) across the width of each sheet of paper used; and

   (b) on one side only of each sheet.

2. **Margins**

   The sheets used must have clear margins:

   (a) on the first sheet — of not less than 25 mm at the top and 10 mm on each side and bottom; and

   (b) on each subsequent sheet — of not less than 10 mm on each side and at the top and bottom.

3. **Paper**

   The paper used must be:

   (a) white or off white and free from discolouration and blemishes;

   (b) of archival quality; and

   (c) 297 millimetres in length by 210 millimetres in width (standard A4), or such other sized paper as may be approved by the Registrar General.

4. **Lettering**

   Unless the Registrar General otherwise approves, all words must be in English language, and all letters, numbers and other symbols must be in a font style that is:

   (a) at least 10 point (1.8 mm) in size;

   (b) dense black or dense dark blue in colour;

   (c) open in formation and construction; and

   (d) in an upright style.

   The lines must not overlap. A carbon copy, or a copy in which the typewritten characters blur or spread or are liable to mark or damage an adjacent sheet, will not be accepted.

   Handwriting and any imprint of a seal must be clear and legible and in dense black ink or dense dark blue ink.

   Unless the Registrar General otherwise approves or this Schedule provides otherwise, symbols may only be used for punctuation of text, and letters must be used instead of special symbols.

5. **Name and address**
   The name and address of a witness who attested to the signing of an instrument is to be set out below the witness's attestation if the attestation does not include the name and address.

6. **Content must not extend into margin**
   No printing, writing or other notation (other than directions or notations authorised by the Registrar General or as otherwise provided for by this Schedule) must appear in, or extend into, the margin.

7. **Content must not extend into any seal**
   No printing, writing or other notation must extend into any seal.

8. **Information to be included on registration copy**
   In the top margin on the first sheet of a registration copy there must be printed or written the nature of the original instrument and a note of the stamp duty, if any, appearing on the original instrument.

9. **Alterations**
   Alterations may only be made by striking through the matter intended to be altered or by interlineation and not by rubbing, scraping or cutting the surface of the paper or by using correction fluid. An alteration must be verified by the parties to the instrument.

10. **Verification of alterations**
    Signatures or initials verifying alterations must be placed in the margin as near as practicable to the alteration.

11. **No creases**
    The instrument must be flat and free from creases caused by folding or otherwise.

12. **Registration copy must be true copy**
    If a registration copy is made by a photographic or similar approved copying process, the image in the copy must be dense black, permanent, legible and clearly reproduce all details and notations visible on the original. The process must not affect the quality and permanence of the paper.

13. **Part lots**
    A part of a lot must not be shown on a plan or diagram unless the whole of the lot is shown on another part of the plan or diagram, whether or not on the same sheet.

14. **Plans or diagrams**
    Any plan or diagram included in, or annexed to, the instrument must not be in the form of a plan of survey unless the Registrar General otherwise permits.

# Schedule 2 Requirements for dealings, caveats and instruments lodged in paper form in the Torrens Register

**Note:** See Rule 5.

1. **Text**
   The text must be clearly printed or written across the width of each sheet of paper used.

2. **Language**
   Unless the Registrar General otherwise approves, all text must be in the English language.

3. **Single sided sheet**
   The text must be printed or written on only one side of each sheet.

4. **Margins**
   The sheets used must have clear margins:
   (a) on the first sheet — of not less than 25mm at the top and 10mm on each side and at the bottom; and
   (b) on each subsequent sheet — of not less than 10mm on each side and at the top and bottom.

5. **Paper**
   The paper used must be:
   (a) white or off white and free from discolouration, blemishes and creases;
   (b) of archival quality; and
   (c) 297 millimetres in length by 210 millimetres in width (standard A4), or such other sized paper as may be approved by the Registrar General.

6. **Lettering**
   Unless the Registrar General otherwise approves, all letters, numbers and other symbols appearing in text must be in a font style that is:
   (a) at least 10 point (1.8mm) in size;
   (b) dense black or dense dark blue in colour;
   (c) open in formation and construction; and
   (d) in an upright style

   The lines must not overlap. A carbon copy, or a copy in which the typewritten characters blur or spread, or are liable to mark or damage an adjacent sheet, will not be accepted.

   Handwriting and any imprint of a seal must be clear and legible and in dense black or dense dark blue ink.

All symbols used must be letters unless:

(a) the Registrar General otherwise approves; or

(b) this Schedule otherwise provides.

7. Reproduction
All typewriting, printing, handwriting and any imprint of a seal must be to a standard that will enable it to be clearly reproduced by the imaging processes employed by the Registrar General.

8. Content must not extend into margin
Typewriting, printing, writing or seals must not extend into the margin.

9. Content must not extend into seal
Typewriting, printing, writing or signatures must not extend into any seal.

10. Alterations
Alterations must be made by striking through the matter intended to be altered and not by rubbing, scraping or cutting the surface of the paper or by using correction fluid.

Signatures or initials noting alterations by interlineation or the striking through of matter must be placed in the margin as near as practicable to the alteration.

In addition, the name of the person noting the alteration must be printed in cases where:

(a) the person initials an alteration; or

(b) the person notes an alteration by signature but the person's name cannot be clearly ascertained.

The date of the alteration must be included.

11. Pages of annexure
The pages of an annexure to a dealing must be numbered sequentially in the centre of the foot of each page as "Page ... of ... pages" and the annexure:

(a) must be identified (on the annexure itself) as an annexure to the dealing;

(b) must be signed, on the first and last pages, by the parties to the dealing (or, if a party is a body corporate, by a person who has attested the affixing of the seal of the body corporate or who has otherwise signed on its behalf); and

(c) must be referred to in the body of the dealing.

12. Additional or inserted sheets
An additional or inserted sheet intended to form part of a dealing:

(a) must be attached to the dealing in a manner acceptable to the Registrar General, and

(b) if it contains matter that would normally be inserted in a form approved by the Registrar General — must be signed by the parties to the dealing (or, if a party is a body corporate, signed by a person who has attested the affixing of the seal of the body corporate or who has otherwise signed on its behalf).

13. Notification of additional or inserted sheet
If, apart from any matter contained in an additional or inserted sheet, it is not readily apparent from the body of a dealing that the additional or inserted matter is intended to form part of the dealing:

(a) a note referring to the additional or inserted matter (or covenants by number where appropriate) must be added to the body of the dealing; and

(b) a note identifying the additional or inserted matter must be added to the additional or inserted sheet containing that matter.

14. Dimensions
Dimensions referred to in a dealing:

(a) in the case of dimensions of length, must be expressed in metres and not in any other unit of measurement of length (whether or not related to the metre); and

(b) in the case of dimensions of area, must be expressed in square metres, hectares or square kilometres and not in any other unit of measurement of area (whether or not related to the square metre, hectare or square kilometre).

15. Preparation of annexures, additional sheets or inserted sheets
Annexures, additional sheets or inserted sheets may be prepared by means of a photographic or similar process approved by the Registrar General and, if so prepared:

(a) must comply with items 1–14;

(b) must contain only printing that is permanent and legible with a dense black image free from excessive background;

(c) must be so prepared that the process does not affect the quality of the paper;

(d) must not include photographs, except with the consent of the Registrar General; and

(e) must be authenticated by original signatures.

# Schedule 3 Requirements for plans annexed to dealings (other than leases of premises) or caveats

**Note:** See Rule 6.2.

1. **Identification of land**
   A plan must identify the land to which it relates.

2. **Clarity**
   A plan must be drawn in a manner and to a scale that allows all details and notations to be clearly reproduced by the imaging processes used by the Registrar General.

3. **Particulars**
   A plan must contain the following particulars:
   (a) a statement on each sheet of the reduction ratio at which the plan is drawn;
   (b) the north point (which must be directed upwards) and the meridian to which it relates;
   (c) complete dimensions (including area) of every parcel comprised in the plan;
   (d) sufficient information to define any proposed easement, or any proposed variation of an existing easement, and its relationship to the boundaries of any affected parcel,
   (e) if prepared by a registered land surveyor within the meaning of the *Surveying and Spatial Information Act 2002*, the signature of the surveyor;
   (f) the date of preparation of the plan; and
   (g) the signature of each person who has signed the dealing or caveat to which the plan is annexed.

4. **Description of land**
   The description of the part of the land shown in the plan must agree with the description of that part shown in the dealing or caveat.

5. **Length measurement**
   The lengths shown on a plan must be expressed in metres and not in any other unit of measurement of length (whether or not related to the metre), without the use of any symbol or abbreviation to represent the metre as the unit of measurement employed.

6. **Area measurements**
   Area measurements shown on a plan must be expressed in the following units of measurement:
   (a) areas of less than one hectare must be expressed in square metres accompanied by the symbol “m2”;

(b) areas of one hectare or more but less than 10,000 hectares must be expressed in hectares (using not more than 4 significant figures) accompanied by the symbol “ha”; and

(c) areas of 10,000 hectares or more must be expressed in square kilometres accompanied by the symbol “km2”.

7. Lettering
Unless the Registrar General otherwise approves, all words, letters, figures and symbols appearing on a plan:

(a) must be shown in capital letters (except as provided by item 6);

(b) must be open in formation and construction;

(c) must be drawn in an upright style; and

(d) must be in the English language.

8. Alterations
A plan may be altered only by, or with the authority of, the person who prepared the plan by striking through the matter to be altered.

In particular, a plan may not be altered by the use of correction fluid or by rubbing, scraping or cutting the surface of the sheet on which the plan is drawn.

The Registrar General may require a sheet on which a plan is drawn to be replaced if, in the opinion of the Registrar General any alteration on the sheet will render it unsuitable for imaging.

Signatures or initials noting alterations by interlineation or the striking through of matter must be placed as near as practicable to the alteration by the person who prepared the plan and made the alteration.

In addition, the name of the person noting the alteration must be printed in cases where:

(a) the person initials an alteration; or

(b) the person notes an alteration by signature but the person’s name cannot be clearly ascertained.

The date of the alteration must be included.

9. Lodgment as annexure
If lodged as an annexure, a plan must be neatly and clearly drawn without colour or edging.

10. Paper
Each plan sheet must consist of white or off-white paper of an archival quality, or some other medium approved by the Registrar General.

11. Plan drawn
A plan must be drawn on only one side of a plan sheet and must be drawn on a matt surface.

12. Plan sheet
Each plan sheet must be free from discolouration, blemishes and creases.

13. **Sheet dimensions**
Each plan sheet must be 297mm in length by 210mm in width (standard A4) and have clear margins of at least 10mm on each side and at the top and bottom.

14. **Plan endorsed on dealing or caveat**
If a plan is endorsed on a dealing or caveat, it must be drawn in such a manner that the lines and notation of the plan do not obscure or interfere with any writing or printing on the dealing or caveat.

15. **Original plan not available**
Where the original plan is not available, an annexed plan may be a reproduction prepared by means of a photographic or similar process approved by the Registrar General and, if so prepared:

(a) must comply with items 1-14;

(b) must contain only printing that is permanent and legible with a dense black image free from excessive background;

(c) must be so prepared that the process does not affect the quality of the paper; and

(d) must be authenticated by original signatures.

16. **Plans annexed to dealings**
Plans annexed to dealings must be compiled plans and not plans of survey except with the consent of the Registrar General.

17. **Registered plan not to be annexed**
A registered plan must not be annexed to a dealing or caveat.

# Schedule 4 Requirements for plans annexed to leases of premises

**Note:** See Rule 6.3.

1. **Definition of premises**
   For the purposes of this Schedule, premises means a building or part of a building, unless the Registrar General approves otherwise.

2. **Identification of premises**
   A plan must identify the premises to which it relates.

3. **Whole of building premises**
   Premises that comprise the whole of a building may be defined by measurements in a plan.

4. **Part of building premises**
   Premises that comprise part of a building may be identified in a plan by showing the outer walls of the building and defining the leased area by reference to:
   (a) internal walls and fixtures; or
   (b) dimensions.

5. **Consistency with lease**
   The description of any premises shown in a plan must agree with the description of those premises shown in the lease.

6. **Reproduction**
   A plan must be drawn in a manner and to a scale that allows all details and notations to be clearly reproduced by the imaging processes used by the Registrar General.

7. **Clarity**
   A plan must be neatly and clearly drawn without colour or edging.

8. **Particulars**
   A plan must contain the following particulars:
   (a) the north point (which must be directed upwards);
   (b) if the Registrar General so requires, dimensional connections of the leased premises to the title boundaries;
   (c) a statement as to the floor level on which the premises are located, where appropriate;
   (d) sufficient information to define any proposed easement and its relationship to the boundaries of the affected parcel; and

(e) the signature of each person who has signed the lease to which the plan is annexed.

9. Length measurements
The lengths shown on a plan must be expressed in metres and not in any other unit of measurement of length (whether or not related to the metre), without the use of any symbol or abbreviation to represent the metre as the unit of measurement employed.

10. Area measurements
Area measurements shown on a plan must be expressed in square metres accompanied by the symbol “m2”.

11. Lettering
Unless the Registrar General otherwise approves, all words, letters, figures and symbols appearing on a plan:

(a) must be shown in capital letters (except as provided by item 10);

(b) must be open in formation and construction;

(c) must be drawn in an upright style; and

(d) must be in the English language.

12. Alterations
A plan may be altered only by, or with the authority of, the person who prepared the plan by striking through the matter to be altered.

In particular, a plan may not be altered by the use of correction fluid or by rubbing, scraping or cutting the surface of the sheet on which the plan is drawn.

The Registrar General may require a sheet on which a plan is drawn to be replaced if, in the opinion of the Registrar General, any alteration on the sheet will render it unsuitable for imaging.

Signatures or initials noting alterations by interlineation or the striking through of matter must be placed as near as practicable to the alteration by the person who prepared the plan and made the alteration.

In addition, the name of the person noting the alteration must be printed in cases where:

(a) the person initials an alteration; or

(b) the person notes an alteration by signature but the person’s name cannot be clearly ascertained.

The date of the alteration must be included.

13. Paper
Each plan sheet must consist of white or off-white paper of an archival quality, or some other medium approved by the Registrar General.

14. Plan drawn
A plan must be drawn on only one side of a plan sheet and must be drawn on a matt surface.

15. Plan sheet
Each plan sheet must be free from discolouration, blemishes and creases.

16. Sheet dimensions
Each plan sheet must be 297mm in length by 210mm in width (standard A4) and have clear margins of at least 10mm on each side and at the top and bottom.

17. Original plan not available
Where the original plan is not available, an annexed plan may be a reproduction prepared by means of a photographic or similar process approved by the Registrar General and, if so prepared:

(a) must comply with items 1–16;

(b) must contain only printing that is permanent and legible with a dense black image free from excessive background;

(c) must be so prepared that the process does not affect the quality of the paper; and

(d) must be authenticated by original signatures.

18. Plan annexed to lease
Plans annexed to leases must be compiled plans and not plans of survey except with the consent of the Registrar General.

19. Registered plan not to be annexed
A registered plan must not be annexed to a lease.

# Schedule 5 Requirements for lodging deposited plans

**Note:** See Rule 7.1.2.

1. **File type in which plan to be created**
   A plan must be created as an image in a PDF format, in the approved form.

   A plan comprising more than one sheet must be created as a multipage file.

2. **Numbering**
   Each plan sheet must be numbered consecutively.

3. **Margins**
   A margin of at least 10 millimetres must be left around the plan drawing area of each plan sheet.

   No printing, writing or other notation (other than directions or notations authorised by the Registrar General) must appear in, or extend into, the margin.

4. **Lettering**
   Unless the Registrar General otherwise approves, all words must be in the English language, and all letters, numbers and other symbols appearing on a plan must be in a font style that is:

   (a) dense and black in colour;

   (b) in upper case only (except as otherwise provided by this Schedule);

   (c) open in formation and construction; and

   (d) in an upright style.

   Unless the Registrar General otherwise approves or this Schedule provides otherwise, symbols may only be used for punctuation of text, and letters must be used instead of special symbols.

5. **Use of colouring and edging prohibited**
   Neither colouring nor edging are to be used on a plan sheet.

6. **Clarity of detail**
   The plan must be drawn to a scale and the image created in a manner that allows all details and notations to be capable of clear and high-resolution image capture and reproduction by the image capture processes employed by NSW LRS. NSW LRS may require a plan file to be resubmitted if, in the opinion of NSW LRS, the plan image does not comply with this clause.

7. **Alterations**
   A plan image must not be altered.

   Any alterations must be made to the relevant Computer Aided Drafting (CAD) software plan file and a new PDF image created and relodged.

8. Information to be included on plan sheets
Each plan sheet in a series of plan sheets must be numbered consecutively as part of the series (for example, the first and second sheets in a plan that is made up of 4 sheets must be numbered "Sheet 1 of 4 sheets" and "Sheet 2 of 4 sheets", respectively).

Each plan sheet must contain a north point (directed towards the top of the plan sheet) and must also specify the orientation to which the north point relates.

Any separate diagrams or tabulations of dimensions or marks used in an additional sheet must be shown on the sheet.

No information (other than the plan and any separate diagrams and tabulations of dimensions and marks relating to the plan) is to appear within the plan drawing area of a plan sheet.

9. Linear dimensions
Linear measurements must be expressed in metres, correct to 3 decimal places, without any accompanying symbol.

If a length of less than one metre is shown, the decimal point must be preceded by the numeral "0".

10. Area dimensions
Area measurements must be expressed as follows:

(a) areas of less than one hectare must be expressed in square metres, accompanied by the symbol "m2";

(b) areas of one hectare or more must be expressed in hectares (using not more than 4 significant figures), accompanied by the symbol "ha"; and

(c) areas of 10,000 hectares or more must be expressed in square kilometres, accompanied by the symbol "km2".

The total area of a parcel:

(a) must be shown within or related to the most significant part of the parcel; and

(b) must be the exact mathematical total of all the areas shown on the plan as being within that parcel.

11. Reduction ratio
There must be a statement on each sheet of the reduction ratio at which the plan is drawn.

12. Identification of adjoining land
The identity of all adjoining land must be shown current as at the date of lodgment.

13. Identification of new or proposed affecting interests
A plan must contain sufficient information to define the site of:

(a) any affecting interest that is intended to be created as a consequence of the registration of the plan;

(b) any easement or profit à prendre intended to be partially released as a consequence of the registration of the plan; and

(c) any proposed affecting interest, or proposed variation or partial release of an easement or profit à prendre; and

(d) where necessary, must also contain sufficient information to indicate the relationship of any such affecting interest to the boundaries of any affected parcel or lot.

If a proposed easement is in respect of an existing tunnel, pipe, conduit, wire or other similar object that is underground or is within or beneath an existing building, it is sufficient to indicate on the plan the approximate position of the easement.

14. Identification of existing affecting interests

A plan must:

(a) contain sufficient information to define the site, nature and origin of any existing affecting interest affecting a parcel; and

(b) wherever possible, show the relationship of the affecting interest to the boundaries of the parcel.

If an easement is in respect of an existing tunnel, pipe, conduit, wire or other similar object that is underground or is within or beneath an existing building, it is sufficient to indicate on the plan the approximate position of the easement.

In this clause, origin, in relation to an existing affecting interest means the Gazette reference or registration number of the instrument or plan by which the affecting interest was granted, reserved, notified or otherwise created.

15. Signatures not to appear

No signatures, initials or seals are to appear on the plan drawing sheets.

**Note:** All signatures and seals must be shown on the administration sheet.

# Schedule 6 (repealed)

# Schedule 7 (repealed)

# Schedule 8 Requirements for administration sheet lodged with deposited plans

**Note:** See Rule 7.2.2.

1. **Use of approved form**
   Any signatures, seals or certificates that cannot satisfactorily be shown on one sheet may be shown on one or more additional sheets in the approved form.

**Note:** An administration sheet is required by section 195A of the *Conveyancing Act 1919* to be in the approved form. The completed administration sheet must be lodged with and in the same manner as the plan.

**Note:** A schedule of street addresses, if available is required to be shown in the approved format on an administration sheet by section 61 of the *Surveying and Spatial Information Regulation 2024.*

2. **Image**
   The image must:
   (a) have a white or off white background;
   (b) (repealed);
   (c) be of a standard capable of clear and high-resolution image capture and reproduction; and
   (d) be a standard A4 size.

3. **Margins**
   The sheets used must have clear margins of not less than 10 mm on each side and top and bottom.
   No printing, writing or other notation (other than directions or notations authorised by the Registrar General or as otherwise provided for by this Schedule) must appear in, or extend into, the margin.

4. **Lettering**
   The text of an administration sheet must be clearly printed or written:
   (a) across the width of each panel on the sheet of paper used; and
   (b) on one side only of each sheet.
   All text must be at least 10 point (1.8mm) in size and be clear and legible and dense black in colour. The lines must not overlap. An image in which the typewritten characters blur or spread, or are liable to mark or damage an adjacent sheet, will not be accepted.

   Handwriting and any imprint of a seal must be clear and legible and in dense black in colour.

5. Alterations

(a) Subject to items 5(b) and (c), alterations may be made by striking through the matter intended to be altered or by interlineation and not by using correction fluid or digital white out. An alteration must be verified by the parties to the instrument.

(b) Any alteration made under item 5(a) to an administration sheet downloaded from NSW LRS Connect must be updated in the relevant plan workspace in NSW LRS Connect, so that the information in the PDF administration sheet and NSW LRS Connect matches at lodgment and any re-lodgment.

(c) Where an alteration made to an administration sheet under item 5(a) materially alters the form, the administration sheet must be re-downloaded and, where applicable, re-executed.

6. Verification of alterations

Signatures or initials verifying the alteration must be placed in the margin as near as practicable to the alteration.

7. Information to be included on multiple sheets

If the administration sheet comprises more than one sheet, each sheet other than the first sheet must repeat:

(a) the heading on the first sheet;

(b) if the administration sheet relates to a plan of subdivision — the subdivision certificate number and date of endorsement; and

(c) the surveyor's reference.

Each sheet must be numbered:

(a) sequentially in the top right hand corner of each sheet as "Sheet … of … sheets"; and

(b) separately from the drawing sheets.

# Schedule 9 Requirements for section 88B instruments

**Note:** See Rules 7.3.2 and 8.3.3.

1. **Text**
   The text of a section 88B instrument must be clearly printed or written:
   (a) across the width of each sheet of paper used; and
   (b) unless the Registrar General otherwise permits, on one side only of each sheet.

2. **Margins**
   The sheets used must have clear margins:
   (a) on the first sheet — of not less than 10 mm (on the left hand side), 10 mm (on the right hand side), 25 mm (at the top) and 10 mm (at the bottom); and
   (b) on each subsequent sheet — of not less than 10 mm (on the sides and top and bottom).

   No printing, writing or other notation (other than directions or notations authorised by the Registrar General) must appear in, or extend into, the margin.

3. **Image**
   The image must:
   (a) have a white or off white background;
   (b) (repealed);
   (c) be of a standard capable of clear and high-resolution image capture and reproduction; and
   (d) be a standard A4 size.

4. **Size of lettering**
   All text must be at least 10 point (1.8 mm) in size and be clear and legible and dense black or dense dark blue in colour. The lines must not overlap. An image in which the typewritten characters blur or spread, or are liable to mark or damage an adjacent sheet, will not be accepted.

5. **Legibility**
   Handwriting and any imprint of a seal must be clear and legible and in dense black ink or dense dark blue ink.

6. **Alterations**
   (a) Subject to items 6(b) and (c), alterations may be made by striking through the matter intended to be altered or by interlineation and not by using correction fluid or digital white out. An alteration must be verified by the parties to the instrument.
   (b) Any alteration made under item 6(a) to a section 88B instrument downloaded from NSW LRS Connect must be updated in the relevant plan workspace in NSW LRS Connect so that the

information in the PDF section 88B instrument and NSW LRS Connect matches at lodgment and any re-lodgment.

(c) Where an alteration made to a section 88B instrument under item 6(a) materially alters the form, the section 88B instrument must be re-downloaded and, where applicable, re-executed.

7. Verification of alterations
Signatures or initials verifying the alteration must be placed in the margin as near as practicable to the alteration.

8. Signatures
The final sheet must bear:

(a) in any case — the attested original signatures of the persons who appear to the Registrar General to be the owners, mortgagees, or covenant chargees of the land over which the easement, or in respect of which the restriction on the use of land, covenant or profit à prendre, is intended to be created;

(b) in the case of the creation of an easement referred to in section 88A of the *Conveyancing Act 1919* — the attested original signature of the prescribed authority in whose favour the easement is to be created;

(c) in the case of the creation of a restriction on the use of land, or a positive covenant, that is of a type that may be imposed under section 88BA, 88D or 88E of the *Conveyancing Act 1919* — the attested original signature of any prescribed authority in whose favour the restriction or positive covenant is to be created;

(d) in the case of the creation of a covenant intended to impose an obligation (however described) on a prescribed authority, or the owner of land that is not shown on the plan, to maintain or repair, or to contribute to the maintenance or repair of, the site of an easement — the attested original signature of the prescribed authority or owner;

(e) in the case of the release or partial release of a relevant interest:

(i) the attested original signatures of the persons who appear to the Registrar General to be the owners, mortgagees or covenant chargees of the land that has the benefit of the relevant interest; and

(ii) the attested original signature of any person whose consent is required to the release or partial release; and

(f) in any case – the capacity in which each signatory has signed.

9. Number of sheets
If the instrument comprises more than one sheet:

(a) each sheet other than the first sheet and the final sheet must repeat the heading on the first sheet and the plan identification appearing in Part 1 of the instrument;

(b) each sheet other than the signature sheet(s) must be signed by an attesting witness to the final sheet; and

(c) each sheet must be numbered sequentially in the top right hand corner of each sheet as "Sheet … of … sheets".

10. References to signatures

In this Schedule, a reference to a signature includes a reference to the affixing of a seal or any other method by which a corporation or prescribed authority executes an instrument.

# Schedule 10 Requirements for lodging strata plans

**Note:** See Rule 8.1.2.

1. **File type for plans**
   A plan must be created as an image in a PDF format in the approved form.

   A plan comprising more than one sheet must be created as a multipage file.

2. **Margins**
   No printing, writing or other notation (other than directions or notations authorised by the Registrar General) must appear in, or extend into, the margin.

3. **Lettering**
   All words must be in the English language, and all letters, figures and symbols appearing on a plan must be in a font style that is:

   (a) dense and black in colour;

   (b) in upper case only (except as otherwise provided by this Schedule);

   (c) open in formation and construction; and

   (d) in an upright style.

   Symbols may not be used except for the purposes of punctuation. The Registrar General may approve departures from this clause.

4. **Use of colouring and edging prohibited**
   Neither colouring nor edging are to be used on a plan sheet.

5. **Clarity of detail**
   The plan must be drawn to a scale and the image created in a manner that allows all details and notations to be capable of clear and high-resolution image capture and reproduction by the image capture processes employed by NSW LRS. NSW LRS may require a plan file to be resubmitted if, in the opinion of NSW LRS, the plan image does not comply with this clause.

6. **Alterations made to plans before registration**
   An alteration to a plan is to be made by creating a new version of the plan file and not by altering the version that was lodged.

   If an alteration to a plan affects a lot boundary or the area of a lot, authentication of the plan is required following the alteration by a duly authorised officer of a local council or an accredited certifier signing and dating the strata certificate.

   The Registrar General may require that a qualified valuer certify that the schedule of unit entitlement accurately reflects a plan following an alteration by signing and dating the valuer's certificate.

   The Registrar General may require the registered proprietor or any other person to authenticate a plan following an alteration by signing and dating the administration sheet.

7. Information to be included on plan sheets
Each plan sheet in a series of plan sheets must be numbered consecutively using whole numbers starting from the first sheet and show the total number of sheets in the series, for example, “Sheet 1 of 5 sheets”.

Each sheet of a location plan or floor plan must contain a north point that is directed towards the top of the sheet.

No information (other than the plan and any separate diagrams and tabulations of dimensions relating to the plan) is to appear within the plan drawing area of a plan sheet unless otherwise authorised by this Schedule.

8. Linear dimensions
Linear measurements must be expressed in metres (correct to 3 decimal places) without any accompanying symbol.

If a length of less than 1 metre is shown, the decimal point must be preceded by the numeral “0”.

9. Area dimensions
Area measurements must be expressed as follows:

(a) areas of less than 1 hectare must be expressed in square metres, accompanied by the symbol “m2”; and

(b) areas of 1 hectare or more must be expressed in hectares (using not more than 4 significant figures), accompanied by the symbol “ha”.

A statement may be added to the plan stating that all areas are approximate. The total area of a lot:

(a) must be shown within or relevant to the most significant part of the lot; and

(b) must be the exact mathematical total of the areas shown elsewhere in the plan within or relevant to the component parts of that lot.

10. Bearings and angles
Bearings must not be shown on any plan sheet unless they form part of permitted survey information.

Angular relationships must be established by linear dimensions and rectangular offsets only, and not by use of angular dimensions, except in the case of an angular dimension of 90 degrees, which must be shown as such.

11. Signature not to appear
The plan drawing sheets are not to show any signatures or seals unless otherwise authorised or required by these Lodgment Rules.

**Note:** Generally, signatures and seals must be shown on the administration sheet.

# Schedule 11 Location plans

**Note:** See Rule 8.2.

1. **Approved form**
   A location plan must be in the approved form.

2. **Whole of building location plan**
   A location plan for the whole of a building must show the following:
   (a) the parcel boundaries and the lengths of those boundaries;
   (b) the external limits of the building;
   (c) the external limits of any structural feature used in the plan to define lots;
   (d) the external limits of any lots or parts of lots that are within the parcel but not within the building (external lots); and
   (e) if any encroachment exists, sufficient information to indicate the nature and extent of the encroachment.

3. **Part of building location plan**
   A location plan for part of a building must show the following (using such elevations, sections, levels and planes as the Registrar General considers to be necessary):
   (a) the boundaries of the land occupied by the building and the lengths of those boundaries;
   (b) the external limits of the building;
   (c) the external limits of the part of the building to which the plan applies;
   (d) the parcel boundaries to the extent necessary to show the location of the following:
      (i) the part of the building to which the plan applies;
      (ii) any structural feature used in the plan to define lots; and
      (iii) any external lots; and
   (e) if any encroachment exists, sufficient information to indicate the nature and extent of the encroachment.

4. **Particulars**
   A location plan must also show the following:
   (a) the identity of all land that adjoins the parcel current as at the date of lodgment;
   (b) the street number of the building;
   (c) the number of floors or levels in the building;
   (d) the material from which the external walls of the building are constructed;
   (e) if the building is within 2 metres of a parcel boundary (but is not on the boundary), connections that accurately show the relationship of the boundary to the building; and

(f) if an external lot is within 2 metres of a parcel boundary (but is not on the boundary), connections that accurately show the relationship of the boundary to the structural feature used to define the external lot. These connections should correspond to those used on the floor plan that defines the lots.

5. Connections
All connections shown on a location plan must be referred to a stated surface of a floor, wall, ceiling or structural feature.

6. Reduction ratio
There must be a statement on each sheet of a location plan of the reduction ratio at which the plan is drawn.

7. Affecting interests
If an affecting interest affects a parcel, the location plan must:

(a) contain sufficient information to define the site and nature of the affecting interest;

(b) contain the registration number of the instrument or plan, or the Gazette reference, by which the interest was granted, reserved, notified or otherwise created; and

(c) wherever possible, show the relationship of the affecting interest to the boundaries of the parcel.

8. Existing or proposed easement
If an existing or proposed easement is in respect of an existing tunnel, pipe, conduit, wire or other similar object, which is underground or is within or beneath an existing building, it is sufficient to indicate on the location plan the approximate position of the easement.

9. Information relating to affecting interests
A location plan must contain sufficient information:

(a) to define the site of any affecting interest that is intended to be created (whether as a consequence of the registration of the plan or otherwise) and that affects common property, other than common property within a building; and

(b) to indicate, where necessary, the relationship of the affecting interest to the boundaries of any affected parcel or lot.

# Schedule 12 Floor Plans

**Note:** See Rule 8.2.

1. **Approved form**
   A floor plan must be in the approved form.

2. **Separate sheet**
   A floor plan must be on a separate sheet to the location plan.

3. **Particulars**
   A floor plan must:
   (a) show the boundaries of each lot and each part of a lot;
   (b) show the area of each lot and each part of a lot;
   (c) include a lot number for each lot and, if a lot has separate parts, clearly identify each of those parts;
   (d) show boundaries defined by walls or other structural features (structural boundaries) by the use of thick lines;
   (e) show other boundaries (line boundaries) by the use of thin lines and include sufficient connections from walls or other structural features to accurately show the location of those line boundaries;
   (f) if an upper or lower boundary of a lot or part of a lot is not limited by a structural feature — include statements sufficient to accurately indicate the location of that boundary;
   (g) include notations to clearly identify any encroachment that is designated for use with a lot; and
   (h) show all structures on a lot (other than a dividing fence within the meaning of the *Dividing Fences Act 1991*) that are outside a building and within 1 metre of the boundary of the lot and include notations to clearly identify whether each such structure is common property or part of the lot.

4. **Levels**
   A floor plan must show the lowest level to the highest level unless evidence is provided from an addressing authority approving the levels to be shown in a different manner.

5. **Boundaries and encroachments**
   A floor plan must not show the relationship of lot boundaries to parcel boundaries, except to the extent necessary to show any encroachments.

6. **Reduction ratio**
   There must be a statement on each sheet of a floor plan of the reduction ratio at which the plan is drawn.

7. **Sufficient information to define existing easements**
A floor plan may show sufficient information to define the site of an existing easement that is located within a building if the Registrar General agrees that the enjoyment of the easement would be reliant on its position being shown in such a manner.

8. **Sufficient information to define affecting interests**
A floor plan must contain sufficient information to define the site of:

   (a) any affecting interest intended to be created as a consequence of the registration of the plan that affects a lot in the plan or common property within a building; and

   (b) any proposed easement over a lot in the plan or common property within a building.

9. **Position of proposed easement**
If a proposed easement is in respect of an existing tunnel, pipe, conduit, wire or other similar object which, is underground or is within or beneath an existing building, it is sufficient to indicate on a floor plan the approximate position of the easement.

# Schedule 13 Requirements for administration sheet lodged with strata plans

**Note:** See Rule 8.3.2.

**Note:** An administration sheet must be in the approved form (see the definition of administration sheet in section 4(1) of the *Strata Schemes Development Act 2015*). All signatures and seals must be shown on the administration sheet. No signatures or seals are to appear on the plan drawing sheets. The completed administration sheet forms part of the plan and must be lodged with and in the same manner as the plan.

**Note:** A schedule of street addresses, if available, is required to be shown in the approved format on an administration sheet by section 61 of the *Surveying and Spatial Information Regulation 2024*.

1. **Use of approved form**
   Any signatures, seals or certificates that cannot satisfactorily be shown on one sheet may be shown on one or more additional sheets in an approved form.

2. **Image**
   The image must:
   (a) have a white or off white background
   (b) (repealed);
   (c) be of a standard capable of clear and high-resolution image capture and reproduction; and
   (d) be a standard A4 size.

3. **Clarity**
   Text must be clearly printed or written:
   (a) across the width of each panel on the sheet of paper used; and
   (b) on one side only of each sheet.
   Text or seals (other than directions or notations authorised by the Registrar General) must not extend into a margin.

4. **Alterations**
   (a) Subject to items 4(b) and (c), alterations may be made by striking through the matter intended to be altered or by interlineation. An alteration must be verified by the parties to the instrument.
   (b) Any alteration made under item 4(a) to an administration sheet downloaded from NSW LRS Connect must be updated in the relevant plan workspace in NSW LRS Connect so that the information in the PDF administration sheet and NSW LRS Connect matches at lodgment and any re-lodgment.
   (c) Where an alteration made to an administration sheet under item 4(a) materially alters the form, the administration sheet must be re-downloaded and, where applicable, re-executed.

5. **Verification of alterations**
   Signatures or initials verifying the alteration must be placed in the margin as near as practicable to the alteration.

6. **Information to be included on multiple sheets**
   If the administration sheet comprises more than one sheet, each sheet must be numbered consecutively using whole numbers starting from the first sheet and show the total number of sheets, for example, “Sheet 1 of 5 sheets”.

# Schedule 14 (repealed)

# Schedule 15 Lodgment requirements for Miscellaneous Dealing form

**Note:** See Rule 5.

1. **Preparation of instrument, dealing or caveat**
   The dealing or caveat referred to in Rule 5.1(a) must comply with Schedules 2, 3 and 4 as applicable.

   The instrument referred to in Rule 5.1(b) must comply with Rule 4.

2. **Creation of electronic file**
   The properly completed instrument, dealing or caveat must be an electronic file created in a format approved by the Registrar General.

   A document comprising more than 1 sheet must be created as a multipage file.

3. **Lodging procedure**
   The electronic file must be lodged together with the:

   (a) Miscellaneous Dealing form available in the Electronic Lodgment Network; and

   (b) Unless otherwise approved by NSW LRS, the Lodgment Rules exception form, which must indicate which reason has been selected for the lodgment of this form.

**Note:** The completed document(s) must be retained by the lodging party for a period of at least 7 years following the date of registration of the dealing (see Rule 6.6 of the NSW Participation Rules).

# Schedule 16 Lodgment requirements for Dealing with Exception form

**Note:** See Rule 10.

1. **Preparation of dealing or caveat**
   The dealing or caveat referred to in Rule 10.1 must comply with Schedules 2, 3 and 4 as applicable.

2. **Creation of electronic file**
   The properly completed dealing or caveat must be an electronic file created in a format approved by the Registrar General.

   A document comprising more than 1 sheet must be created as a multipage file.

3. **Lodging procedure**
   The electronic file must be lodged together with the:

   (a) Dealing with Exception dealing form available in the Electronic Lodgment Network; and

   (b) Unless otherwise approved by NSW LRS, the Lodgment Rules exception form, which must indicate which reason has been selected for lodgment of this form.

**Note:** The completed document(s) must be retained by the lodging party for a period of at least 7 years following the date of registration of the dealing (see Rule 6.6 of the NSW Participation Rules).

# Schedule 17 Requirements for making alterations to dealings, caveats and instruments lodged in electronic form in the Torrens Register

**Note:** See Rule 11.

1. **Lodgment procedure**
   The standard of the electronic file received by the Registrar General must be acceptable to the Registrar General.

   The document must be submitted through the channel approved by the Registrar General, together with all required attachments.

**Note:** The completed document(s) and all evidence must be retained by the lodging party for a period of at least 7 years following the date of registration of the dealing (see Rule 6.6 of NSW Participation Rules).

2. **Making alterations to electronic dealings procedure**
   A Dealing, caveat or instrument that requires a minor alteration after a requisition has been received will be required to be altered and re-submitted.

   Alterations must be made by striking through the matter intended to be altered and not by rubbing, scraping or cutting the surface of the paper or by using correction fluid.

   Signatures or initials noting alterations by interlineation or the striking through of matter must be placed in the margin as near as practicable to the alteration.

   In addition, the name of the person noting the alteration must be printed in cases where:

   (a) the person initials an alteration; or

   (b) the person notes an alteration by signature, but the person's name cannot be clearly ascertained.

   The date of the alteration must be included.

# Schedule 18 Requirements for lodging digital LandXML files with plans

**Note:** See Rule 7.1.2(b).

**Note:** This Schedule 18 takes effect on a date that is at least 20 business days after the date on which notice of its commencement is published in the Gazette.

1. A plan completed and signed by a registered surveyor:
   (a) on and from [date to be determined], must be lodged with a digital LandXML file in the approved format that includes the following data:
      (i) new lots;
      (ii) new roads;
      (iii) survey connections; and
      (iv) control marks and connections to them;
   (b) on and from [date to be determined], must be lodged with a digital LandXML file in the approved format that includes the following data:
      (i) all data listed at item 1(a) above; and
      (ii) all survey marks, such as reference and boundary marks;

      unless the plan meets an exception outlined in the Lodgment Rules exception list.

Not commenced

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