**Check List for New Lodgement**

**Plan Assessment Unit**

1. **DTCP:**
   1. **Valid Scheme Plan & Condition**
   2. **Approved Scheme Plan & Condition**
   3. **Clearance Letter from Local Authority/ City Council and other relevance Authority (FRA, WAF, FEA,NFA)**
2. **Endorsement on plan:**
   1. **Director of Lands Signature**
   2. **iTLTB Signature**
   3. **Proprietor and Witness column Sign & Dated.**
3. **Survey Instruction**
4. **FRA Clearance Letter**
5. **Survey Report on Company letterhead**
6. **Field notes**
7. **Area Calculation sheet**
8. **Coordinate Sheet**
9. **Creek offset Sheet**
10. **Exemption letter.(if no FMG coordinates)**
11. **Instrument Calibration Report from Control Office**

**NOTE: IF ANYONE OF THE ABOVE IS MISSING THEN THE PLAN WILL BE UNACCEPTABLE.**