SECTION 3 - SURVEY INFORMATION SOURCES

3.1 Central Plan Office

The Central Plan Office, located at 2A Treasury Place Melbourne 3002, is open to the public in the afternoon of normal working days.

All types of survey information and historical land information is available.

3.1.1 Survey Co-ordination

All surveyors. Departments, statutory authorities and Municipal Councils have responsibilities under the Survey Co-ordination Act, 1958 and Regulations subordinate to that Act. The following Sections list some of the requirements which must be observed.

3.1.1.1 Notice of Intention to Commence New Surveys

Section 5 of the Survey Co-ordination Act 1958 requires all Departments and public authorities to provide the Surveyor-General with notification of the intention to commence new surveys.

In practice, this notification is usually accompanied by a request for survey information relevant to the survey in question, or it may take the form of an application for information only. These latter applications are deemed to be Notice of Intention as required under the Survey Co-ordination Act 1958.

3.1.1.2 Provision of Survey Information by CPO

In addition to information provided to Departments and public authorities, the same information service is available for other surveys to be commenced. Surveyors should avail themselves of these resources at all times.

The CPO has an extensive microfilm library and can supply copies of current and historic parish plans, Crown survey plans and field notes and plans and field notes, from VicRoads and the Rural Water Commission.

Applications for information can be made by mail, telephone or facsimile; search fees, copying charges and handling costs are applicable. Search fees do not apply if the information required can be identified by the applicant.

Alternatively, information can be supplied by professional searchers who regularly search in the CPO.

Searches are routinely made for all relevant survey information back to 1890, but searches are carried out prior to that date if required. This earlier information is normally only relevant in the case of river traverses, where the Crown Grant was issued to the bank of the stream without showing dimensions.

All relevant survey plans and field notes, permanent mark sketch plans, co-ordinates, AMG bearings and AHD levels are supplied to the applicant. Each applicant may also approach other authorities such as the Land Tides Office (LTO), VicRoads, Rural Water Commission (RWC), Melbourne and Metropolitan Board of Works (MMBW), Municipal Councils and other sources of information.

3.1.1.3 Permanent Marks

The Geodetic Computing Section registers each permanent mark on receipt of a Permanent Mark Sketch Plan, (see Section 5.5). Notations are recorded on the plan if an AHD height and AMG co-ordinates are available. The origin of each should be stated.

Although generally the number is issued at registration, a block of numbers may be allocated for a project upon request.

If a permanent mark is inadequately connected to current surrounding features, or is later connected to a level network or State Control Traverse, a Supplementary Permanent Mark Sketch Plan, (see Section 5.6) should be prepared and registered under the same number.

To enable easier noting on survey plans, each surveyor places approximate AMG co-ordinates on the face of the sketch plan. These are intended for computer searching in an automated register.

3.1.1.4 Destruction or Movement of Permanent Marks

All surveyors have a responsibility under the Survey Co-ordination Act 1958 to report to the Surveyor-General any destruction or movement of any permanent marks they encounter. The details of the report required are set out in Schedule F of the Survey Co-ordination (Surveys) Regulations 1992.

3.1.1.5 Preservation of Survey Marks

In past years, heavy losses of permanent marks have occurred when underground cable laying and other works have taken place. Penalties for destruction of permanent marks are prescribed in the Survey Co-ordination Act 1958, but it is preferable that construction authorities and private contractors make suitable arrangements with the CPO for the provision of information prior to construction work being carried out, concerning permanent marks in the vicinity of the project and for the replacement of any marks which may be disturbed or destroyed.

Working arrangements of this nature already exist with some authorities, and a similar arrangement exists with most Municipal Councils.

In cases where disturbance or destruction of permanent marks is unavoidable, Survey and Mapping Victoria will replace and provide new height and co-ordinate values based on the information available for the permanent mark to be replaced.

In inner suburban areas where new kerb and channelling is to be carried out, or large brick corner buildings are to be demolished, local councils advise the CPO, who then make arrangements for departmental surveyors to place a permanent mark and accurately locate the building corner and kerb for the preservation of alignments.

3.1.1.6 Notice of Having Re-established a Parcel

Much valuable survey work is performed by licensed surveyors of purposes which do not entail lodging of
survey documents in the public record. Regulation 29 of the Surveyors (Cadastral Surveys) Regulation 1985, provides that having re-established part or the whole of a parcel of land, a licensed surveyor shall give notice to the Surveyor-General. The form of notice is shown in Fig. 3.1.

This notification system enables any interested party to contact the licensed surveyor who made such a survey.

### 3.1.1.7 Co-ordinated Survey Marks

When sufficient permanent marks have been established in an area for the purpose of establishing a local traverse, the area is gazetted as a Proclaimed Survey Area. See Section 4. Prior to the proclamation of an area, the Geodetic Computing Section may have received data on co-ordinated survey marks from sources such as State Control Traverses, VicRoads control networks, and control traverses for engineering constructions such as gas pipelines or large subdivisions. All records of these areas are kept in the CPO and data is issued as survey information to assist in keeping all surveys on the one datum.

### 3.1.2 Central Plan Register

The Survey Co-ordination Act, 1940, provided for the establishment of a Central Plan Register. This was the first serious attempt within the State to provide a centralized service for the collection, recording and retrieval of maps and plans produced in the course of development of the State's resources.

This Register was envisaged as one of the important keystones in survey co-ordination, aimed at providing a much improved information service, and avoiding duplication of work.

Under the overall supervision of the Surveyor-General, this Central Plan Register was to be maintained in the Central Plan Office.

This was a brave concept, but it was not long before the supply of plans was far exceeding the capacity of the CPO to register and store.

Since 1870, a Departmental Plan Register has operated which records information pertinent to all alienated Crown allotments. The identifier has been based on Crown descriptions of allotment and parish. This system has inherent difficulties in providing ready identifiers for many types of plans submitted from outside the Department, such as engineering surveys and much of the material emanating from the Land Titles Office.

All State aerial photography negatives and prints, which were previously in the CPO can now be obtained from VicIMAGE, 3 Treasury Place Melbourne 3002.

Reform of the system has been under scrutiny for some years, involving the introduction of AMG in 1966, consideration of the application of microfilm, varying forms of computer technology, and more recently, the complexities of LANDATA. Microfilm has been used extensively, and computer based records are being implemented as resources permit.

The master plan for an automated register has determined that the Central Plan Register will operate in 3 modules:

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**Fig. 3.1**

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**Fig. 3.1**
(a) Aerial Photography Module

The Register of Aerial Photography comprises a State wide inventory of survey vertical aerial photography which provides a single inquiry system for determining the existence of aerial photography which may be held by any one of a number of organisations.

(b) Map and Plan Module

The Register of Maps and Plans provides a comprehensive inventory of maps and plans for sale or inspection in the Central Plan Office, as well as registered plans produced by other authorities. The register is well advanced, with the Prime Rectangle section containing details in excess of 11 000 maps, and operating as an on-line terminal based system.

Maps included in the register will be:
- Maps on sale at the Map Sales Centre
- Historical maps held in the CPO
- Current maps held in the CPO
- Maps and plans lodged in the CPO by other authorities under various Acts
- Maps produced by other authorities but not held in the CPO.

(c) Cadastral Plans and Field Notes Module

The Register of Cadastral Plans and Field Notes provides a reference to cadastral surveys in Victoria and includes reference to cadastral information produced and held by other Departments and authorities.

A limited on-line inquiry service is now available in the CPO for all surveys performed since 1940 by Survey and Mapping Victoria and the Forests Division (formerly Forest Commission of Victoria).

3.1.3 Survey Mark Register

The Register of Survey Marks, located in the CPO, will consist of a computer-based system inquiry system for all significant survey marks, complemented by a series of index diagrams and locality sketches. The Register will be an expansion of existing computerized survey mark registers which are:
- Trigonometric Station Register
- Survey Co-ordination Mark Register
- Bench Mark Register
- Significant marks established by other organizations
- Uncoordinated Permanent Survey Marks.

3.1.4 Microfilm Service

The CPO provides a microfilm reading and copying service of all plans (current, put away, historical) and fieldnotes held in the CPO.

3.1.5 Information Sources

3.1.5.1 Central Plan Office

Before commencing a survey, surveyors should obtain all relevant information. The CPO holds a wealth of information for a wide range of survey requirements, as follows:
- Survey plans, field notes and abstracts of field notes
- Permanent Mark Sketch Plans
- Supplementary Permanent Mark Sketch Plans
- Trigonometric information (Station Summaries, Trig. overlays and Trig. Register)
- AMG co-ordinates and/or AHD heights of permanent marks
- Current Record Plans (Parish and Township Plans)
- Put Away Plans (Superseded Record Plans)
- Proclaimed Survey Areas
- Register of Place Names
- Mapping Programmes (Departments and statutory authorities)
- Historical and explorers plans relative to coastline and internal exploration and settlement.

Plan User Notes

(a) Current Record Plans

These are the record plans of the Parishes and Townships held in the Central Plan Office which are in current use.

The function of these plans is broadly twofold:
(i) to portray the freehold land as it was alienated from the Crown by the issue of Crown Grants for allotments;
(ii) To indicate the current status and parcellation of Crown land.

The use of parcel identifiers (allotments, section, etc) for both freehold and Crown land allotments within Parishes and Townships is known as "Crown Description".

Freehold allotments are normally distinguishable by the presence of the Grantee name and a date of sale or of grant. However, some allotments alienated in fee simple prior to 1860 may not show a date. Church Reserves with the annotation "Act 391" are in fact freehold having been bought under the provisions of that Act (Abolition of State Aid to Religion Act 1870) whereby a Certificate of Title is issued to the Trustees. Roads closed under provisions of the Local Government Act and the Transport Act are automatically brought under the Transfer of Land Act and a Certificate of Title may exist for the closed portion.

Crown land, being all land the property of the State not held in fee simple, can have a variety of status such as: reserved by Order-in-Council and gazettel; vested under the provisions of an Act of Parliament; Crown lease. Government Road or simply unreserved Crown land. Crown land dealings involve
served Crown land. Crown land dealings involve the change of status and/or parcel boundaries and these are shown on the current record plans.

Generally, the status and extent of Crown land parcels will be self-evident on the plans, however, in the case of some roads and reserves along streams, lakes and coastlines some investigations may be necessary. The 1881 permanent reservations along certain waterways are recorded on the plans by a general notation but only the Crown land existing at that time is affected by the reservation. A general listing of these reservations is included in the Township and Parish Guide.

All areas of Crown land have been allocated an allotment number which is recorded on the current record plan and in the Department of Conservation and Environment computer file (LIMS).

(b) Put Away Plans
In addition to survey plans, put away plans comprise the chain of record plans for each Parish or Township. A record plan is in essence a compiled plan bringing together the various survey plans and recording the issue of Crown Grants and Crown land dealings generally.

The original "masters" (known as manuscripts) were updated from time to time and new editions printed. The new edition became the current record plan and the previous one became 'put away'. The history of dealings with any particular area can therefore be traced back through the chain of put away plans.

(c) Survey Plans
As well as the numerical series of Original Plans (OP’s) and Certified Plans (CP’s), there are numerous survey plans held as "put away" plans in the CPO; field notes may be available.

Most of these plans record subdivisions of Crown land for the purpose of alienation. Others include river and coast surveys and road surveys.

Normally, apart from their occasional value as additional sources of information for survey relocation purposes, these plans would not need to be searched as information relevant to Crown Grants, Crown reserves, roads, etc. should have been carried forward onto the record plans of the particular Parish or Township.

However, in some circumstances, reference to put away plans may be necessary for the following reasons:
- to determine details that have become indistinct or are ambiguous on the record plans
- where a large misclosure occurs using the record plan figures
- to determine the existence and extent of road abutments and road widths
- to determine survey connections across streams or through Crown land generally
- to determine the position of streams and coastlines at the time of survey.

In the case of metric record plans, put away plan numbers are listed for each allotment in the separate schedule accompanying each such parish or township plan. On non-metric record plans some such numbers are shown on the face of the plan but the extent to which they are relevant may not be obvious. In such cases, reference to the plan register in the CPO would be necessary to find the relevant plan or plans.

In interpreting the relevance of any particular put away survey plan consideration needs to be given to any other plan of the same area. Where there are plans of different dates showing the same allotment or allotments an understanding of the system used to record the dealings with the land is necessary to establish the plan most relevant to a particular purpose, e.g. the plan on which a Crown Grant was based.

3.1.5.2 VicIMAGE
- Vertical Aerial Photography - Statewide coverage at scales from approx. 1:10 000 to 1:80000. Contact print, diapositives and enlargements available in black and white or colour.
- Oblique Aerial Photography - Coverage limits.
- Satellite Imagery and Data.
- Certification of maps, plans and aerial photography for Court actions and Appeals Tribunals.
- Key diagrams of all available photography mapped onto 1:100 000 maps.
- Colour laser copies of aerial photography available on the spot.
- Photomaps and Orthophotomaps covering selected parts of Victoria from various periods. Copies available either as dyeline or photographic print depending on original.
- Geological and Mining Reports - Unpublished reports and other open file reports, viz. Expired Exploration Licence Reports, etc.

Note: Commonwealth aerial photography extending back to the early 1930s is available over parts of Victoria. Inquiries concerning this photography should be initiated through Auslig, 280 Thomas Street, Dandenong, Victoria 3175.

3.1.5.3 Information Victoria Mapshop
Items listed below are available for information and purchase as appropriate:
- County plans.
- Topographic Maps.
VICTORIA - Reference should be made to MAP LIST - a Catalogue of Victorian Maps produced by Survey & Mapping Victoria and available free of charge from the Mapshop.

NEW SOUTH WALES - Produced by Central Mapping Authority, N.S.W.

TASMANIA (TASMAP) - Produced by Department of Lands, Tasmania.

AUSTRALIA (AUSLIG) - Produced by the Commonwealth Government.

- Geographic, Topographic & Resources Maps - medium and small scales: Produced by Victorian and Commonwealth sources.
- Geological Maps - State only.
- Forestry Maps - State only.
- Electoral Maps - State only.
- VicRoads Maps - Administrative Series.
- Miscellaneous Maps - Maps of Victoria showing counties, parishes, municipal boundaries, prime rectangles, topographic map indexes and other features.

- Other Publications
  Register of Place Names in Victoria.

3.2 Office of Titles, Registrar-General's Office and LANDATA
The Office of Titles (business name Land Titles Office) and Registrar-General's Office form part of the Attorney General's Department.

The Registrar of Titles as statutory head of the Office of Titles, has the responsibility for the registration of interests in all lands held under the operation of the Transfer of Land Act 1958.

As Registrar-General, the responsibility also extends to the acceptance of documents relating to transactions with lands alienated prior to October 1862, and not brought under the operation of the Transfer of Land Act 1958. This is General Law land.

LANDATA is part of the Ministry of Finance and is a Government project designed to create a co-ordinated system of storing and providing information on computer about all land in Victoria. LANDATA has established information exchange with various Government agencies and works in close co-operation with the Office of Titles in providing the LANDATA Public Enquiry Service.

3.2.1. New Systems in the Office of Titles

3.2.1.1. Background
The Office of Titles is responsible for maintaining a register of land ownership in Victoria. Its three main services are processing and registration of dealings on titles (e.g. transfer of ownership, registration of mortgage), conducting "searches" of the register, and registration of new plans of subdivision.

The office processes up to 15 000 dealings and 15 000 searches per week. The office has a mini computer system that keeps track of activity on unregistered dealings (URDS). This system has been in operation since 1984.

The office also supports a number of databases on title-related information e.g. reference number, address and owner name on a mainframe computer. Information from these databases is available for inquiry using the LANDATA Public Enquiry Service.

The Titles Register is currently a paper register and all titles and plans are kept in paper form for registration purposes. Some documents are maintained in computer form for search purposes. Registration of a dealing results in an update to the paper title and a subsequent update to computer records.

3.2.1.2 Automated Land Titles System (ALTS)
The major development project within the Office of Titles is the Automated Land Titles System (ALTS). It will result in the conversion of the information held on the paper register into a relational database (for textual, dynamic data) or an optical disc imaging system (graphical, stable data).

A number of ALTS projects have already been implemented. A computer search system was introduced in 1989. To facilitate this system, a section of the register was converted to computer form. In 1991 the search service was extended to provide remote searches to customers' offices via the LANDATA network. Approximately 13% of the total register is now (April 1992) in computer form and is available for search. In 1990 an imaging system was installed and now holds images of over 30 000 plans.

3.2.1.3 ALTS Goals
The current major goal within ALTS is the development of the first phase of the registration system. At the end of this phase ALTS will be able to accept dealings for lodgement, track their location, allocate identifying references, maintain complex links between dealings affecting common documents, and record the issue of documents to customers at the completion of the registration process. It will also maintain a customer file and a file of all persons who are involved in registration, and will provide an extended number of computer searches to remote and local users.

3.2.1.4 Plan Based Diagram System (PBDS)
New Certificates of Title will issue without title diagrams upon approval/registration/filing of:
• Plan of Subdivision LP 215001 and all later plans of subdivision sealed under the provisions of Local Government Act 1958;
• Plans of Subdivision certified under the Subdivision Act 1988;
• Plans of Consolidation sealed under the provisions of the Local Government Act 1958;
• Plans of Consolidation certified under the Subdivision Act 1988;
• Compiled plans called Title Plans.

A Register Search of a plan based title results in a copy of both the title and plan being supplied. Searches of some plan based titles are now provided by computer (see section 3.2.1.6)

The introduction of the system required four new plan concepts:
• A Master Plan;
• A Plan Edition Number;
• A Plan Modification Table;
• A Title Plan Series.

These concepts have been introduced to accommodate alterations or modifications to approved plans (e.g. re-subdivision, easement removal etc.) A Title Plan was initially prepared following the lodgement of a Plan for Transfer Purposes sealed or certified pursuant to Section 569D(3A) of the Local Government Act 1958 in support of a transfer of part of the land in a Plan Based Title. The Title Plan concept has recently been expanded to include the parcellation of former roads and reserves discontinued pursuant to the Local Government Act 1958.

3.2.1.5. The Imaging System

Upon approval/registration of Plans of Subdivision and Plans of Consolidation the plans concerned are put through an optical scanning machine to enable the plans to be displayed on computer terminals.

The plans entered into the system are:
• Plans of Subdivision commencing at LP 215001;
• Plans of Subdivision in the Subdivision Act series commencing at PS 300001C;
• All Plans of Consolidation (both series);
• A new series of compiled plans called Title Plans;

Plans are entered into the system after approval/registration within 2 days after referral to the Reprographics Section. Terminals have been provided in the Plan Room for the public to view plans.

By entering the number of a plan into the keyboard the plan will be displayed on the screen of a graphics terminal. Scrolling facilities are also available to enable the display to move to other pages of the plan.

Prints of plans held in the system are produced by staff from a high quality laser printer.

The following items identify the approved/registered status of a plan printed from the system:
• The first page of the plan shows an edition number which is incremented when the plan is updated;
• The first page of Subdivision Act plans and Title Plans carries a signature of an Assistant Registrar of Titles identifying the plan as having been approved, registered or compiled;
• Status information is printed at the foot of each page of the plan such as PS305609G, Edition 1 Page 2 of 2, Printed 17 Feb. 1992, 02:18 pm. Customer Code 1W, Print Number FILREQ999.

(Note: Plans can be printed through either of 2 computer systems one of which does not print a reference for the customer code).

3.2.1.6. Computer Title

The Office of Titles is currently computerising all title records as part of the development of the Automated Land Titles Systems (ALTS). At present, information from approximately 305 000 titles is available to be searched. The titles available are in the range above Vol.8691 and include:
• Most strata titles;
• A large proportion of plan based titles with number greater than Vol.10040 Fol.OOl.

Most new titles issuing from plans of subdivision are now being computerised as they are produced.

The quickest method of searching titles from the computer system is to use the Remote Search System available from the LANDATA Public Enquiry System, but the system is also available in the Office of Titles and at Land Information Centres.

A screen function and hard copy listing will provide information whether a title is available for search on the computer.

In replacing the paper title the following arrangements are now applied:
• The option to be provided with a copy of a paper title does not exist where that title is available for search on the computer;
• Current information only is provided on the search statement.

3.2.2. Survey Information in the Office of Titles

The Office of Titles has for 100 or more years examined and filed survey information for cadastral surveys made for purposes such as subdivision, amendment of title, adverse possession, the conversion of General Law land to operate under the Transfer of Land Act 1958 etc.

This information is regularly perused by the staff and public for the purpose of locating title boundaries.

3.2.3. Accessing Survey Information in the Office of Titles

Inquiries for all survey records should be made at 456 Lonsdale Street, Melbourne. The Plan Room holds:
• Microfiche of base record plans which indicate the location of registered survey information;
• Microfiche of Plans of Strata Subdivision;
• Plans of Subdivision (Old Type Plans commencing at LP215001 are held in the Imaging System and all new style plans);
• Plans of Consolidation (All of both types are held in the Imaging System);
• Plans of Cluster Subdivision;
• Titles Plans (A series of plans) compiled by the office and held in the Imaging System;
• Parcel identification plans (Parcels Index and Index Plans);
• Miscellaneous plans, closer settlement plans etc.
• Originals of most of the plans itemized above (off site).

The Survey Records Section holds:
• All abstracts of field notes;
• Plans related to various completed applications under the Transfer of Land Act 1958;
• Road Alignment Plans.
The searched information is available in the form of:
• Microfilm copies of the relevant parts of the base record plans (i.e. Parish and Township plans and compiled sheets);
• Duplicate microfiche of base record plans;
• Dyeline copies of any plan for which an original transparency has been lodged;
• Photo copies of any information.

NOTE: A fee is chargeable for copying services.

3.2.4. Other Data Held in the Office of Titles

Besides the registered survey information and current title information held in the Office of Titles, the surveyor can find useful information from:
• Adjacent and parent Certificates of Title;
• Diagrams on registered transfer dealings;
• Unregistered survey documents attached to transfer dealings (very infrequently however);
• Road closures, exchanges etc;
• Records of Certificates of Correction and Adjustment;
• Street names and public highways.

3.2.5. Searching a Certificate of Title or Crown Grant

After the purchase of a Search Permit, the procedure to be adopted for searching a Certificate of Title or Crown Grant depends on the information available and may be summarized as follows:

CASE A - Current Volume and Folio Numbers Known
• These references should be entered together with the applicant's name and address on the search permit which should be presented to a search entry clerk, (VDU operator).

CASE B - Other Information Known

Known information consists of one of the following:
• Superseded Volume and Folio numbers;
• Crown description;
• Lot/Plan References;
• Name of Registered Proprietor;
• Address of the property;
• Number of application bringing land under the operation of the Transfer of Land Act 1958.

The relevant information is to be taken to the Inquiries Office in the Public Search Area, so that a "Present Owner Search" can be organized.

CASE C-No Reference but Land can be Identified on a Plan

Refer to the Plan Room to ascertain from the plan records, information suitable to enable procedure to be adopted as in Case A or Case B.

3.2.6. Information in the Registrar-General's Office

While there are difficulties in searching and interpreting General Law records, they are often useful to a surveyor in providing dimensions for areas not under the Transfer of Land Act 1958.

Sources of information include:
• General Law search clerk's plans (compiled from memorials of subdivisional conveyances);
• Enrolments of Crown Grants;
• Conveyances;
• Deposited General Law Subdivision Plans.

3.2.6.1. Searching Conveyances

Section 6 of the Property Law Act 1958 enables, but does not require, a memorial setting out the main facts of a conveyance to be lodged and registered at the Registrar-General's Office. Registration does not confer any validity on a conveyance, but it does confer priority over dealings subsequently registered, as well as those not registered at all.

• For a paper title
A "Search Statement" will be supplied and this will indicate whether the document will be supplied or whether it is attached to a dealing. It will also list all unregistered dealings which affect the search document and their location.

The document, together with a copy, will be supplied to the customer in the Public Search Area, except of course that the customer will need to seek out any unregistered dealing as set out on the search statement.
• For a title available for each on the computer
A "Computer Search Statement" will be supplied showing title details identical to the current details on a paper title but presented in a slightly different format.

The customer will need to obtain a Final Search Statement to ascertain the existence of any unregistered dealing.
The memorials are bound into volumes in the order in which they were registered. 1000 memorials make up a book. A Vendor's Index exists with a separate page (or pages) for every individual or company who has registered dealings with Victorian General Law land. The entry in the Vendors' Index includes the name of the other party to the conveyance, the Crown description of the land, and the book and page number of the memorial. There are several successive indexes to the Vendors' Index. In each, vendors are listed in alphabetical order with reference to the book and page of the Vendors' Index.

3.2.6.2. Crown Grants
Every Crown Grant made prior to 2 October 1862 has a facsimile of the original Crown Grant filed at the Registrar-General's Office. A numerical series covers the years 1838 to 1858. Other numerical series exist for each year to 1862; one for 1859, two for 1860, three for 1861 and five for 1862. Each series has an alphabetical index of Crown Grantees.

3.2.6.3. Key Information
The records are based on the names of Crown grantees, and in the case of any subsequently memorialized sale or mortgage, vendors and mortgagors. In the case of a search against a specific parcel, and in the absence of a book and page reference, or the name of a prior owner, the key information when requesting a search is therefore:

- The full Crown description;
- The name of the Crown grantee;
- The date of the Crown Grant;
- Connecting distances in links when part of a Crown Grant is required. (A diagram can greatly assist searching).

NOTE: The searching of General Law records is complicated and the use of professional searchers is recommended.

3.2.6.4. Ownership
Every link in the chain of conveyances from the Crown to the current deed holder must be carefully checked to establish ownership. Searches should also be made for executions by an order of a court, *lis pendens* relating to pending litigation, debts to the Crown, as well as bankruptcy and insolvency. It is recommended that a solicitor experienced in general law be engaged to gain an authoritative opinion as to who has what interest in a parcel of General Law land.

3.2.7. Survey Co-ordination
The Surveyor and Chief Draughtsman in the Office of Titles is designated also as the Titles Office Survey Officer in accordance with the provisions of the *Survey Co-ordination Act* 1958. Through this office, co-operation is given to the Surveyor-General by the:

- Supply of details of surveys connected to Permanent Marks;
- Charting of Proclaimed Survey Areas on base record plans.

3.3. Melbourne Water
Melbourne Water, formerly the Melbourne and Metropolitan Board of Works, has a wealth of information assembled over a period exceeding 100 years and covers the area of responsibility outlined in Section 8, Figure 8.4. The area was significantly increased in 1991 with the merging of the Board of Works, Momenting Peninsula and District Water Board, Dandenong Valley and Western Port Authority and several other Water Boards.

Information held in each of the three Regional Offices comprises engineering, cadastral and control surveys. A number of surveys apart from those lodged at the Land Titles Office or CPO and considered of value for re-establishment of title boundaries, are also available for inspection.

3.4. Melbourne City Council
The Land Survey Branch of the Engineering Services Division of the Melbourne City Council, has been active throughout this century in the fixing of survey alignments of street and lanes under the Council's control.

Extensive records giving comprehensive histories of alignments with their relationships to occupation and kerbs have been compiled throughout the years.

The Council recommends that surveyors undertaking cadastral surveys within its boundaries should, prior to the commencement of fieldwork, request from the Council, at minimal costs to themselves a survey diagram/quotation prepared and examined by Council's licensed surveyors showing Council's relevant street and lane alignments.

Land Titles Office staff liaise with Council's licensed surveyors in regard to relevant survey applications lodged with that office and survey based plans submitted for certification under the *Subdivision Act* 1988 must accord with Council's road alignments and be based on a recent survey alignment diagram/quotation from the Land Survey Branch.

3.5. VicRoads
The central point of distribution for cadastral and photogrammetric survey data (other than plans subsequently approved by the Land Titles Office) is the Survey Information Centre, 5th floor, 89 High Street, Kew (Postal address VicRoads, 60 Denmark Street, Kew 3101: phone 8602466: Fax 8623537). VicRoads plans approved by the Land Titles Office must be obtained from
that Office). Information is available from the Survey Information Centre in the following general categories:
- Parish and Township plans charted with VicRoads cadastral and control survey information and Declared Road systems.
- Plans, field notes and abstract of field notes of surveys other than Land Titles Office approved plans.
- Project mapping at 1:2500 and 1:1000 based on aerial and/or terrestrial photography. Some 1:500 mapping in urban areas.

Above information is also available for the local areas from VicRoads operations offices located at Bainsdale, Ballarat, Benalla, Bendigo, Broadmeadows, Carlton, Geelong, Horsham, Nunawading, Traralgon and Warrnambool. These offices should be consulted initially for:
- Engineering feature surveys - survey, terrain and cultural data gathered in the course of surveys for road location and design; bridge and culvert site surveys.

3.6 Rural Water Commission of Victoria

The Commission is a major source of levelling information covering large areas of rural Victoria. See Fig. 8.4. Most of the bench marks placed by the RWC have indicator posts placed near the marks, and virtually all have an aluminium plate with a number inscribed. These numbers, such as SR/77/P24 or RWC/85/T12, are sufficient to identify the mark (note RWC prefix applies to marks placed after 1.1.85). The heights available are to Australian Height Datum to an accuracy of third order standard. The heights of most marks have been established by differential levelling, however reciprocal trigonometric levelling and other methods including inertial and barometric surveys have also been used.

The information is available from the Plan Office of the Rural Water Commission at 590 Orrong Road, Armadale 3134, or from Regional Survey Offices at Kerang, Maffra, Red Cliffs and Tatura. Other types of survey information available consist of:
- Abstracts of field notes of cadastral surveys related to water supply and drainage works
- Contour plans of areas within irrigation districts in the State
- Plans of reservoir areas and of river surveys
- Selected photo mosaics of water supply projects
- Large scale maps of certain urban areas
- Digital elevation, mapping and survey data (licence agreement required prior to purchase).

Inquiries relating to all of the above should be directed to the Plan Office at Armadale at the above address or by phoning (03) 508 2759. It should be noted that information is only available for areas outside the Melbourne Metropolitan area.

Information available from the Hydrographic section comprises discharge figures on most streams throughout the State. This information is also available in the publication "Victorian Surface Water Information to 1987" (four volumes).

3.7 State Electricity Commission of Victoria

Statewide - survey data of Commission properties and power line routes including easements is held. Co-ordinates are also available for some major transmission lines.

For the Latrobe Valley - extensive level data and trigonometric information is held together with base maps at scales from 1:1000 to 1:25 000, the larger scales being for limited areas. Inquiries should be directed to the Survey Services Officer, Morwell Production Centre, PO Box 195, Morwell Victoria 3840, phone (051) 355342.

For information about transmission line easements and major substations inquiries should be directed to the Surveyor-in-Charge, Survey Section, Civil Division, Power Grid Development Department, 15 William Street, Melbourne 3000.

Surveyors planning subdivisional developments are advised to contact the Commission's Customer Service Centre for information about consequent changes that may be required to the electricity supply system.

3.8 Public Transport Corporation Property Department - Railways

The Public Transport Corporation's Property Department maintains record systems which date back to the 1850s. These record systems cover approximately 250 statutory lines of railway, 50 of which are in the metropolitan area. The original Land Record Plans are currently being loaded onto a C.A.D. system and show Public Transport Corporation (PTC) land ownership in Victoria and New South Wales and are the original records of land taken from different land owners at the time of construction of the railway. PTC land ownership is a conglomerate of land under the operation of the Transfer of Land Act and General Law parcels. Crown land vested in the Corporation and freehold land to which the Corporation has no title.

Records are held of all land dealing which may affect these lines of railway. In most instances there is a definite relationship between railway boundaries and the original track, the boundary having been set a certain distance either side of the track centre-line.

Plans and field notes, some dating back to the last century, are also available for many of the lands taken. In the case of Crown land vested in the Corporation there is limited documentation. Where railways cross road reserves it should be noted that under the Transport Act 1983 all land within railway wing fences is vested in the
Corporation and as such, all services passing through this area are placed under licence. Records are also available of railway leaseholds throughout the State and part of New South Wales. All records may be inspected at the Land Information Centre, Property Department, 589 Collins Street, Melbourne, 3000.

3.9 Gas and Fuel Corporation of Victoria

All records concerning the survey activities of the Corporation are available through the Survey Section at 171 Hinders Street, Melbourne, 3000. Available information includes records of:

- Property Line Definition Surveys. These are road alignment surveys undertaken to facilitate the construction of gas mains at the correct offset in road reserves, and are not lodged with the Land Titles Office.
- Transmission Pipeline Surveys. These provide monumentation which is generally related to AMG and AHD, and fix the location of Corporation easements. Information is available throughout the State, particularly between:
  - Melbourne and Wodonga
  - Euroa, Shepparton, Tatura and Kyabram
  - Kyabram and Echuca
  - Melbourne and Ballarat
  - Ballan and Bendigo
  - Pakenham, Gembrook, Yarra Glen and Wollert
  - Wandong and Kyneton
  - Bunyip and Pakenham
  - Paaratte and Allansford
  - Allansford and Portland
- Other miscellaneous surveys, including general easement surveys.

The Corporation encourages surveyors to seek information when planning surveys in the vicinity of Corporation pipelines or easements.

3.10 Port of Melbourne Authority

The Port of Melbourne Authority (PMA) has vested control over all port lands adjacent to the River Yarra and Maribyrnong River below Footscray Road, the Williamstown foreshore at Hobson's Bay and the Port Melbourne foreshore from Webb Dock to Station Pier. The PMA is the primary source of hydrographic survey data for the Port of Melbourne, Victorian coastal ports and navigation channels.

The PMA holds records of surveys pertaining to:

- The PMA boundary
- PMA leaseholds
- AMG and AHD control networks in the port area
- Hydrographic charts of Victorian ports & coastal waters
- Tidal records covering all Victorian coastal waters.

The PMA survey office is located in Building A, World Trade Centre, Hinders Street, Melbourne 3000.

3.11 Railways of Australia - Code of Practice

This code provides conditions governing the installation, use and maintenance of services and pipelines laid under railway tracks or elsewhere below ground within railway boundaries. It provides for telephone, telegraph, high and low voltage electric power cables, and for pipelines carrying combustible liquids, flammable liquids and non-flammable substances.

This code has been accepted Australia-wide and copies may be obtained from the Structural Design Section, Public Transport Corporation, 589 Collins Street, Melbourne, 3000.

3.12 "Dial Before You Dig"

This is a service available through Telecom Australia which provides, on request, information concerning the location of underground services related to telecommunications, electricity, gas, water, sewerage and drainage in the Greater Melbourne Metropolitan area.

Where excavation is contemplated, this service can be reached by dialling 1100 for connection to the Melbourne One Call System (MOCS), who will arrange the supply of information.

The Melbourne One Call System is a community service currently supported by 78 authorities.