

Board of Surveying and Spatial Information

Urban Cadastral Project Check List

Submission check	
Project Certification Form	
One full, correct scale copy of final urban cadastral plan	
Two A3 size copies of final urban cadastral plan	
Original field notes signed and dated	
Calculation sheet	
One complete set of search including relevant CRE, titles, deeds, dealings, plans, etc.	
LPI checklist	
Proof of equipment calibration, including measurements and reductions	
Identification report and sketch for either the property surveyed as part of Urban cadastral project or some other property, including relevant title, base plans and field notes	
Evidence of compliance with the Work Health and Safety Act 2011 for the survey work undertaken (for example a Safe Work Method Statement)	
Photographs and aerial imagery of the site if possible	
Copy of LandXML validation report and a rendered image of the Land XML file provided at application for assessment	
One electronic copy of the submitted project as per requirements detailed below	

Please Note:

All projects submitted as part of any assessment shall be additionally submitted in electronic means as per the following requirements:

- All individual files are merged into one file and in similar layout as per the hard copy which was submitted for the assessment.
- This file is to be in PDF format.
- Submission is to be via USB memory stick.
- The file is to be named using the convention:
ID_Name_Assessment_Month_Year.pdf
Eg: 243_John Smith_Urban_October_2017.pdf

Dress code for the viva voce examination, for both candidates and examiners, is “professional”. Candidates should dress to the same standard they would if they were attending a job interview or representing their work organisation to an influential client.