

## Purpose of this User Guide

The purpose of this User Guide is to provide guidance to applicants and lodging parties on how to lodge a SPEAR plan at Land Victoria.

## Who should read this?

Primary audience: Applicant Contacts and lodging parties

### 11.1 Introduction

SPEAR is an internet based application that enables Subdivision Act plans to be electronically submitted to council, referred to Referral Authorities(RA) and tracked online from the initial planning stage through to certification and issuing of Statement of Compliance (SOC). As such, the main components of SPEAR are only accessible to surveyors (Applicant Contact), councils, RAs, Land Victoria and public objectors.

The aim of SPEAR is to reduce the delays, duplication of data, double handling of documents and high administrative overheads that are characteristic of the current manual, paper-based development approval process.

The lodgement process for a SPEAR plan into Land Victoria remains virtually unchanged. Plan lodgement still occurs on Level 9, 570 Bourke Street, Melbourne, and the *Subdivision Act Plan Lodgement Checklist* must still be completed (checklist is available from the Subdivision Branch).

However there are some differences that lodging parties should be aware of. The lodging process will be discussed in detail in this User Guide.

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### 11.2 When can a SPEAR plan be lodged at Land Victoria?

Lodgement at Land Victoria can occur at any time after the plan has been certified by council, with the SOC. This is the same practice currently in place for all plans under the Subdivision Act.

As the lodging party has no direct involvement with SPEAR, they rely on communication from the surveyor as to when the documentation is ready for lodgement.

To facilitate this communication, SPEAR allows the surveyor to notify the lodging party via email when the release has occurred. Once a plan is released, the lodging party may proceed to lodge the plan at Land Victoria.

- Lodgement at Land Victoria **may only occur when the surveyor has released the plan and SOC** on SPEAR.
- Until the release is performed in SPEAR by the surveyor, the documents will not be available on SPEAR for Land Victoria staff to access.

### 11.3 What paper documents must the lodging party provide?

The lodgement process will remain unchanged in terms of the legal documentation that the lodging party **must provide** in support of a subdivision application.

The following documents need to be provided in paper format for lodgement together with the appropriate lodgement fee:

- The appropriate lodging form (see Lodging Book for details).  
The lodging form must have the SPEAR reference number shown on it; this will be checked by Land Victoria at the time of plan lodgement.
- Duplicate Certificate of Title(s) (CoT).
- Consents to registration (endorsed on the lodging form) together with any other applicable forms, consents, letters etc.
- The fees for lodging SPEAR plans are the same as for lodging non-SPEAR plans.
- The surveyor may use SPEAR to email a system generated notice to the lodging party. This will include some details about the plan application including the SPEAR reference number.
- The lodging checklist. Obtain a copy of the checklist: [Click Here](#)

### 11.4 What documentation is available from SPEAR?

The surveyor's documentation will be extracted directly from SPEAR by Land Victoria staff **at the time of lodgement**. As such, there is no requirement for paper copies to be supplied by the lodging party.

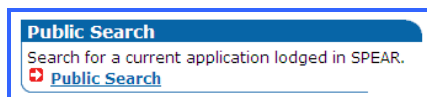
The documents that will be extracted from SPEAR are the:

- Certified plan of subdivision or consolidation
- Council certification and endorsement
- SOC
- Abstract of field records (optional)
- Surveyor's report (optional)

Provision of the surveyor's report and abstract of field records through SPEAR is optional. The surveyor may still provide these as hardcopy documents for lodgement through the lodging party.

## 11.5 How do you track the progress of a SPEAR plan?

The public, including developers and the lodging party, can track the progress of a SPEAR plan via the "Public Search" section of the SPEAR website [www.landexchange.vic.gov.au/spear/](http://www.landexchange.vic.gov.au/spear/)



The public search function enables anyone to search for a plan using some or all of the following search criteria:

The search results will provide basic information about the plan and its status. This information is displayed in tabular form.

Property	Council	Council Ref	Type	Status	Advertised	Objected	Appealed	SPEAR Ref#	Plan Number	Submitted
<a href="#">93 TOORAK ROAD, SOUTH YARRA VIC 3141</a>	Stonnington City Council	110809-1	Planning Permit (Subdivision land: 2)	Permit Decision (Grant)				S003843B	-	11/08/2009
<a href="#">1A AUBREY STREET, ARMADALE VIC 3143</a>	Stonnington City Council	070809-1	Planning Permit and Certification	Statement of Compliance				S003840P	PS620085G	06/08/2009
<a href="#">Bus Shelter Advertising - Zone 34.03 Business 3, Overlay(s) 43.02 Design and Development</a>	Stonnington City Council	04082009-1	Planning Permit (Buildings and works)	Permit Decision (Refuse)		<input checked="" type="checkbox"/>		S003829M	-	04/08/2009

The public search function will not indicate whether the plan and SOC have been released by the surveyor. Developers/clients must wait for notification from their surveyor.

Only plan applications that have been advertised to the public can be accessed in more detail through the SPEAR system (see User Guide 13 for more information about lodging an objection to an advertised SPEAR application).

The Victorian Online Titles System (VOTS) will update SPEAR with the status of the plan once it has been lodged at Land Victoria with one of the following:

- Lodged at Land Victoria
- Stopped at Land Victoria
- Withdrawn at Land Victoria
- Registered at Land Victoria
- Rejected at Land Victoria

Notification of registration together with new title particulars will be conveyed following current procedures (VOTS generated letter).

### **Where to get more information**

Further information on this topic can be found by:

1. Talking to the staff in the Subdivisions Branch at Land Victoria.
2. Viewing Land Victoria's "Forms, guides and fees" page: [Click Here](#)
3. Visiting the SPEAR website [www.landexchange.vic.gov.au/SPEAR/](http://www.landexchange.vic.gov.au/SPEAR/)
4. Contacting the SPEAR Service Desk on 8636 3049.
5. Selecting the Help link in the relevant area of the system.