

Survey plan guidance

A survey plan (also known as a site plan) is required for each deed of covenant. It is attached in Schedule 1 of the deed of covenant and placed on the land's title. The survey plan describes the areas which are subject to the deed of covenant and the offset management plan. It needs to comply with requirements of the Land Titles Office and should therefore be drafted by a qualified draftsman or surveyor.

The terminology used in the survey plan must align with definitions and clauses within the deed.

As Trust for Nature requires one deed of covenant per certificate of title, there needs to be one survey plan developed per title to attach to each deed.

Components of a Survey Plan

The following components are required for all Trust for Nature survey plans:

1. Header/Title - e.g. 'Plan for covenant purposes pursuant to Victorian Conservation Trust Act 1972';
2. Description of land (refer to title statement);
3. Clearly identifiable roads and easements (from title plan);
4. North arrow and datum;
5. Dimensions of ALL areas to be protected (found on title plan) with;
 - Areas in hectares (ha), to four significant figures;
 - Lengths in metres (m), to the nearest 0.01 metre if less than 5000m and to the nearest 0.1 metre if more than 5000m;
6. Legend – labelled 'Conservation Tier' (see note below – Displaying Offset Sites in the legend);
7. Certificate of title details including current land description and vol./folio of the register;
8. Plan preparation date and reference number;
9. Surveyor contact details; and
10. Scale bar.

All survey plans must be drawn on A4 paper size and must not include any colour or aerial photography. The total offset area in the survey plan must match (as far as practicable) the total offset area stated in the Credit Trade Agreement (CTA) and deed – please check that the dimensions of the offset area matches both the CTA and deed before submitting to Trust for Nature. If this is not the case, discuss with Trust for Nature before submitting.

Example survey plans have been included in Appendix 1. Plans that do not comply with these specifications will not be accepted.

Displaying Offset Sites in the legend

Trust for Nature does not differentiate between different offset sites and zones within the survey plan. The offset zone plan included in a State offset management plan is not the same as a Trust for Nature survey plan. In a Trust for Nature survey plan, all sites need to be hatched the same and referred to as 'Conservation Tier' in the legend.

Displaying multiple Conservation Tiers in the legend

If the landowner has opted to voluntarily protect an area in addition to the offset site (or if there is an existing voluntary covenant on the land and only part of the land is being converted into an offset site) then the two areas need to be differentiated in the survey plan and legend.

In this instance, the offset site will be called 'Conservation Tier 2' and the voluntary covenanted area will be 'Conservation Tier 1'. This differential naming will also be required if there is a buffer area around the perimeter of the property which will be protected by the covenant but does not form part of the offset. An example of this is found in Appendix 2.

Please note that all Conservation Tiers need to display individual area totals, in hectares (ha) to four significant figures.

Submitting the Survey Plan

The following information needs to be included along with the final survey plan and site documentation for review by Trust for Nature:

- a high resolution JPEG of the survey plan
- the finalised shapefiles;
- a map of the covenant and offset areas;
- a copy of the Title Statement and Plan; and
- AutoCAD files from the surveyor.

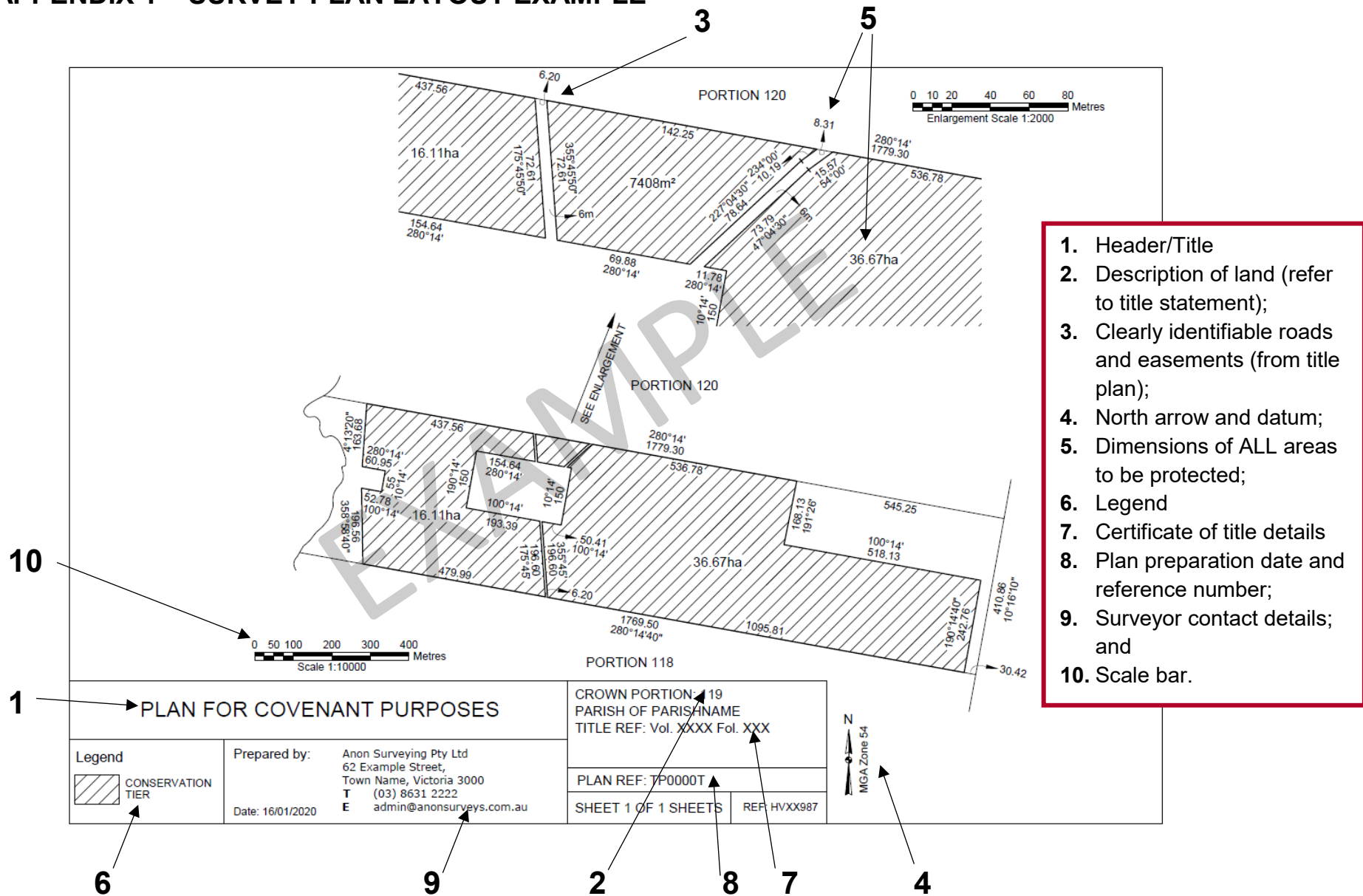
The survey plan, supporting information and site documentation are to be submitted to offsets@tfn.org.au.

Notes:

Deed of covenant – A deed of covenant is a legal agreement between the landowner and Trust for Nature. The deed of covenant specifies management obligations and commitments for the offset site. The offset management plan becomes a schedule to the deed of covenant and provides detail on how the management obligations and commitments will be achieved.

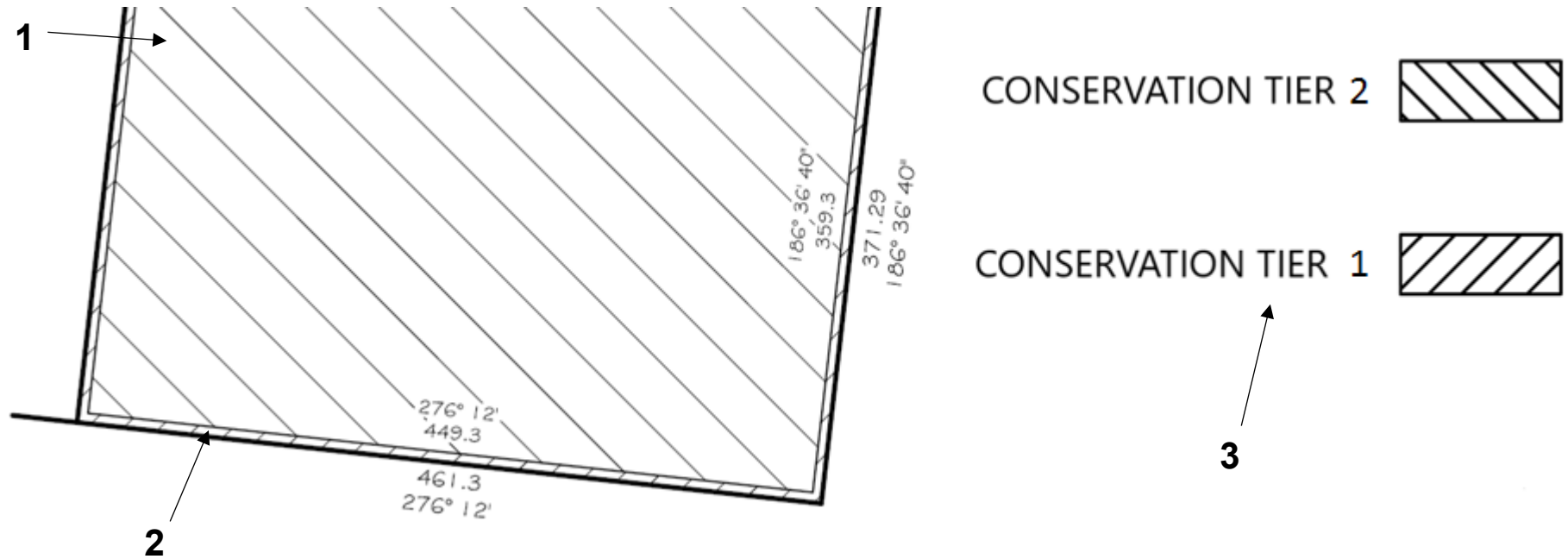
Site documentation – Site documentation includes the site assessment report, gain scoring assessment, offset management plan (OMP) and survey plan prepared by site assessor and surveyor.

APPENDIX 1 – SURVEY PLAN LAYOUT EXAMPLE



1. Header/Title
2. Description of land (refer to title statement);
3. Clearly identifiable roads and easements (from title plan);
4. North arrow and datum;
5. Dimensions of ALL areas to be protected;
6. Legend
7. Certificate of title details
8. Plan preparation date and reference number;
9. Surveyor contact details; and
10. Scale bar.

APPENDIX 2 – SYMBOLISING MULTI-TIERED COVENANTS



1. The offset area is hatched as Conservation Tier 2 (per the deed of covenant)
2. This example has a buffer around the edge of the property that is not subject to the offset, but is protected by the covenant. It should be hatched differently to the offset area as Conservation Tier 1.
3. In the legend, the two different hatched areas should be identified as 'Conservation Tier 2' and 'Conservation Tier 1'.