



Lodgement of Identification Reports

A carbon copy of the identification report for structures requiring a 'survey plan' under Section 43 of the *Building Act 2004*, should be lodged with the Surveyor-General at the same time the surveyor provides their client with the original report.

Ident report requirements

The report needs to:

- clearly state the registered surveyors name
- include a footnote indicating a carbon copy (cc) has been sent to the Surveyor-General.

The electronic version supplied to the Surveyor-General need not be signed providing it is an exact replica of the signed version.

The preferred format of the file attached to the email is .pdf or .tif.

Replacement reports

If an ident needs to be replaced, the second report must state it is a replacement in the text of the document and include a new date.

Lodging an ident report

ACTPLA prefers ident reports to be sent by email using the template generated by the submit button on page 2.

You can also hand-deliver a hard copy of the ident report to:

Surveyor-General of the ACT
Dame Pattie Menzies House
16 Challis Street
Dickson ACT 2602

Or post it to:

GPO Box 1908
Canberra ACT 2601

Title of email

To ensure we are able to efficiently search documents, the title of the email must be in the following configuration:

Ident Report for {Division name} Sec {Section number} Blk {Block number}

Where:

- Division name is the full name of the Division
- Section number is a three digit code
- Block number is a four digit code

For example, the email title for the report of Block 20 Section 32 Dickson would be:

Ident Report for Dickson Sec 020 Blk 0032

Further information

For more information about lodging ident reports please contact Surveying and Spatial Data on 6205 0058.