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## Circular Memorandum No. 2 / 2015

TOPIC: **Surveyors Register and Renewal of Registration for 2016**

DATE: 30 September 2015

### Surveyors Register

Both the underlying database and the public Surveyors Register website have recently been updated to make management of the database more efficient and the public interface more user friendly. The full list of registered surveyors is now available on a single web page, and a single mouse click will give access to further individual surveyor information.

Users linking to the old website will be automatically redirected to the new website for a period to allow individual uptake of the new web address. Surveyors using the old web address are advised to replace the destination web address with <https://surveyor.dpipwe.tas.gov.au/ext/>.

### Renewal of Registration for 2016

Annual renewal of registration for 2016 (applications from December 2015) will be made through the LIST interface rather than using a hardcopy document, and be used to automatically update the database/register details.

Single practitioners with LIST accounts will be able to renew registration through their LIST account login and need to take no action prior to December.

All other registered surveyors will need to ensure they have a personal LIST account, creating one through the LIST if they don't, and advise LIST client services of that account. **LIST account creation is available through the LIST login page and should be completed during October.** LIST client services can assist in the creation of the account on request.

For the purpose of payment surveyors will have the options of paying by credit card or through their firm's LIST account. **If payment is to be through the firm's LIST account, surveyors creating new personal accounts will also need to advise LIST client services in advance that they wish this arrangement to be set in place.**

The 'Surveyor Re-registration' link will appear at the bottom of the list of available property and title searches in early December:

- During December 2015 the regular renewal fee will automatically apply
- From 1 January to 31 March 2016 the overdue fee will automatically apply
- From 1 April 2016 the link will only enable update of details for the register

Whether currently registered or not, surveyors wishing to register a further specialisation for the first time will need use the existing form from the DPIPWE website and provide the relevant accreditation documentation to support the registration application.

Surveyors wishing to renew registration where re-accreditation is required will need to provide the relevant accreditation documentation to the Surveyor General prior to December 2015 in order to be able to use the LIST renewal for 2016; or use the existing form from the DPIPWE website, providing the relevant accreditation documentation with the registration application.

In making application through the LIST surveyors should note that all fields will be pre-populated from the Register, leaving the surveyor to:

- Make any changes necessary to business details
- Add or delete memberships of surveying institutions and other qualifications and memberships, and whether they are to be published on the register
- Nominate whether to receive a certificate

Renewal applications will only be accepted through the LIST interface unless a surveyor has a valid reason for being unable to make application by that means.

For further information contact John VanderNiet on 03 6165 4182 or [john.vanderniet@dpipwe.tas.gov.au](mailto:john.vanderniet@dpipwe.tas.gov.au) .

A handwritten signature in black ink, appearing to read 'M. Giudici', with a stylized flourish at the end.

Michael Giudici  
SURVEYOR GENERAL