

## APPLICATION FOR EXAMINATION OF STANDARD BANDS and LEVELLING STAVES

This form is to be completed by the person submitting the equipment to the Office of Surveyor General Victoria for examination in accordance with Section 15 Survey Co-Ordination (Surveys) Regulations 1992. Please read the delivery notes attached.

Costs (excluding postage and handling) are as per the Schedule of Fees attached.

Standard bands shall comply with the specifications listed in section 2.1.3(2) of the *Survey Practice Handbook*, Part 2 (2000).

Level Staves should not exceed 4 metres in length and be in good condition.

### 1. OWNER / COMPANY DETAILS

Name : \_\_\_\_\_  
Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Phone : \_\_\_\_\_  
Fax : \_\_\_\_\_

### 2. OTHER RELEVANT PARTICULARS, e.g. purchase order number, account reference etc:

\_\_\_\_\_  
\_\_\_\_\_

### 3. COMPANY IDENTIFICATION NUMBER OF BAND/STAFF (if available):

\_\_\_\_\_  
\_\_\_\_\_

## EXAMINATION OF STANDARD BANDS

### 4. If previously examined, REGISTERED NUMBER OF BAND (see tag on the end of band):

\_\_\_\_\_  
\_\_\_\_\_

### 5. INTERVALS REQUIRED TO BE TESTED (please circle):

0m    to    20m    30m    50m    100m [by deduction]

## EXAMINATION OF A LEVELLING STAFF

### 6. NUMBER OF JOINS IN STAFF:

### 7. If applicable, FACE OF STAFF TO BE EXAMINED (please circle):

CONVENTIONAL / BAR-CODED / BOTH

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## OFFICE USE ONLY CALIBRATION FEES

EQUIPMENT RECEIVED BY: \_\_\_\_\_ Band: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ Staff: \_\_\_\_\_

Total: \_\_\_\_\_

## DELIVERY NOTES

When submitting equipment for calibration by the Surveyor General there are two options for delivery:

1. Forward with completed application form to:  
Office of Surveyor-General Victoria  
Land Victoria  
Department of Sustainability and Environment  
Level 17, 570 Bourke Street  
Melbourne 3000
2. For personal delivery, visit the Level 16 Security Desk at 570 Bourke St and inform Security of your intention to deliver the survey equipment, with a completed application form and access to Level 17 will be arranged.

**Note that there is no public access to Level 17 without Security Desk Authorisation.**

## SCHEDULE OF FEES

### Standard Band Comparison (including certificate)

Per 50m steel band	\$90.00 (GST Inclusive)
Per 100m steel band	\$100.00 (GST Inclusive)

For other intervals, a charge of **\$90.00** (GST Inclusive) for the first interval plus **\$10.00** (GST Inclusive) for each additional interval.

### Levelling Staff Comparison (includes certificate)

Per Levelling staff (two sections)	\$47.50 (GST Inclusive)
Per levelling staff (three or more sections)	\$62.50 (GST Inclusive)

## METHODS OF PAYMENT

Land Victoria's preference for payment is via cash or cheque (made out to Land Victoria), but facilities for card transactions (MasterCard, VISA, EFTPOS) and purchase orders are also available if necessary.