



**SURVEY DEPARTMENT
MINISTRY OF DEVELOPMENT**

Strata Survey Technical Instructions

1. Introduction

In the exercise of the provisions of the (Land Code (Strata)) Order, 1999, Part II, Subdivision into Stratum Estates, made under section 83(3), of the Constitution of Brunei Darussalam, the following Technical Instructions are issued by the Surveyor General for the guidance of all licensed land surveyors, in strata survey and preparation of strata plans.

2. Commencement

These instructions shall come into operation with effect from 1st January 2020

3. Interpretation

- 3.1 Accessory Unit - A unit, whether or not part of a building, garden, garage, car parking space, storage space, swimming pool, laundry, stairway, passage etc. that is designed for use with any principal unit or any such purpose that is shown on a strata plan as an accessory unit.
- 3.2 Common Property - A property that is not within a unit and not for the exclusive use of a unit installed or erected before the certification of the strata plan by the Commissioner of Land and a structure erected by a strata corporation as part of the common property. (Refer to Sections 8 (1), c and 13 (4) of the Order.)
- 3.3 Field Book - A booklet issued by the Surveyor General (JUA) for recording the field observations of a survey.
- 3.4 G.R.S.O. - Abbreviation for Geocentric Rectified Skew Orthomorphic Projection used for mapping in Negara Brunei Darussalam.

- 3.5 LLS - Licensed Land Surveyors

- 3.6 Land - "Land" includes land of any tenure, any building or parts therefore, the air space above the surface of the land and such of the subsoil as is occupied by any buildings and related structures but excludes the right to all minerals and mineral products (including oil and gas).

- 3.7 Meters - A unit of length corresponding to 0.9144 of a yard or 4.97097815 links.

- 3.8 Principal Unit - A unit, that is designed for separate use or occupation, whether in conjunction with any accessory unit or not, as a place of residence or business or otherwise and that is shown on a strata plan as a Principal Unit.

- 3.9 R. S. O. - Abbreviation for Rectified Skew Orthomorphic Projection used for mapping in Negara Brunei Darussalam.

- 3.10 Strata Survey - The subdivision of building so as to provide for the creation of units for certification of strata plan as defined under (Land Code (Strata)) Order, 1999, Part II.

- 3.11 Strata Plan - The document that delineates the units and the common property of a Strata Title. Refer to section 9 of the (Land Code (Strata)) Order, 1999, Part II.

- 3.12 SP. - Abbreviation for Survey Paper; a document containing instructions issued for surveys

- 3.13 Surveyor General- The officer appointed as the head of the Survey Department and includes and person for the time being lawfully exercising his or her powers.

- 3.14 Commissioner of Land - The officer appointed as the head of the Land Department and includes and person for the time being lawfully exercising his or her powers.

- 3.15 Planning Authority - The officer appointed as the head of the Town and Country Planning Department and includes and person for the time being lawfully exercising his or her powers.
- 3.16 Strata Unit - A Unit, in relation to any land, means a part of the land consisting of a space any shape situated on, or above the surface of the land, or below the surface of the land to the extent that any buildings or related structures occupy the subsoil, or partly in one such situation and partly in another or others, all the dimensions of which are limited, and that is designed for separate ownership. Refer to section 9 under (Land Code (Strata)) Order, 1999.

4. Strata Lot Numbering

- 4.1 The strata lot number is a unique number that will be provided by the Surveyor General.
- 4.2 One strata lot number will be given for each principal unit.
- 4.3 The strata lot number will run in serial number and the example are as follows:
S00001, S00002, S00003

5. Strata House Numbering

- 5.1 Prior to unit number would be the floor number such as ground floor shall be 00- , 01- for first floor and so on followed by house number.
- 5.2 Strata house numbering is similar to normal house numbering whereby the building located on the right side of the road or main entrance of the building shall be given an even number while the left side shall be an odd number. Example is 00-02 for a unit located on ground floor and the first unit on the right side. Refer to annexes for further examples.
- 5.3 Building number is part of the address as this simplifies the location of the building.
- 5.4 Full Address shall be obtained from Survey Department.
- 5.5 Contractors/Developers shall provide the labels and place them where it can be easily seen.

6. Sales Agreement Plan

- 6.1 The sales agreement plan(s) are to be prepared for the purpose of sales and purchase agreement
- 6.2 The plan shall be drawn at any suitable scale on A4 size sheet
- 6.3 The area of the strata unit will be based in the approved building plan
- 6.4 The information on the plan are as follows:

- a) The whole level floor plan of the block and the main unit to be highlighted
- b) The individual unit floor plan

6.5 The sales agreement plan is to be endorsed by the Licensed Land Surveyor

7. Strata Scheme Plan

7.1 Licensed Land Surveyors to prepare Strata Scheme Plan and to be submitted to Commissioner of Town and Country Planning prior to the approval of the Strata Subdivision.

7.2 The measurement of the scheme plan is based on the approved building plan.

7.3 No measurement dimensions are required on the scheme plan

7.4 The Strata scheme plan shall include the following (**Annex 13B**):

- 7.4.1 Location Plan and Scale (lot in relation to the area)
- 7.4.2 Site Plan and Scale (building in relation to the lot)
- 7.4.3 Lot Number and EDR, Kampung and Mukim at Title
- 7.4.4 North Point
- 7.4.5 All existing buildings/development indicated
- 7.4.6 Principal Unit to be shaded in Yellow
- 7.4.7 Common Property to be shaded in Grey
- 7.4.8 Accessory Unit to be shaded in Light Blue
- 7.4.9 Strata Lot Number (caveat) & house number
- 7.4.10 Date and Name of Approved Building Plan as reference
- 7.4.11 Name of Licensed Land Surveyors (LLS)
- 7.4.12 Scale of Drawing
- 7.4.13 Plan Reference Number and Date
- 7.4.14 Owner's/Developer's Name
- 7.4.15 LLS declaration and signature

8. Strata Survey

8.1 General

8.1.1 Strata survey will be executed after the strata scheme plan is approved by the Planning Authority.

8.1.2 The Strata Lot Number will be provided by the Surveyor General.

8.1.3 All surveys shall be executed in accordance with: -

8.1.3.1 The Licensed Land Surveyors Enactment, Brunei 1979.

- 8.1.3.2 (Land Code (Strata)) Order, 1999 appearing in the Supplement to Government Gazette, Part II, dated 3rd July 1999.
 - 8.1.3.3 Survey Instructions as gazette in Brunei Extraordinary Supplement Government Gazette, Part 2 dated 30th December 1981.
 - 8.1.3.4 The technical Instructions given herein,
 - 8.1.3.5 Any circulars or instructions that may be issued by the Surveyor General (JUA) from time to time.
- 8.1.4 Surveys shall be carried out with such equipment and by such methods as will readily attain the standard of accuracy prescribed by the Work Instructions issued by the Cadastral Section of the Survey Department and it shall be the duty of every surveyor at all times to apply such checks and tests to his/her work as may be necessary to obtain those standards.
- 8.1.5 Where any of the parts of the buildings or the relationship of any building to the boundary is obscured, the correct relationship shall be shown on the plan by offsets derived from field measurements. In such cases, the surveyor's detailed field notes shall be lodged with the plan.
- 8.1.6 If any part of a building encroaches over land not included in the land parcel of the original proprietor, necessary action should be taken to provide all the relevant details such as the ownership of the encroached land, the amount of encroachment etc., in order that the Commissioner of Land may take an appropriate decision in terms of Section 15 of the Land Code (Strata) Cap 189. Cap 40 Section 32(1)a

8.2 Field Survey Procedures

8.2.1 Field Notes

- 8.2.1.1 Original field observations shall be recorded in the Survey Department field books or any other form of record sheets as approved by the Surveyor General. In the event that the survey data are acquired by automated digital devices, such data and printed output shall be lodged with the completed work.
- 8.2.1.2 All field notes are the property of the Government of Brunei Darussalam and shall be retained as official records
- 8.2.1.3 Field notes shall be neatly and clearly recorded in permanent black or blue in such a way that another person may draw a correct plan of the survey.

- 8.2.1.4 The Field notes shall contain records of all observations and measurements made by the surveyor in accordance with good survey practice.
- 8.2.1.5 No entry shall be altered, defaced, or obliterated. Every amendment made in the field records shall clearly written and erroneous entries shall be clearly crossed out, and initialed.
- 8.2.1.6 The first page of the field notes of such survey shall show the S.P number, description of the survey, particulars of the lots, Kampung, Mukim, District, the dates of the commencement and completion of the survey. The instruments used shall be calibrated and the particulars stated there-in. The field notes shall be checked and signed by the Licensed Land Surveyor.
- 8.2.1.7 The following details shall be included in the field notes (**Annex 13C**)
- Licensed Land Surveyor Certification on the first diagram page
 - North sign
 - Traverse sketch
 - Boundary demarcation sketch
 - Details sketch with distance check measurements to the building
 - Thickness of the wall
 - Dashed line for internal and external wall and solid line for middle of wall line
 - All measurements shall be rounded off to the nearest centimeter.

8.2.2 Field Survey

- 8.2.2.1 Every strata lot shall be surveyed and the linear measurements of the survey rounded off to the nearest centimeter
- 8.2.2.2 The total & internal length and width of the strata lot shall to be measured. The physical height shall be measured (state if measurement cannot be taken, i.e. Referring to building plan)
- 8.2.2.3 Any distance measurements instrument such as measuring tape and Distometer or any other approved survey equipment can be used.
- 8.2.2.4 In an event where total station is used for measurement, the instrument must be calibrated in accordance to the Survey

Department standard calibration (*sijil tentukur* must be attached in the submission)

- 8.2.2.5 The building comprising the strata lots shall be fixed directly in relation to the boundaries of the lot unless ground circumstances do not permit such fixing, and all common properties which encroach onto adjacent land shall be surveyed.
- 8.2.2.6 Strata survey for subdivision of building will require a resurvey of the land lot (BR).
- 8.2.2.7 Any encroachment shall be measured, recorded and reported to the Surveyor General.
- 8.2.2.8 When strata lots on the same floor or on different floor of a building are identical, only one such floor shall be depicted in the field book complete with dimensions, and all pages bearing diagrams of identical strata lots shall contain the following statement:
“All strata lots including those shown as ‘similar’ herein have been entered into and all relevant measurements have been fully made”.
- 8.2.2.9 For landed strata, they shall be demarcated with the approved survey marks on the ground.
- 8.2.2.10 Unless otherwise stipulated on the strata plan, the common boundary of any lot with another lot or with the common property shall be the centre of the floor, wall or ceiling, as the case may be.
Strata boundaries intended not to follow the centre of the floor, wall or ceiling, shall be in accordance with the Strata Scheme Plans as approved/authorized by the Planning Authority. The same statement must be stipulated in the field notes and plans.

8.3 Area Tolerance

The surveyed area shall be within 3% tolerance with the approved building plan area. In any case where the surveyed area deviates the specified tolerance, the Licensed Land Surveyor shall inform the Surveyor General.

9. Strata Plan

9.1 Every strata plan shall contain:

- a) A site plan;
- b) A floor plan; and
- c) An elevation sketch

9.2 Plan format

Strata Plans shall be drawn in A2 standard paper size format or otherwise instructed by the Surveyor General.

9.3 Plan scales

Except under such circumstances that are, in the opinion of the Surveyor General, unusual, all plans shall be plotted according to the following scales:

- i. For site plans – 1:200; 1:500 or 1:1000; and
- ii. For floor plans – 1:100 or 1:200

9.4 The scale on which a plan is drawn shall be so selected such that the area of each strata lot and all relevant details can be clearly seen.

9.5 If on any part of a plan, measurements or details would otherwise be illegible or difficult to interpret, a diagram drawn on a scale larger than that of the plan, or drawn not to scale, may be added as an inset.

9.6 Information to be shown on strata plans

9.6.1 Main Plan Title (left hand side) shall include:

- 9.6.1.1 Land Lot number
- 9.6.1.2 Number of Units
- 9.6.1.3 Kampung, Mukim and District

9.6.2 Sub Main Title shall include:

- 9.6.2.1 Rujukan Kebenaran (Strata Approval based on scheme plan)
- 9.6.2.2 SP File Number
- 9.6.2.3 Diukur oleh (Surveyed by)
- 9.6.2.4 Tarikh Selesai (Date of Completion)
- 9.6.2.5 Buku Ukuran (Field Notes Number)
- 9.6.2.6 CP Number (Boundary Redefinition Survey)

9.6.3 Names on plans

Every strata plan shall bear the names of the draftsman (Licensed Land Surveyor) and the person who checked the plan and the dates of completion

9.6.4 Certifications with date

9.6.4.1 Licensed Land Surveyor

“ Saya (.....Name of Licensed Land Surveyor.....) Juruukur Tanah yang berlesen dibawah Undang-Undang Juruukur Tanah Yang Berlesen, 1979 memperakui bahawa pengukuran yang daripada mana pelan ini telah disediakan, telah dilaksanakan oleh saya atau dibawah arahan dan pengawasan saya sendiri di tempat kerja dengan mematuhi peraturan-peraturan Juruukur Tanah Yang Berlesen, 1981 dan bahawa pelan ini adalah betul dan pengukuran telah selesai dilaksanakan pada ___ haribulan ____.”

9.6.4.2 Surveyor General

“ Menurut seksyen 14 (1) (e) dibawah Perintah Darurat Akta Kanun Tanah (Strata) 1999, saya __ (Surveyor General’s Name / Certified Survey Officer)___ Juruukur Agung dengan ini memperakui bahawa pelan ini telah disediakan dengan betul mengikut akta dan semua bangunan-bangunan ditunjukkan diatas pelan strata yang terkandung sepenuhnya didalam sempadan”

8.6.4.3 Commissioner of Land **subject to changes*

“ Menurut seksyen 19 dibawah Perintah Darurat Akta Kanun Tanah (Strata) 1999, saya __ (Commissioner of Land / Certified Land Officer)___ Pesuruhjaya Tanah dengan ini memperakui bahawa penal pecah bahagi kepada estet strata ini adalah mengikut keperluan dan kedudukan Bab 19 Akta Kanun Tanah (Strata) Penggal 189. ”

9.7 Information to be shown on site plans

Every site plan shall show:

- i. The numbers and boundaries of the neighbouring lots;
- ii. Land lot number and the area of the land lot;
- iii. The boundary lines of the land lot on which the building is sited;
- iv. The outline of the building
- v. The natural and artificial features that are found within 0.5 metre of the boundaries surveyed;
- vi. The encroachment, if any, into adjacent and lots and/vice versa;
- vii. The street names and strata lot numbers;
- viii. Field Details (FD) references and
- ix. Scale of the Site Plan and Bar Scale

9.8 Information to be shown on floor plans

9.8.1 Details of strata lots on every floor or where strata lots on different floors are identical, the details of the strata lots on typical floor plan;

9.8.2 Strata lot numbers with their respective scaled areas and boundaries;

9.8.3 Thickness of wall boundaries shall be dashed line for internal and external wall and solid line for the strata boundaries.

9.8.4 The area of each strata lot under survey shown beneath the strata lot number or, for clarity, tabulated with the strata lot number, and where a strata lot occupies more than one floor, its total area shall be tabulated:

House No	Strata Lot	Floor	Strata Area in Parts (sq m)	Total Strata Area (sq m)
05-01	S00026	5 th	113	164
		Attic	51	

9.8.5 Where strata lots contains void space, which is of exclusive use of the unit, the extent of the void shall be shown and described. The floor area, void area, total strata void area, total strata floor area and the total area of the strata lot (inclusive of the total strata void area) shall be tabulated:

House No	Strata Lot	Floor	Strata Area in Parts (sq m)			Total Strata Floor Area (sq m)	Total Strata Void Area (sq m)	Total Strata Area (sq m)
			Floor Area	Void Area	Sub-Total			
05-01	S00050	5 th	118	0	118	238	1	239
		6 th	120	1	121			

9.8.6 The lot numbers of strata lots under survey shall be significantly shown near the centre of the respective strata lots to which they refer;

9.8.7 The adjacent strata lot numbers;

9.8.8 Boundary marks planted for strata lots involving land by means of abbreviations, symbols and conventional signs used by the Survey Department; and

9.8.9 The outline of the common property and the words “Common Property” at appropriate places; and

9.8.10 Floor plans are not required for flat roof and other floors that contain only common property and without any strata lots.

9.8.11 History box containing information such as Block/House number, Kampung and Simpang name, site plan number, elevation plan number, SP Number, Licensed Land Surveyors Name and signature, Surveyor General Name and signature, plan scale, North Point, Plan Number and note “Areas of Strata Lots are scaled only”

9.8.12 Scale bar to be inserted.

9.8.13 Unit numbers of all strata lots for typical and non-typical floor.

9.9 Elevation sketches

a) Every strata plan shall, in addition to a site plan and a floor plan, show:

- i. An elevation sketch containing the strata lot numbers;
- ii. The corresponding unit numbers of all the floors; and
- iii. The heights rounded off to the nearest centimeter. The height of the strata lot shall be compiled from the approved building plan. Note: the internal height as surveyed shall not be adopted.

b) Where it is not possible to show the strata lot numbers on the elevation sketch referred to in paragraph (a) (i), the strata lot numbers contained therein and their corresponding unit numbers shall be tabulated.

9.10 Accessory Lots

Where strata development contains accessory lots, the accessory lot numbers shall be allotted. The accessory lots shall be surveyed and drawn on the floor plan. The accessory lot number, the strata lot which the accessory lot is made appurtenant to, the approved user and the floors shall be tabulated.

Accessory Lot	Appurtenant to Lot	Approved User	Floor
A1	S00050	Car Park	Ground
A2	S00050	Car Park	Ground
A3	S00051	Car Park	Ground

Where accessory lots consist of multiple floor with void areas, tabulation of the floor areas and void areas are to be shown.

Examples of the strata plan are shown for both vertical and landed strata (**Annex 13D**)

10. Strata Title Diagram (Annex 13E)

- a) Every Strata Title Diagram shall contain:
 - i. A site plan (the block/house to be highlighted)
 - ii. Elevation sketch (the main unit to be highlighted)
 - iii. Principal unit

- b) Plan format
Strata Title Diagram shall be drawn in A4 size

- c) Scales (at any suitable scale)

- d) Principal unit diagram,
 - i. Internal and external wall shall be in dashed line and middle of wall in solid line.
 - ii. The strata lot number shall be tabulated
 - iii. The strata lot area in nearest meter