

THE REPUBLIC OF THE GAMBIA.

SURVEY REGULATIONS, 1995

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SURVEY ACT, 1991

SURVEY REGULATIONS, 1995

(Made Under Section 29)

PRELIMINARY

- Short Title 1. These regulations may be cited as the Survey Regulations, 1995.
- Interpretation 2. In these regulations,
"Board" means the Land Surveyors Board;
"Public Survey" means any survey made for the purpose of defining the boundaries of any State Land in which the state or any Public authority possesses or disposes of any interest, or any survey which forms part of the general survey of the country or any part thereof; and
"State Land" has the same meaning ascribed to it under the State Lands Act, 1991.

PART I - SURVEY LICENCE

Application for grant of Survey Licence.

3. (1) No person shall practise as a private surveyor without a licence issued by the Board.

(2) A person who wishes to apply for a licence to practise as a private surveyor shall do so in Form 1 of Schedule I.

Registration and Licence

4. The Board shall, if it decides to issue a licence, notify the applicant to pay the prescribed licence and registration fees before the licence is issued.

Gazette Notification of Licenses

5. Any gazette notification required under section 13 of the Act shall be in Form 5 (a), (b) and (c) respectively of Schedule I.

Clearance for international firms

6. (1) Any international Survey firm wishing to operate within The Gambia shall apply to the Board for temporary clearance in Form 6 of Schedule I.

(2) The Board, if satisfied with the application of the firm, shall issue a temporary clearance in Form 7 of Schedule I, for a specified period of time, to undertake specific survey work under specified conditions.

PART II - TEST TO BE CONDUCTED BY THE BOARD

Tests to be conducted by the Board

7. (1) The Board shall conduct tests on those applicants who in the opinion of the Board have to undergo further tests as required in subsection (2) of section 8 of the Act and such persons shall be notified of the place, date and subjects of the tests in Form 1 of the Schedule II.

(2) An applicant who has been notified of the tests, shall apply to the Board in Form 2 of Schedule II stating his intention to sit for the tests and pay the test fees which shall be specified and gazetted by the Board.

Examiners to Conduct tests

8. (1) The Board shall appoint two examiners to conduct the tests and all papers shall be marked separately by the examiners.

(2) The Examiners shall report to the Board particulars of the marks given to each applicant in each subject and their report on the candidate's performance shall be signed and submitted separately.

(3) The results of the tests shall be conveyed to the applicant by the Secretary.

(4) Any applicant who is dissatisfied with the results of his tests may apply to the Board for review.

PART III - PROCEDURE FOR CONDUCTING SURVEYS

Submission of Survey

9. (1) Every licensed Surveyor shall submit his signed plan, computations and relevant documents of every survey he makes to the Director.

(2) Where a plan, computation or relevant document which is submitted does not conform with the appropriate requirements, the Director shall not accept it and shall return it to the licensed Surveyor.

Correction or amendment of survey work

10. Where the Director does not accept a plan, computation or other relevant document, he shall issue a notice in accordance with Form 1 of Schedule III to the licensed Surveyor to correct or amend his survey work.

Checking of Surveys

11. The Director may instruct a Government Surveyor to check surveys made by a licensed Surveyor and such check may include the verification of any information recorded in connection with such survey and the inspection of any other related survey.

Request for information

12. (1) A licensed Surveyor shall before carrying out any survey, collect all available information in respect of previous surveys of the plot of land to be surveyed, and of any adjoining plot of land.

(2) The Director shall, upon application made to him in Form 2 of Schedule III, give the licensed Surveyor every available information on the plot of land to be surveyed.

(3) A fee of ten dalasis shall be charged for such information.

Duties imposed on a licensed Surveyor

13. (1) A licensed Surveyor shall before submitting any survey to the Director, ensure that all necessary approvals on any transaction concerning the plot of land which has been surveyed by him, had been given and that the survey conformed with the terms of the approval.

(2) A licensed Surveyor shall, before undertaking a cadastral survey in connection with the preparation of a deed plan for a plot of land, demand proof of ownership of the land.

**Authority for
entry upon
land**

14. (1) The Director shall furnish a Government or licensed Surveyor who is authorised to enter a given plot of land to conduct a survey with an official letter of authority in Form 3 of Schedule III which shall bear the official seal of the Director.

(2) A Government or licensed Surveyor who is authorised under subsection (1) to enter upon plot of land shall present his official letter of authority to the owner or occupier of that plot of land.

(3) Every Surveyor so authorized shall give at least one day notice to the owner or occupier of the land of his intention to enter thereon and such notice shall be in Form 4 of Schedule III.

(4) Where a Government or licensed Surveyor who is authorised under this section to conduct a survey cuts or destroys any tree or crops of economic value, belonging to the owner or occupier of the plot of land, compensation shall be paid to the owner or occupier by the Government.

**Fees Chargeable
by the
Director**

15. (1) The Director shall charge fees

- (a) for all surveys carried out by the Government's Lands and Surveys Department;
- (b) for authentication of plans submitted by a licensed surveyor and
- (c) for all documents issued or services rendered by the Lands and Surveys Department.

(2) The fees charged under sub-regulation (1) by the Director shall be Gazetted.

PART IV - SURVEY MARKS, BOUNDARY
BEACONS, ETC.

Design and
Specifications
of survey marks

16. (1) The Director may from time to time issue maps and plans which show the designs of survey beacons and signals.

(2) Every new control station other than a purely auxillary station shall be permanently marked.

(3) Every survey station of the First, Second and Third Order Accuracy shall be permanently marked.

(4) In the Fourth order surveys, at least one-third of the total number of control stations shall be permanently marked.

(5) Where conditions do not permit the establishment of permanent control stations an alternative form of referencing shall be provided.

Placement of
Survey Marks

17. (1) Boundary beacons, which are emplaced to define the boundaries of farms shall be of such design as the Director may specify.

(2) Every corner beacon shall show the direction of the boundary with an arrow shown clockwise, on top of the beacon.

(3) Where an adjacent corner is not visible, a pointer beacon shall be placed on the true line of the boundary and the distance of the pointer of the beacon shall be measured and recorded in the field notes and on the plan.

(4) Pointer beacons shall be of design type as the Director may specify.

(5) When placing survey beacons the primary consideration shall be their durability, having regard to the fineness of the mark required for that purpose.

**Referencing
of boundary
beacons**

18. (1) The location of isolated boundary beacons shall be referenced to the corner of a permanent building, centre line of a permanent road, electric pylons or kilometre posts, and where such permanent features do not exist within the vicinity of the beacon, the surveyor shall provide adequate description of the beacon based on existing features.

(2) A surveyor shall verify the existence or otherwise of any previous reference marks of beacons and shall make the appropriate record on the plan.

River beacons

19. (1) Boundary lines running to a river shall be beacons on the river bank above the high water mark.

(2) Wherever farms are laid out on both sides of a river or a major road, each farm shall be beacons separately and each sub-divided and the remainder of the farm shall be self-contained with adequate number of beacons.

**When beacons
cannot be
placed**

20. (1) Where the corner of a plot of land coincides with the corner of a permanent building, the concrete nail emplaced at the corner of the building may be adopted as the beacon and such corner shall be referenced.

(2) Where the corner of a plot of land does not coincide with the corner of a permanent building but is in such close proximity to it that a standard boundary beacon cannot be established, a concrete nail emplaced at such corner of the building shall be surveyed and referenced and a reference mark emplaced.

(3) Where the corner of a plot of land falls within inaccessible ground, or for any other reason a beacon cannot be placed, the position of such corner shall permanently be referenced by at least one indicative beacon placed on the boundary line near the corner.

(4) In all cases referred to in this regulation details shall be indicated in the plan.

**Damaged beacon
to be repaired**

21. Where an old beacon of the plot of land under survey is found damaged, the surveyor shall repair or renew the beacon and shall make a record of the repairs in his field notes.

**Control station
to be repaired**

22. Any licensed or Government surveyor engaged on a public survey who discovers any damaged control station shall report to the Director the name, number and position of any such station and the nature of damage he observed.

Missing beacons

23. The surveyor conducting a survey shall note missing beacons in his report and shall furnish such measurements and observations may be needed.

**Re-establishment
of missing
beacons**

24. Where a surveyor is required to establish a missing beacon, he shall submit his field notes, computations and report to the Director.

**Surveys and
re-establishment
of boundaries**

25. (1) In any survey of land, where an existing beacon is found to differ from that indicated by the relevant previous survey, the surveyor shall exercise the greatest care, in

- (a) establishing that the discrepancy actually does exist; and
- (b) collecting all evidence which may have a bearing on the final action to be taken.

(2) A search shall be made in the position indicated by the previous survey to ascertain whether or not any evidence of an old beacon or its reference marks exist and the position of any fences, building or other development shall be recorded.

(3) The surveyor conducting the survey under this regulation shall after the survey, provide the Director with a report on the discrepancies he discovered and the action he has taken to rectify the same.

PART V - TRIANGULATION SURVEYS

Geodetic and secondary triangulation

26. All geodetic and secondary triangulation shall be carried out under the direction of the Director and shall be performed by a Government surveyor unless a licensed surveyor is contracted and authorized to undertake such tasks on behalf of the Government.

Lower order triangulation

27. (1) All new triangulation of a lower order which are not geodetic or secondary required to provide general control for cadastral surveys shall be brought into harmony with existing control points by methods conforming to current practice.

(2) When issuing survey data for works referred to under sub-regulation (1) to a licensed surveyor, the Director may specify either particular sequence in the computation of the work or any special computations which the circumstances may require and it shall be the duty of a licensed surveyor so engaged not to depart from the requirements without reasonable cause.

Instruments used for triangulation

28. (1) A theodolite of an approved pattern, reading directly to one second of an arc or more, may be used for tertiary triangulation.

(2) A theodolite of an approved pattern; reading directly to twenty seconds of an arc or more, may be used for minor triangulation.

(3) Electronic distance measurement of an approved pattern may be used for distance measurement.

**Angular
misclosure**

29. When the position of a point is fixed triangulation, the difference between the observed and calculated value of any of the directions used in fixing the point shall not exceed the limits specified.

**Triangulation
observation**

30. (1) A complete arc of observation shall consist of two rounds, one on face left and one on face right.

(2) The minimum requirement for tertiary and minor triangulation shall be two complete arcs on different zeros.

(3) For triangulation of a lesser order a complete arc on each zero may be permitted by the Director.

(4) Rounds of observations shall always be closed on a permitted reference station.

**Fixing of
beacons**

31. (i) Beacons may be fixed by,

(a) intersection, provided at least three suitable rays are observed on the point to be fixed,

(b) resection, provided at least three points in favourable positions for such fixing are observed, or

- (c) any other method which is capable of fixing a point with no less accuracy than that of the methods of intersection and resection.

(2) No point fixed by any of the methods specified in paragraphs (a), (b) and (c) shall be used to form the basis of further triangulation.

Basis of isolated surveys

32. (1) In areas where no triangulation exists, the datum shall consist of astronomically determined position and azimuth, but in circumstances where there is no datum, the Director shall give written approval for the adoption of a local origin and bearing based on a magnetic orientation.

(2) Isolated surveys shall not be carried out by any licensed surveyor without the written approval of the Director.

PART VI - TRAVERSE SURVEYS

Geodetic and secondary traverses

33. (1) All geodetic and secondary traverses shall be carried out under the control of the Director and shall be performed by Government surveyors, provided that the Director may engage a licensed surveyor, where necessary.

(2) All control traverses other than those mentioned in this regulation shall be observed to third order standard, and where

- (a) the lines are measured by means of measuring tapes, all such lines shall be double chained; or
- (b) the lines are measured by means of electronic distance measuring equipment, sufficient observation shall be taken to eliminate any ambiguities.

(3) All such field operations shall be in accordance with a standard specified by the Director.

(4) All control traverses for the survey of rectilinear boundaries shall be observed to the fourth order standard and

- (a) field operations for such surveys shall be appropriate to a standard of accuracy of 1:10,000 but computational misclosures shall be allowed to the same degree of accuracy as the datum supplied by the Director,
- (b) the surveyor shall not use a loop traverse closing on his starting point if it is practicable to traverse between two previously fixed stations; and
- (c) where a surveyor is unable to close his work within the limits prescribed by the Director, the Director may at his discretion, authorize or instruct the surveyor to accept a lower order of misclosure.

(4) The survey of curvilinear boundaries such as roads, rivers, high water marks and other related infrastructure shall be made by subsidiary traverse and such surveys shall be carried out to a standard of accuracy appropriate to the plotting scale of the plan of the survey.

(5) Where traverses are very short, a misclosure of 1 in 1000 shall be permitted.

**Angular
measurement
of traverses**

34. (1) A theodolite of an approved pattern shall be used for all traverses other than subsidiary traverses and for subsidiary traverses a theodolite or tachometer reading directly to thirty minutes of arc, or a compass reading directly to thirty minutes of arc, shall be used.

(2) Fore and back observation shall be taken at every station on a compass traverse.

(3) In every traverse station other than subsidiary traverses, not less than two rounds on different zeros shall be observed.

**Method of
linear
measurements**

35. (1) Linear measurements of first and second order traverses shall be done using electronic distance measuring equipment or any other approved distance measuring equipment.

(2) Linear measurements of third and fourth order traverses shall be done with a steel, tape, or electronic distance measurement used with measured tension and temperature and all such measurements shall be reduced to the horizontal at mean sea level and corrected for temperature and sag.

(3) Slopes shall be measured by a theodolite with a degree of precision appropriate to the standards specified in regulation 34 and where the slope is in excess of 10°, the theodolite shall be read on both faces.

**Subsidiary
traverses**

36. (1) Subsidiary traverses shall be in the following manner:

(a) where a theodolite and steel band are used, field operations shall be appropriate to a standard of accuracy specified by the Director; and

(b) where a tachometer is used, field operations shall be appropriate to a standard of accuracy of 1:1000.

(2) Where a survey by a tachometric method is used, distances determined by staff readings shall not exceed 300 metres, and all three stadia readings on the staff shall be recorded.

(3) Off sets exceeding 25 metres in farm surveys and exceeding 10 metres in township surveys shall be set out by triangulation.

**Traverse
Connection in
subdivision
surveys**

37. (1) Where no rectilinear boundary of a subdivision coincides in whole or in part with a boundary of the land being subdivided, connection shall be effected between the beacons of the existing survey of the property which is being sub-divided and a note shall be made on the plan to indicate which beacons were thus connected and the co-ordinates of those beacons shall be indicated in the computations accompanying the plan.

(2) Where subdivisional beacons are to be placed on an existing rectilinear boundary line, the lengths of all the sections of the boundary so divided shall be determined and shown on the plan.

**Verification of
terminals of a
traverse**

38. Where the means exists to verify a terminal of a traverse, every point of departure of a new traverse and every terminating point shall be verified by observations which shall be recorded in the field notes.

**Verification of
datum**

39. Where a previously co-ordinated traverse station is converted for use as a boundary beacon or where such traverse station is used to place or fix a boundary beacon the surveyor shall verify the station by observations which shall be recorded in the field notes.

PART VII - AIR SURVEY

Air survey

40. Air survey methods may be employed with the written approval of the Director.

PART VIII - FIELD NOTES

**Field notes
specified**

41. Field notes shall be made in any form approved by the Director.

**Recording of
traverses
observation**

42. (1) All traverse observations shall be recorded in the field notes in the sequence in which they are observed.

(2) A description of every beacon and other mark used in the course of the survey, whether placed, found and used or adopted, shall be recorded in the field notes.

(3) Where it becomes necessary for a surveyor to divide his observation at any station into two sets, the second set shall incorporate at least two stations which have been observed in the first set.

**Recording
topographical
features**

43. (1) Sketched topographical features in the vicinity of a beacon shall be recorded to facilitate its location.

(2) All developments on any plot of land such as buildings, wells, boreholes and any other development such as pipelines and other utility lines which may involve a question of easement, right-of-way or any prescriptive rights shall be surveyed.

**Geographical
names**

44. All known names of rivers, lakes, swamps, hills, villages, localities and all other geographical features shall be recorded by the surveyor in his field notes.

**Method of
entering
field notes**

45. (1) All observations made in the field shall be recorded clearly in blue or black ink.

(2) All entries in the field notes shall be indexed and referenced in such a way that any competent person may be able to prepare a true plan therefrom and they shall be in such form to be capable of having one reasonable and correct interpretation.

(3) In choosing suitable descriptions, surveyors shall take care to avoid nomenclatures which are likely to lead to confusion and the letters I, O, S and Z shall not be used except where the word is not easily pronounced.

Erasures and corrections

46. (1) No erasures shall be made in field notes.

(2) Where there is need for correction to be made, it shall be made by drawing a thin line through the erroneous entry, so as to leave the original entry still legible and the correct entry shall be written outside this erroneous entry and not across it.

(3) All corrections to field notes shall be made in the field and shall be a true record of actual re-observation and shall be initialled by the surveyor.

(4) The pages of field notes shall be numbered and certified by the surveyor and an index of all observations in the field notes shall be given on the reverse of the cover page.

Unconventional methods

47. Where a surveyor is compelled to use unconventional methods of survey owing to obstructions or difficulties in the field, he shall give explanatory notes and where necessary diagrams to explain clearly the method he has used and recorded.

PART IX - COMPUTATIONS

Computations on special forms

48. (1) Computations shall be made in a form approved by the Director.

(2) Computations shall be legibly written in a satisfactory medium.

(3) All checks on the computations shall be made with a different ink colour.

**Traverse
computations**

49. (1) In traverse surveys, each separate traverse shall be set out in a standard form so as to demonstrate the initial datum bearing, the bearing misclosure and the consequent adjustment of the bearing.

(2) The linear error of closure, its distribution through the traverse and the finally adjusted values of all traverse points shall be made in accordance with current standard survey practice.

**Computation
of areas**

50. Every area shall be computed mathematically and an independent check shall always be applied.

**Degree of
accuracy for
computing
areas**

51. Areas shall normally be calculated to the degree of accuracy specified as follows:

Area of Plot:	Degree of Accuracy:
Less than 100m ²	Two decimal places of a metre
Between 100m ² and and 1000m ²	One decimal place of metre
Between 1000m ² and 10,000m ²	Nearest M2
Between 1 ha and 10 ha	Three decimal places of a hectare
Between 10 ha and 100 ha	Two decimal places of a hectare
Between 100 ha and 1000 ha	One decimal place of a hectare
Over 1000 ha	Nearest to a hectare.

**Presentation
of computations**

52. The computations of every survey submitted for authentication shall be submitted with

- (a) a report of the survey,
- (b) a general index to the computations; and
- (c) a complete list of final coordinates of every point fixed and calculated in the survey, and this list shall be arranged in groups comprising datum points, new control stations, old or re-established boundary beacons and new boundary beacon arranged in either alphabetical or numerical order, and on this co-ordinate list of description of every point shall be given and reference shall be made to the page of computations on which the co-ordinates have been computed.

**Ink and plan
material**

53. All survey plans shall be drawn in waterproof ink on durable and stable material.

**Scales to
be used**

54. The following scales shall be used for the plotting of plans:

- (a) township and suburban plots
- 1:500, 1:1000, 1:1250, 1:2500
- (b) farms, according to the area:
 - (i) less than 10ha: - 1:5000
 - (ii) between 10ha and 100ha: - 1:10,000
 - (iii) between 100ha and 1000ha: - 1:25,000; and
 - (iv) over 1000ha: - 1:50,000.

**Plotting by
co-ordinates**

55. (1) All plans shall be plotted by rectangular co-ordinates.

(2) A plotting grid of squares covering the surveyed areas shall be drawn in blue or black such that the grid line values shall be at intervals of 100 metres appropriate to the scale.

(3) Every plan shall contain at least one complete grid square.

Abutting boundaries

56. (1) All boundaries abutting on any property which has been surveyed shall be shown on the plan.

(2) Where the plot adjoins a surveyed road, and where the scale of plotting permits, the boundaries abutting on the opposite side of the road reserve shall be shown.

Data to be shown on survey plans

57. (1) In all survey plans the length and bearing of every boundary, shall where possible, be inscribed along the line, to which they refer and such lengths and bearings shall be deduced from the *final co-ordinates tabulated in the computation sheets.*

(2) In township surveys both length and co-ordinates shall be shown to two decimal places of a metre and in farm surveys both length and co-ordinates shall be shown to one decimal place of a metre.

(3) The area of every plot that has been surveyed shall be inscribed where possible, on the figure to which it refers.

(4) All other data which may serve to clarify or complete any survey plan shall be shown on the plan.

Format of survey plans

58. A survey plan shall be drawn in accordance with the format specified by the Director in respect of colours, style of printing and other details.

Topographical features to be shown on survey plans

59. (1) Any road that has not been surveyed with the same accuracy as other features shall be marked approximate only.

(2) A formline adding nothing of significant value to the plan shall not be shown.

(3) Topographical information may be taken from any official map published by the Lands and Surveys Department or any authority approved by the Director, with due caution regarding the limitations enjoyed by the scale of the maps.

(4) Where topographical information is taken from aerial photographs, the source shall be quoted on the plan.

Erasures of corrections

60. (1) No erasures shall be made after a plan has been drawn in ink.

(2) All corrections shall be made by scoring through the incorrect word, letter or numeral in ink and every such correction shall be initialled by the surveyor.

Certification

61. Every plan shall be certified, signed and dated by the surveyor who made the survey.

Authentication by the Director

62. The Director shall not authenticate any plan submitted by a surveyor which in his opinion has been drawn carelessly and untidily or was received by him in a damaged condition.

PART X - DEED PLANS

Method of preparation of deed plan

63. A deed plan shall have the same format as the survey plan except for the modifications specified in these regulations.

(2) Regulations 61 and 62 shall apply to deed plans.

Details to be shown	<p>64. (1) A deed plan shall show all beacons except the pointer and line beacons on the boundary of a property and the length of the property boundaries.</p> <p>(2) No beacon shall be described by letters except where it may be necessary to clarify any stated measurement or to explain an enlargement inset.</p> <p>(3) For the purpose of this Regulation "line beacons" means indicator.</p>
Details not required	55. Topographical features and details of development shall not be shown on deed plans, and no erasures or corrections shall be made on deed plans.
Abutting boundaries	66. Abutting boundaries shall be shown in the manner laid down in regulation 56.
Location of plot	67. The location of the plot of land shown in the deed plan shall be the co-ordinates of the centre point of the plot.
Areas	<p>68. (1) In the case of plot sub-division, areas of each sub-divisions shall be shown on the deed plan.</p> <p>(2) The number of decimal places to be shown shall be as prescribed in regulation 51.</p>
Documents to accompany deed plans	69. A deed plan shall be accompanied by showing proof of the ownership or legal occupation by the owner or occupier.
Name of licensed surveyor	70. The name of the licensed surveyor who made the survey connected with the deed plan and the scale of the plan shall be printed at the bottom left-hand corner of each copy.

Authentication

71. (1) The evidence of the authentication of a deed plan shall be the signature of the Director or of a person authorized by him, together with the date of the signature and the imprint of the Director's seal.

(2) The signed copy of every deed plan shall be deposited with the Director and it shall be the official copy and the evidence contained in this official copy together with the authenticated survey plan upon which it has been based shall be evidence of the authenticity of the deed plan.

Cancellation of authentication

72 . (1) A deed plan which is withdrawn by the Director shall be cancelled by him and the evidence of the cancellation shall be the word "cancelled" inscribed on the deposited copy, supported by the signature of the Director.

(2) The duplicate and triplicate copies of a cancelled deed plan shall, if available, be withdrawn from the person in whose custody they are kept and shall be destroyed.

PART XI - MISCELLANEOUS

Levelling operations

73. All levelling operations shall be undertaken in accordance with the Departmental Guidelines on Levelling issued by the Director.

Public access to maps plans

74. (1) Every person shall on payment of a and prescribed fee have access to any published map or plan in the possession of the Director.

(2) The fee of twenty dalasis shall be paid in advance by any person who is not a licensed surveyor or on government duty for access to any unpublished information or plan.

**State's
Copyright
right of maps**

75. (1) The State shall have the copyright of all maps published by the Director and of all plans deposited with the Director in accordance with the provisions of section 14 of the Act.

(2) No person shall publish or cause to be published a copy of any map or plan of which the copyright is vested in the State without payment of a royalty fee as may be determined by the Director.

SCHEDULE I

FORM 1: APPLICATION FOR A SURVEYOR'S LICENCE

1. Name of Applicant or Firm

2. Address.....

3. Qualifications of the Applicant or Surveyors of the Firm

Name of Institution attended	Year of Attendance	Main Field of Study	Qualifications obtained
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.....
.....
.....

4. Membership of Professional Institutions (if any)

.....

5. Professional experience in land surveying (List down each employment in the reverse order starting from the present one).

Use additional sheets if found necessary.

1. Period of Employment From To

Title of Post held: Name and address of employer

.....

Nature of Duties

.....

2. Period of Employment From To

Title of Post held Name and Address of Employer

.....

.....

Nature of Duties

.....
.....
.....
.....

6. List of Photocopies of Certificates and Testimonials submitted in support of this application

.....
.....
.....
.....

I, the undersigned, declare that the particulars given above and in the attachments are true to the best of my knowledge. I am aware that if any statement or document attached is found to be untrue, I shall forfeit the licence issued to me and disciplinary action would be taken against me by the Land Surveyors Board.

Date

.....
Signature of Applicant

To:

**The Secretary
Land Surveyors Board**

FOR OFFICIAL USE ONLY

1. Name of Applicant.....
Application No

All particulars in the application and documents attached to the application have been checked, verified and found to be in order except for the following:

.....
.....
.....
.....

The applicant is recommended/not recommended for the issue of a licence.

Date.....

.....
Signature of the Secretary,
Land Surveyors Board

2. The recommendation of the Secretary has been accepted/not accepted by the Board in its meeting held on and the applicant has been issued the surveyor's licence No/not issued a surveyor's licence.

Date of Issue

Date

.....
Signature of Secretary,
Land Surveyors Board

Date

.....
Signature of Chairman,
Land Surveyors Board

FORM 2 (a):NOTICE OF GRANT OF LICENCE TO A LICENCED SURVEYOR

This is to notify that Mr/Miss/Mrs

of
(address)

having satisfactorily proved his qualifications as a surveyor as required under section 8 of the Survey Act, 1991, is hereby licensed for the survey of lands within The Gambia, upon payment of the prescribed registration and annual fees and subject to the provisions of the Survey Act and the regulations made thereunder.

Dated this day of 19.. Registration No.

.....
Chairman
Land Surveyors Board

(b) SCHEDULE OF FEES TO BE PAID BY THE LICENCED SURVEYOR

- (i) Under the provisions of section 7 of the Survey Act, 1991 all licensed surveyors shall pay an initial registration fee of D1,000 within one month of notification of registration.
- (ii) All licensed surveyors shall, in addition, pay an annual licence fee of D1,000 before 31st December for every following calendar year.
- (iii) All payments shall be made to the Secretary of the Land Surveyors Board.

FORM 3: REGISTER OF LICENSED SURVEYORS

Registration number	Name	Address	Qualifications	Licence granted/notified	Licence revoked/notified	Reasons for revocation of licence

FORM 4: SUMMONS TO WITNESS

Department of Lands and Surveys
Banjul
The Gambia

Date:
Ref.No.:

In the matter of , a licensed surveyor
(Name)

In the matter of the Survey Act, 1991

To:.....
(Name & address of person summoned)

.....
.....
.....

You are hereby summoned to attend before the Land Surveyors Board at
..... on the day of 19 ..
(Name & Places)

at the hour of.....and so from day to day until the above
matter is heard to give evidence respecting such matter and also to
bring with you and at the time and place aforesaid:

.....
.....
.....
.....

(specify the documents required)

Given under my hand this.....day of.....19.....

.....
Secretary, Land Surveyors Board

FORM 5 (a): GAZETTE NOTIFICATION ON GRANT OF SURVEYOR'S LICENCE

It is hereby notified that the following persons have been granted surveyors licence by the Land Surveyors Board of The Gambia under the provisions of the Survey Act, 1991.

Reg.No.	Name	Address	Date of Grant of Licence
.....
.....
.....

Date

Secretary, Land Surveyors Board

(b): GAZETTE NOTIFICATION ON REVOCATION OF SURVEYOR'S LICENCE

It is notified that the surveyors licence (s) issued to the following persons have been revoked by the Land Surveyors Board of The Gambia with effect from (date).....

Registration No.	Name	Address
.....
.....
.....

Date

Secretary, Land Surveyors Board

(c): GAZETTE NOTIFICATION OF SUSPENSION OR TERMINATION OF SUSPENSION OF SURVEYOR'S LICENCE

It is notified that the suspension/termination of surveyor's licence(s) issued to the following persons has been lifted with effect from the dates indicated against their names:

Reg.No.	Name	Address	Date of Suspension/Termination of Suspension
.....
.....
.....

Date

Secretary, Land Surveyor's Board

FORM 6: APPLICATION FOR TEMPORARY CLEARANCE FOR

INTERNATIONAL SURVEY FIRMS TO OPERATE WITHIN THE GAMBIA

1. Name of firm

2. Address

3. Name and Address of person/institution/or agency who has commissioned the firm.

4. Names and Qualifications of Surveyors taking part in the survey work in The Gambia

5. Purpose for which survey is commissioned

6. Brief description of the scope of survey work (Attach additional sheets if necessary)

Date

Signature of the Person authorized to represent the Firm

To: The Secretary Land Surveyors Board

FORM 7: TEMPORARY CLEARANCE FOR INTERNATIONAL SURVEY FIRMS
TO OPERATE WITHIN THE GAMBIA

You are hereby given permission to operate within The Gambia for the
specific purposes of
.....
during under the conditions specified below:
(state period)

1. As per paragraph (c) of section 5 of the Survey Act, 1991, you are
required to pay the Land Surveyors Board a licence fee of
D for you to operate within the country.
2. You are required to submit copies of all survey data and maps you
have collected, compiled or processed to the Director of Lands and
Surveys.
3. You have to notify this Board of any changes in your staff positions
as well as changes in the scope of your operations within the country.

Date.....

.....
secretary, Land Surveyors Board

To:
.....
.....
.....
.....

SCHEDULE II

FORM 1: NOTIFICATION ON TESTS TO BE CONDUCTED BY THE LAND SURVEYOR'S BOARD

With reference to your application for registration as a Licensed Surveyor, the Board, after careful evaluation of your qualifications and experience, has decided that under subsection (2) of Section 8 of the Survey Act, 1991 you are required to sit for tests on the following subjects on the dates and places mentioned below:

Date	Place where tests are to be conducted	Subjects
.....
.....
.....

A copy of the syllabus for the subjects, as approved by the Board is enclosed. You are required to complete and send the attached Form 2 together with the payment of test fees of D to the

Secretary, Land Surveyors Board on or before

Place

Date

Secretary, Land Surveyors Board

To
.....
.....

FORM 2: APPLICATION FOR TESTS TO BE CONDUCTED BY THE LAND SURVEYORS BOARD

Name and Address of
the Applicant

I hereby submit my application for tests on the following subjects and enclose a payment of D as test fees.

Subjects:
.....
.....
.....
.....

My National Identification Card Number is and the same shall be produced at the time of the tests.

Place

Date
Signature of Applicant

To:
The Secretary,
Land Surveyors Board

SCHEDULE III

FORM 1: NOTICE TO LICENSED SURVEYOR TO CORRECT OR AMEND HIS SURVEY WORK

Ref: (Name of the survey work undertaken by the Licensed Surveyor on behalf of the Government)

You are hereby notified that the following errors/discrepancies/ omissions have been noticed in the above mentioned survey work under-taken by you.

- (a) Field Notes.....
(b) Computations.....
(c) Survey Plans.....

You are required to correct the above mentioned errors, discrepancies or omissions at your own expense and to resubmit the documents on or before (Specify Date)

You are further notified that, if the necessary corrections are not undertaken before the specified time, under the provisions of the Survey Act, 1991 it shall be lawful for me to undertake such correction and to recover the whole cost of such correction from you.

Date Director of Lands and Surveys

To (Name and Address of the Licensed Surveyor)
.....
.....
.....

**FORM 2: APPLICATION FROM LICENSED SURVEYOR TO DIRECTOR OF
LANDS AND SURVEYS FOR INFORMATION ON EXISTING SURVEY**

I/We.....have been
(Name of the Licensed surveyor or licensed firm)
commissioned by.....
to undertake the following survey on plot/property.....
.....at.....

Description of the Survey

.....
.....
.....

Any previous survey data pertaining to the above mentioned property/ or its adjoining properties may be made available to me/us.

A payment of D is enclosed to meet the required charge.

Place

Date
Signature of the Licensed Surveyor

To

The Director,
Department of Lands and Surveys

FORM 3: AUTHORIZATION TO ENTER UPON LAND FOR SURVEYING PURPOSES

You are hereby authorized, under the provision of section 15 of the Surveys Act, 1991 to enter upon any land for surveying purposes.

Date

.....
Director of Lands and Surveys

To

.....
(Name of Government or Licensed
Surveyor and Address)

Seal of the
Director

FORM 4: NOTICE TO OWNER/OCCUPIER OF LAND BEFORE ENTRY FOR SURVEY PURPOSES

You are hereby given notice that the undersigned, on authority from the Director of Lands and Surveys and under the provisions of section 15 of the Survey Act, 1991 shall enter upon your land situated at

.....
on or during the period from to
..... for survey purposes.

Date

.....
Government/Licensed Surveyor

To:

.....
.....
.....

MADE THIS...9TH... DAY OF FEBRUARY, 1995

CPT. YANKUBA TOURAY
MINISTER FOR LOCAL GOVERNMENT
AND LANDS