

# **Guideline for Certification of eSurveys by Territorial Authorities**

*OSG Guideline 4*

*Office of the Surveyor-General*

*Version 0.5 (Pilot)*

*14 October 2002*

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# 1 Summary

This guideline has been developed to facilitate the implementation of the **Landonline** eSurvey.

The intended audiences for this guideline are surveyors and Territorial Authority staff who endorse consents.

Currently Territorial Authorities interact with surveyors throughout the subdivisional process and within that interaction endorse the required certificates in two forms, either directly on the plan (or copy of the plan) or as a document referencing the plan.

## 1.1 Survey Plan Changes

**Landonline** eSurvey has significantly changed the components of a survey due to the use of computerised systems and enabling of a digital dataflow. The requirements for paper representation of a survey have been redefined due to a shift in the purpose of a plan. The plan of an eSurvey is not the authoritative record, as in the paper process, but only a representation of the survey transaction. The authoritative information is the digital dataset that is held in **Landonline**.

There are two main purposes for the plan components of **Landonline** eSurveys.

Firstly providing a printable document specifically for depicting the definition and methodology of the eSurvey. This provides surveyors a resource that can be printed and used in the field when undertaking subsequent surveys.

Secondly to provide a document that represents the information needed for deposit and issue of title. This provides a resource for conveyancers and LINZ titles experts.

Consequently there are two new plan types. These are:

- The **Digital Survey Plan**; and
- The **Digital Title Plan**.

## 1.2 Consent Format Changes

**Landonline** Stage Two introduces initial changes to the current certification regime as part of a longer-term plan that will introduce an additional On-line Digital Certification option for Territorial Authorities. The On-line option will be developed once Landonline Stage Two has been implemented and should be introduced in 2003.

Territorial Authority endorsement of certificates is still required, but in the electronic environment the method for applying them has changed. This guideline documents the new paper format and outlines how this format can be incorporated into the eSurvey or utilised when depositing the plan.

Certificates should be endorsed on an A4 certificate (See Appendix C) or on a print of the first graphic page of the Digital Title Plan. This will be imaged by the surveyor and attached as part of the digital cadastral dataset or eSurvey.

Alternatively certificates can be endorsed in the format defined in Appendix D and lodged with deposit documents.

**LINZ RECOMMENDS THAT TERRITORIAL AUTHORITIES:**

- **ENDORSE CERTIFICATES IN THE PLAN CERTIFICATE FORMAT**
- **BASED ON THE DRAFT VERSION OF THE DIGITAL TITLE PLAN**

**SURVEYORS SHOULD PROVIDE BOTH OF THESE COMPONENTS WHEN SEEKING TERRITORIAL AUTHORITY ENDORSEMENT.**

## ***GUIDELINE FOR CERTIFICATION OF ESURVEYS BY TERRITORIAL AUTHORITIES***

### **2 Scope**

Guidelines introducing **Landonline** eSurvey interaction between surveyors and Territorial Authorities.

Specifically related to the endorsement of certificates through the subdivisional process.

Outline of initial changes introduced by **Landonline** eSurvey. The longer-term goal of on-line Digital Certification by Territorial Authorities will be developed and implemented later in 2003.

### **3 References**

Cadastral Survey Act 2002

Land Transfer Act 1952

Land Transfer (Computer Registers and Electronic Lodgement) Amendment Act 2002

Resource Management Act 1991

### **4 Term(s) and Definition(s)**

There are two new main plan types. These are:

#### ◆ Table 1

<p>◆ <b>The Digital Survey Plan</b></p>	<p>A multi page image file that includes pages for header information, consents, schedules, title graphics, survey graphics, occupation diagrams, and a marks and observations listing.</p> <p>Its purpose is to provide a representation of the authoritative digital dataset. This <b>Landonline</b> product can be viewed, printed or saved.</p>
<p>◆ <b>The Digital Title Plan</b></p>	<p>A multi page image that shows a summary of title information taken from the <b>Digital Survey</b></p>

	<p><b>Plan.</b> Pages include header information, consents, schedules and title graphics with simplified information.</p> <p>Its purpose is to facilitate the issue of title. This <b>Landonline</b> product can be viewed, printed or saved.</p>
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Consents referred to by this guideline include but are not limited to:

◆ Table 2

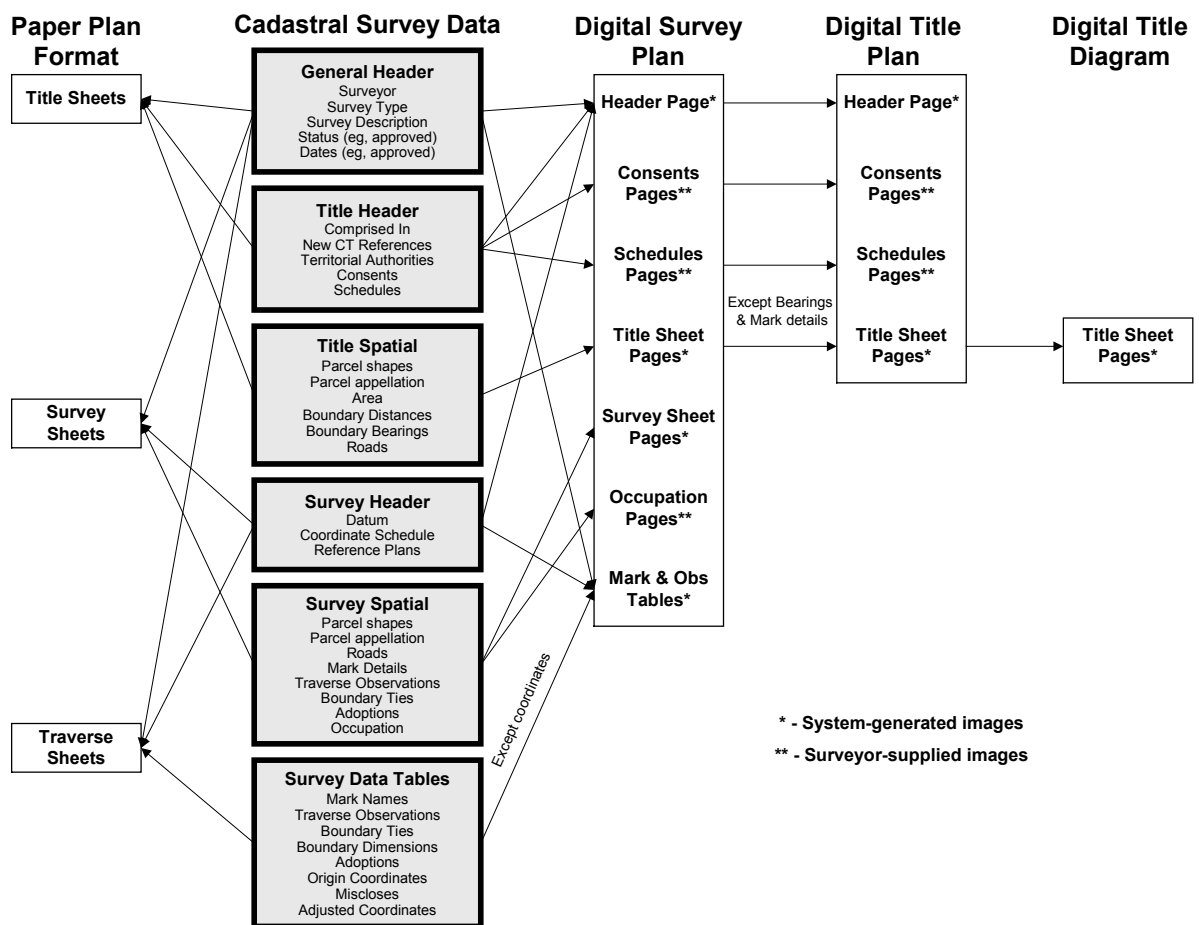
Resource Management Act 1991	Sections 221, 223, 224(c), 224(f), 239, 240, 241 and 243
Local Government Act 1974	Section 348
Unit Titles Act 1972	Section 5(1)(g)

## 5 Cadastral Survey Data Representation

The introduction of digital lodgement has created a new hardcopy plan format used to represent Cadastral Survey Data sets. **Landonline** eSurvey generates a multi page printable plan from the digital survey data set. The new digital plans depict generally all of the information shown on a current paper survey and title plan.

### 5.1 Plan format comparison

A comparison of the data components for a cadastral survey dataset is depicted in this diagram. The diagram indicates where each component is depicted in both the current paper format and the new eSurvey digital plan format.



### 5.2 Digital plan format

The digital plans are a single document with multiple pages, representing each component of the dataset. Typically components of the **Digital Survey Plan** or **Digital Title Plan** can be:

◆ Table 3

Component	Description	Survey or Title	Size
◆ Header Page	Structured textual information specific to the eSurvey.	Both	A4
◆ Schedules Pages	Scanned images of schedules required for the eSurvey.	Both	A4
◆ Consents Pages	Scanned images of consents supplied as required.  Format of consent shall be in the form of the deposit document requirement.	Both	A4
◆ Surveyor Supplied Images	Scanned images representing information not in a structured format in the eSurvey.  Examples are occupation diagrams and field notes.	Survey	A4
◆ Traverse Observation Report	Listing of all observations in the dataset.	Survey	A4
◆ Titles Graphic Pages	Titles specific graphical representations of the digital dataset.  Two versions, one depicting the Primary Parcel detail and one depicting the Secondary Parcel detail.	Both	A3
◆ Surveyor Supplied Titles Graphic Pages	Images representing parcel definitions not defined in a structured format in the eSurvey.  Examples are graphics of parcels such as Units and Flats.	Both	A3
◆ Survey Graphic Pages	Survey specific graphical representations of the digital dataset.	Survey	A3

### 5.3 *Digital plan samples*

Appendix A includes a sample of a **Digital Survey Plan** and Appendix B includes the corresponding **Digital Title Plan**.

## 6 Certificates

The requirements for certificates remains generally the same for eSurveys as was previously recognised for paper based surveys. Certificates can be endorsed on a copy of the graphic page of a plan or on an accompanying page.

- Certificates endorsed prior to lodgement can be included by the surveyor in the digital dataset. At the point an eSurvey is submitted to LINZ for Approval as to Survey certificates are bundled into the Digital Plan Products.

**NOTE: THERE IS NO LONGER A REQUIREMENT TO ENDORSE A SECTION 223 CERTIFICATE ON THE PLAN FACE OR ON AN APPROVED COPY OF THE PLAN.**

- Endorsed certificates can alternatively be lodged as part of the deposit documents prior to deposit and issue of new titles.

**NOTE: ONCE A SURVEY IS APPROVED CAN NOT BE AMENDED, ANY CHANGES REQUIRE A NEW SURVEY TO BE CREATED AND SUBMITTED WITH THE APPROPRIATE FEES.**

Refer to Schedule 4, Land Transfer (Computer Registers and Electronic Lodgement) Amendment Act 2002 that amended Sections 223 and 224 of the Resource Management Act 1991.

### 6.1 *Formats of certificates*

Certificates shall include the LINZ survey reference number as a unique identifier relating to the endorsement being applied to the particular Cadastral Survey Dataset.

Appendix C includes a certificate template that should be used if the certificate is to be included with Digital Plan products.

The document format of deposit documents, as stipulated by the Registrar General of Land, is A4 portrait.

Appendix D includes a certificate template that should be used if the certificate is to be included with deposit documents.

## APPENDIX A - Sample Digital Survey Plan

**NOTE: THE ENCLOSED PLAN EXAMPLE HAS BEEN TAKEN FROM THE TEST ENVIRONMENT AND MAY DIFFER FROM THE FINAL PLAN FORMAT WHEN *LANDONLINE* STAGE TWO IS IMPLEMENTED.**

## **APPENDIX B - Sample Digital Title Plan**

**NOTE: THE ENCLOSED PLAN EXAMPLE HAS BEEN TAKEN FROM THE TEST ENVIRONMENT AND MAY DIFFER FROM THE FINAL PLAN FORMAT WHEN *LANDONLINE* STAGE TWO IS IMPLEMENTED.**

## **APPENDIX C – Certificate Template (plan version)**

## **APPENDIX D – Certificate Template (deposit document version)**