

Aspatial Parcel Capture for Stage Unit Developments

- Do not 'Reference' units that were created on previous stages. When viewed within the tree in searches, it gives a clearer picture of the actions being completed on each stage.
- Do not capture **any** 'Common Property' parcels.
- All Topology Classes are to be set to 'No Topology'.
- If the stage you are capturing has a pre Landonline plan number i.e. <300000, then the previous stage must be Captured into Landonline first before proceeding. (This may mean contacting LINZ to arrange for them to capture the previous stages first).
- Do not allocate suffixes when adding the previous stage in the CSL_S02 Manage Survey Transaction Screen. Refer to Education: Survey - Unit developemnt Plan Suffixes on the Landonline Website.
- EASEMENTS: Easements may be captured on any stage of a Unit Development including the PUD but they must only be captured once. **Do not extinguish and re capture the easements on subsequent stages.**

Plan Type	Unit Type	Previous Action	Current Action	Parcel Intent	Title	Comments
PUD - (Proposed Unit Development)						
	Principal Unit		Proposed	Principal Unit	No Action possible as no created parcels on PUD	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
	Accessory Unit		Proposed	Accessory Unit	No Action possible as no created parcels on PUD	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
	Common Property					Do not capture
The PUD must have a status of "Submitted" before continuing with 1st Stage, as proposed units will not be able to be searched until these units are in Landonline						

Plan Type	Unit Type	Previous Action	Current Action	Parcel Intent	Title	Comments
1st Stage						
	Principal Unit being developed on this stage	Proposed	Created	Principal Unit	Link Title from PUD to Principal Unit	Search the Proposed Unit from PUD and change Action to Created
	Accessory Unit being developed on this stage	Proposed	Created	Accessory Unit	Link Title from PUD for Principal Unit to Accessory Unit	Search the Proposed Unit from PUD and change Action to Created
	Common Property					Do not capture
	Future Development Unit (FDU)		Created	Future Development Unit (FDU)	Titles will be issued for FDU by LINZ at registration	No pre-allocated titles issued at lodgment
2nd and Subsequent Stages and Complete Stage						
	Principal Unit being developed on this stage	Proposed	Created	Principal Unit	Link Title from PUD to Principal Unit	Search the Proposed Unit from PUD and change Action to Created
	Accessory Unit being developed on this stage	Proposed	Created	Accessory Unit	Link Title from PUD for Principal Unit to Accessory Unit	Search the Proposed Unit from PUD and change Action to Created
	FDU that is being developed as a principal unit on this stage	Created	Extinguished	FDU	Titles have been issued for this Unit and will be cancelled by LINZ	Search the Created Unit from Previous Stage and change Action to Extinguished

Plan Type	Unit Type	Previous Action	Current Action	Parcel Intent	Title	Comments
	FDU that covered more than 1 Unit and part of this FDU is being developed on this stage and the remaining part will be a new FDU	Created	Extinguished (Current FDU) Created (New reduced FDU)	FDU	Titles have been issued for this Unit and will be cancelled by LINZ and new Title will be issued for balance of FDU that remains which will now be a new FDU	Search the Created Unit from Previous Stage and change Action to Extinguished No pre-allocated titles issued at lodgment
SPUD - (Substituted Proposed Unit Development)						
Note: When a SPUD is lodged the SPUD will automatically take the /A suffix the PUD will get the next letter after the previous highest. There will be no plan with no suffix						
	New Principal Unit		Proposed	Principal Unit	Link Pre-allocated Title to Principal Unit	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
	New Accessory Unit		Proposed	Accessory Unit	Link Pre-allocated Title for Principal Unit to Accessory Unit	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
	Common Property					Do not capture
The SPUD must have a status of "Submitted" before continuing with subsequent stages, as proposed units will not be able to be searched until these units are in Landonline						
Subsequent Stages						
	Principal Unit being developed on this stage	Proposed	Created	Principal Unit	Link Title from PUD to Principal Unit	Search the Proposed Unit from PUD and change Action to Created

Plan Type	Unit Type	Previous Action	Current Action	Parcel Intent	Title	Comments
	Accessory Unit being developed on this stage	Proposed	Created	Accessory Unit	Link Title from PUD for Principal Unit to Accessory Unit	Search the Proposed Unit from PUD and change Action to Created
	FDU that is being developed as a principal unit on this stage	Created	Extinguished	FDU	Titles have been issued for this Unit and will be cancelled by LINZ	Search the Created Unit from Previous Stage and change Action to Extinguished
	FDU that covered more than 1 Unit and part of this FDU is being developed on this stage and the remaining part will be a new FDU	Created	Extinguished (Current FDU) Created (New reduced FDU)	FDU	Titles have been issued for this Unit and will be cancelled by LINZ and new Title will be issued for balance of FDU that remains which will now be a new FDU	Search the Created Unit from Previous Stage and change Action to Extinguished No pre-allocated titles issued at lodgment
	FDU that are being shown for the first time after a SPUD has proposed new units		Created	FDU	Titles will be issued for FDU by LINZ at registration	
Redevelopment Plan						
	Existing Principal Unit being altered on this plan	Created	Extinguished	Principal Unit	Titles have been issued for this Unit and will be cancelled by LINZ	Search the Created Unit from Standard Unit Plan and change Action to Extinguished
	Principal Unit being created on this plan		Created	Principal Unit	Link Pre-allocated Title to Principal Unit	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen

Plan Type	Unit Type	Previous Action	Current Action	Parcel Intent	Title	Comments
	Existing Accessory Unit being altered on this plan	Created	Extinguished	Accessory Unit	Titles have been issued for this Unit and will be cancelled by LINZ	Search the Created Unit from Standard Unit Plan and change Action to Extinguished
	Accessory Unit being created on this plan		Created	Accessory Unit	Link pre-allocated Title for Principal Unit to Accessory Unit	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Unit Plan in Substitution						
	Existing created Principal Unit being included in common property	Created	Extinguished	Common Property	Issued Title will be cancelled by LINZ	Search the Created Unit from Previous Stage and change Action to Extinguished
	Existing undeveloped Principal Unit being included in common property	Created	Extinguished	Common Property	Pre-allocated Title will need to have its status updated to "Pre-allocated in error" by LINZ	Search the proposed Unit from Previous Stage and change Action to Extinguished
	Existing created Accessory Unit being included in common property	Created	Extinguished	Common Property	Issued Title will need to have its status updated to "Pre-allocated in error" by LINZ as appropriate (i.e. the principal unit it is attached to is also going into the common property, and if not, then no action from titles is required.	Search the Created Unit from Previous Stage and change Action to Extinguished
	Existing undeveloped Accessory Unit being included in common property	Created	Extinguished	Common Property	Pre-allocated Title will be cancelled by LINZ	Search the proposed Unit from Previous Stage and change Action to Extinguished

Plan Type	Unit Type	Previous Action	Current Action	Parcel Intent	Title	Comments
	Common property being added to from adjoining parcel					Do not capture
	Common property being reduced by inclusion in adjoining parcel					Do not capture

- Education: Survey - Unit Development Plan Suffixes Examples. This site shows how and at what stage the suffixes are added.