

APPENDICES

Appendix A: CT Prefix codes for converted titles

Converted title references begin with a two letter code. This represents the Land District for the title. For example, Wellington title 1A/1 is converted as WN1A/1. There are no spaces in the title reference.

Table A-1 lists codes used for titles converted into Landonline.

District	Prefix codes
North Auckland	NA
South Auckland	SA
Gisborne	GS
Hawkes Bay	HB
Taranaki	TN
Wellington	WN
Marlborough	MB
Nelson	NL
Westland	WS
Canterbury	CB
Otago	OT
Southland	SL

Table A-1 CT prefix codes for converted titles

Appendix B: Survey Prefixes

Table B-1 lists all the survey prefixes used in Landonline.

Code	Description
A	Application Plan
B	Big Application Plan
BM	Black Map
BSHT	Block Sheet
DB	Diagram Book
DEED	Deeds Registry Plan
DIDX	Deeds Index Plan
DMTG	Deeds Mortgage
DP	Deposited Plan
DPAM	Amuri DP
DPS	Deposited Plan South Auckland
DRAW	Miscellaneous Data
DRO	Deeds Registry Office
FB	Field Book
FILE	File Reference
GMAP	Gazette Map
L	Lease Plan
LT	Land Transfer
LTPR	LT Proclamation Plan
LTRR	LT Railway Roll Plan
LTS	Land Transfer South Auckland
M	Mortgage Plan
MISC	Miscellaneous Tracing Plan
ML	Maori Land
MLR	Maori Land Record
OLC	Old Land Claim Plan
P	Proclamation Plan
RACK	Rack Plan
RM	Red Map
ROAD	Road Plan
ROLL	Roll Plan
SALE	Land Sale Poster
SO	Survey Office
SQAM	Amuri Square Plan
ST	Amuri Standard Survey Sheet
TOPO	Topographic Plan
TP	Transfer Plan
TR	Timaru Roll Plan
TRMN	Transmission Plan
UP	Unit Plan

Table B-1 Survey Prefixes

Appendix C: Appellation formats

There are three main types of appellation format (ie General, Maori and Other).

General appellation format

Within the General format there are two types:

- Simple format.
 - a lot, part lot, unit or flat on a deposited plan (DP), or
 - a section or part section on a survey office plan (SO)
- Complex format. Examples are:
 - Sec 2 Blk II Kaiteriteri SD
 - Sec 3 Blk IV Town of Wellington
 - Pt Sec 14 Blk XV Invercargill Hundred
 - Pt Sec 5 Sec 61 Motueka Rural District
 - RS 6191

Maori appellation format

Examples are:

- Rahui 1A1 Block
- Puketapu Block 3A2B ML 8169
- Waikawa Village Sec 1B2B1 Block
- Pt Rangitoto Tuhua 35H2 Block
- Moteo Hapu te Pirau 1C5A1 Block

Other appellation format

Examples are:

- Crown Land
- Stream bed
- Pt Town Section 82 Westshore

Appendix D: Restricted estate types

Restricted title types

The restricted title types that cannot be printed from the Guaranteed Search screen are:


- Supplementary Record Sheet (requested on its own and not part of a unit title)
- Gazette Notice.


Restricted estate types

An example of restricted estate types that cannot be printed from the Guaranteed Search screen are listed below. This list is not conclusive as it may change:

- Deed of Easement under 17ZA Conservation Act 1987
- Deeds of Easement under s8a Crown Forest Assets Act 1989
- Crown Forestry Licence under s30 Crown Forests Assets Act 1989
- Sustainable forest management plan under s67K Forest Act 1949
- Agreement for Sale and Purchase under s18 Housing Act 1955
- Licence to Occupy under the Housing Act 1919
- Certificate under Section 86A Maori Affairs Restructuring Act 1989
- Licence under s10 Mining Tenures Registration Act 1962

Appendix E: Image View function menu options

The Image Viewer  (Function Menu) contains the same functions as the toolbar icons, as well as additional options. Some of the menu options have been disabled in Landonline.

Menu Option	Sub Options and Descriptions
File	<ul style="list-style-type: none"> Close - closes the Image Viewer. Save Copy As... - displays the Save Copy As window to save the image copy to a file on your computer. This option is also available in the right mouse menu. Page Setup - displays the Page Setup screen to set up a page size and orientation for printing the image. Print... - displays the Print screen to print the image. This option is also available in the right mouse menu. Properties - displays the properties of the image.
Edit	This function is not available in Landonline.
View	<p>Select each viewing option you require. The option is active when there is a tick (✓) in front of the name (eg ✓ Thumbnails). The last three viewing options in this menu display a viewing window. You can change the size of the Magnifier and Overview windows to suit your requirements.</p> <ul style="list-style-type: none"> Pixel Information - displays a window to view pixel information for the image. Magnifier - displays a window in which to magnify the selected area of the image. Select the magnification you require and move the cursor over the area of the image to display the same information in the Magnifier window increased in size. Overview - displays a window in which the whole image displays.
Thumbnail	<ul style="list-style-type: none"> Regenerate Selected Thumbnails - regenerates the selected thumbnail(s) to the original full Image View for the page. Regenerate All Thumbnails - regenerates thumbnails for all pages in the current file. Make a Thumbnail - creates a thumbnail of the area defined by the  (Rectangle Selection). This option is also available in the right mouse menu.
Page	<ul style="list-style-type: none"> First - displays the first image page. Previous - displays the previous page. Go To... - displays a window to type the number of the page to display. Next - displays the next page. Last - displays the last page. Go Back - returns you to the last page you displayed.
Image	<ul style="list-style-type: none"> Zoom In - immediately zooms in to decrease the scale of the image. Zoom - select the size to zoom to. Zoom Out - immediately zooms out to increase the scale of the image. Fit To Window - fits the complete image to the size of the window. Fit to Width - fits the width of the image to the size of the window. Fit to Height - fits the height of the image to the size of the window. Reduce to Window - fits the complete image to the size of the window. Invert - reverses the colour of the image to white on black or black on white. Rotate Left - rotates the image 90 degrees to the left. Flip - flips the image 180 degrees. Rotate Right - rotates the image 90 degrees to the right.

Menu Option	Sub Options and Descriptions
Tool	<ul style="list-style-type: none"> • Dragging - drags the image in any direction. • Zoom In - zooms in to decrease the scale of the image. Each time you click the image it displays larger. • Zoom Out - zooms out to increase the scale of the image. Each time you click the image it displays smaller. • Rectangle Selection - select a rectangular area of the image to print or copy to the clipboard. • Zoom Area - zooms in to an area of the image you select. • Annotation Selection - This function is not available in Landonline. • Magnify - displays a window in which to magnify the selected area of the image. You can resize the Magnifier window. Select the magnification you require and move the cursor over the area of the image to display the same information in the Magnifier window increased in size.

Table E-1 Image View Function Menu options

Appendix F: Details of extracted objects

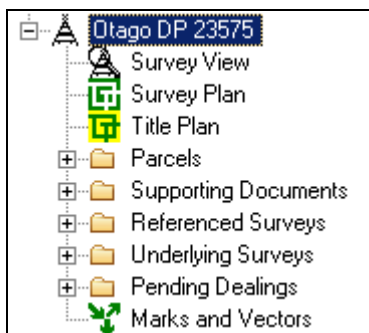
Table F-1 lists the XML elements of any data extract (if applicable) when extracting existing Landonline data using the Survey Data Extraction screen.

Object	Elements
Coordinates	Northing Easting
Lines	Start Point End Point
Marks	<ul style="list-style-type: none"> • Mark Type Abbreviation • Mark Number • Mark Plan Reference • Mark Type • Mark Condition • Mark State • Mark Purpose • Mark Survey Order • Mark Coordinates
Vectors	<ul style="list-style-type: none"> • Bearing • Horizontal Distance • Equipment Used • Bearing Type • Distance Type • Date of Vector • Bearing Accuracy Class • Distance Accuracy Class • Bearing Accuracy • Distance Accuracy
Parcels	<ul style="list-style-type: none"> • Area • Appellation (Parcel Label) • Certificate of Title Reference • Lines • Class (eg Primary, Secondary, Tertiary)
Survey Header	<ul style="list-style-type: none"> • Survey Number Extracted • Land District • Coordinate System • Surveyor • Survey Purpose • Survey Description • Type of Survey • Class of Survey • Survey Date
Vertices	Coordinates representing an irregular boundary

Table F-1 Details of extracted objects

Appendix G: Survey information views

View Survey (Structured Text View)



Note: Surveys registered after May 2010 will display in the Surveys folder as CSD Plan.

The information available in the View Survey (Structured Text View) is dependent on the type of survey dataset and the details captured. Converted surveys will contain limited data. **Table G-1** lists a summary of the View Survey (Structured Text View).

Section	Description
Survey Number	Number of the survey.
Surveyor Reference	Reference for the survey.
Surveyor	Name of the surveyor.
Survey Details	Describes the selected survey (eg cadastral dataset description, purpose, status, land district, coordinate system, type).
Survey Dates	Lists dates relevant to the survey and the coordinate system.
Referenced Surveys	Lists surveys used to create the selected cadastral survey dataset. Only surveys captured in Landonline for a cadastral survey dataset will display.
Territorial Authorities	Lists the relevant territorial authorities applicable to this survey.
Supporting Documents	Lists all supporting documents associated with this survey. You can view all approved supporting documents in the tree for approved and registered surveys, except when a supporting document has been tagged as Internal Only .
Notices	Lists basic information about notices relevant to the selected survey. Only internal LINZ users or the surveyor who created the survey can view this section.
Requisitions	Lists basic information about requisitions relevant to the selected survey. Only internal LINZ users or the surveyor who created the survey can view this section.

Table G-1 View Survey Structured Text View

View Parcel (Structured Text View)



All parcels for a survey are added to the tree (ie created, referenced, extinguished, affected and proposed). If a parcel does not have an appellation, Parcel Id displays as the label (eg Parcel Id: 2424421 (Created)).

Table G-2 lists a summary of the View Parcel Structured Text View.

Section	Description
Appellation	Legal description of the parcel.
Parcel Status	Status of the parcel.
Intent	Purpose of the parcel.
Parcel Area	Area of the parcel.
Total Area	Total area of the parcel. This applies when a parcel is made up of more than one polygon.
Associated Feature	Geographic feature name related to the parcel.
Land District	Land district in which the parcel is located.
Street Address	The street address for the displayed parcel (if available).
Title	Lists all certificates of title for the displayed parcel.
Pre-Allocated Title	List of pre-allocated certificates of title for the displayed parcel.
Referenced Surveys	A list of surveys used to create the parcel being displayed and the type of dataset for each.

Table G-2 View Parcel Structured Text View

View Statutory Action (Structured Text View)

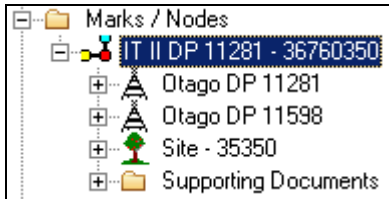
A screenshot of a web browser window displaying the 'View Statutory Action' page. The browser title is 'Landonline - Searches - [Surveys - Otago SD 1304 - Parcels - Part Section 1 Section 56 Block I Damaru Survey District (Created) - Statutory Actions]'. The page content includes the Landonline logo, 'Toitū te Land whenua Information New Zealand', and the title 'View Statutory Action'. Below the title, it shows 'Parcel: Part Section 1 Section 56 Block I Damaru Survey District' and 'Parcel Status: Current'. The 'Current Purpose' is 'Recreation Reserve'. A table lists 'Statutory Action' details: 'New Zealand Gazette 2002 p. 265', 'Type: Gazette Notice', 'Recorded: 12/09/2002', 'Action: Referenced', and 'Status: Current'. The 'Statute' is 'the Reserves Act 1977', 'Purpose' is 'Recreation Reserve', 'Name' is 'Anita', and 'Comments' are 'Vested in the Waitaki District Council'. The page ends with '*** End of Report ***'. The status bar at the bottom shows 'Ready', 'Current Client: admin1', and 'Current Fees: \$0.00'.

Only statutory actions recorded in Landonline show in View Statutory Action (Structured Text View). **Table G-3** lists a summary of the View Statutory Action Structured Text View.

Section	Description
Parcel	Details of the parcel affected by the statutory action including its status and current purpose.
Parcel Status	Status of the parcel.
Current Purpose	Current purpose for the statutory action.
Statutory Action	Displays the statutory restriction for a gazette or statutory vesting for current

Table G-3 View Statutory Action Structured Text View

View Mark / Node (Structured Text View)

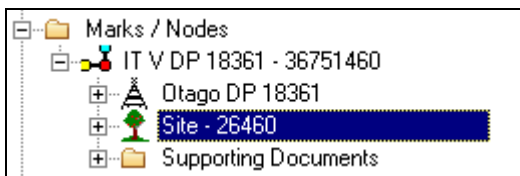


Landonline stores marks as latitude and longitude. **Table G-4** lists a summary of the View Mark / Node Structured Text View.

Section	Description
Header Details	Code for the mark, type of mark, status of the node and the name of the mark or node.
Mark General Information	Reference defining the geodetic or cadastral mark, its name, description, category, mark status, whether the mark is disturbed (D) or renewed (R), and additional mark names (if applicable). If the mark is a geodetic type, it can have protection or beacon information.
Mark Physical State Information	Information about the mark, beacon or protection structure (geodetic only), and its condition, status, date and latest condition.
Mark Maintenance Information	Information about maintenance on the mark, beacon or protection structure (geodetic only), showing the type, status and date the maintenance was undertaken.
Coordinate Information	Information about the datum, coordinate system, coordinate type, order, SDC status and ordinate values.
Proposed Order and Datum	Proposed order for a geodetic mark that is to be established in terms of Datum 2000.
Control Network Information	Code and description of the Control Network(s) in which the node is included (if applicable).

Table G-4 View Mark /Node Structured Text View

View Site (Structured Text View)



The last date the site was maintained can be found on the View Mark/Node Structured Text View, under Mark Maintenance Information. This is only relevant to geodetic marks and nodes. **Table G-5** lists a summary of the View Site Structured Text View.

Section	Description
Type	Type of maintenance performed.
Occupier	Name of the owner or occupier of the site.

Description	Description of the maintenance.
Location	Displays the location(s) where the site is situated.
Associated Marks	Displays the code and name of any associated marks.
Pending Site	Displays any pending site information and the work Id(s). Only internal LINZ users can view this section.
Supporting Documents	Lists all supporting documents associated with the displayed site.

Table G-5 View Site Structured Text View

View Vectors (Structured Text View)

When you add a vector to the tree, all vectors associated to that vector are added.

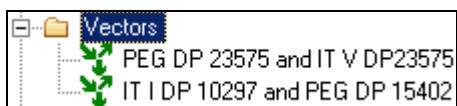


Table G-6 lists a summary of the View Observations Structured Text View.

Section	Description
Land District	Displays the land district where the displayed vector is located.
From - To	Lists the marks that this vector is from and to.
Co-ordinate System	Displays information on the relevant coordinate system for this vector.
Reference Date	Date the vector was made.
Survey Number	Cadastral survey dataset reference.
Bearing	The bearings for a vector as per the Survey Number. This can be measured, calculated, or adopted. The bearings given in the first statement will advise which way the vector follows. The first vector follows the from-to assumption, but the rest may be in the reverse direction.
Original Survey	Reference to the survey from which the vector was adopted. If the vector was adopted, the Original Survey also displays.
Distance	The distance for an vector as per the Survey Number. This can be measured, calculated, or adopted.
Bearing Accuracy	The accuracy of the bearing value for the vector.
Distance Accuracy	The accuracy of the distance value for the vector.
Chord Bearing Accuracy	The accuracy of the chord bearing value for the arc.
Length Accuracy	The accuracy of the length value for the arc.

Table G-6 View Vectors Structured Text View

View Marks and Vectors (Structured Text View)

The mark and vector view is similar in style to a Traverse Sheet showing all vectors for a survey. If the survey contains right line vectors as well as arcs, Landonline displays a second page with different column headings.

The screenshot shows the Landonline application window titled 'Surveys - Otago DP 11452 - Marks and Vectors'. The main content area displays the 'View Marks and Vectors' structured text view. At the top, there is a header with the Landonline logo and the text 'Toitu te Whenua Land Information New Zealand'. Below the header, there is a section for 'View Marks and Vectors' with the following details:

- Survey Number: DP 11452
- Surveyor Reference: Conversion, DCDB
- Surveyor: Conversion, DCDB
- Dataset Description: Conversion, DCDB
- Purpose: Unknown
- Status: Registered
- Land District: Otago
- Coordinate System: E CAPE WANBROW (Oamaru SD) OCD

Below the details is a table with the following columns: From, To, Bearing, Adpt Surv, Distance, and Adpt Surv. The table contains 18 rows of vector data.

From	To	Bearing	Adpt Surv	Distance	Adpt Surv
PEG DP 11452	PEG IIIA DP 11452	303°31'00"	C	17.880	C
PEG DP 21052	PEG DP 11452	33°31'00"	C	41.220	C
PEG DP 21052	UNMARKED DP 11452	303°31'00"	C	17.880	C
UNMARKED DP 11452	PEG IIIA DP 11452	33°31'30"	C	41.240	C
PEG VB DP 11452	PEG DP 6446	213°31'00"	C	28.360	C
PEG DP 6446	PEG IA DP 11452	303°27'00"	C	18.710	C
PEG IC DP 11452	PEG DP 23575	33°31'00"	C	22.290	C
PEG VB DP 11452	PEG DP 23575	303°31'00"	C	24.800	C
PEG DP 23575	PEG VB DP 11452	213°31'00"	C	12.510	C
PEG VIA DP 11452	PEG DP 23575	303°31'00"	C	36.710	C
PEG DP 11452	PEG VIA DP 11452	33°29'40"	C	40.840	C
PEG DP 11452	PEG DP 6446	303°27'00"	C	36.730	C
IS I DP 11452	PEG IA DP 11452	33°27'00"	M	17.700	M
IS I DP 11452	IT I DP 9907	303°27'00"	M	20.840	M
IT I DP 9907	PEG DP 21052	351°28'00"	M	23.820	M

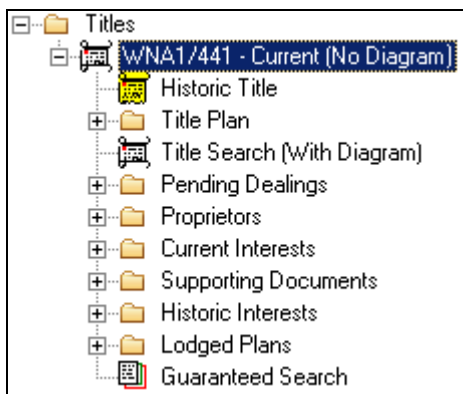
Table G-7 lists a summary of the View Marks and Vectors Structured Text View.

Section	Description
Header information	Details of the Survey Number, Reference, Surveyor, Dataset Description, Purpose, Status, Type, Land District and Coordinate System.
From	From mark for vector.
To	To mark for vector.
Bearing	Value of the bearing for the vector in degrees, minutes and seconds and indicates whether the bearing is measured (M), calculated (C), or adopted (A).
Bearing Adopted Survey	Number of the survey from which the bearing was adopted.
Distance	Value of the distance for the vector in metres. Landonline displays this distance to an accuracy of 0.01m and indicates whether the distance is measured (M), calculated (C), or adopted (A).
Distance Adopted Survey	Number of the survey from which the distance was adopted.
Chord Bearing	Value of the chord bearing for the vector in degrees, minutes and seconds and indicates whether the chord is calculated (C), or adopted (A).
Arc Length	Value of the arc length in metres.
Arc Radius	Value of the arc radius in metres.
Arc Adopted Survey	Number of the survey from which the arc was adopted.

Table G-7 View Marks and Vectors Structured Text View

Appendix H: Title information views

Title View (Structured Text View)



The Title View (Structured Text View) items are:

- Current (No Diagram)
- Historic Title
- Title Search (With Diagram)
- Guaranteed Search. This cannot be viewed from the tree as a Structured Text View.

Table H-1 lists a summary of the Title View Structured Text View.

Section	Description
Identifier	Computer register number (ie certificate of title reference).
Land Registration District	The land district in which the title is situated.
Date Issued	Date on which the title was issued.
Prior references	Prior title references (if applicable).
Estate	Type of estate.
Type	Type of estate/type.
Instrument	Instrument type and number. This is only displayed on computer interest registers.
Area	Area of the parcel(s) of land.
Legal Description	Legal description of the parcel(s) of land.
Proprietors	Name of registered proprietors.
Interests	Details of registered interests.
Subdivision of	Legal Description of the title/unit title being subdivided. Applicable for Supplementary Record Sheet (SRS)
Base Land Subdivided	Legal description of the land originally affected by a unit development and subsidiary unit development(s). The base land subdivided legal description displays on SRSs of subsidiary developments, and is appended with the SRS reference from the original development.

Table H-1 Title View Structured Text View

View Pending Dealing (Structured Text View)

Table H-2 lists a summary of the View Pending Dealing Structured Text View.

Section	Description
Dealing Number	Number of the dealing.
Status	Status of the dealing.
Date and Time Lodged	Date and time the dealing was lodged.
Lodged By	Name of the lodging firm.
Lodged For	Name of the principal for the lodging firm.
Associated Instruments	Lists summary instrument information for the dealing.
Plans to be deposited	Lists the plans to be deposited for the dealing.

Table H-2 View Pending Dealing Structured Text View

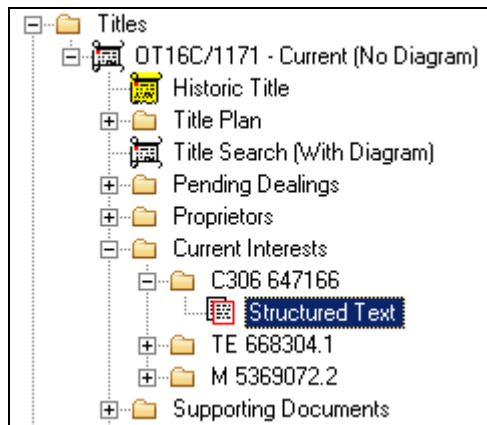
View Pending Instrument (Structured Text View)

Table H-3 lists a summary of the View Pending Instrument Structured Text View.

Section	Description
Instrument Type	Type of instrument.
Instrument No.	Number of the instrument.
Status	Status of the instrument.
Date and Time Lodged	Date and time the instrument was lodged.
Estimated Completion Date	Estimated date and time the instrument will be registered.
Affected Computer Registers	Lists summary title information for all titles (ie Computer Registers) affected by a transaction that has not yet been registered.

Table H-3 View Pending Instrument Structured Text View

View Instrument (Structured Text View)



Instruments that no longer affect the title can be viewed in the Historic Interests folder.

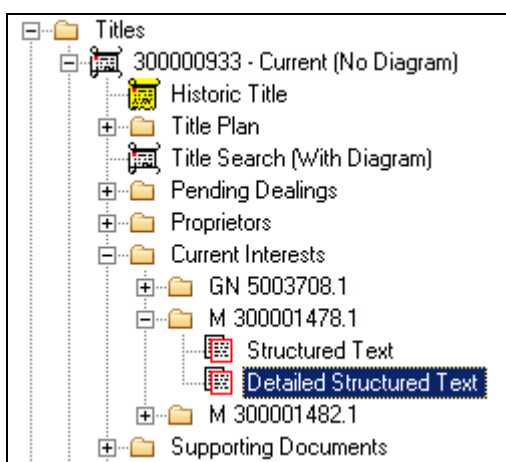
The details that display depend on the type of instrument and whether it was a paper dealing or electronically submitted (ie an *e-dealing*). Table H-4 lists a summary of the View Instrument Structured Text View.

Section	Description
Instrument Type	Type of instrument.
Instrument Number	Number of the instrument.

Status	Status of the instrument.
Completion Date	Date the instrument was registered.
Date & Time Lodged	Date and time the instrument was lodged.
Lodged By	Name of the lodging firm.
Lodged For	Name of the principal for the lodging firm.
Approved By	Name of the person who approved the dealing.
Affected Computer Registers	Lists summary title information for all titles (ie Computer Registers) affected by the instrument.
Titles Document	Displays the certificate of title reference. Only displays for a manually lodged dealing.
Deeds Index	Displays a reference to the Deeds Index, if any. Only displays for a manually lodged dealing.

Table H-4 View Instrument Structured Text View

View Instrument (Detailed Structured Text View)



Instruments that no longer affect the title can be viewed in the Historic Interests folder.

The details that display depend on the type of instrument and whether it was a paper dealing or electronically submitted (ie an *e-dealing*). **Table H-5** lists a summary of the View Instrument Detailed Structured Text View.

Section	Description
Instrument Type	Type of instrument.
Instrument Number	Number of the instrument.
Status	Status of the instrument.
Date & Time Lodged	Date and time the instrument was lodged.
Lodged By	Name of the lodging firm.
Affected Computer Registers	Lists summary title information for all titles (ie Computer Registers) affected by the instrument.
Transferors	Displays a list of transferors.
Transferees	Displays a list of transferees.
Clauses and Conditions	Displays all clauses and conditions for a transfer.
Mortgagors	Displays a list of all mortgagors. Depending on the type of instrument being discharged, the heading changes to Caveator, Charge Holder, Claimant, Encumbrancor or Mortgagor.
Mortgagees	Displays a list of all mortgagees and their share amount. Depending on the type of instrument being discharged, the heading changes to Caveator, Charge Holder, Claimant, Encumbrancee or Mortgagee.
Mortgage Details	Displays details of the mortgage (eg memorandum number, priority amount, payment date and terms of interest) and a clause relating to the memorandum.
<role name> Certifications	Displays all certifications for the instrument.

Signature	Details of the Conveyancing Professional who signed the instrument.
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Table H-5 View Instrument Detailed Structured Text View

Appendix I: Spatial layers

Centreline layers

Table I-1 lists the Centreline layers.

Layer Name	Description
Road-Cur-Centreline	Public and private road centrelines with different symbols. Road names are labels that display by default.
Road-All-Centreline	One symbol for all road centrelines. Road names are labels that don't display by default.
Railway Centreline	Railway centrelines. Railway centrelines are labels that display by default.
All Centrelines	All centrelines including road and railway centrelines. Labels are not included. Live and historic centrelines are depicted by different symbols.

Table I-1 Centreline layers

Context Data layers (Static Layers)

Table I-2 lists the Context data layers.

Layer Name	Description
Grid	World Grid.
Coast - Generalised	Generalised world coastline.
Coast - Detail	Detailed world coastline.
Metro Area Names	NZ metropolitan names.
Urban Areas	Outlines of NZ urban areas.
Urban Area Names	NZ urban area names.
Road & Railway	NZ generalised roads and railways.
Rivers	NZ generalised rivers.
Lakes	NZ lakes.

Table I-2 Context Data layers

Control Networks layers

Table I-3 lists the Control Networks layers.

Layer Name	Description
National Reference Frame	Connections between 3D and vertical datums and connections to international reference frames.
National Deformation Monitoring Network	Monitors national-scale tectonic deformation.
Regional Deformation Monitoring Network	Provides a greater density of marks for monitoring national-scale tectonic deformation, particularly where deformation is significant.
Local Deformation Monitoring Network	Monitors deformation in urban areas and areas of known significant localised deformation.
Cadastral Horizontal Control Network	Horizontal connections to the datum for cadastral surveys.
Cadastral Vertical Control Network	Vertical connections to the datum for cadastral surveys.
Basic Geospatial Network	Horizontal and vertical connections to the datum for government-directed geospatial activities such as topographic mapping.
National Height Network	Vertical connections to the datum for government-directed geospatial activities such as road construction.

Table I-3 Control Networks layers

Conversion Freeze layers

A Conversion Freeze Areas layer depicts an area currently affected by the survey conversion project. **Table I-3** lists a Conversion Freeze Areas layer.

Layer Name	Description
Conversion Freeze Areas	An area currently affected by the survey conversion project. This area includes a buffer.

Table I-4 Conversion Freeze layers

Electoral Place Names layers

Table I-4 lists the Electoral Place Names layer.

Layer Name	Description
Electoral Place Names	Electoral place names. Labels display by default.

Table I-5 Electoral Place Names layers

Feature Names layers

Table I-5 lists the Feature Names layer.

Layer Name	Description
Feature Names	Topographical & Hydrographical feature names. The labels for feature names do not display by default.

Table I-6 Feature Names layers

Land District layers

Table I-7 lists the Land District layers.

Layer Name	Description
Land District	Indicative depiction of land district boundaries.
Land District Detail	Accurate depiction of land district boundaries.

Table I-7 Land District layers

Mark layers

Marks layers are listed separately. See **NZGD1949 Marks – Horizontal layers**, **NZGD2000 Marks – Horizontal layers** and **Vertical Marks layers** in **Appendix I: Spatial layers**.

Meshblock layer

Table I-8 lists the Meshblock layer.

Layer Name	Description
Meshblock	Current meshblocks. Labels default on.

Table I-8 Meshblock layer

Natural Boundaries layers

Table I-9 lists the Natural Boundaries layers.

Layer Name	Description
Primary Natural Boundary	Natural boundaries of live primary parcels.
Secondary Natural Boundary	Natural boundaries of live secondary parcels.

Table I-9 Natural Boundaries layers

Parcel layers

Table I-10 lists the Parcel layers.

Layer Name	Description
Live-Parcels-All	All primary parcels, including roads and hydrographic parcels.
Live-Primary Parcel	Live primary parcels. These are the majority of parcels that comprise the cadastral fabric. The primary parcel network cannot contain any gaps or overlaps.
Live-Road	Live road parcels. The road network is divided into parcels to assist in the maintenance of topology. These parcels contribute to the primary parcel fabric, ensuring there are no gaps or overlaps.
Live-Secondary Centreline	Secondary centreline parcels that overlap and are wholly contained within individual primary parcels (eg easements).
Live-Secondary Parcel	Secondary parcels that overlap and are wholly contained within individual primary parcels (eg easements).
Live-Strata Parcel	Primary parcels that have Strata definition (ie those parcels with height definition).
Live-Tertiary Centreline	Tertiary centreline parcels with rights that affect one or more primary parcels (eg transmission easement).
Live-Hydro	Live cadastral defined hydrographic parcels. The hydrographic network is divided into parcels to assist in the maintenance of topology. These parcels contribute to the primary parcel fabric, ensuring there are no gaps or overlaps.
Live-Legalisation Parcel	A statutory action affecting a parcel is indicated by this layer. It can be viewed by adding the survey which created the parcel to the Searches tree.
Live-Tertiary Parcel	Tertiary parcels with rights that affect one or more primary parcels (eg marine farming licence).
Approved-Parcels-All	All approved primary parcels, including roads and hydrographic parcels.
Aprv-Legalisation Parcel	Approved primary parcels awaiting statutory action.
Aprv-Primary Parcel	Approved primary parcels awaiting registration.
Aprv-Road	Approved road parcels awaiting statutory action.
Aprv-Secondary Centreline	Approved secondary centreline parcels awaiting registration.
Aprv-Secondary Parcel	Approved secondary parcels awaiting registration.
Aprv-Hydro	Approved hydrographic parcels awaiting registration.
Aprv-Tertiary Centreline	Approved tertiary centreline parcels awaiting registration.
Aprv-Strata Parcel	Approved strata parcels awaiting registration.
Aprv-Tertiary Parcel	Approved tertiary parcels awaiting registration.
Affected Gazette Parcel	Historic representation of primary parcels affected by legalisation.

Table I-10 Parcel layers

Statistical Area layer

Table I-11 lists the Statistical Area layer that displays in the Spatial Window.

Layer Name	Description
Territorial Authority	Accurate depiction of Territorial Authority boundaries.

Table I-11 Statistical Area layer

Street Address layer

Table I-12 lists the Street Address layer.

Layer Name	Description
Street Address	Street address information provided by Territorial Authorities.

Table I-12 Street Address layer

Survey Capture layers

These layers do not apply for Searches. Refer to the *e-survey User Guide*.

Survey Plan References layers

Table I-13 lists the Survey Plan References layers.

Layer Name	Description
Provisional Survey Plan Refs.	Survey references for surveys that have yet to be Approved as to Survey.
Approved Survey Plan Refs.	Survey references for surveys that have yet to be registered.
Registered Survey Plan Refs.	Survey references for surveys that have been registered.
Withdrawn Survey Plan Refs.	Survey references for surveys that have been withdrawn prior to Approval as to Survey.

Table I-13 Survey Plan References layers

Vectors layers

Table I-14 lists the Vectors layers.

Layer Name	Description
Point Vectors - World	Height vectors in the world reference system.
Point Vectors	Height vectors in the NZ reference system.
Geodetic Vectors - World	Geodetic vectors in the world reference system.
Geodetic Vectors	Geodetic vectors in the NZ reference system.
Cadastral Vectors	Vectors recorded by approved surveys. These vectors may originate from the Survey Conversion project or from cadastral surveys captured in Landonline.

Table I-14 Vectors layers

NZGD1949 Marks – Horizontal layers

Table I-15 lists the NZGD1949 Marks - Horizontal layers.

Layer Name	Description
NZGD1949 – Order 1-3	NZGD1949 Horizontal 1st, 2nd and 3rd order marks that have been converted into Landonline.
NZGD1949 – Order 4-9	NZGD1949 Horizontal 4th, 5th and 6th order marks that have been converted into Landonline.

Table I-15 NZGD1949 Marks – Horizontal layers

NZGD2000 Marks – Horizontal layers

Table I-16 lists the NZGD2000 Marks - Horizontal layers.

Layer Name	Description
NZGD2000 - World	2000 horizontal marks in the world coordinate reference system.
NZGD2000 - Order 0-3	2000 horizontal 1 st , 2 nd and 3 rd order marks that have been converted into Landonline.
NZGD2000 - Order 4-5	2000 horizontal 4 th and 5 th order marks that have been converted into Landonline.
NZGD2000 - Order 6	2000 horizontal 6 th order marks that have been converted into Landonline.
NZGD2000 – Order 7-9	2000 horizontal 7 th and 9 th order marks that have been converted into Landonline.
NZGD2000 - Order 10-12	2000 horizontal 10 th and 12 th order marks that have been converted into Landonline.
NZGD2000 - SDC	2000 horizontal marks with Survey Accurate Digital Cadastre (SDC) status.

Table I-16 NZGD2000 Marks – Horizontal layers

Vertical Marks layers

Table I-17 lists Vertical Marks layers.

Layer Name	Description
Vertical - Order 1-2	1st and 2nd order vertical marks.
Vertical - Order 3	3rd order vertical marks.
Vertical - Order 4-5	4th and 5th order vertical marks.

Table I-17 Vertical Marks layers

Appendix J: Managing searches screen information

Create Favourite screen

Field or Button	Action
Name	Type the name of the set of search results to save. Use the survey number, title number, or a description you will remember later.

Table J-1 Create Favourite screen fields and buttons

Client Reference screen

Field or Button	Action
Client Reference	Landonline defaults to your user Id. You can change this to the client reference of your client.
Current Fee	Landonline displays a running total of the fees charged to this client reference during the current session.
Clear Client Reference	Click to clear

Table J-2 Client Reference screen fields and buttons

Fees Report screen

Field or Button	Action
Start Date	Type the start date of the period on which to report fees. When you type details in the Client Reference 1, Client Reference 2 and/or Transaction Id fields this field will clear.
End Date	Type the end date of the period on which to report fees. When you type details in the Client Reference 1, Client Reference 2 and/or Transaction Id fields this field will clear.
User	Landonline displays the user Id and name of the user or firm for which the report will be produced.
Search...	If you don't know the user Id of a user within your firm, click to display the External Search screen and select the name. This button will be disabled when you type details in the Client Reference fields and/or Transaction Id field.
User	Click to indicate the Fees Report is for a User.
Firm	Click to indicate the Fees Report is for a Firm. The report will default to this option when you type details in the Client Reference 1, Client Reference 2 and/or Transaction Id fields.
Client Reference 1	Type the first client reference for your report. You must enter an exact match in this field.
Client Reference 2	Type the second client reference for your report. You must enter an exact match in this field.
Transaction Id	Type the transaction Id for your report. You must enter an exact match in this field.
Generate Report	Click to generate and display the Fees Report. The Fee Status of fees items can be: <ul style="list-style-type: none"> • Draft - draft fee item. • Final - the fee item is either pending or has been sent to billing. • Cancelled - Withdrawn - the fee item has been cancelled as the dealing has been withdrawn. • Requisitioned - the fee item relates to a requisitioned transaction.
Print	Click to print the currently displayed report.
Save As...	Click to display a Save As screen to save the current report to a file on your computer.
Close	Click to close the screen.

Table J-3 Fees Report screen fields and buttons

Appendix K: Text based search screen information

Common buttons in search screens

There are a number of common buttons in all search screens. **Table K-1** lists standard buttons not always included in screen descriptions and the action for each.

Button	Action
Cancel	Click to cancel any changes and close the screen. If you open a subsequent screen, click Cancel to return to the previous screen.
New Search	Click to clear the search criteria and allow you to enter a new selection.
OK	Click to save changes and close the screen. If you open a subsequent screen, click OK to return to the previous screen.
Print Search	Click to print selected items or a report.
Search	Click to display a screen to search for information to insert into a field.
Search Now	Click to search for information based on your criteria.
Add to Tree	Click to return the selected information or record(s) to the previous screen.

Table K-1 Common buttons on search screens

Search Survey screen

Field or Button	Action
Survey Number	Type the number of the survey (eg DP 12345). There must be a space between the prefix and the numbers. The survey prefixes used for new surveys lodged in Landonline are: <ul style="list-style-type: none"> • DP - Deposited Plan • LT - Land Transfer • ML - Maori Land • SO - Survey Office For the full list, see Appendix B: Survey Prefixes .
Land District	Select the land district where the survey is located from the drop down list.
Survey Purpose	Select the purpose of the survey from the drop down list.
CT	Type the certificate of title reference. Landonline only retrieves a survey if the title is associated to a parcel. You cannot retrieve a survey if the title is only pre-allocated as no link has been made to a parcel on the survey.
From Date	Type the earliest lodgement date range for the survey(s). Use the format dd/mm/yyyy.
To Date	Type the latest lodgement date range for the survey(s). Use the format dd/mm/yyyy.
Surveyor	Type the Id to identify the surveyor. If you don't know the Id, click Search... to search and select the surveyor.
Appellation	Click Search... to display the Search Appellation screen.
Print Search	Select the type of survey search to print. The options are: <ul style="list-style-type: none"> • CSD Plan (Survey and Title Sheet(s)). If only one of the types is available, Landonline prints this sheet and displays a message to advise the other sheet is unavailable. If both black and white and colour images exist, only the black and white image prints. If only a colour image exists, Landonline displays a message to advise to add it to the tree to print from there. • Survey Sheet(s). If the survey sheet is unavailable or doesn't exist, nothing prints. Landonline displays a message to advise. • Title Sheet(s). If the title sheet is unavailable or doesn't exist, nothing prints. Landonline displays a message to advise.
Set Default	Click to save the criteria in the Land District field as your default setting for future searches.
Restore Default	Click to restore the previous search default setting.
Add to Tree	Click to add one or more items selected from the Search Results area to the tree.
Select All	Click to select all surveys in the Search Results area.
Deselect All	Click to deselect all selected surveys in the Search Results area.
Resize	Click to expand the Search Results area (if you have a large number) to view more of your search results at one time. Click again to contract the Search Results area and return it to the regular size.
Print List...	Click to print a list of surveys selected in the Search Results area. There is no fee for this.
Copy to Clipboard	Click to copy a list of surveys selected in the Search Results area to the clipboard. There is no fee for this.
Save to File...	Click to save a list of surveys selected in the Search Results area to a specified file on your computer. There is no fee for this.

Table K-2 Search Survey screen fields and buttons

Search Title screen

Field or Button	Action
Land District	Select the land district where the title is located from the drop down list. This is optional. If you subsequently select a Local Authority (ie Territorial Authority) for a street address, Landonline clears this field
CT	Type the certificate of title reference.
Owners Family Name	If known, type the family name of the person who is the land owner as it appears on the title.
Given Names	If known, type the given name(s) of the land owner as it appears on the title.
Corporate Name	If known, type the name of the corporate land owner as it appears on the title.
Search Current Owners Only	Check to restrict your search to only current land owners (ie not past owners). Uncheck to search for all owners including previous owners.
Display Live Titles Only	Check to search for current titles or part cancelled titles only. Uncheck to search for all titles including cancelled titles.
Instrument No	Type the instrument number associated with a title.
View Instr.	Click to add title(s) associated with the instrument number to the tree. To view the instrument, expand the title folder of the tree.
Legal Description	Type the legal description for the title. You can use wildcards in this field if required.
Appellation	To search using an appellation as criteria, you must use the Search Appellation screen. Click Search Appellation... to display the Search Appellation screen.
Street Address	To search using a street address as criteria, you must use the Street Address Search screen. Click Search Address... to display the Street Address Search screen.
Local Authority	Select the Territorial Authority in which the Street Address is located from the drop down list. This field only becomes active when you add a street address. If you subsequently select a Land District, Landonline clears this field.
Print Search	Select the type of title search to print. The options are: <ul style="list-style-type: none"> Title Search (With Diagram) - ie current title information with a diagram (eg Title Plan). This also prints the Supplementary Record Sheet (SRS) if it is a unit title. Title Search (No Diagram) - ie current title information only. Historic Search - ie history of all dealings for the title including the current title information and image of the converted title if available. (If you only wish to print one of these items, add them to the tree.) <p>To print your selection without adding it to the tree, click Print. This automatically incurs a fee when you click OK.</p>
Set Default	Click to save the criteria in the Land District field as your default setting for future searches
Restore Default	Click to restore the previous search default setting.
Add to Tree	Click to add one or more items selected from the Search Results area to the tree.
Select All	Click to select all titles in the Search Results area.
Deselect All	Click to deselect all selected titles in the Search Results area.
Resize	Click to expand the Search Results area (if you have a large number) to view more of your search results at one time. Click again to contract the Search Results area and return it to the regular size.
Print List...	Click to print a list of titles selected in the Search Results area. There is no fee for this.
Copy to Clipboard	Click to copy a list of titles selected in the Search Results area to the clipboard. There is no fee for this.
Save to File...	Click to save a list of titles selected in the Search Results area to a specified file on your computer. There is no fee for this.

Table K-3 Search Title screen fields and buttons

Search Supporting Document screen

Field or Button	Action
Document Id	Type the identification number of the document to search for.
Lodged By	Each customer registered as a Landonline user has a unique code. <ul style="list-style-type: none"> If you know the user Id, type it to display the customer name. If you don't know the user Id, click Search... to display the External Search screen to search and select a name.
Name of Donor	Type the name of the donor of the Power of Attorney.
Number	Type the number of the Memorandum.
Society Name	Select the Society Name from the drop down list.
Number	Type the reference number of the approved form.
Type	Select the type of approved form from the drop down list.
Print Search	Click to print the summary information view of the selected supporting document without viewing it.
Add to Tree	Click to add one or more items selected from the Search Results area to the tree.
Select All	Click to select all supporting documents in the Search Results area.
Deselect All	Click to deselect all selected supporting documents in the Search Results area.
Resize	Click to expand the Search Results area (if you have a large number) to view more of your search results at one time. Click again to contract the Search Results area and return it to the regular size.
Print List...	Click to print a list of supporting documents selected in the Search Results area. There is no fee for this.
Copy to Clipboard	Click to copy a list of supporting documents selected in the Search Results area to the clipboard. There is no fee for this.
Save to File...	Click to save a list of supporting documents selected in the Search Results area to a specified file on your computer. There is no fee for this.

Table K-4 Search Supporting Document screen fields and buttons

Search Mark screen

Field or Button	Action
Name	Type the name of the mark or node. This can be either the geodetic code or a name (eg A5WU, 13 Rangitoto).
Name Type	Select the name for the type of mark or node from the drop down list.
Land District	Select the land district where the mark or node is located from the drop down list. (Optional.)
Coordinate Sys	Select the coordinate system where the mark or node is located from the drop down list. This relates to the specification of the Order.
Order	Select the coordinate order for the mark or node from the drop down list.
Dimension	Select the dimension type for this node or mark. Click one of the options to indicate whether the dimension is Horizontal, Vertical or 3 Dimensional.
Node Id	Type the Landonline unique identifier for the node.
Mark Id	Type the Landonline unique identifier for the mark.
Mark Type	Select the type of mark or node from the drop down list.
Print Search	Click to print the summary information view of the selected mark without viewing it.
Set Default	Click to save the criteria in the Name Type and Land District fields as your default setting for future searches.
Restore Default	Click to restore the previous search default setting.
Add to Tree	Click to add one or more items selected from the Search Results area to the tree.
Select All	Click to select all marks in the Search Results area.
Deselect All	Click to deselect all selected marks in the Search Results area.
Resize	Click to expand the Search Results area (if you have a large number) to view more of your search results at one time. Click again to contract the Search Results area and return it to the regular size.
Print List...	Click to print a list of marks selected in the Search Results area. There is no fee for this.

Copy to Clipboard	Click to copy a list of marks selected in the Search Results area to the clipboard. There is no fee for this.
Save to File...	Click to save a list of marks selected in the Search Results area to a specified file on your computer. There is no fee for this.

Table K-5 Search Mark screen fields and buttons

Search Parcel screen

Field or Button	Action
Appellation Format	Select one of the three main types of appellation to search for from the drop down list; General, Maori, Other. The fields that display depend on the format you select.
Print Search	Click to print the summary information view of the selected parcel without viewing it.
Set Default	Click to save the criteria in the Appellation Format, Land District, Parcel Type and Plan/Registration Type fields as your default setting for future searches.
Restore Default	Click to restore the previous search default setting.
Add to Tree	Click to add one or more parcels selected from the Search Results area to the tree.
Select All	Click to select all parcels in the Search Results area.
Deselect All	Click to deselect all selected parcels in the Search Results area.
Resize	Click to expand the Search Results area (if you have a large number) to view more of your search results at one time. Click again to contract the Search Results area and return it to the regular size.
Print List...	Click to print a list of parcels selected in the Search Results area. There is no fee for this.
Copy to Clipboard	Click to copy a list of parcels selected in the Search Results area to the clipboard. There is no fee for this.
Save to File...	Click to save a list of parcels selected in the Search Results area to a specified file on your computer. There is no fee for this.

Table K-6 Search Parcel screen fields and buttons

Search Parcel screen: General Appellation

Field or Button	Action
Simple	Click to search for a parcel using a simple appellation criteria.
Complex	Click to search for a parcel using a complex appellation criteria.
Title	Landonline will automatically display appellations relating to legal descriptions. You cannot change this.
Survey	Landonline will automatically display appellations relating to survey plans. You cannot change this.
Parcel Id	If you are searching for a parcel using a Complex format, type the Id for the parcel. This is the number unique to Landonline. If you enter a Parcel Id you don't need to enter details in any other field.
Land District	Select the land district in which the parcel is located from the drop down list.
Part	Check to indicate that the appellation is part of a block, section or lot. To retrieve all appellations, leave this unchecked.
Parcel Type	Select the type of parcel from the drop down list (eg Section). Landonline lists the nine most frequently used options at the top. The remaining options are in alphabetical order.
Parcel Number	Type the value for the parcel type (eg 2, IV). This can be an alpha or numeric value.
Plan Type	Select the type of plan on which the appellation is recorded from the drop down list. Landonline lists the five most frequently used options at the top. The remaining options are in alphabetical order.
Plan Number	Type the number of the plan (eg 34567).
2nd Parcel Type	If you are searching for an appellation using a Complex criteria, select the second part of the parcel from the drop down list (eg Block, Section, Allotment, etc).
2nd Parcel Number	If you are searching for a parcel using a Complex format, type the value of the second parcel type (eg 2, 4, IV, II, A, B). This can be either numeric or character and include a third (3rd) parcel type and value. Only type the value in this field if you make a selection in the 2nd Parcel Type field.
Block Number	If you are searching for a parcel using a Complex format, type the number of the block for this appellation. This can be numbers or roman numerals.
Plan/Registration Type	If you are searching for a parcel using a Complex format, select the type of plan or registration district on which the appellation is recorded from the drop down list (eg Survey District). Landonline lists the five most frequently used options at the top. The remaining options are in alphabetical order.
Plan/Registration Name	If you are searching for a parcel using a Complex format, type the plan or registration district details (eg Kaiteriteri).
Suffix	If you are searching for a parcel using a Complex format, check to reverse the Registration Type and (Registration Name eg Town of Kaiteriteri to Kaiteriteri Town of).
Street Address	To search using a street address as criteria, you must use the Street Address Search screen. Click Search... to display the Street Address Search screen.
Simple	Click to search for a parcel using a simple appellation criteria. You only record details in the Simple Appellation area of the screen.

Table K-7 Search Parcel screen General Appellation fields and buttons

Search Parcel screen: Maori Appellation

Field or Button	Action
Part Indicator	Check to indicate that the appellation is part of a block, section or lot. To retrieve all appellations, leave this unchecked.
Land District	Select the land district in which the parcel is located from the drop down list.
Number of Block	Type the number for the Maori appellation (eg 3A2B).
Name of Block	Type the name of the Maori block for the appellation (eg Puketapu).
Plan Type	Select the plan type for the appellation from the drop down list (eg Maori Land Plan).
Plan Number	Type the value of the appellation (eg number of the Maori Land Plan).
Suffix	Check to reverse the values in the Plan Type and Plan Number fields (eg Maori Land Plan ML303 to ML303 Maori Land Plan).
Parcel Id	Type the Id for the parcel. This is the number unique to Landonline. If you enter a Parcel Id you don't need to enter details in any other field.
Street Address	To search for a parcel using a street address as criteria, click Search... to display the Street Address Search screen.

Table K-8 Search Parcel screen Maori Appellation fields and buttons

Search Parcel screen: Other Appellation

Field or Button	Action
Part Indicator	Check to indicate that the appellation is part of a block, section or lot. To retrieve all appellations, leave this unchecked.
Land District	Select the land district in which the parcel is located from the drop down list.
Appellation	Type the exact appellation for the Other appellation.
Parcel Id	Type the Id for the parcel. This is the number unique to Landonline. If you enter a Parcel Id you don't need to enter details in any other field.
Street Address	To search using a street address as criteria, click Search... to display the Street Address Search screen.

Table K-9 Search Parcel screen Other Appellation fields and buttons

View Instrument Image screen

Field or Button	Action
Add	Click to add a row to enter an instrument number.
Instrument Number	Enter the number of the instrument. If the image of this instrument is not available, a message displays to advise.
Delete	Click to delete the selected instrument number from the list.
Print	Click to print an image of the selected instruments.
View...	Click to display the Image Viewer screen to view the image of the selected instrument. A separate screen displays for each image you select. If the instrument is a structured text view, it displays in the Structured Text View tab.

Table K-10 View Instrument Image screen fields and buttons

Search Appellation screen

Field or Button	Action
Appellation Format	Select one of the three types of appellation to select from the drop down list; General, Maori, Other. The fields that display depend on the format you select. The fields that display depend on the format you select.
Select	Click to add the selected appellation from the Search Results area to the previous screen.
Set Default	Click to save the criteria in the Appellation Format, Parcel Type and Plan/Registration Type fields as your default setting for future searches.
Restore Default	Click to restore the previous search default setting.
Resize	Click to expand the Search Results area (if you have a large number) to view more of your search results at one time. Click again to contract the Search Results area and return it to the regular size.
Print List...	Click to print the list of appellations in the Search Results area. There is no fee for this.

Table K-11 Search Appellation screen fields and buttons

Search Appellation screen: General Appellation

Field or Button	Action
Simple	Click to search by appellation using the simple criteria.
Complex	Click to search by appellation using the complex criteria.
Title	Landonline will automatically display appellations relating to legal descriptions. You cannot change this.
Survey	Landonline will automatically display appellations relating to survey plans. You cannot change this.
Parcel Id	If this is an appellation with a Complex criteria, type the Id for the parcel. This is the number unique to Landonline. If you enter a Parcel Id you don't need to enter details in any other field.
Land District	Select the land district in which the appellation is located from the drop down list.
Part	Check to indicate that the appellation is part of a block, section or lot. To retrieve all appellations, leave this unchecked.
Parcel Type	Select the primary type of this parcel from the drop down list (eg Lot, Section, Allotment, etc). This field defaults to Lot, but you can select (None). Landonline lists the nine most frequently used options at the top. The remaining options are in alphabetical order.
Parcel Number	Type the value for the parcel type (eg 2, A). This can be an alpha or numeric value.
Plan Type	Select the type of plan on which the appellation is recorded from the drop down list. Landonline lists the five most frequently used options at the top. The remaining options are in alphabetical order.
Plan Number	Type the number of the plan (eg 34567).
2nd Parcel Type	If this is an appellation with Complex criteria, select the second part of the parcel from the drop down list (eg Block, Section, Allotment, etc).
2nd Parcel Number	If this is an appellation with a Complex criteria, type the value of the second parcel type (eg 2, 4, IV, II, A, B). This can be either numeric or character and include the third (3rd) parcel type and value. Only type the value in this field if you make a selection in the 2nd Parcel Type field.
Block Number	If this is an appellation with a Complex criteria, type the block number for the appellation.
Plan/Registration Type	If this is an appellation with a Complex criteria, select the type of plan or registration district on which the appellation is recorded from the drop down list (eg Survey District). Landonline lists the five most frequently used options at the top. The remaining options are in alphabetical order.
Plan/Registration Name	If this is an appellation with a Complex criteria, type the plan or registration district details (eg Kaiteriteri).
Suffix	If this is an appellation with a Complex criteria, check to reverse the Registration Type and Registration Name (eg Town of Kaiteriteri to Kaiteriteri Town of).

Table K-12 Search Appellation screen General Appellation fields and buttons

Search Appellation screen: Maori Appellation

Field or Button	Action
Part Indicator	Check to indicate that the appellation is part of a block, section or lot. To retrieve all appellations, leave this unchecked.
Title	Landonline will automatically display appellations relating to legal descriptions. You cannot change this.
Survey	Landonline will automatically display appellations relating to survey plans. You cannot change this.
Status	Landonline displays only current Maori appellations.
Land District	Select the land district in which the parcel is located from the drop down list.
Number of Block	Type the number for the Maori appellation (eg 3A2B).
Name of Block	Type the name of the Maori block for the appellation (eg Puketapu).
Plan Type	Select the plan type for the appellation from the drop down list (eg Maori Land Plan).
Plan Number	Type the value of the appellation (eg the number of the Maori Land Plan).
Suffix	Check to reverse the values in the Plan Type and Plan Number fields (eg Maori Land Plan ML303 to ML303 Maori Land Plan).
Parcel Id	Type the Id for the parcel. This is the number unique to Landonline. If you enter a Parcel Id you don't need to enter details in any other field.

Table K-13 Search Appellation screen Maori Appellation fields and buttons

Search Appellation screen: Other Appellation

Field or Button	Action
Part Indicator	Check to indicate that the appellation is part of a block, section or lot. To retrieve all appellations, leave this unchecked.
Title	Landonline will automatically display appellations relating to legal descriptions. You cannot change this.
Survey	Landonline will automatically display appellations relating to survey plans. You cannot change this.
Status	Landonline displays only current Other appellations.
Appellation	Type the exact appellation for the Other appellation.
Parcel Id	Type the Id for the parcel. This is the number unique to Landonline. If you enter a Parcel Id you don't need to enter details in any other field.

Table K-14 Search Appellation screen Other Appellation fields and buttons

Street Address Search screen

Field or Button	Action
Road Name	Type the name identifying the road or street in full (eg Church Street, Ranui Crescent, Homebush Road).
Full House Number	Type the number of the house or building (eg 17, 17A, 1/17, 17/1, etc).
Number Low	If the address is for one building which has a range of numbers in a street and only has one title, type the base number for the street address. For example, if the building address is 112-116 The Terrace, Wellington, type 112.
Number High	If the address is for one building which has a range of numbers in a street and only has one title, type the highest number for the street address. For example, if the building address is 112-116 The Terrace, Wellington, type 116.
New Search	Click to clear the search criteria to allow new selection.

Table K-15 Street Address Search screen fields and buttons

Guaranteed Search screen

Field or Button	Action
CT	Type the title reference, or click Search... to locate the title.
Client Reference	Type the client reference (eg name of the person making the request). When you click Print, Landonline records the client reference against the fee. This will overwrite any existing client reference.
Print...	Click to print a guaranteed search for the selected title. This incurs a fee when you Print.

Table K-16 Guaranteed Search screen fields and buttons

Request Product List screen

Field or Button	Action
Create a new package (the current package will be delivered)	Click to send the current image package (if created) and create a new package for the new image item. If there is no existing package, this will be the only option available.
Add the new item to the existing package	Click to add the new image item to the current image package. This option is only enabled if an unsent package exists.
Subject Line	Enter the text to appear in the subject line of the email.
Email 3 rd Party	Enter the email address of another party (eg client) to receive the images you request (if applicable). Note: If you enter an email address in this field the product request will not be sent to you (ie the logged on user).
Add	Click to add a row and enter a new request for a title, survey or instrument image.
Delete	Click to delete the selected item from the list
Send the package now	Leave checked to indicate the current image package will be sent when you click OK.
View Package...	Click to open the View Image Package screen which displays the contents of the package. Images can be deleted using this screen.
OK	Click to close the current window. If you checked Send the package now the package will be sent immediately. Otherwise it will be sent when a new package is created or when you exit Searches.
Cancel	Cancels any changes and closes the screen.
Title tab	
CT	Type the reference number of the title for which you require an image.
View	Select the type of title view you require from the drop down list.
Client Reference	If required, type a reference for the client.
Survey tab	
Survey Number	Type the number of the survey for which you require an image.
Image Type	Select the type of survey image you require from the drop down list. Landonline indicates the images available for the survey with a ✓ (tick).
Client Reference	If required, type a reference for the client.
Instrument tab	
Instrument Number	Type the number of the instrument for which you require an image.
Client Reference	If required, type a reference for the client.

Table K-17 Request Product List screen fields and buttons

View Image Package screen

Field or Button	Action
Delete	Select a product and click the button to remove the product from the package.
OK	Click to close the current window.
Cancel	Cancels any changes and closes the screen.

Table K-18 View Image Package screen fields and buttons

Request Manual Copy screen

Field or Button	Action
Document Type	Select the type of title or survey document from the drop down list.
Request Id	Landonline displays the unique request Id when saved.
Reference Number	Enter the reference number of the title or survey document required.
User Id	Landonline displays the user Id of the person who created the request.
Linked Record (eg. Title ref)	Enter the reference of any record linked to the document required (if applicable).
Request Date	Landonline displays the date and time the request was created.
Land District	Select the land district that the record is located in. This field is mandatory and must be populated
Client Reference	Landonline displays the client reference (if one was entered using the Client Reference screen in Searches). Otherwise the user Id of the logged on user displays in this field.
Certified Copy	Check this checkbox if you require a certified copy. Otherwise leave unchecked.
Status	Landonline displays the status of the request (ie Pending).
Requested By	Enter the name of the person making the request.
Requestor Comments	Enter any additional comments about the request that will help to locate the document (if required).
Delivery Method	Select the method of delivery from the drop down list.
Use Landonline Contact Details	Select to send the document requested to your user contact details address as displayed in the User Contact Details area. Landonline defaults to this option.
Enter a different delivery address (unique to this request)	Select to send the document requested to an alternative address to your user contact details. When you select this option, the Delivery Address field displays.
User Contact Details	Landonline displays the contact details of the logged on user (ie Phone, Mobile, Fax, Email and Postal Address). The method you select in the Delivery Method field displays as active in this area.
Delivery Address	This field only displays when you select the Enter a different delivery address (unique to this request) option. Enter details of the different delivery address for the document to be sent to. This information can be a postal address, fax number or email address and is unique to this request.
Print	Click to print a copy of this screen for a record of your request.
OK	Click to save the request and display a message to advise you the Request Id. Click OK in the message to close the screen and send the request to LINZ.
Cancel	Click to cancel any changes and close the screen.

Table K-19 Request Manual Copy screen fields and buttons

Appendix L: Spatial search screen information

Spatial Window: Current Layers tab

Field or Button	Action
Default	Click to save the layers displayed as your User Defined theme.
Remove	Click to remove the active layer from the list of current layers. A layer removed from the Current Layers tab displays as an un-checked layer on the All Layers tab.
Up	Click to move the active layer up one level. Continue to click until the layer is at the required level. Each time you move a position, the Spatial Window refreshes. You can also drag and drop a layer to the level you require. Using this method means that the Spatial Window only redraws once.
Down	Click to move the selected layer down one level. Continue to click until the layer is at the required level. Each time you move a position, the Spatial Window refreshes. You can also drag and drop a layer to the level you require. Using this method means that the Spatial Window only redraws once.

Table L-1 Spatial Window Current Layers tab fields and buttons

Spatial Window: All Layers tab

Field or Button	Action
Theme (drop down list)	To select a theme of layers to display, select a theme from the drop down list next to Apply. Landonline clears any currently selected layers displayed and selects the layers for the theme you selected.
Apply	Click to apply the selections to the Spatial Window. This refreshes the Spatial Window and Current Layers tab.

Table L-2 Spatial Window All Layers tab fields and buttons

Spatial Window: Labels tab

Field or Button	Action
Apply	Click to apply the changes to the Spatial Window.

Table L-3 Spatial Window Labels tab fields and buttons

Spatial Searches screen: General Searches tab

Field or Button	Action
Search Type	Select the type of search to perform from the drop down list. The search type you select here determines the fields you can use to search on.
Go to extent of results	Check to indicate you require the object you search for to display centred in the Spatial Window. If the search returns more than one result, the Spatial Window zooms in or out to display them all.
Land District	Select the land district in which the object is located from the drop down list. If you select a Land District you cannot select a Territorial Authority. This can be used as a filter when searching for a Street Address, Road Name, Place Name or Feature Name.
Territorial Authority	Select the Territorial Authority in which the object is located from the drop down list. If you select a Territorial Authority you cannot select a Land District. This can be used as a filter when searching for a Street Address, Road Name, Place Name or Feature Name.
Search...	Click to display the Street Address Search screen and select an address. Landonline displays this address in the Street Address field.
Road Name	Type the name of the road and enter an asterisk immediately after (eg Hawea*). When you perform the search, Landonline marks all occurrences of the road name in the Spatial Window.
Current	Check to restrict your search to current road names.
Historic	Check to restrict your search to historic road names.
Place Name	Type the name of the electoral place. When you perform the search, Landonline marks all occurrences of this place name in the Spatial Window.
Feature Name	Type the name of the feature. When you perform the search, Landonline marks all occurrences of this feature name in the Spatial Window.
Table Name	Select the Landonline table in which to search for a static unique entity (SUE) from the drop down list.
SUE Id	Type the unique code to identify the static unique entity.
Set Default	Click to save the criteria in the Search Type and Land District fields as your default setting for future searches.
Restore Default	Click to restore the previous search default setting.

Table L-4 Spatial Searches screen General Searches tab fields and buttons

Spatial Searches screen: Survey Searches tab

Field or Button	Action
Search Type	Select the type of survey search to perform from the drop down list. The search type you select here determines the fields you can use to search on.
Go to extent of results	Check to indicate you require the object you search for to display centred in the Spatial Window. If the search returns more than one result, the Spatial Window zooms in or out to display them all.
Set Default	Click to save the criteria in the Search Type and Land District fields as your default setting for future searches.
Restore Default	Click to restore the previous search default setting.
Search...	Click to display one of the following search screens: <ul style="list-style-type: none"> • Search Survey screen to search for a Survey. • Search Appellation screen to search for a Parcel. • Search Mark screen to search for a Mark.

Table L-5 Spatial Searches screen Survey Searches tab fields and buttons

Object Information Tool screen

Field or Button	Action
Feature Id	If you select one feature from the Spatial Window, Landonline displays the unique code to identify the feature. If you selected more than one feature, you can select another feature from the drop down list to display its attributes.
Locate	Click to locate the selected feature in the Spatial Window. The feature flashes four times.

Table L-6 Object Information Tool screen fields and buttons

Display Survey screen

Field or Button	Action
Survey Number	Type the number of the survey to display. If you don't know the survey number, click Search... and search for the survey.
Work Name	LINZ internal function.
Display List	Landonline displays the survey and the selected colour for each to display in the Spatial Window.
Add	Click to add a survey to the Display List. Landonline displays a screen to select a colour to display the survey in the Spatial Window.
Remove	Click to delete a selected survey from the Display List.
Parcel Outlines	Click to draw parcel outlines for a survey in the selected colour. This option draws solid lines and is the default.
Fill Parcels	Click to draw parcels for a survey in a solid fill in the selected colour.
Vectors	Check to indicate non-boundary lines are to display. These display as a dashed line. This option applies to all surveys listed in the Display List.
Marks	Check to indicate marks are to display. This option applies to all surveys listed in the Display List.
Display	Click to display all surveys listed in the Display List. Each survey displays in the Spatial Window in its selected colour. Each survey also displays the appropriate layers loaded, and Landonline lists these on the Current Layers tab.

Table L-7 Display Survey screen fields and buttons

Survey Data Extraction screen

Field or Button	Action
Surveys	Select this option to extract data from one or more surveys.
Area of Interest	Select this option to extract data from an area of interest defined in the Spatial Window.
Survey Number	Type the number of the survey to extract data from. Landonline lists the surveys and adds them from the Spatial Window.
Add	Click to add a row to enter a survey number.
Remove	Click to remove the selected survey number from the list.
Select Survey	Click to add survey number(s) previously selected in the Spatial Window to the Surveys to Extract list.
Area of Interest	Landonline indicates whether an area of interest has been selected.
Select Area of Interest	Click to select an area of interest previously selected in the Spatial Window.
All	Click to indicate you want to extract all data from the selected survey number(s) or area of interest.
Marks Only	Click to indicate you want to extract all marks from the selected survey numbers(s) or area of interest.
Marks and Vectors	Click to indicate you want to extract all marks and vectors from the selected survey number(s) or area of interest.
Marks and Parcels	Click to indicate you want to extract all marks and parcels from the selected survey number(s) or area of interest.
LandXML Schema	Select the version of LandXML Schema to use for the extraction from the drop down list.
Extract Coord Sys	Select the coordinate system to extract the coordinates from the drop down list.
Now	Click to indicate you want to immediately download the XML file as soon as Landonline completes the extract.
Online Messaging	Click to indicate you want to perform the extract by a batch process and when complete receive the XML file by online message as an attachment.
email	Click to indicate you want to perform the extract by a batch process and when complete receive the XML file by email as an attachment.
Extract	Click to extract existing data from Landonline.

Table L-8 Survey Data Extraction screen fields and buttons

Filter Vectors screen

Field or Button	Action
Survey Number	Type the number of the survey to be used to filter vectors. If you don't know the survey number, click Search... and search for the number.
Work Name	LINZ internal function.
Select Obs Type...	Click to display the Select Items screen to select vector type(s) to filter.
Select Obs Class...	Click to display the Select Items screen to select vector class(es) to filter.
Select Reduction...	LINZ internal function.
Select Eqp Type...	Click to display the Select Items screen to select equipment type(s) to filter.
From	Type the start date range used to filter vector. Each vector has a date of survey recorded with it. You can use this date to refine your search.
To	Type the end date range used to filter vectors. Each vector has a date of survey recorded with it. You can use this date to refine your search.

Table L-9 Filter Vectors screen fields and buttons

Select Items screen

Field or Button	Action
Items available for selection	Landonline displays the items available to select to filter vectors. The items that display depend on the item you selected in the Filter Vectors screen.
Add->	Click to add the selected items to the Selected Items list.

<-Remove	Click to remove the selected items from the Selected Items list.
Selected Items	Landonline displays the items on which you selected to filter.
OK	Landonline adds the selected items to the Filter Vectors screen.

Table L-10 Select Items screen fields and buttons

Prepare Transformation screen

Field or Button	Action
Transformation Details	LINZ internal function.
Description	If required, type the complete description of the transformation run. To create a new line, press Ctrl + Enter.
From Coord System	Landonline defaults the From coordinate system for the transformation to NZGD2000. You cannot edit this field.
Orthometric Coord System	LINZ internal function.
To Coordinate System	Click to select the To coordinate system for the transformation from the drop down list.
Test Trans	LINZ internal function.
Node Code	Unique code of the transformation mark.
Mark Name	Name of the transformation mark. Landonline populates this after you add the marks from the Spatial Window using Map Utilities Add to Transformation .
Order	Order of the From coordinate system used in the transformation.
Orthometric Order	Orthometric order of the height used in the transformation.
Proposed Status	LINZ internal function.
Ordinate Value 1	Value of the first ordinate. This is based on the ordinate type of the coordinate system and Landonline generates it after running the transformation. The name of this column depends on the coordinate being displayed.
Ordinate Value 2	Value of the second ordinate. This is based on the ordinate type of the coordinate system and Landonline generates it after running the transformation. The name of this column depends on the coordinate being displayed.
Ordinate Value 3	Value of the third ordinate. This is based on the ordinate type of the coordinate system and Landonline generates it after running the transformation. The name of this column depends on the coordinate being displayed.
Out Order	Default order of the To coordinate set by the transformation software. This is the most accurate order based on the error of the original coordinate order plus the error associated with each of the transformation steps.
Proposed Order	LINZ internal function.
Proposed Status	LINZ internal function.
Proposed Order	LINZ internal function.
Remove	Click to remove the selected transformation mark(s) from the list.
Select Nodes	Before you click this option you should first select the To coordinate system for the transformation. Click to display the Spatial Window to select transformation marks. Only coordinates with the status Authoritative display for transformation marks selected from the Spatial Window.
Run Trans	Click to run the transformation.
Print	Click to print a transformation report with details of transformed coordinates.
Save to file...	Click to save the transformation mark details to a file on your computer.
Authorise	LINZ internal function.

Table L-11 Prepare Transformation screen fields and buttons

Appendix M: Other Searches screens

Survey Dataset screen

Field or Button	Action
Survey Number	Landonline displays the plan number recorded more than once in Landonline.
Land District	Select the land district for the plan you require.
OK	Click to accept the land district and return to the previous screen.

Table M-1 Select Survey Dataset screen fields and buttons

Select Instrument screen

Field or Button	Action
Instrument No	Landonline displays the number of the instrument recorded more than once in Landonline.
Land District	Select the land district for the instrument you require.
Type	Landonline displays the type of instrument.
CT	Landonline displays any titles associated with the instrument.
Lodgement Date	Landonline displays the lodgement date of the instrument.
Cancel	Click to cancel any selection and close the screen.
Select	Click to accept a selected land district.

Table M-2 Select Instrument screen fields and buttons

Print screen

Tab or Button	Action
General tab	Select the printer, page range and number of copies required.
Layout tab	Select the page orientation (ie Portrait or Landscape) and other printing options.
Paper/Quality tab	Select the paper source for your printer.
Print	Click to print the information and close the screen.
Cancel	Click to cancel printing and close the screen.

Table M-3 Print screen fields and buttons

Save As screen

Field or Button	Action
Save in	Select the directory in which to save the file.
File Name	Landonline displays the name of the file and its suffix. You can change the name if required.
Save as Type	Landonline specifies the format in which the file will be saved (eg .tif, .jpg, pdf).

Table M-4 Save As screen fields and buttons

Print to Scale screen

Field or Button	Action
Title	Type the name of the image. The name displays as a title on the printed image.
Scale 1:	Type the scale of the image required if it differs from that shown. The print scale is rounded from the current scale in the Spatial Window as follows: Landonline rounds the scale, eg: <ul style="list-style-type: none"> • Scale 1:1 - 1:999 to nearest 10 (eg 1:563 becomes 1:560) • Scale 1:1,000 - 1:9,999 to nearest 100 (eg 1:4589 becomes 1:4600) • Scale 1:10,000 - 1:99,999 to nearest 1,000 (eg 1:83461 becomes 1:83000)
Printer	Landonline displays the default printer. To change printer options, click Printer Setup.
Portrait	Click to indicate the paper orientation is portrait.
Landscape	Click to indicate the paper orientation is landscape.
Printer Setup	Click to display the print dialogue box to select printer options (eg number of copies).

Table M-5 Print to Scale screen fields and buttons