

NOTICE TO SURVEYORS T4/2000

NEW PLAN PRACTICES

The introduction of the new survey plan format for “Deposited Plans” has prompted DOLA to review some of the current plan practices. This notice outlines new plan practices that surveyors should follow when preparing plans.

Multiple Sheets

The incidents where multiple sheet plans will be required are likely to increase with the introduction of SmartRegister. The preferred practice for depicting surveys on plans involving multiple sheets (more than two) is for sheet 1 to be an index to subsequent sheets. Where a subdivision creates a substantial “balance lot” then that lot should be shown on the first sheet.

The Ministry for Planning has requested that if possible any vesting lots be shown on the first sheet. The vesting notation(s) must be shown on the first sheet. If the detail of the vesting lot is to be shown on a subsequent sheet then the notation is to be shown on that sheet as well.

Surveyors should avoid overcrowding the graphic area of a plan with too many lots and enlargements because it is usually necessary for certain dedication endorsements and other notifications to be placed on the plan after lodgement. Multiple sheets should be used if the graphic area becomes overcrowded.

Total Areas

The new plan forms do not have a dedicated space allocated for showing the total area of a subdivision. This was a deliberate change to the plan forms because under SmartRegister a subdivision will normally involve only original whole lots with a known area. Until SmartRegister is fully implemented the “total area” for Crown surveys and subdivisions involving or creating part lots is to be shown within the graphic area of the new plan form.

Former Tenure Tables

Plans involving more than one parent lot or title are to include a table (refer Table 1) showing all the new land parcels created together with the respective former tenure for those lots, the parent survey document and the relevant Certificate of Title volume and folio numbers (a requirement for searching DOLA’s image system).

LOT	FORMER TENURE	ON PLAN/DIA	TITLE
1	Pt Loc 4495	CD 36459	58-84A
2	Pt Loc 4495 Loc 3880	CD 36495 CD 33081	58-84A 58-86A

Table 1: Example of “Former Tenure Table”

An example plan showing the above “Former Tenure Table” is included with this notice.

Standardised Plan Heading For Deposited Plans

The repeal of Regulation 46 of the Licensed Surveyors (Transfer of Land Act 1893) Regulations 1961 allows for a change of the freehold plan headings to the Crown method. Surveyors are now required to show in the headings of Deposited Plans the **new tenure** being created, including the new lots, roads, easements and covenants. Interests being brought forward are not to be included in the heading.

Original Plans

The new plan forms do not include the usual nominated space to show the original parent plans and diagrams. These will now be shown in the “Former Tenure Table” or, where the subject land is only one parcel involving only one title, in the space labelled “Former Tenure” in the plan title block (Certificate of Title volume and folio numbers are to be recorded there as well). Under SmartRegister parcel identifiers will be shown in a “lot on plan” format.

Public Plan Numbers

The current requirements for showing public plan numbers and index plan numbers are to continue until further notice.

Ministry for Planning File Numbers

The Ministry for Planning has requested that their file numbers on plans be shown using at least a size 12 font.

Abuttals - Plan Numbering

The requirement for showing plan and diagram numbers for the abutting parcels is to continue but new plan prefixes consistent with SmartRegister must be used. Freehold plan numbers are to be prefixed by either “P” (currently “plan” is used) or “DP” (if lodged after 1 July 2000). Freehold diagrams lodged prior to 1 July 2000 are to be numbered with a prefix “D” (currently “Diagram” is used). Crown plan and diagram numbers are to be prefixed with “CP” and “CD” respectively (currently “CS Plan” and “CS Diagram”).

Original Crown Allotment Boundaries and Depth Limits

The bringing forward of original Crown allotment boundaries is no longer required **unless** that original Crown parcel had a depth limitation. Where a depth limit applies to only part of a new freehold lot the extent of the original Crown allotment that forms part or the whole of the subject of the plan must be shown.

On plan example 12 which accompanies this notice, Nelson Location 4495 has a depth limit of 60.96 metres and its extent relative to that plan is shown in the normal manner. The original

Crown boundaries for Location 3880 are not shown (except where it abuts Location 4495) because it has no depth limit.

Plan Amendments – Amendment Schedule and Plan Edition/Version Numbers

Deposited Plans (including Crown plans and diagrams) are to become controlled documents. For this to be achieved a more comprehensive amendment schedule needs to be placed on both the Crown **and** freehold plans (refer Table 2).

ED/VER.	AMENDMENT	BY		DATE
1-2	Lot 51 added	Whelans	<i>signature</i>	8.6.2000
1-3	Road Name amended	DOLA	<i>Re-certified Correct signature</i>	23.6.2000
1-4	Plan amended to show non-standard or additional marks placed during final pegging and covered by the reg. 55E certificate.	Whelans	<i>signature</i>	4.7.2000

Table 2: Example of “Amendment Schedule”

At this stage, all Crown plans are to include a schedule. Freehold deposited plans where amendments can be expected should also include an empty schedule when drafted. Plans that include vesting lots or “Early Issue” subdivisions where non-standard marks are likely to be used will normally require amendment at some stage.

The schedule may be placed anywhere on the graphic area of the plan where there is adequate room but it is preferred that it be placed at the top of the plan (with space below) to allow for a chronological entry of future amendments. If space on the graphic area of the plan is limited, the amendment schedule and/or the former tenure table may be placed on a separate sheet.

Plan version numbers are to be incremented whenever there is a change to the substance of the plan (ie. Changes in administrative status would not cause the version number to change). Plan edition numbers will only change where a replacement plan is required **after the plan has been approved** or where a plan needs to be re-approved by the Inspector of Plans and Surveys or an Authorized Land Officer.

**IAN HYDE
REGISTRAR OF TITLES**

5 September, 2000

Att.