

# Torrens *talk*

Survey and Title Information for Land Professionals

June 2003

Toitu te  
Land whenua  
Information  
New Zealand



ISSUE 25

## New Fees for *Landonline* Service

Lawyers and surveyors who use **Landonline** will pay less for electronic title and survey products and services after 1 July 2003.

New fees and charges for Land Information New Zealand (LINZ) title and survey electronic transactions are lower than those for paper transactions.

LINZ has changed the way fees are calculated to more accurately reflect the real cost of each service. An analysis showed that manual activities, such as the creation of a new title or processing of a survey, cost LINZ more than was previously charged. The cost of electronic products and services is lower.

The changes to the fees were discussed with stakeholders, eg the New Zealand Law Society and New Zealand Institute of Surveyors.

The major changes to LINZ fees and charges are:

- all products and services fees and charges have been reviewed (the full list of fees is available on the LINZ Internet site at [www.linz.govt.nz](http://www.linz.govt.nz))
- new fees and charges more accurately reflect the real cost of transactions
- electronic fees are cheaper than manual fees
- manual fees have increased in some cases
- all search fees have fallen
- a new survey and title validation process includes the introduction of resubmission fees.

From July, the costs being recovered from customers will be extended to include the costs of standard setting and auditing.

LINZ acknowledges that some customers will not immediately get the full benefit of reduced fees for electronic transactions because some survey products and services have not yet gone electronic. This is set to change in November.

**eSurvey**, electronic lodgement of survey information, is planned to go live in November. Survey customers will then be able to take advantage of lower electronic fees for survey lodgement transactions.

While the new fees will affect customers differently in the short term, the ability to conduct transactions electronically will in future lead to reduced costs for all online customers. As customers use the full electronic services of **Landonline** more and more, the overall costs of doing business with LINZ will drop.

### Savings for home buyers

The new fees are good news for titles clients. The average house buyer will pay a LINZ disbursement cost of \$100 for their transfer and mortgage if completed in paper form (compared to \$166 at present), and if the same transaction were performed electronically they would pay just \$42 (a decrease of 75 percent from the current fee).

Similarly, all searches are cheaper. The average purchaser currently pays between \$19 and \$21 for the range of searches they may require. That will drop to \$14-\$16 for over-the-counter searches or \$8-\$10 if carried out on an entirely remote basis.

ISSN No. 1174-2313

**New Fees for *Landonline* Service** 1

**Surveyor-General's Audit Programme** 2

**Cadastral Survey Guidelines Update** 3

**Survey Mark Protection** 3

**New Survey and Title Validation Processes** 4

**RGL Rulings** 5

IN THIS ISSUE

## Contents

New Fees for <b>Landonline</b> Service	1
<b>SURVEY INFORMATION</b>	2
Surveyor-General's Audit Programme and Reporting to the Cadastral Surveyors Licensing Board	2
Cadastral Survey Guidelines Update	3
Survey Mark Protection	3
Notifying LINZ of Problems with 5th Order NZGD2000 Control	3
New Survey and Title Validation Processes	4
<b>RGL RULINGS</b>	5
Commencement of Remaining Land Transfer Act Amendments	5



*The Cadastral Survey Act 2002 has changed, amongst other things, the way the practice of cadastral surveying is to be regulated, and the respective roles of the Surveyor-General and the Cadastral Surveyors Licensing Board in this process. In this issue of **Torrenstalk** I have outlined a process that is being developed to support these new arrangements.*

*LINZ is also currently reviewing and rationalising survey error types, and standardising the application of requisitions, with the objective of streamlining the survey validation process. These (survey error types) and the Surveyor-General's audit criteria will be aligned so that validation and audit results can be analysed and reported in an integrated manner.*

*A desirable result of these initiatives is that cadastral surveyors should be able to ensure that their QA systems are aligned, with an ultimate outcome of greater self-regulation by cadastral surveyors and more efficient government validation and regulatory processes.*

**Tony Bevin**  
Surveyor-General

### Surveyor-General's Audit Programme and Reporting to the Cadastral Surveyors Licensing Board

Audits of surveys, previously known as inspections, have always been regarded as an important component of ensuring the accuracy of surveys and of the survey system. Greater emphasis and formality was given to this function with the introduction of the now defunct cadastral surveyor accreditation system. Accreditation was always seen as an interim measure, however, pending the review of occupational regulation and registration requirements for cadastral surveyors.

The Cadastral Survey Act 2002 introduces renewable licensing based on maintaining competency standards. This Act also requires the Surveyor-General to audit the work of licensed cadastral surveyors, and to report to the Cadastral Surveyors Licensing Board of New Zealand instances of significant non-compliance with the Surveyor-General's standards. Criteria and processes are being developed for this function, and initially the Surveyor-General intends to utilise existing audit results and requisition reports to evaluate the extent and nature of any significant failure to comply with the Surveyor-General's standards such as the 'Surveyor-General's Rules for Cadastral Surveys'.

Licensed cadastral surveyors will already be aware of an Audit Pilot Project that has been conducted over the last few months. This involves the audit of a random sample of 300 surveys lodged during a five-month period from May to September 2002.

Its purpose was to:

- test and develop audit processes and criteria
- determine the level of audit required to effectively manage risks
- provide a statistically valid analysis of the accuracy of surveys
- determine the extent to which the survey validation process provides an indicator of higher-risk surveys.

As well, the Office of the Surveyor-General in conjunction with LINZ Operations managers is carrying out a comprehensive analysis of recent survey requisition patterns and percentages. As there are a large number of surveys and requisitions in the database, the analysis will initially concentrate on those surveyors with requisition patterns and percentages significantly higher than the average, and with an incidence of critical and significant errors corresponding to those specified in the Cadastral Surveyor Accreditation and Audit System Design (OSG Standard 4).

Check out the latest quarterly statistics for activity volumes and performance information on the **Titles and Records** section of the LINZ website [www.linz.govt.nz](http://www.linz.govt.nz)

Did you know you can access back issues of **Torrenstalk** on the Internet? Check out the **Publications** section of the LINZ website [www.linz.govt.nz](http://www.linz.govt.nz)

The results of both of these analyses (ie, of audits and requisitions) will be moderated by the Office of the Surveyor-General to independently assess the significance and risk impact of the audit errors or requisitions, and whether any further action is required. As required by the Cadastral Survey Act, significant non-compliances will be reported to the Board. It will be for the Board to relate the reports from the Surveyor-General to its competency standards and relicensing requirements, and to advise surveyors accordingly.

Currently LINZ is carrying out a comprehensive review of survey errors, to improve and standardise the categorisation and treatment of errors, and to ensure national consistency in the way in which LINZ validates surveys in terms of the Surveyor-General's Rules. This work builds on that done previously for Process Integration and for Accreditation.

The proposed categorisation of survey errors is:

#### **'Material'**

Material errors are significant errors that are able to be identified through the plan validation process and are of sufficient importance that the error identified must be corrected before the cadastral survey datasets (CSD) can be considered to comply with the Surveyor-General's standards, ie, before it can be approved.

#### **'Significant'**

A significant error is an error that is of sufficient importance that the error:

- may need to be corrected, either in the CSD or by a correcting survey, and
- may be reported to the Cadastral Surveyors Licensing Board as a significant failure under section 7(1)(d) of the Cadastral Survey Act 2002.

Significant errors include the 'material' errors identified by plan validation and those identified by cadastral survey audits. Significant errors include errors previously categorised as 'critical'.

#### **'Monitor'**

A monitor error is an error that:

- is expected to be correct in the great majority of cases (to allow efficient use of

the survey data by a range of users including other surveyors), but

- is not required to be correct in every specific instance, and therefore will not be requisitioned or corrected each time an error is identified in an audit, or by validation, but
- where a pattern of repeated error is identified, this pattern may require corrective action and may be reported to the Board as above.

Most 'monitor' errors were previously categorised as 'minor'.

As well as cadastral survey audits, licensed cadastral surveyors can expect that the results of the plan validation process and any requisitions will be regularly monitored by LINZ. Where there are indications of significant non-compliance, follow-up action will result with the particular surveyors concerned, and advice to the Board as necessary. LINZ will also be able to provide the profession in general with an analysis of overall patterns and trends to assist with the development of QA procedures.

### **Cadastral Survey Guidelines Update**

Issue 24 of *Torrenstalk* (March 2003) advised that the Cadastral Survey Guidelines for hardcopy plans were being updated to reflect changes to the Surveyor-General's Rules for Cadastral Survey and **Landonline** requirements.

Updated versions (v4.2) of the first few chapters have now been published on the LINZ website and can be accessed via links on the 'Surveyors' page or the 'Survey System' page. The new chapters are identified on the Cadastral Survey Guidelines page as 'New'.

In particular, Chapter 3 includes an extensively rewritten and extended section on the requirements relating to Surveyor-General Rule 24 for surveys to be in terms of NZGD2000.

Other chapters will be put up on the LINZ website as they are updated over the next few weeks.

**Tip:** Adding a shortcut to the desktop on your computer or an icon on the Quick Launch toolbar in Windows makes it easier to access the Guidelines on the Internet.

### **Survey Mark Protection**

Each year many survey marks are damaged or destroyed by contractors or works agencies. LINZ provides a free survey mark protection advisory service that identifies survey marks that should be protected. Information about survey mark protection and requirements to protect survey marks is available on the 'Survey Mark Protection' section on 'Survey System' pages of the LINZ website [www.linz.govt.nz](http://www.linz.govt.nz)

Surveyors are encouraged to take an active interest in liaising with works agencies or contractors to promote the importance of protecting key survey marks. Copies of a survey mark protection brochure are available from New Zealand Institute of Surveyors branches or from the Office of the Surveyor-General.

#### **Urgent Work Notifications**

*LINZ should be notified of any survey marks requiring urgent work (ie, repair of unsafe marks due to missing or broken covers). You can contact LINZ by:*

- phoning 0800 ONLINE (0800 665 463) and asking for Senior Advisor to the Surveyor-General for the LINZ Processing Centre involved,
- using an online form on the LINZ website [www.linz.govt.nz](http://www.linz.govt.nz). Select the 'Survey Mark Protection' box on the 'Survey System' page, or
- writing to the Senior Advisor to the Surveyor-General in the appropriate LINZ Processing Centre.

### **Notifying LINZ of Problems with 5th Order NZGD2000 Control**

The majority of 5th Order NZGD2000 survey control is based on the readjustment of existing control data. Historic observations and marks were captured from existing urban or rural control traverses (or Standard Traverses). These traverses were connected to the NZGD2000 network and readjusted in terms of the new datum. Where there were gaps in the coverage or where existing data was insufficient to meet accuracy requirements, existing cadastral marks were re-surveyed in terms of the geodetic network or new marks were installed and surveyed.

All 5th Order NZGD2000 control meets the required accuracy standard. However, there are issues to be aware of when using the 5th Order control captured from old traverse work. The coordinate of a mark represents the position at the time the observations were made, some of which are over 100 years old, and there is no guarantee that the mark still exists or is reliable. There may also be errors in the old data that have gone undetected. Therefore the coordinates of some 5th Order marks may not reflect their current position. The NZGD2000 coordinates for the original positions of these control marks form the basis for conversion of other cadastral surveys into **Landonline**.

Where a mark has moved, or there is an error in the adopted data, the position can be

updated on the basis of new cadastral survey data. LINZ will investigate reported problems and if required will arrange survey work to update the coordinate.

Information on any problems should be forwarded to LINZ by:

- phoning 0800 ONLINE (0800 665 463) and asking for National Office Operations Geodetic, or
- emailing [geodetic@linz.govt.nz](mailto:geodetic@linz.govt.nz)
- writing to National Office Operations Geodetic, Land Information New Zealand, Private Box 5501, Wellington.

**Why do some high order NZGD49 geodetic marks have 7th or 8th Order NZGD2000 coordinates?**

Where NZGD49 geodetic marks have been resurveyed in terms of NZGD2000 they have assigned to them a NZGD2000 Order of 0-5 depending on the accuracy of the survey and standard of the ground mark. Where NZGD49 marks have not been resurveyed, their NZGD49 coordinates have been transformed to NZGD2000. The transformation parameters are not exact and therefore in these cases the NZGD2000 coordinate has been assigned NZGD2000 8th Order. Where these marks have subsequently been used in a cadastral survey, the Order may be upgraded to 7th Order. LINZ is undertaking a programme to upgrade important NZGD49 marks to NZGD2000 by resurvey or readjustment of existing observations. Surveyors are encouraged to advise LINZ of suggested priorities for upgrade of existing NZGD49 marks.

## New survey and title validation processes

Clearly defined sets of criteria for validating survey and title transactions, were the main outcomes of recent validation process reviews within LINZ.

The process reviews were commissioned to prepare concise compilations of both survey requisition items, and title requisition and rejection items. These item lists will now form the basis of the new validation processes to be introduced on 1 July.

The resulting standardised validation processes for survey and title will give more consistency to this area of LINZ processing.

These lists were discussed with both the New Zealand Institute of Surveyors and the New Zealand Law Society.

### How will the new system work?

A risk assessment approach has determined a list of 'material' requisition items for survey, a

list of pre-lodgement survey rejection items, and requisition/rejection items for title. These are the items that will trigger a requisition or rejection during the validation process, on the basis that they are material to the accuracy of the survey and title system and **Landonline**.

These validation item lists are to be implemented as the new standard in quality control and applied throughout LINZ processing centres.

### Transparency for our Customers

A major benefit to customers is the transparency this new system will provide to both the survey and title validation processes, as LINZ will publish both item lists on the [www.linz.govt.nz](http://www.linz.govt.nz) website. This will allow practitioners to be clear on the requirements laid out for validation processes. These remain in terms of and support the standards laid out by the Registrar-General of Land and the Surveyor-General.

LINZ will also produce a "Pre-Lodgement Guide" for surveyors which will also be published on the website. This is a recommended pre-lodgment check for surveyors, containing some of the more easily avoided requisition items. LINZ will not carry out any processes on a plan until all items on the pre-lodgement guide have been complied with.

A separate list of non-requisitionable items based on the Surveyor-General's Rules and Cadastral Survey Guidelines will also be made available on the website. These will not form part of the validation checks but are still expected to be correct and should be included in surveyors QA checks. These items may be audited and may result in further action by the Surveyor-General.

# RGL Rulings



*This section contains rulings and decisions of the Registrar-General of Land arising from appeals, legal opinions and practice issues agreed to by all Senior Advisers Regulatory (Titles). A principal aim has been standardisation of interpretation and practice nationwide. The information is applicable in all LINZ offices.*

**Robbie Muir**  
Registrar-General of Land

## 1. Commencement of remaining Land Transfer Act amendments

The Land Transfer (Computer Registers and Electronic Lodgement) Amendment Act 2002 (the Amendment Act) made extensive changes to the provisions of the Land Transfer Act 1952. Although most of the amendments have in been place for some time now, two key sections relating to the removal of redundant easements and lapsing of caveats were deferred. These remaining provisions, contained in sections 42 and 52, were brought into force by Order in Council on 12 June 2003. The effect of these changes is outlined below.

### 1.1 Removal of redundant easements – an overview

Section 70 of the Land Transfer Act 1952 was repealed and replaced by section 42 of the Amendment Act. The substituted section 70 came into force on 12 June 2003.

The new section 70 continues to provide for the removal from the register of easements that have been determined or extinguished, but now also provides for the removal of easements that have become redundant. The prescribed form is Form 1 in Schedule 2 of the Land Transfer Regulations 2002.

This provision does not impose on the Registrar any obligation to determine disputes between parties, or to act in a quasi-judicial manner. In situations where the continuing existence of the easements is contentious or uncertain it is still necessary for the applicant for removal to apply to the Courts if a surrender cannot be obtained.

#### **Redundant Easements**

In terms of section 70(2), an easement may be

regarded as redundant if

- (a) the dominant tenement or any part of it has become separated from the servient tenement as a result of a subdivision or otherwise; and
- (b) the easement no longer benefits the dominant land.

An easement may be also regarded as redundant if specific circumstances exist that meet any other criteria specified by the Registrar for determining that easements are redundant pursuant to section 70(3)(b). Should any criteria arise within the contemplation of this subsection, they will be specified by the Registrar from time to time by publication in the *Gazette*, in accordance with section 240A Land Transfer Act 1952.

At the present time, the Registrar does not intend to specify any criteria beyond those specified in subsection (2).

#### **Determined or Extinguished Easements**

The circumstances in which an easement may be regarded as “determined” or “extinguished” are those recognised by law.

- **Merger**  
“At common law an easement is extinguished if (i) ownership of the fee-simple estates in the dominant and servient tenements, together with (ii) possession of both, reside with the same person”.  
(*Adams’ Land Transfer Act 1952 s70.4*)

This applies equally where the merger is of leasehold estates.

- **Effluxion of time**  
Will occur where a certain date for the end of the duration of the easement is set out in the Easement Instrument (whether a

term of days/months/years from the date of the commencement of the instrument, or a specified expiration date).

- **Other circumstances**  
The doctrine of abandonment does not apply to a registered easement (*Adams’ Land Transfer Act 1952 s70.4*).

If the easement instrument specifies the happening of a particular event to determine the easement, section 70 may apply.

If an applicant claims an easement has been determined or extinguished by some circumstances other than those listed above, such as breach of some term, covenant or condition, then he or she cannot apply under section 70. The applicant must look to some other authority, such as the Courts’ jurisdiction to modify, or wholly or partially extinguish, easements, under section 126G of the Property Law Act 1952.

#### **Application**

The applicant will generally be the registered proprietor of the dominant land or the servient land of the easement, or the grantee of an easement in gross.

The application must be accompanied by a statutory declaration by the applicant and such other evidence as is required to prove that the easement is determined or extinguished, or that the easement is redundant.

For the prescribed form of application, see Schedule 2, Form 1 of the Land Transfer Regulations 2002. The basis of the applicant’s statutory declaration is set out in Annexure Schedule 1 to the prescribed form, which caters for the three main options:

- the dominant land or some part of it has become separated from the servient land as a result of a subdivision or otherwise; or
- the easement has expired by effluxion of time; or
- the easement has determined, due to merger; and
- the easement no longer benefits the dominant land.

### **Redundancy**

The application must include the number of the subdivision plan or an explanation of any other reason for separation of the dominant and servient land. If the dominant and servient lands have become separated as a result of subdivision this must be verifiable from the relevant LINZ records.

If the dominant and servient lands have become separated in some other way:

- this must be verifiable from the relevant LINZ records; or
- the applicant's declaration may be verified in some other way, such as a supporting statutory declaration by a disinterested person having knowledge of the relevant facts.

### **Determined or Extinguished**

- **Merger**  
Section 70 must be read in conjunction with the requirements of Regulation 25 Land Transfer Regulations. The applicant's statutory declaration must include statements that:
  - the ownership of the fee-simple estates, or leasehold estates, in the dominant and servient lands, together with possession of both, reside with the same person(s); and
  - there are no registered or unregistered interests at law or in equity to prevent the removal of the easement from the register.

It is sufficient verification that the relevant Computer Registers are registered in the same proprietorship.

- **Effluxion of time**  
The applicant's statutory declaration must:
  - state that the easement is extinguished by effluxion of time or expiration; and
  - cite the clause or provision in the registered easement instrument which limited the term or duration of the easement.

If the registered easement instrument did not specify a certain date upon which the easement was to end then the provisions of section 70 do not apply.

- **Other circumstances**  
Section 70 may apply if the easement instrument specified that the easement would be determined or extinguished upon the happening of a specified event. The applicant's statutory declaration must:
  - cite the clause or provision in the registered Easement Instrument which specified the event that would cause the determination or extinguishment of the easement;
  - describe the event that has occurred;
  - affirm that the easement is no longer in force, used or operative; and
  - be accompanied by a corroborative statutory declaration by a disinterested person having knowledge of the relevant facts, or by some other independent evidence verifying the applicant's declaration.

### **Notice**

Notice to interested parties is required where the easement appears to be redundant or if the determination or extinguishment was by circumstances other than effluxion of time or merger.

This will include:

- registered proprietors of dominant land
- grantee of easement in gross
- lessee of dominant land/easement
- mortgagee of dominant land (including encumbrancee under an encumbrance)
- mortgagee of easement in gross
- caveator of caveat against dominant land or against easement in gross
- charge-holder of a statutory land charge against dominant land or against easement in gross.

The address(es) for service of notice must be supplied as part of the application but will be verified by LINZ.

Notice need not be given to interested persons who have consented in writing to the removal of the easement, or to the registered proprietor of the dominant land of the easement or the grantee of an easement in gross, if he or she is an applicant.

However, in these cases notice to any remaining interested persons and public notice must still be given.

In addition to notice to interested persons, public notice of the intention to remove the determined, extinguished, or redundant easement from the register must be given. The public notice must be given in the manner specified in section 240 of the Land Transfer Act 1952.

The period of notice that must be given before removing the easement is one month (Regulation 39 of the Land Transfer Regulations).

### **Objections**

An interested party may object to the removal of the easement from the register. The objection must be in writing and set out some material grounds as to why the easement should not be removed, for example:

- facts supporting the application are incorrect, or
- the objector still has an interest at law or in equity in the easement continuing.

If the applicant for removal and an objector cannot reach agreement within a time specified in any requisition notice, or in any extension of time, then the application will be rejected.

### **1.2 New caveat lapsing process under section 145A**

Section 52 of the Amendment Act inserts a new section 145A in the Land Transfer Act 1952. This provision allows the registered proprietor of any land subject to a caveat against dealings to apply to the Registrar to have the caveat lapse. The caveator is notified and lapsing occurs if no action is taken to sustain the caveat within the prescribed time period.

This is an alternative to the existing procedure under section 145, which requires the lodgement of a challenging dealing. The lapsing process is otherwise identical and, as prescribed in regulation 39 of the Land Transfer Regulations 2002, the same notice periods apply. As such, to prevent a caveat lapsing when notice is served under this provision, the caveator must:

- within 14 days after the date on which notice has been given to the caveator, give notice to the Registrar that an application has been made to the High Court to prevent the caveat lapsing; and
- within 28 days after the date on which the caveator has given notice to the Registrar that an application has been made to the High Court to prevent the caveat lapsing, serve a court order sustaining the caveat on the Registrar.

An application under this provision must be made in writing and lodged for registration in the usual manner. While a letter signed by the registered proprietor would suffice, the application should ideally be made in the form set out on page 7.

The standard registration fee is payable in addition to the fee for service of notice on the caveator.

# APPLICATION FOR LAPSE OF CAVEAT

(Land Transfer Act 1952 s. 145A)

Land Registration District

BARCODE

Unique identifier of estate or interest affected by caveat

Unique identifier of caveat

Caveator

*Surname(s) must be underlined*

Applicant (registered proprietor)

*Surname(s) must be underlined*

**Application**

The **Applicant**, being the registered proprietor of the estate or interest affected by the caveat against dealings, referred to above, **applies** to the Registrar for the caveat to lapse

Dated this

day of

20

[Solicitor for] the Applicant

- No application may be made in respect of a caveat lodged by the Registrar.
- The appropriate lodgement, dealing and notice fees, specified in Schedule 5 to the Land Transfer Regulations 2002, must accompany this application.

**Torrenstalk wants to address you correctly and maintain an up-to-date mailing list. If you want to alter your information please enter your details below.**

Please check the appropriate box:

- Change of address details  
 Add a new reader  
 Delete my name from the mailing list  
 I require  extra copies for my office

Name:  Title:

Organisation:

Postal Address:

Email Address:

Profession: (eg Lawyer, Surveyor, Local government)

Tell us what you thought of this issue:

Please return to: The Editor, *Torrenstalk*, Land Information New Zealand, Private Box 5501, Wellington

The information collected on this form will be used for the distribution of *Torrenstalk*. It will also be used to send you further information of interest to your profession. You have the right to access and correct your information, subject to the restrictions in the Privacy Act 1993. This information will be held at the National Office of Land Information New Zealand, Private Box 5501, Wellington.



## How to contact LINZ

### National Office

#### Functions

Chief Executive  
 GM Policy  
 GM Business Support  
 Registrar-General of Land  
 Surveyor-General  
 Chief Topographer/Hydrographer  
 GM Property Regulation including:

- Valuer-General
- Commissioner of Crown Lands

GM Contracts  
 GM Operations  
 National Operations

#### Address

Lambton House  
 160 Lambton Quay  
 Private Box 5501  
 Wellington  
 Ph: 04 460 0110  
 Fax: 04 472 2244

### All customer enquiries Ph: 0800 ONLINE (0800 665 463)

#### Auckland Processing Centre

Oracle Tower  
 56 Wakefield Street  
 Private Bag 92016  
 Auckland  
 DX CP22017  
 Fax: 09 358 5072

#### Hamilton Processing Centre

820 Victoria Street  
 Private Bag 3028  
 Hamilton  
 DX GX10069  
 Fax: 07 834 6788

#### Wellington Processing Centre

Mayfair House  
 44-52 The Terrace  
 PO Box 5014  
 Wellington  
 DX SP23512  
 Fax: 04 496 9420

#### Christchurch Processing Centre

Torrens House  
 195 Hereford Street  
 Private Bag 4721  
 Christchurch  
 DX WP20033  
 Fax: 03 366 6422  
 Fax: 03 379 4007 (Titles)

#### Dunedin Processing Centre

John Wickliffe House  
 Princes Street  
 Private Bag 1929  
 Dunedin  
 DX YP80001  
 Fax: 03 477 3547