

- Do you need to change the Updated date field to match today?
- Content owner field is empty.
- Updated date field is empty.

Important:

This article was published on Wednesday, 5 August 2020 - 11:00am. The information is accurate at the time and is used for reference purposes only.

For up-to-date information please [visit the Land Information New Zealand website \(http://www.linz.govt.nz\)](http://www.linz.govt.nz).



[Landwrap August 2020 \(/news/2020-08/landwrap-august-2020\)](/news/2020-08/landwrap-august-2020)

Issue 159

In this edition, we feature news about:

- [Survey mark protection \(#survey\)](#)
- [Unit title prescribed forms \(#unit\)](#)
- [Caveat dealings \(#caveat\)](#)
- [Rebuilding Landonline update \(#rebuilding\)](#)
- [Legal seminar cancelled \(#legal\)](#)
- [Advice for Windows 7 users \(#advice\)](#)

Help us protect survey marks

It is in everyone's interest to take care of survey marks and protect them from damage. The LINZ website has a new Survey marks protection page - for people planning or already carrying out earthworks or other work that could disturb survey marks.

There are thousands of vital survey marks – many are below ground level and invisible to most of us. They support surveying of property boundaries, and they are important for engineering, roading, mapping and other land surveys.

The new LINZ web page explains how to identify survey marks, provides contact details for assistance, and sets out your legal responsibilities.

You or your organisation are responsible for reinstating or replacing any destroyed or disturbed marks (Section 55, Cadastral Survey Act 2002). A licensed cadastral surveyor must oversee the reinstatement or replacement to the standards set by the Surveyor-General.

At LINZ, we provide a free service that helps to preserve the marks at risk.

More information:

[Survey mark protection \(http://www.linz.govt.nz/data/geodetic-services/search-for-geodetic-marks/survey-mark-protection\)](http://www.linz.govt.nz/data/geodetic-services/search-for-geodetic-marks/survey-mark-protection)

[Geodetic control network development, maintenance and protection \(http://www.linz.govt.nz/data/geodetic-system/geodetic-control-network-development-maintenance-and-protection\)](http://www.linz.govt.nz/data/geodetic-system/geodetic-control-network-development-maintenance-and-protection)

[beforeUdig \(https://www.beforeudig.co.nz/nz/home\)](https://www.beforeudig.co.nz/nz/home)

Unit Titles Act 2010 prescribed forms

The Regulatory Systems (Building and Housing) Amendment Act 2017 and associated Amendment Regulations made several changes to the Unit Titles Act 2010 (UTA), including the prescribed forms set out in Schedule 2 of the Unit Titles Regulations 2011.

Please ensure that documents to be registered are prepared using the updated format of the [prescribed forms in Schedule 2 of the Unit Titles Regulations 2011 \(http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695772.html\)](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695772.html).

We continue to receive documents prepared using the previous format, which now do not contain the information required for registration and therefore need to be rejected or requisitioned. Examples include:

- Notices of the first body corporate operational rules (section 105(2)(b) UTA) should now be attached to the application to deposit unit plan (UAPP, Form 1), which should include the associated paragraph 5. It is no longer appropriate to submit a notice of body corporate operational rules as a CRUL instrument, which should now only be used for notices of change to body corporate operational rules (section 106 UTA). If a CRUL is included with the initial application to deposit a unit plan, the dealing will be requisitioned to allow withdrawal of the document.
- Form 20, for applications to cancel unit plan (CUTP), no longer includes paragraph 4, which referred to applications for relief under section 210 UTA. Practitioners who submit applications with this paragraph will be asked to remove it from the document as the statement no longer applies.
- An application to cancel a unit plan under section 177 UTA may now require two certificates of designated resolution procedure (C216):
 - one for the designated resolution under s177(3)(a) for cancellation of unit plan, and
 - one for the designated resolution under s177(3)(b)(ii) for a decision not to reassess ownership interests (if applicable).

If 2 individual certificates of designated resolution are lodged for registration, this may be done as two separate C216 instruments or together in one C216 instrument.

Changes to caveat dealings in Landonline

The next release for Landonline is planned for Monday 10 August. This release includes changes that will make some caveats auto-registerable.

Caveats based on an Agreement to Mortgage or Agreement for Sale and Purchase, provided they meet other business rules, will no longer step down to Lodge and will instead be registered automatically. The Prepare Caveat screen was updated last year to prepare for this functionality. More information about this functionality and how to complete the updated Prepare Caveat screen:

[C2.4 Prepare a caveat \(/www.linz.govt.nz/kb/455\)](http://www.linz.govt.nz/kb/455)

[Caveat preparation changes \(/www.linz.govt.nz/kb/917\)](http://www.linz.govt.nz/kb/917)

Rebuilding Landonline update

As part of the Rebuilding Landonline Programme, we're looking to make things easier for our customers by streamlining the conveyancing process. Over the past few months, we've introduced two new features to Landonline to help reach this goal – the Notice of Change of Ownership and Notice to Mortgagee.

Notice of Change of Ownership

We have streamlined the process for Notice of Change of Ownership (NoC). This change moves the process into Landonline, automating several features to reduce the information that needs to be entered and removing duplication of effort. It also reduces the potential for errors in information held between e-dealing customers, councils and Landonline.

We held a pilot with the Tauranga City Council and Tauranga-based solicitors transacting on land within Tauranga City Council boundaries to ensure the new NoC process worked well and that customers felt it was an improvement. During the pilot we received extensive positive feedback and useful insights from our Landonline users. Many of the user insights have been incorporated into the updated NoC process.

In the coming weeks, the new NoC will be rolled out wider, onboarding the Wellington City Council and all solicitors transacting on land within the Tauranga City Council or Wellington City Council boundaries.

Several councils have expressed willingness to be involved and we are actively working with them. We plan to onboard all councils to the service over the next 18 months.

Notice to Mortgagee

We've also simplified the process of registering mortgages in Landonline by introducing the new Notice to Mortgagee (NtM) function. When a new mortgage is registered, the NtM automatically sends copies of the registered mortgage and updated Record of Title directly from Landonline to banks subscribed to the NtM feature. This replaces the need for solicitors to separately forward this information as an additional post-registration activity.

The new NtM feature is currently available for mortgages registered with the Southland Building Society (SBS) and will be rolled out to banks over the coming months.

August legal seminar cancelled

The New Plymouth legal seminar planned for 5 August has, unfortunately, been cancelled. Our annual schedule of lunchtime seminars delivered in association with the Property Law Section and the New Zealand Institute of Legal Executives was set before COVID-19. We will update you about whether the Christchurch seminar scheduled for 21 October will go ahead.

Advice for Windows 7 users

The latest update to Citrix Workspace does not support Windows 7. (Microsoft stopped supporting Windows 7 in January this year.) This update will prevent you from accessing Landonline.

As an interim workaround you can download the Long Term Service Release of Citrix Receiver (version 4.9). But we strongly recommend that you upgrade to Windows 10 as soon as possible.

[Citrix website – Receiver 4.9.9002 for Windows, LTSR Cumulative Update 9 \(https://www.citrix.com/downloads/citrix-receiver/windows-ltsr/receiver-for-windows-ltsr-latest.html#id=c10e32f34e&e=7f855e92ee\)](https://www.citrix.com/downloads/citrix-receiver/windows-ltsr/receiver-for-windows-ltsr-latest.html#id=c10e32f34e&e=7f855e92ee)

If you sign documents in Landonline you should reinstall Digisign2 whenever you reinstall Citrix software. If you don't do this, signing will not work.

[Download and install Digisign2 from the LINZ website \(/www.linz.govt.nz/kb/841\)](http://www.linz.govt.nz/kb/841)

[Landonline-related software downloads \(/www.linz.govt.nz/land/landonline/system-support-and-software-downloads/software-downloads\)](http://www.linz.govt.nz/land/landonline/system-support-and-software-downloads/software-downloads)

- [Survey mark protection \(/data/geodetic-services/search-for-geodetic-marks/survey-mark-protection\)](http://data.geodetic-services/search-for-geodetic-marks/survey-mark-protection)

Thousands of vital survey marks exist in New Zealand – many are below ground level and invisible to most of us. As well as supporting the surveying of property boundaries, they are important for engineering, roading, mapping and other land surveys.

- [Geodetic control network development, maintenance and protection \(/data/geodetic-system/geodetic-control-network-development-maintenance-and-protection\)](/data/geodetic-system/geodetic-control-network-development-maintenance-and-protection)

Find out more about geodetic control network development, maintenance & protection.

- [Interim Standard for mark protection surveys \(Canterbury Earthquake\) - LINZS10004 - Withdrawn \(/regulatory/10004\)](/regulatory/10004)

Survey marks must not be removed without first obtaining written approval from the Surveyor-General pursuant to s55(5) Cadastral Survey Act 2002.

- [Prepare a caveat \(/kb/455\)](/kb/455)

How to prepare a caveat.

- [Caveat preparation changes \(/kb/917\)](/kb/917)

Some caveats based on Agreements to Mortgage and Agreements for Sale and Purchase are now able to be automatically registered.

Titles Landonline

- [Digisign2 download and installation instructions \(for signing customers only\) \(/kb/841\)](/kb/841)

This page contains the instructions for signing customers to download and install Digisign2 software.

Landonline

- [Software downloads \(/land/landonline/system-support-and-software-downloads/software-downloads\)](/land/landonline/system-support-and-software-downloads/software-downloads)

This page contains instructions for software downloads and links to related information you may need.

Articles referenced within this issue

[Survey mark protection \(/data/geodetic-services/search-for-geodetic-marks/survey-mark-protection\)](/data/geodetic-services/search-for-geodetic-marks/survey-mark-protection)

Thousands of vital survey marks exist in New Zealand – many are below ground level and invisible to most of us. As well as supporting the surveying of property boundaries, they are important for engineering, roading, mapping and other land surveys.

It is in everyone's interest to take care of survey marks and protect them from damage. At LINZ, we provide a free service that helps to preserve the marks.

If you're planning works

Well before you begin, check whether any work could disturb survey marks, on [beforeudig.co.nz \(https://beforeudig.co.nz/nz/home-owner/new-users\)](https://beforeudig.co.nz/nz/home-owner/new-users), or by getting in touch with LINZ directly:

[beforeudig@linz.govt.nz \(mailto:beforeudig@linz.govt.nz\)](mailto:beforeudig@linz.govt.nz)

Survey Protection Advisory Service
Land Information New Zealand
PO Box 5501, Wellington 6145

If no marks are affected by your plans, you will hear back from us within a few days and can start work immediately.

If marks are at risk, we will send you prints of plans showing the location of the marks. You will have the option of diverting your works to avoid disturbing the marks, or contracting a Licensed Surveyor to protect or place new marks in a safe, usable location.

If survey marks are destroyed or disturbed

You or your organisation is responsible for the reinstatement or replacement of any destroyed or disturbed marks (Section 55, Cadastral Survey Act 2002). A Licensed Cadastral Surveyor must oversee the reinstatement or replacement to the standards set by the Surveyor-General.

Last Updated:
20 July 2020

[Geodetic control network development, maintenance and protection \(/data/geodetic-system/geodetic-control-network-development-maintenance-and-protection\)](/data/geodetic-system/geodetic-control-network-development-maintenance-and-protection)

Find out more about geodetic control network development, maintenance & protection.

Thousands of vital survey marks exist in New Zealand - many are below ground level and invisible to most of us. It is in everyone's interest to take care of survey marks and protect them from damage.

When construction works have the potential to destroy existing cadastral and geodetic marks LINZ needs to be notified to assess whether the marks need to be reinstated or replaced.

When LINZ has specified that survey marks are to be reinstated or replaced, this work is required to be carried out and supplied to LINZ as set out in the [Specification for the Protection of Survey Marks \(PDF 145KB\)](https://www.linz.govt.nz/system/files_force/media/file-attachments/specification-reinstating-replacing-marks-v2-2.pdf?download=1) (https://www.linz.govt.nz/system/files_force/media/file-attachments/specification-reinstating-replacing-marks-v2-2.pdf?download=1).

An annual maintenance programme is in place to maintain the geodetic survey marks. Feedback from the community regarding damaged geodetic marks and the protective structures is appreciated and can be provided online using the [report damage or disturbances to survey marks](https://www.linz.govt.nz/data/geodetic-system/geodetic-control-network-development-maintenance-and-protection/report-damage-or-disturbances-survey-marks) (<https://www.linz.govt.nz/data/geodetic-system/geodetic-control-network-development-maintenance-and-protection/report-damage-or-disturbances-survey-marks>) form.

For more information, see Survey mark protection.

[Survey mark protection](https://www.linz.govt.nz/data/geodetic-services/search-for-geodetic-marks/survey-mark-protection) (<https://www.linz.govt.nz/data/geodetic-services/search-for-geodetic-marks/survey-mark-protection>)

Download the 'Think twice before you dig' brochure (attached at the bottom of this page).

Attachments

- [Specification for the Protection of Survey Marks](https://www.linz.govt.nz/system/files_force/media/file-attachments/specification-reinstating-replacing-marks-v2-2.pdf?download=1) (https://www.linz.govt.nz/system/files_force/media/file-attachments/specification-reinstating-replacing-marks-v2-2.pdf?download=1).PDF | 145.27 KB
- 'Think twice before you dig' brochure (https://www.linz.govt.nz/system/files_force/media/file-attachments/Think%20twice%20before%20you%20dig%20brochure.pdf?download=1).PDF | 614.33 KB

Related Content

- [Canterbury earthquakes](https://www.linz.govt.nz/land/surveying/earthquakes/canterbury-earthquakes) (<https://www.linz.govt.nz/land/surveying/earthquakes/canterbury-earthquakes>)

Last Updated:

20 July 2020

Interim Standard for mark protection surveys (Canterbury Earthquake) - LINZS10004 - Withdrawn (/regulatory/10004)

Survey marks must not be removed without first obtaining written approval from the Surveyor-General pursuant to s55(5) Cadastral Survey Act 2002.

Document Status:

Archived

Document Number:

10004

Regulatory Area:

Cadastral

Document Type:

Standards

Published date:

7 September 2012

This interim standard provided the Surveyor-General's approval, along with conditions, for the removal of survey marks for the purposes of reconstruction work after the Canterbury earthquakes. The standard has now been withdrawn.

This standard has helped ensure that the post-earthquake positions of numerous survey marks placed before the earthquakes were recorded on mark protection CSDs. Many of these marks have since been destroyed but the record of them provides valuable evidence for determining the post-earthquake location of property boundaries.

As earthquake reconstruction work has mostly been completed, the standard has served its purpose. From now on in Canterbury, LINZ will regulate survey mark protection and approval to remove survey marks on a case by case basis; as it does for the rest of NZ. An exception to this is provided under rule 20.8 for old boundary marks that no longer mark a boundary point in Greater Christchurch – see [Removing boundary marks – Rule 20.8](https://www.linz.govt.nz/kb/886) (<https://www.linz.govt.nz/kb/886>).

Any person or organisation intending to remove a survey mark not covered by Rule 20.8 (including Licensed Cadastral Surveyors undertaking mark protection surveys) should contact the LINZ Survey Protection Advisory Officer via beforeudig@linz.govt.nz (<mailto:beforeudig@linz.govt.nz>) or customersupport@linz.govt.nz (<mailto:customersupport@linz.govt.nz>).

For more information, see Survey mark protection:

[Survey mark protection](https://www.linz.govt.nz/data/geodetic-services/search-for-geodetic-marks/survey-mark-protection) (<https://www.linz.govt.nz/data/geodetic-services/search-for-geodetic-marks/survey-mark-protection>)

For information about at-risk marks in a proposed construction zone, registered users of the before U dig service can submit an enquiry to [beforeUdig](https://www.beforeudig.co.nz/nz/home) (<https://www.beforeudig.co.nz/nz/home>).

For further information about geodetic mark protection, see [Geodetic control network development, maintenance and protection](https://www.linz.govt.nz/data/geodetic-system/geodetic-control-network-development-maintenance-and-protection) (<https://www.linz.govt.nz/data/geodetic-system/geodetic-control-network-development-maintenance-and-protection>).

Attachments

- [Interim Standard for mark protection surveys \(Canterbury Earthquake\) - LINZS10004](https://www.linz.govt.nz/system/files_force/media/regulatory-documents/interim_standard_for_mark_protection_surveys_canterbury_earthquake_-_linzs10004_-_withdrawn.pdf.pdf?download=1) (https://www.linz.govt.nz/system/files_force/media/regulatory-documents/interim_standard_for_mark_protection_surveys_canterbury_earthquake_-_linzs10004_-_withdrawn.pdf.pdf?download=1).PDF | 246.42 KB
- [Interim Standard for mark protection surveys \(Canterbury Earthquake\) - LINZS10004](https://www.linz.govt.nz/system/files_force/media/regulatory-documents/interim_standard_for_mark_protection_surveys_canterbury_earthquake_-_linzs10004_-_withdrawn.doc?download=1) (https://www.linz.govt.nz/system/files_force/media/regulatory-documents/interim_standard_for_mark_protection_surveys_canterbury_earthquake_-_linzs10004_-_withdrawn.doc?download=1).DOC | 610 KB

Updated Date:

Wednesday, 22 July 2020

Prepare a caveat (/kb/455)

How to prepare a caveat.

To **prepare** a Caveat:

1. Select the Caveat in the **Create Dealing** screen and click **Prepare...** to open the **Prepare Caveat** screen.

The screenshot shows the 'Landonline - Prepare Dealing - [CPP_S40 - Prepare Caveat]' window. It contains several sections for data entry:

- Instrument No:** X 20000569.1
- Status:** Draft
- Last Modified:** on 14 Nov 2019 11:47:43
- Affected Titles:** WNTRAIN256
- Caveat Type:** ☒ Against dealings with land under s138 Land Transfer Act 2017
- Caveat of:** ☒ All
- Is a 3rd party involved?:** ☒ Yes
- Registered Owner:** ☒ Change due to Pending Dealing
- Caveator:** ☒ Add
- Estate or Interest Claimed, Grounds and Derivation from Registered Owner:** ☒ Edit?
- Address for Service of Caveator:**
- Address for Registered Owner:**

Yellow callout boxes indicate the following steps:

- Step 2:** Points to the 'Caveat Type' section.
- Step 3:** Points to the 'Caveat of' section.
- Step 4:** Points to the 'Caveat Agreement' section.
- Step 4A:** Points to the 'Date' field.
- Step 5:** Points to the 'Registered Owner' table.
- Step 6:** Points to the 'Caveator' table.
- Step 7:** Points to the 'Estate or Interest Claimed, Grounds and Derivation from Registered Owner' section.
- Step 8:** Points to the 'Address for Service of Caveator' field.
- Step 9:** Points to the 'Enter Address...' button.
- Step 13:** Points to the 'Enter Address' button.
- Step 15:** Points to the 'Help' button.

2. The default **Caveat type** is **Against dealings with land under s138 Land Transfer Act 2017**
3. In the Caveat of section:
 - The default is **All** (this can be changed if required).
4. Select the **Agreement Type**: (you must select one of the following types)
 - Agreement to Mortgage
 - 1. Enter the Date of the agreement (mandatory)
 - 2. Select if a 3rd Party is involved
 - Agreement for Sale and Purchase
 - 1. Enter the date of the agreement (optional)
 - 2. Select if a 3rd Party is involved
 - Other (all other caveat types)
5. Review the **Registered Owner** name(s). Check the Change due to Pending Dealing box to edit the names (if required).
6. Enter the name of the **Caveator**.
 - Click **Add** to insert a new row in the Caveator area.
7. Enter details of the **Estate or Interest Claimed, Grounds and Derivation from Registered Owner** details.
 - If Agreement for Sale and Purchase or Agreement to Mortgage was selected at step 4, there will be auto-populated wording. If you need to change or add to this text click the 'edit?' checkbox.
 - 1. If there is a 3rd party involved (e.g. to properly demonstrate the connection between the registered owner and caveator and the interest claimed you need to identify another party) you will need to tick 'edit?' and add text to link the 3rd Party to the agreement.
8. In the **Notice** text box you can state which dealings will be allowed (exceptions to the Caveat), if required.

9. Click **Enter Address...** in the **Address for Service of Caveator** area to open the **Enter/Update Address Screen**.

You can enter only one type of address on the Enter/Update Address screen.

- Physical /Postal
- Other.

CPP_S34 - Enter/Update Address

Address Type

☒ Postal/PO Box ☐ Other

* Name

Care of

* Street/PO Box

* Suburb/Town

* Country New Zealand * Postcode

Help OK Cancel

Step 10 Step 11 Step 12

Postal PO/Box mode

CPP_S34 - Enter/Update Address

Address Type

☐ Postal/PO Box ☒ Other

* Name

Care of

* Email or

* Fax

Help OK Cancel

Step 10 Step 11 Step 12

Other mode

10. On the **Enter/Update Address** screen use the **Address Type** radio buttons:
- To enter street or postal address details
 - To enter email or fax details.
11. Enter address data for the **Address Type** selected in Step 10. All fields must be completed
12. Click **OK** to save the address and return to the **Prepare Caveat** screen. Landonline displays entered data in the **Address for Service of Caveator** area.
13. Click **Enter Address...** in the **Address for Registered Owner** to open the **Enter/Update Address** screen.
14. Repeat Steps 10, 11 and 12 to enter address for the Registered Owner and return to the Prepare Caveat screen.
15. On the **Prepare Caveat** screen click **Save & Close** to save the Caveat.

Follow the same process for entering addresses on the **Enter/Update Address** screen when preparing a Notice of Claim (refer to Section 2.5).

Last Updated:
12 April 2021

[Caveat preparation changes \(/kb/917\)](#)

Some caveats based on Agreements to Mortgage and Agreements for Sale and Purchase are now able to be automatically registered.

From Monday 10 August 2020, caveats that are based on an Agreement to Mortgage or Agreement for Sale and Purchase, provided they meet other business rules, will no longer step down to Lodge and will instead be registered automatically in Landonline.

The Prepare Caveat screen was changed in November 2019 to prepare for this change. . New fields were added to ensure the interest claimed is sufficiently clear if the interest is based on one of these Agreements.

Prepare Caveat screen

The Prepare Caveat screen allows a customer to select an "Agreement to Mortgage" or "Agreement for sale and purchase" agreement type. If this is selected, and there is no third party involved, the interest claimed field will auto-populate. Any required changes can be made by ticking the 'edit?' checkbox.

When viewing the Prepare Dealing screen, it will show that the caveat is an Autoreg instrument. This functionality is now available. Landonline will run an automated check to determine whether there have been dealings that could have the effect of preventing the automatic registration. If this '10 year check' is not completed successfully, the caveat will instead step down to Lodge. When prevalidating your caveat instrument, you will be advised that your caveat has failed a 10 year check and has stepped down. LINZ will then process your caveat dealing in the same way it did prior to the release.

Further information

[C2.4 Prepare a caveat \(/www.linz.govt.nz/kb/455\)](http://www.linz.govt.nz/kb/455)

Related Content

- [Caveats \(/kb/650\)](http://www.linz.govt.nz/kb/650)

Last Updated:
14 August 2020

[Digisign2 download and installation instructions \(for signing customers only\) \(/kb/841\)](http://www.linz.govt.nz/kb/841)

This page contains the instructions for signing customers to download and install Digisign2 software.

Before you begin

1. Ensure your IT provider is available to assist you with this process as this installation requires the User Account Control to be disabled, and Administrator rights.
2. Print these instructions.
3. Ensure you have installed Citrix Receiver, UniPrint Client and Landonline client components first.

Download instructions

[Digisign2 download and installation instructions \(for signing customers only\) \(PDF 168KB\) \(/www.linz.govt.nz/file/22306/download?token=CqGWi2Y9\)](http://www.linz.govt.nz/file/22306/download?token=CqGWi2Y9)

[Download Digisign2 software \(DLL 2MB\) \(/www.linz.govt.nz/system/files_force/media/ol/software/digisign2.exe?download=1\)](http://www.linz.govt.nz/system/files_force/media/ol/software/digisign2.exe?download=1)

Note: Appearance of screenshots may differ due to display settings.

Next steps

Continue to Step 5: [Landonline Print-to-TIFF Driver download and installation \(/www.linz.govt.nz/kb/843\)](http://www.linz.govt.nz/kb/843)

Last Updated:
7 September 2020

[Software downloads \(/land/landonline/system-support-and-software-downloads/software-downloads\)](http://www.linz.govt.nz/land/landonline/system-support-and-software-downloads/software-downloads)

This page contains instructions for software downloads and links to related information you may need.

Installation summary for Landonline software

Ensure you are logged on with **Administrator Rights**. You may need to contact your IT support or service provider.

If installing Landonline for the first time, all supporting software should be installed in the correct order - Citrix, Uniprint Client, Landonline Client Components, Digisign2 (for signing customers) and Print-to-TIFF.

If you reinstall the Citrix software you will need to reinstall the Digisign2 software for signing to work, this includes automatic updates.

Expand the following sections for instructions and download links.

Step 1) Citrix Expand/Collapse Accordion

Before you begin

1. Ensure your IT provider is available to assist you with this process as this installation requires the User Account Control to be disabled, and Administrator rights.
 2. If you wanted to view a more detailed download and installation summary, we suggest you download the following instructions: [Citrix Workspace – download and installation instructions \(//www.lincoln.govt.nz/file/22304/download?token=oG-7yqtx\)](http://www.lincoln.govt.nz/file/22304/download?token=oG-7yqtx).
(Note: Instructions are for Windows 10 - screenshots may differ for other versions of Windows, but the process will be similar.)
- We recommend Citrix Workspace Long Term Service Release 1912
[Download Citrix Workspace LTSR \(https://www.citrix.com/downloads/workspace-app/workspace-app-for-windows-long-term-service-release/workspace-app-for-windows-1912ltsr.html\)](https://www.citrix.com/downloads/workspace-app/workspace-app-for-windows-long-term-service-release/workspace-app-for-windows-1912ltsr.html).
 - Alternatively you can use the latest version of Citrix Workspace
[Download the latest Citrix Workspace \(https://www.citrix.com/downloads/workspace-app/\)](https://www.citrix.com/downloads/workspace-app/).
 - For older systems that are no longer compatible with Citrix Workspace we suggest Citrix Receiver 4.9 LTSR
[Download Citrix Receiver 4.9 LTSR \(https://www.citrix.com/downloads/citrix-receiver/windows-ltsr/receiver-for-windows-ltsr-latest.html\)](https://www.citrix.com/downloads/citrix-receiver/windows-ltsr/receiver-for-windows-ltsr-latest.html).
Please note however that support for this software ends in December 2020

If you reinstall the Citrix software you will need to reinstall the Digisign2 software for signing to work, this includes automatic updates.

Step 2) UniPrint Client Expand/Collapse Accordion

Before you begin

1. Ensure your IT provider is available to assist you with this process as this installation requires the User Account Control to be disabled, and Administrator rights.
 2. If you wanted to view a more detailed download and installation summary, we suggest you download the following instructions: [Uniprint client download and installation \(//www.lincoln.govt.nz/file/22303/download?token=gqU6Vusd\)](http://www.lincoln.govt.nz/file/22303/download?token=gqU6Vusd).
(Note: Instructions are for Windows 10 - screenshots may differ for other versions of Windows, but the process will be similar.)
- We recommend Uniprint Client V5.4
[Click here to download UniPrint Client v5.4 \(//www.lincoln.govt.nz/system/files_force/media/doc/UPClientWebInstall.exe?download=1\)](http://www.lincoln.govt.nz/system/files_force/media/doc/UPClientWebInstall.exe?download=1).
 - Alternatively you can download directly from UniPrint website
[UniPrint Client website \(https://www.uniprint.net/en/uniprint-client/\)](https://www.uniprint.net/en/uniprint-client/)

Step 3) Landonline Client Components Expand/Collapse Accordion

Before you begin

1. Ensure your IT provider is available to assist you with this process as this installation requires the User Account Control to be disabled, and Administrator rights.
 2. If you wanted to view a more detailed download and installation summary, we suggest you download the following instructions: [Client components download and installation instructions \(//www.lincoln.govt.nz/file/22305/download?token=OiveLZmi\)](http://www.lincoln.govt.nz/file/22305/download?token=OiveLZmi).
 3. Ensure you have installed the Citrix receiver and UniPrint Client first.
- This is a required download, and currently contains the font library used by Landonline's spatial windows (contents may vary over time).
[Download Landonline Client Components \(//www.lincoln.govt.nz/file/7445/download?token=C_OHUToN\)](http://www.lincoln.govt.nz/file/7445/download?token=C_OHUToN).
Client components covers any additional software or components required by Landonline.

Step 4) Digisign2 Expand/Collapse Accordion

Before you begin

1. Ensure your IT provider is available to assist you with this process as this installation requires the User Account Control to be disabled, and Administrator rights.
 2. If you wanted to view a more detailed download and installation summary, we suggest you download the following instructions: [Digisign2 download and installation instructions \(//www.lincoln.govt.nz/file/22306/download?token=CqGWi2Y9\)](http://www.lincoln.govt.nz/file/22306/download?token=CqGWi2Y9). (Note: Appearance of screenshots may differ due to display settings.)
 3. Ensure you have installed Citrix Receiver, UniPrint Client and Landonline client components first.
- Note: If you reinstall the Citrix software you will need to reinstall the Digisign2 software for signing to work, this includes automatic updates.
[Download Digisign2 \(//www.lincoln.govt.nz/system/files_force/media/lol/software/digisign2.exe?download=1\)](http://www.lincoln.govt.nz/system/files_force/media/lol/software/digisign2.exe?download=1)

Step 5) Print-to-TIFF driver Expand/Collapse Accordion

Before you begin

1. Ensure your IT provider is available to assist you with this process as this installation requires the User Account Control to be disabled, and Administrator rights.
2. If you wanted to view a more detailed download and installation summary, we suggest you download the following instructions: [Print-to-TIFF driver download and installation instructions \(//www.lincoln.govt.nz/file/22302/download?token=Uv9pXt55\)](http://www.lincoln.govt.nz/file/22302/download?token=Uv9pXt55).
Note: Appearance of screenshots may differ due to display settings.

3. Ensure you have installed Citrix Receiver, UniPrint Client, Landonline client components, and Digisign2 (if required),

Download and install the print-to-TIFF driver if you will need to upload images to Landonline as part of your role. The driver will create TIFF images so that you don't need to print and scan documents before uploading them

- For 64 bit:
[Download the Landonline Print-to-TIFF drive x64 \(version 3.03\)](http://www.linz.govt.nz/system/files_force/media/lor/software/Setup_x64_LandOnlinePrintToTiff_v3.03_0.exe?download=1)
[\(\(//www.linz.govt.nz/system/files_force/media/lor/software/Setup_x64_LandOnlinePrintToTiff_v3.03_0.exe?download=1\)\)](http://www.linz.govt.nz/system/files_force/media/lor/software/Setup_x64_LandOnlinePrintToTiff_v3.03_0.exe?download=1)
- For 32 bit:
[Download the Landonline Print-to-TIFF drive x86 \(version 3.03\)](http://www.linz.govt.nz/system/files_force/media/lor/software/Setup_x86_LandOnlinePrintToTiff_v3.03.exe?download=1)
[\(\(//www.linz.govt.nz/system/files_force/media/lor/software/Setup_x86_LandOnlinePrintToTiff_v3.03.exe?download=1\)\)](http://www.linz.govt.nz/system/files_force/media/lor/software/Setup_x86_LandOnlinePrintToTiff_v3.03.exe?download=1)

Alternatively you can use an online file conversion tool, there are a number of these available. The following page provides one example under the heading **Tools to help you:**

[Scanning and attaching documents in Landonline \(\(//www.linz.govt.nz/kb/689\)\)](http://www.linz.govt.nz/kb/689)

Last Updated:
26 March 2021
