

Capture of Unit Development Plans in Landonline

Unit Titles Act 2010

(Version 6.4 – August 2015)

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Notes that apply to all Unit Plan Types

- This document should be read in conjunction with both the [Unit Titles Act 2010](#) and [Interim guideline for Unit Titles Act 2010](#)
- Ensure that each plan in the series captures the current Landonline Spatial Parcel that underlies the development as "Referenced" in the Parcel List
- Do not 'Reference' units that were created on previous stages. When viewed within the tree in searches, it gives a clearer picture of the actions being completed on each stage.
- **Do not capture** 'Common Property' Parcels in the Parcel List screen (CSC_S07a)
- All Topology Classes are to be set to 'No Topology'.
- On all Stages subsequent to the PUD (or SPUD) existing parcels must be searched for within Landonline rather than creating new parcels.
- If the development being captured has a pre Landonline plan number i.e. <300000, then the previous stage must be Captured into Landonline first before proceeding. (This may mean contacting LINZ to arrange for them to capture the previous stages first).
- Plan Numbers and Suffixes should not be added as "User Added Text" to the plan face, as the suffixes change as further stages of developments are lodged within Landonline.
- Do not allocate suffixes when adding the previous stage in the CSL_S02 Manage Survey Transaction Screen.
- EASEMENTS: Easements may be captured on any stage of a Unit Development including the PUD but they must only be captured once. **Do not extinguish and re capture the easements on subsequent stages.** See **Sec 13** of [Interim guideline for Unit Titles Act 2010](#).
- Unit developments with combined Survey Purposes (e.g. SPUD & Redevelopment) - Only one Survey Purpose is able to be selected (SPUD in this case) in the Survey header screen, but both must be included in the "Dataset Description" field. Advice should be sought from LINZ to confirm that the combined purposes are acceptable.
- In certain circumstances a Redevelopment may be more suitable than a Unit Plan in Substitution.
- When "Creating" an FDU on a Stage Plan, do not allocate Titles to these parcels. LINZ staff will issue new titles at Registration

Standard Unit Plan

- See **Sec 2** of [Interim guideline for Unit Titles Act 2010](#)
- Plan must be the complete development of the base land, all on one plan.
- Must have two or more Principal Units, and if required, will show a number of Accessory Units – The remainder of the unit title development must be Common Property.
- Label each unit with a unique identifier (a number, which may be followed by a letter).
- Any changes to units on this type of plan requires a “Redevelopment” plan
- Any addition to Common Property from adjoining land or removal of Common Property from the development on this type of plan requires a “Unit Plan in Substitution”

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development		Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'
Principal Unit		Created	Principal Unit	Link Title to Principal Unit	
Accessory Unit		Created	Accessory Unit	Link Title for Principal Unit to Accessory Unit	
Common Property					Do not capture 'Common Property' Parcels in the Parcel List screen

Proposed Unit Development – (PUD)

- See **Sec 5** of [Interim guideline for Unit Titles Act 2010](#).
- The PUD must have a status of “Submitted” before continuing with 1st Stage, as proposed units will not be able to be searched until these units are in Landonline
- Units can only have an action of “Proposed” on a PUD plan
- Must show all the proposed units and proposed common property (if any), that will comprise the unit title development when it is completed.

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development		Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'
Principal Unit		Proposed	Principal Unit	No Action possible as no created parcels on PUD	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Accessory Unit		Proposed	Accessory Unit	No Action possible as no created parcels on PUD	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Common Property					Do not capture 'Common Property' Parcels in the Parcel List screen

First Stage Unit Plan

- See **Sec 5** of [Interim guideline for Unit Titles Act 2010](#).
- Creates any proposed units from the PUD that are being developed on this stage.
- Must show each unit and each part of the common property (if any) that have been completed so far, which must be depicted as shown on the PUD.
- Any undeveloped portion of the unit development must be shown as one or more Future Development Units.
- Each FDU must include at least one proposed Principal Unit that was shown on the PUD.

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development	Referenced	Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'
Principal Unit being developed on this stage	Proposed	Created	Principal Unit	Link Title from PUD to Principal Unit	Set the Action to 'Created' and Search the Proposed Unit from PUD. Do not change the "Parcel Type"
Accessory Unit being developed on this stage	Proposed	Created	Accessory Unit	Link Title from PUD for Principal Unit to Accessory Unit	Set the Action to 'Created' and Search the Proposed Unit from PUD. Do not change the "Parcel Type"
Common Property					Do not capture 'Common Property' Parcels in the Parcel List screen
Future Development Unit (FDU)		Created	FDU	Titles will be issued for FDU by LINZ at registration	Do not link any pre-allocated titles to FDU's. These will be issued by LINZ at registration.

Stage Unit Plan – (2nd and Subsequent Stages)

- See **Sec 6** of [Interim guideline for Unit Titles Act 2010](#).
- Creates any proposed units from the PUD that are being developed on this stage.
- Must show each unit and each part of the common property (if any) that have been completed so far, which must be depicted as shown on the PUD OR the latest SPUD).
- Any undeveloped portion of the unit development must be shown as one or more Future Development Unit (which may have been completed by a previous stage).
- Each FDU must include at least one proposed Principal Unit that was shown on the PUD.

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development	Referenced	Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'
Principal Unit being developed on this stage	Proposed	Created	Principal Unit	Link Title from PUD to Principal Unit	Set the Action to 'Created' and Search the Proposed Unit from PUD or SPUD Do not change the "Parcel Type"
Accessory Unit being developed on this stage	Proposed	Created	Accessory Unit	Link Title from PUD for Principal Unit to Accessory Unit	Set the Action to 'Created' and Search the Proposed Unit from PUD or SPUD. Do not change the "Parcel Type"
FDU that is being developed as a principal unit on this stage	Created	Extinguished	FDU	Titles have been issued for this Unit and will be cancelled by LINZ	Set the Action to 'Extinguished' and Search the Created Unit from Previous Stage. Do not change the "Parcel Type"

<p>FDU that covered more than 1 Unit and part of this FDU is being developed on this stage and the remaining part will be a new FDU</p>	<p>Created</p>	<p>Extinguished (Current FDU)</p> <p>Created (New reduced FDU)</p>	<p>FDU</p>	<p>Titles have been issued for this Unit and will be cancelled by LINZ and new Title will be issued for balance of FDU that remains which will now be a new FDU</p>	<p>Set the Action to 'Extinguished' and Search the Created Unit from Previous Stage. No pre-allocated titles issued at lodgement</p> <p>Do not change the "Parcel Type"</p>
<p>FDU that are being shown for the first time after a SPUD has proposed new units</p>		<p>Created</p>	<p>FDU</p>	<p>Titles will be issued for FDU by LINZ at registration</p>	<p>Do not link any pre-allocated titles to FDU's. These will be issued by LINZ at registration.</p>

Substituted Proposed Unit Development – (SPUD)

- See **Sec 8** of [Interim guideline for Unit Titles Act 2010](#).
- SPUD replaces the existing PUD.
- The SPUD must have a status of "Submitted" before continuing with subsequent stages, as proposed units will not be able to be searched until these units are in Landonline
- When a SPUD is lodged, the SPUD will automatically take the /A suffix the PUD will get the next letter after the previous highest. The current stage will have the whole number (no suffix).
- Existing developed units and common property must be retained and cannot be modified. This requires a "Redevelopment" Plan followed by a new SPUD (for staged developments)
- ~~Existing "Proposed" units should be re-proposed to ensure they are linked to the current SPUD~~ (Removed Aug 2015)
- Any new Units can only have an action of "Proposed" on a SPUD plan
- Any unit created by an alteration must have a unique parcel appellation.

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development	Referenced	Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'
New Principal Unit		Proposed	Principal Unit	No Action possible as no created parcels on SPUD	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
New Accessory Unit		Proposed	Accessory Unit	No Action possible as no created parcels on SPUD	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Common Property					Do not capture 'Common Property' Parcels in the Parcel List screen

Subsidiary Standard Unit Plan

- See **Sec 3** of [Interim guideline for Unit Titles Act 2010](#).
- Must have two or more new Principal Units, and if required, will show a number of Accessory Units – The remainder of the development must be Common Property.
- Must show the complete development of the existing Principal Unit and its associated Accessory Unit/s, all on one plan.
- Label each unit with a unique identifier (a number, which may be followed by a letter).
- Any changes to units on this type of plan requires a “Redevelopment” plan
- Any changes to Common Property on this type of plan requires a “Unit Plan in Substitution”

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development	Referenced	Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'
Existing Principal Unit developed on Underlying Plan	Created	Extinguished	Principal Unit	Existing Titles will be cancelled on Deposit of this CSD	Set the Action to 'Extinguished' and Search the Created Unit from Previous Stage
Existing Accessory Unit developed on Underlying Plan	Created	Extinguished	Accessory Unit	Existing Titles will be cancelled on Deposit of this CSD	Set the Action to 'Extinguished' and Search the Created Unit from Previous Stage
Principal Unit being developed on this stage		Created	Principal Unit	Link Title to Principal Unit	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Accessory Unit being developed on this stage		Created	Accessory Unit	Link Title for Principal Unit to Accessory Unit	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Common Property being developed on this stage					Do not capture 'Common Property' Parcels in the Parcel List screen

Subsidiary Proposed Unit Development - (Subsidiary PUD)

- See **Sec 3 & 8** of [Interim guideline for Unit Titles Act 2010](#).
- Used to redevelop the existing principal unit and any associated accessory unit/s as a new staged development.
- Units can only have an action of "Proposed" on a PUD plan
- Must show all the proposed units and proposed common property (if any), that will comprise the complete new development.
- The Subsidiary PUD must have a status of "Submitted" before continuing with 1st Stage, as proposed units will not be able to be searched until these units are in Landonline
- Existing Plan Types are used for subsequent stages of a Layered Development.

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development	Referenced	Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'
Existing Principal Unit developed on Underlying Plan	Created	Extinguished	Principal Unit	Existing Titles will be cancelled on Deposit of this CSD	Set the Action to 'Extinguished' and Search the Created Unit from Previous Stage
Existing Accessory Unit developed on Underlying Plan	Created	Extinguished	Accessory Unit	Existing Titles will be cancelled on Deposit of this CSD	Set the Action to 'Extinguished' and Search the Created Unit from Previous Stage
Principal Unit		Proposed	Principal Unit	No Action possible as no created parcels on a Subsidiary PUD	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Accessory Unit		Proposed	Accessory Unit	No Action possible as no created parcels on a Subsidiary PUD	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Common Property					Do not capture 'Common Property' Parcels in the Parcel List screen

Complete Stage Unit Plan

- See **Sec 7** of [Interim guideline for Unit Titles Act 2010](#).
- Must reflect the whole development as shown on the PUD OR the latest SPUD.
- No FDU's should exist, all units must be created.

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development	Referenced	Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'
Principal Unit being developed on this stage	Proposed	Created	Principal Unit	Link Title from PUD to Principal Unit	Set the Action to 'Created' and Search the Proposed Unit from PUD or SPUD Do not change the "Parcel Type"
Accessory Unit being developed on this stage	Proposed	Created	Accessory Unit	Link Title from PUD for Principal Unit to Accessory Unit	Set the Action to 'Created' and Search the Proposed Unit from PUD or SPUD Do not change the "Parcel Type"
FDU that is being developed as a principal unit on this stage	Created	Extinguished	FDU	Titles have been issued for this Unit and will be cancelled by LINZ	Set the Action to 'Extinguished' and Search the Created Unit from Previous Stage Do not change the "Parcel Type"

Simple Redevelopment Plan

- See **Sec 9, 10 & 11** of [Interim guideline for Unit Titles Act 2010](#) Units (2 or more) to be altered must be existing.
- Can only redevelop created units, cannot redevelop proposed units
- This redevelopment must not include any common property.
- This redevelopment must start and finish with the same number of units.
- Any unit created by an alteration must have a unique parcel appellation.

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development	Referenced	Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'
Existing Principal Unit being altered on this plan	Created	Extinguished	Principal Unit	Titles have been issued for this Unit and will be cancelled by LINZ	Set the Action to 'Extinguished' and Search the Created Unit from Standard Unit Plan. Do not change the "Parcel Type"
Principal Unit being created on this plan (must replace existing Unit)		Created	Principal Unit	Link Pre-allocated Title to Principal Unit	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Existing Accessory Unit being altered on this plan	Created	Extinguished	Accessory Unit	Titles have been issued for this Unit and will be cancelled by LINZ	Set the Action to 'Extinguished' and Search the Created Unit from Standard Unit Plan. Do not change the "Parcel Type"
Accessory Unit being created on this plan (must replace existing Unit)		Created	Accessory Unit	Link pre-allocated Title for Principal Unit to Accessory Unit	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen

Redevelopment Plan

- A complex redevelopment plan under ss68-71 Unit Titles Act 2010.
Note that the terms "simple" and "complex" redevelopment are not legislative terms, but are used here for simplicity. A 'simple' redevelopment plan is actually a plan amending the existing plan and a 'complex' redevelopment plan is actually a plan in substitution for the existing plan
- A redevelopment plan is used to:
 - enlarge existing units (by changing boundaries/height limits); and/or
 - subdivide existing units; and/or
 - transfer units (or part units) into the common property; and or
 - create new units from the common property
- See **Sec 9, 10 & 11** of [Interim guideline for Unit Titles Act 2010](#).
- Can only redevelop created units and common property, cannot redevelop proposed units
- Any units and common property to be altered must be existing.
- Any unit created by an alteration must have a unique parcel appellation.

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development	Referenced	Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'
Existing Principal Unit being altered on this plan	Created	Extinguished	Principal Unit	Titles have been issued for this Unit and will be cancelled by LINZ	Set the Action to 'Extinguished' and Search the Created Unit from Standard Unit Plan. Do not change the "Parcel Type"
Principal Unit being created on this plan		Created	Principal Unit	Link Pre-allocated Title to Principal Unit	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Existing Accessory Unit being altered on this plan	Created	Extinguished	Accessory Unit	Titles have been issued for this Unit and will be cancelled by LINZ	Set the Action to 'Extinguished' and Search the Created Unit from Standard Unit Plan. Do not change the "Parcel Type"

Accessory Unit being created on this plan		Created	Accessory Unit	Link pre-allocated Title for Principal Unit to Accessory Unit	Titles should be pre-allocated in the CSL_S02 Manage Survey Transaction Screen
Common property being altered on this plan					Do not capture 'Common Property' Parcels in the Parcel List screen

Unit Plan in Substitution

- See **Sec 12** of [Interim guideline for Unit Titles Act 2010](#).
- A plan in substitution is used when:
 - Land from outside a unit title development is added to the common property of the development:
 - If the land being added is only part of an existing allotment that is currently outside the unit title development a fee simple subdivision must also be carried out. This subdivision will show a new allotment that is going to be added to the common property. The subdivision plan and the plan in substitution must be deposited at the same time in the same dealing.
 - or
 - Land is taken from common property (by transfer or gazette notice) and removed from the development
 - If the plan in substitution will result in land being removed from the common property of the unit title development, then a fee simple subdivision must also be carried out. The subdivision plan will show the new allotment(s) that are created from the common property and a new allotment for the land that will remain as common property. The subdivision plan and the plan in substitution must be deposited at the same time in the same dealing.
- If the common property is to be added to a unit, a plan in substitution should not be used - a redevelopment plan is required.
- If the land being added to the common property is part (or all) of a unit, then a plan in substitution should not be used - a complex redevelopment plan is required.
- If the land being added to the common property is part (or all) of an undeveloped unit, then a plan in substitution should not be used - a SPUD plan is required
- **Note:** that a complex redevelopment plan under s68 is also called a "plan in substitution" but is not the same as this item.

Unit Type	Previous Action	Current Action	Parcel Intent	Title Actions	Comments
Current Landonline Spatial Parcel(s) that underlie the development	Referenced	Referenced	Fee Simple		This is the spatial parcel or parcels that the entire unit development is over. Spatially select the parcel from the Spatial Window and add it to the Parcel List using the 'Link LOL' button. Select 'Edit' and set the 'Action' to 'Referenced'

Changes to Common Property

<p>Common property being added to, from adjoining parcel</p>					<p>Do not capture 'Common Property' Parcels in the Parcel List screen</p> <p>Ensure the "Dataset Description" includes the adjoining parcel</p>
<p>Common property being reduced by inclusion in adjoining parcel</p>					<p>Do not capture 'Common Property' Parcels in the Parcel List screen</p>