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| **SURVEY REPORT TEMPLATE GUIDE**To support cadastral survey dataset lodgements.This survey report template has been prepared to assist surveyors lodge compliant datasets that can be readily validated by LINZ staff. The following link provides additional information to assist with compliance:http://www.linz.govt.nz/land/surveying/csd-preparation/common-survey-requisition-itemsAdditional information is provided against the report template headings as a guide to assist surveyors who wish to customise their own survey reports into a standard form. When developing customised reports please retain a similar heading sequence to aid validation.The following table cross references mandatory reporting requirements of the Rules and the Lodgement Standard with the related headings in this Survey Report Template. Changes in this version are shown in RED |
| **Rules for Cadastral Survey 2010 - Rules 8.2, 16.5(a), 17.2(a)& 18.4** | **Report Template Heading** |
| (i) | the purpose for which the survey was conducted | 2 | Survey Purpose and Type |
| (ii) | the basis for determining the orientation of bearings | 6 | Datums and Orientation |
| (iii) | the basis for any bearing adjustment applied to an adopted bearing or scale adjustment applied to an existing distance | 7 | Bearing and Scale Adjustments |
| (iv) | a description of the type of equipment and methods used to ensure compliance with the accuracy standards specified in these Rules | 5 | Equipment and Methods Used |
| (v) | details of any conflict and how this was resolved | 13 | Conflict with Cadastre |
| (vi) | reasons for not relying on an old survey mark | 8 | Old Survey Marks |
| (vii) | information about old survey marks not located or reasons why they were not searched for | 8 | Old Survey Marks |
| (viii) | an assessment of the adequacy of the number and location of old survey marks used to define boundaries | 8 | Old Survey Marks |
| (ix) | reasons for, and details of decisions made regarding each existing boundary defined by survey, and the information considered in order to reach those decisions | 9 | Boundary Definition |
| (x) | details to support acceptance of a boundary in terms of rules 6.3, 16.3(c), 17.1(d)(i) 18.2(a) or 19.1 | 94 | Boundary DefinitionAccuracy Class of Boundaries |
| (xi) | where a movable marginal strip is included in a CSD, a description of the method used to determine its existence | 15 | Non-Primary Parcels |
| (xii) | The accuracy class of each water and irregular boundary and information about the accuracy of the determination of any water boundary or irregular boundary and the factors taken into account, as specified in rule 3.4 | 94 | Boundary DefinitionAccuracy Class of Boundaries |
| (xiii) | reasons why it was impracticable to mark any boundary point in terms of rule 7.1 or impracticable to use a vertical control mark as a witness mark in terms of rule 7.3.4(b) | 1068 | MonumentationDatums and OrientationOld Survey Marks |
| (xiv) | details to support an exemption from marking a boundary point under the provisions in rules 7.1(a)(i) to (vi) | 10 | Monumentation |
| (xv) | reference to any prior correspondence with LINZ on issues relevant to the application of these Rules to the CSD | 16 | Additional Information and Legal |
| (xvi) | notification from the Māori Land Court of a non‑standard appellation used under rule 5.5.3(b) | 316 | Completeness of InformationAdditional Information and Legal |

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| **Standard for lodgement of cadastral survey datasets** | **Report Template Heading** |
| s 4.6(a) | The following information must be captured in the header of the CSD: (a) dataset description, which includes: (i) parcel appellations for all new primary parcels, (ii) the survey purpose for land transfer CSDs, and (iii) the legal description of the land under survey for land transfer CSDs  | 1 | Survey Description |
| s 4.6(b) | The following information must be captured in the header of the CSD:(b) survey purpose | 2 | Survey Purpose and Type |
| s 4.6(c) | The following information must be captured in the header of the CSD:(c) dataset type | 2 | Survey Purpose and Type |
| s 3(b) | If the Chief Executive considers that compliance with 3(a) is impractical or unreasonable, the Chief Executive may: (i) grant an exemption from the requirements, or (ii) specify alternative requirements | 3 | Completeness of Information |
| s 4.2(b), (c) | Capture of vectors and arcs (b) For all measured vectors in the CSD, the type of equipment used to measure the vector or components of a vector must be captured. (c) Where known, the type of equipment used to measure adopted vectors or components of an adopted vector must be captured.  | 5 | Equipment and Methods Used |
| s 7 | If a survey report is required by the RCS 2010, it must include an assessment of the actions taken to address: (a) C-rule conflicts and warning messages, and (b) all adjustment report test failures and warning messages.  | 14 | Landonline Pre-Validation Report |
| s 3(b) | If the Chief Executive considers that compliance with 3(a) is impractical or unreasonable, the Chief Executive may: (i) grant an exemption from the requirements, or (ii) specify alternative requirements.  | 16 | Additional Information and Legal |
| s 9 | A CSD with survey purpose of 'Crown subdivision' must include either: (a) a s 223 Resource Management Act 1991 certification, or (b) an explanation as to why that certification is not required.  | 16 | Additional Information and Legal |

**Feedback on this Survey Report Template is welcome**

Please email any suggested changes to customersupport@linz.govt.nz and add Survey Report Template Feedback in the subject line**SURVEY REPORT TEMPLATE (v7 – April 2015)**

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| *Where information required by RCS 2010 and Standard for lodgement is not included in the survey report, please state in this survey report:** + *where the information is located in the CSD, or*
	+ *that the requirement for that information does not apply to the CSD.*
 |
| **REPORT HEADING***(Rule and Standard references are shown where a section contains mandatory reporting requirements)* | **SURVEYOR’S COMMENT***(Guidance notes are given to assist with providing sufficient information to comply with the mandatory reporting requirements of RCS 2010, Standard for lodgement and to enable efficient validation of the CSD by LINZ staff)* |
| **CSD Type & No:** |  |
| **Lodging Surveyor:** |  |
| **Firm:** |  |
| **Surveyor’s Reference:** |  |
|  |  |  |
| **1** | **Survey Description:** [s 4.6(a)] | *This information is to be consistent with the dataset description in the e-survey header and helps ensure that the report is associated with the correct CSD* |
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| **2** | **Survey Purpose and Type****a) Survey Purpose**: [r 8.2(a)(i)] [s 4.6(b)] | *Explain the purpose for which the survey has been conducted. Clearly stating the intent of the survey will assist surveyor’s internal QA, LINZ validation and other surveyors. In the case of a Legalisation Survey,include references to the relevant legislation and intended parcel actions. The survey report can refer to an area schedule if one is attached to the CSD.**Ensure correct ‘*[*Survey Purpose*](http://www.linz.govt.nz/system/files_force/media/pages-attachments/esurvey-appendices.pdf?download=1&download=1)*’ is captured in the e-survey header because this affects which Landonline business rules run.* |
|  | **Dataset Type:** [s 4.6(c)] | *Ensure correct type has been assigned to dataset** *Survey, or*
* *Parcels Without Survey Information*

*A Parcels Without Survey Information CSD can only be used where the captured marks and vectors are boundary points and vectors between boundary points. It must not include captured non-boundary marks and associated vectors.* |
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| **3** | **Completeness of Information:**  | *State the number of pages contained in each set of documents supplied. This will help ensure information is not accidentally missed.**Reference all dispensation decisions, consents, and LINZ consultation. This will provide context to LINZ validators and other surveyors.* |
| ***Document Type.*** | ***No. of pages*** | ***Add additional notes or descriptions against supporting document where this might assist other users*** |
|  | Survey Report:[r 8.2(a)] |  |  |
|  | Field Notes: |  |  |
|  | Calc Sheets/ Lot Closes: |  | *May include parcel closes and area calculations, error analysis and recalculations to justify any recalculated vectors captured, traverse sheets, and/or calculations justifying the orientation of the survey in terms of the official geodetic projection/bearing corrections.**Attaching Area/Lot checks as supporting documents assists validation and audit (see Survey Report item 12 below). An area/lot check for stratum parcels may also assist validators and other surveyors* |
|  | PRM location  |  | *Confirm where the PRM descriptions are provided within your CSD, or where they are already recorded in the cadastre[refer to rule 9.1(b)]* |
|  | Schedule/MemorandumArea Schedule |  | *The “Schedule/Memorandum” SUD must be used for easement information required by rules 10.2.1& 10.2.2 of the RCS2010.* *Area schedules should be attached as an “Area Schedule” SUD.* |
|  | Occupation diagrams |  | *Occupation diagrams should be attached as supporting document type “Occupation Diagram”. Field notes do not form part of the CSD plan.*  |
|  | Certificates |  | *List the certificates you are lodging now, with your CSD. Also identify those certificates which you will be lodging later* |
|  | Prior LINZ Correspondence and Dispensations:[r8.2(a)(xv)][s 3(b)] |  | *Refer to any prior correspondence with LINZ (including Request IDs) and confirm if any dispensations have been sought.* *Ensure copies of approved dispensations are attached with the dataset* |
|  | Other |  | *Any additional information attached to CSD as a supporting document e.g. plans graphic, MLC or other correspondence.* |
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| **4** | **Accuracy Class of Boundaries:**[r 8.2(a)(xii)] [16.5(a)] [17.2(a)] | *Specify the classes of all boundaries defined or accepted in the CSD, with particular attention to water and irregular boundaries, and non-primary boundaries where the alternative requirements of rules 16 or 17 have been used. Also comment on the reasons for using Class B accuracies rather than Class A, where necessary, to confirm the correct class has been selected. [Refer to rule 3.2]* |
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| **5** | **Equipment and Methods Used:**[r 8.2(a)(iv)][s 4.2(b), (c)] | *Describe the type of equipment and methods used to ensure compliance with the accuracy standards specified in these Rules**This information may also assist in providing evidence of correct orientation in section 6 below.*  |
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| **6** | **Datums and Orientation:** |  |
|  | **a) Horizontal Datum:****i) Orientation:**[r 8.2(a)(ii)]  | *Report on the basis for determining the orientation of bearings and how correct orientation is maintained across the extent of your survey - to ensure accuracy requirements have been met. This may include reference to related calculation sheets attached. Note that an origin of coordinates is not required.*See LINZ website for information on [Providing & Verifying Orientation](http://www.linz.govt.nz/kb/668)*[Refer to rules 4.1, 16.4(a), 17.1(d)(ii), Ruling* [*LINZR65300*](http://www.linz.govt.nz/regulatory/65300)*, Interim Standard* [*LINZS10004*](http://www.linz.govt.nz/regulatory/10004)*]* |
|  | **ii) Connection:** | *Explain if you have not connected to a 6th order or better mark**[Refer to rule 4.2, Ruling* [*LINZR65302*](http://www.linz.govt.nz/regulatory/65302)*]* |
|  | **b) Vertical Datum:** [r 8.2(a)(xiii)]  | *Report on vertical control mark, reduced level of vertical control mark and source of vertical control information.[Refer to rules 4.3, 8.1(f), 9.2(b), Rulings* [*LINZR65301*](http://www.linz.govt.nz/regulatory/65301) *&* [*LINZR65303*](http://www.linz.govt.nz/regulatory/65303)*]* |
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| **7** | **Bearing and Scale Adjustments:** [r 8.2(a)(iii)] | *Report on the basis for any bearing adjustment applied to an adopted bearing or scale adjustment applied to an existing distance. This may include reference to related calculation sheets attached.* |
|  | a) Bearing |  |
|  | b) Scale |  |
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| **8** | **Old Survey Marks:**  |  |
|  | a). Reasons for not relying on an old survey mark found[r 8.2(a)(vi)] | *Provide specific information about any disturbed marks included in the Diagram of Survey, any old marks found but not captured, and any unproven marks included in the CSD under rule 18.3.* |
|  | b). Old survey marks not located / searched for[r 8.2(a)(vii)] | *Include specific information about survey marks looked for but not found, and reasons why survey marks that could be considered relevant to the definition were not searched for.* |
|  | c). An assessment of the adequacy of the old survey marks used in defining the boundaries[r 8.2(a)(viii)] | *Provide an assessment of the adequacy of the number and location of survey marks used in the definition.*  |
|  | d). Inability to use vertical control mark [r 8.2(a)(xiii)] | *Where applicable, explain if it is impracticable to use one or more vertical control marks to witness stratum boundary points[Refer to rule7.3.4(b)]* |
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| **9** | **Boundary Definition** |  |
|  | a). **Defined by survey**[r 8.2(a)(ix)] [r 18.4] | *Report on reasons for, and details of decisions made regarding each existing boundary defined by survey, and the information considered in order to reach those decisions. Ensure that any affects of ground movement are included where applicable.**See LINZ website for information on* [*‘defining by survey’*](http://www.linz.govt.nz/kb/666)*.**[Refer to rules 6.1, r 6.2, 6.10]* |
|  | b).**Defined by adoption** | *Report on existing boundaries defined by adoption.**[Refer to rules 6.4, 8.4]* |
|  | c). **Accepted boundaries**[r 8.2(a)(x)] | *Provide details to support acceptance of boundaries in terms of rules 6.3, 16.3(c), 17.1(d)(i), or 18.2(a)* |
|  | d). **Permanent structure boundaries** | *Confirm where permanent structure boundaries have been used and clarify where existing unit or lease boundaries have been accepted under rule 19.1.**See LINZ website for information on* [*Depiction of Units*](http://www.linz.govt.nz/kb/669)*.**[Refer to rules 6.9, 9.6.9, 10.4.7, 19]* |
|  | e). **Stratum boundaries** | *Confirm where stratum boundaries have been used and clarify where existing unit or lease boundaries have been accepted under rule 19.1.**[Refer to rules 6.8, 6.10, 9.6.10, r 19]* |
|  | f). **Irregular boundaries**[r 8.2(a)(xii)]  | *Report on the accuracy of the determination of any irregular boundary and factors taken into account as specified in rule 3.4, including how the risk of overlap has been mitigated.**Report on method used to determine irregular boundaries if not covered in 5 above.**[Refer to rules 3.4, 6.6, 9.6.8, 10.4.6]* |
|  | g). **Water boundaries**[r 8.2(a)(xii)] | *Report on the accuracy of the determination of any water boundary and factors taken into account as specified in rule 3.4 including how the risk of overlap has been mitigated.**Report on method used to determine water boundaries if not covered in 5 above.**Describe reason for differences between new and original positions and whether this is because of:* * *Erosion*
* *Accretion (note whether claimed or unclaimed)*
* *Avulsion*
* *Reclamation*
* *Improved definition*

*Report on the application of the Marine & Coastal Area (Takutai Moana) Act 2011 where MHWS adjoins or encroaches into the parcel under survey.**[Refer to rules 3.4, 6.7, 9.4, 9.6.7, 10.4.5]* |
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| **10** | **Monumentation:** |  |
|  | a) Impracticable to mark [r 8.2(a)(xiii)] | *Report on the reasons why it is impracticable to mark any boundary point in terms of rule 7.1* |
|  | b) Exemption reasons from marking a boundary point [r8.2(a)(xiv)] | *Provide details to support an exemption from marking a boundary point under the provisions in rules 7.1(a)(i) to (vi). Note that the exemptions under 7.1(a) do not apply to points required to be ground marked under rule 7.1(b) & (c).* |
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| **11** | **Occupation:**  | *Report on all information required by rule 9.5, or detail where the required information is presented in the CSD – eg in a supporting document* |
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| **12** | **Parcel Areas**:  | *If the plan is an ML survey, report on the differences between final plan areas, and areas documented in Māori Land Court minutes.[Refer to rule 5.3]* |
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| **13** | **Conflict with Cadastre:** [r 8.2(a)(v)] | *Describe conflicts with the cadastre, both the existing record and the physical survey system and confirm how each conflict was resolved[Refer to rule 2 definition of conflict]**Alternatively state where conflict details can be found if reported elsewhere in this survey report**Where an exception request was raised with LINZ, please confirm the exception request ID and any consequent action you have had to undertake* |
|  |  |  |
| **14** | **Landonline Pre-Validation Report:**[s 7] | *Explain the pre-validation warnings or conflicts.**Refer to the Landonline web document:****“***[***Pre-Validation Report explanation***](http://www.linz.govt.nz/system/files_force/media/knowledgebase-attachments/pre-val-explanation-2010.pdf?download=1&download=1)***”*** *(Version 6.1 April 2010)**Discuss your interpretation of the pre-validation network adjustments, especially the internal consistency report**Refer to the Landonline web document:****“***[***Accuracy Rule Tests run during pre-validation of CSDs***](http://www.linz.govt.nz/system/files_force/media/file-attachments/pre-val-accuracy.pdf?download=1&download=1)***”*** *(Version 4.0 May 2010)**Failure to address the Landonline pre-validation warnings and conflicts may result in a requisition to clarify the specific issues.**Include:** *the Landonline rule ID or accuracy report*
* *your response to address the issue, or*
* *Your rationale for accepting the conflict.*
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| **15** | **Non-primary Parcels:** |  |
|  | a) Easements i) confirm all existing easements to be retainedii) confirm all existing easements to be extinguished iii) new easements | *Please reference all existing easements and confirm whether they are to be surrendered or retained.**Report on the definition of an existing easement where it is different from that previously shown.**Confirm any easement/s not to be brought down on the new titles.**[Refer to rule10.2]* |
|  | b) Covenants i) confirm all existing covenants to be retainedii) confirm all existing covenants to be surrenderediii) new covenants | *Please reference all existing covenants and confirm whether they are to be surrendered or retained.**Confirm any existing covenant/s not to be brought down on the new titles.**[Refer to rule 10.3]* |
|  | c) Movable Marginal Strips[r 8.2(a)(xi)] | *Where a movable marginal strip is included in a CSD, describe the method used to determine its existence* |
|  | d) Other | *Report on any other non-primary parcels including stratum parcels, Māori Roadways, leases and aspatial parcels*  |
|  |  |  |
| **16** | **Additional Information and Legal:** |  |
|  | a) Correspondence from LINZ on relevant issues [r 8.2(a)(xv)][s 3(b)] | *Reference to any prior correspondence with LINZ on issues relevant to the application of these Rules to the CSD. Please include the request number or date of request and name of person submitting request.* |
|  | b) Correspondence from the MLC[r 8.2(a)(xvi)] | *Include notification from the Māori Land Court of a non‑standard appellation used under rule[Refer to rule 5.5.3(b)]* |
|  | c) Other[s 9] | *Please Provide any additional information that will assist with the processing and validation of the survey, or issue of title including resource management consents (including amalgamation conditions) or exemptions for Crown Subdivisions**Confirm those parcels to be vested, and the vestee. Please note vesting notations must also be shown on the Diagram of Parcels[ r 10.4.2(f)(vii)]**Where the survey is for a Crown Subdivision (SO), provide authority that confirms Crown Land status**If dataset is to support Gazettal or Statutory action, then reference the supporting statutory authority* |
|  |  |  |
| **17** | **Survey System Maintenance:** | *Please report on the following cadastral system maintenance issues:****Anomalies****Please note any anomalies you have noticed with existing surveys and documents that you haven’t already reported on.****Landonline discrepancies:****Please list the issues and discrepancies that you would like investigated by LINZ staff****Physical survey network:****Please identify any marks or survey structures that require maintenance - for possible addition to the LINZ annual programme for survey maintenance.**LINZ has now made it possible for surveyors to submit data within the geodetic database through a new feedback form.**The feedback form can be used to:** *Request that geodetic marks be set to "UNPROVEN" for the purposes of complying with r 18.3 or* [*Interim Standard LINZS10004*](http://www.linz.govt.nz/regulatory/10004)
* *Suggest changes to mark information*
* *Report marks in need of physical maintenance*
* *Submit comments for other users*

*To use this feature, search the mark within the [*[*Geodetic database*](http://apps.linz.govt.nz/gdb/)*], select “User feedback/unproven status” under detailed information, and submit your information.**You are also welcome to suggest ideas for new survey control in the vicinity of your survey that would enhance the survey system - for possible addition to the LINZ annual programme for survey control* |
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| **18** | **Additional Notes:** | *Additional notes not covered elsewhere in this report that may assist validation or other surveyors.* |

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| **Feedback on this Survey Report Template is welcome**Please email any suggested changes to customersupport@linz.govt.nz and add Survey Report Template Feedback in the subject line |