# Checklist for information required with a dispensation request

* The request is created as a ‘survey\_survey dispensation’ type request in Landonline (preferably within the CSD that the request relates to)
* Either the new CSD reference has been created and dropped into Landonline or the underlying plan number, parcel appellation or address is provided so that the piece of land can be efficiently located
* Where drafting of the CSD has commenced, the ‘complete’ button has been pressed in Plan Generation
* The written component of the request includes:
	+ the purpose of the survey
	+ the requirements that are considered unreasonable or impractical to meet, including rule or standard numbers
	+ why it is considered unreasonable or impractical to comply with the requirements in this instance
	+ when it is proposed to ground mark the boundary points, if the request is for a dispensation from ground marking
	+ any amalgamations that will apply and related title references, if they are not included on the plan or diagram required below
* A scheme plan, draft Survey or Title diagram, or similar diagram is included and shows
	+ all of the parcels that will be included in the survey
	+ parcel identifiers (e.g. Lot or Section numbers)
	+ areas for all of the parcels
	+ any boundary point positions that are the subject of the request highlighted
	+ the boundaries that dispensation from accuracy tolerances is sought highlighted so that it is immediately apparent which class is required by the rules and which class is being sought due to the former not being achievable.
* If the request is for dispensation from:
	+ rule 32(1) - the request includes the names of the relevant PRMs and boundary marks either copied and pasted into the Notes/Comments dialogue box within the request in Landonline or highlighted on a draft CSD. The longest distance between a PRM and the furthest away mark has been provided. This indicates what the referencing distance would have to be increased to so that the marks could comply.
	+ rule 32(2), because one or more of the three required reference marks are not within the distance required by rule 32(1), the distances from each non-complying reference mark to its closest boundary point have been provided.
* If the request is for dispensation from ground marking a recalculated boundary under rule 35(2)(a):
* the recalculated boundary is highlighted on the plan provided
* the nearby reference marks and the adopted vectors used to recalculate the boundary are shown on the plan
* the written component of the request explains the evidence that the recalculation has been based on e.g. half angle calculations, nearby reference marks etc
* where the recalculation is based on data from an imperial plan and there is no colour copy of the plan in Landonline, or the colour copy is illegible and not at 300dpi (right click on plan image in Landonline and select properties), a better copy has been requested to be scanned into Landonline using the Request Manual Copy function
* field notes have been searched for and, if found in [Recollect](https://linz.recollect.co.nz/), the Recollect reference is provided.