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| **SURVEY REPORT TEMPLATE GUIDE*** This template has been prepared to assist surveyors to lodge compliant datasets that can be efficiently validated by LINZ staff.
* Additional information is provided against the report headings 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.

**Version History**

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| Date | Version | Description |
| 16/07/2021 | 1 | To support the introduction of Cadastral Survey Rules 2021 |

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| **Cadastral Survey Rules 2021 - Rules 72, 80(7) & 118** | **Report Template Heading** |
| (a) | the purpose for which the survey was conducted, including reference to the statutory provisions relevant to achieving that purpose where it is not otherwise clear. | 2 | General Information |
| (b) | an explanation of why a CSD for a Crown subdivision does not include a certificate under section 223 of the Resource Management Act 1991: | 2 | General Information |
| (c) | the basis for determining the orientation of bearings | 5 | Datums and Orientation  |
| (d) | the basis for any bearing adjustment applied to an adopted bearing | 5 | Datums and Orientation |
| (e) | the basis for determining the origin of levels: | 5 | Datums and Orientation |
| (f) | details of any conflict and how it was resolved | 8 | Conflict with Cadastre |
| (g) | reasons for not relying on an old survey mark | 7 | Old Survey Marks |
| (h) | information about old survey marks searched for and not found, or destroyed, if the information cannot be recorded in the record of survey in accordance with rule 80(7)  | 7 | Old Survey Marks |
| (i) | reasons for, and details of, decisions made about an existing boundary defined by survey, and the information considered in reaching those decisions | 8 | Definition Information |
| (j) | If a movable marginal strip is included in a CSD, a description of the method used to determine its existence | 12 | Non-Primary Parcels |
| (k) | information about the accuracy of the determination of any water boundary, water centre-line boundary, or irregular boundary, and the factors taken into account, as specified in rule 29(2) | 8 | Definition Information |
| (l) | any information as to why the physical margin of the water body is no longer coincident with an adopted water boundary for the purpose of rule 10 | 8 | Definition Information |
| (m) | reasons why it was impracticable to mark any boundary point in terms of rule 35  | 9 | Boundary Marking  |
| (n) | details to support an exemption from marking a boundary point under the provisions in rules 35(1)(a) to (e) | 9 | Boundary Marking |
| (o) | a description of the type of equipment and methods used to ensure compliance with the accuracy standards specified in these Rules | 4 | Equipment and Methods Used |
| (p) | reference to any prior correspondence with LINZ about issues relevant to the application of these rules to the CSD | 13 | Correspondence |
| (q) | notification from the Māori Land Court of a non‑standard appellation used under rule  44 |  13 | Correspondence |
| (r) | notification from the Māori Land Court to support a boundary marking exemption under rule 35(1)(b). | 13 | Correspondence  |
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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 | General information |
| s 4.6(c) | The following information must be captured in the header of the CSD:(c) dataset type | 2 | General information |
| 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 | 13 | Correspondence |
| 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.  | 4 | Equipment and Methods Used |
| s 7 | If a survey report is required by the CSR 2021, 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.  | 11 | Landonline Pre-Validation Report |
| 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.  | 13 | Correspondence |

**SURVEY REPORT TEMPLATE (v1 – July 2021)**

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| *Where information required by CSR 2021 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 CSR 2021, Standard for lodgement and to enable efficient validation of the CSD)* |
| **CSD Number:** |  |
| **Lodging Surveyor:** |  |
| **Firm:** |  |
| **Surveyor’s Reference:** |  |
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| **1** | **Survey Description:** (r 71(c)) [s 4.6(a)] | *This information is to be consistent with the dataset description in the survey header and helps ensure that the report is associated with the correct CSD* |
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| **2** |  **General information****a) Survey Purpose**:(r 72(a)) [s 4.6(b)]**b) Crown Subdivision:**(r 72(b)) | *Explain the purpose for which the survey was conducted, including reference to the statutory provisions relevant to achieving that purpose where it is not otherwise clear. For further information see:*[*Reporting on general information*](https://www.linz.govt.nz/kb/935#report-gen-info)*Such as whether the survey is—* 1. *to uplift limitations as to parcels under section 202 of the Land Transfer Act 2017 or*
2. *an application to make a Hawke’s Bay interim title conclusive; or*
3. *for a claim for adverse possession, legalisation, accretion, or a dry stream bed; or*
4. *for legalisation under the Public Works Act 1981.*

*In the case of a Legalisation Survey, include references to the relevant legislation and intended parcel actions. Ensure correct ‘Survey Purpose’ is captured in the survey header because this affects which Landonline business rules run.**If applicable, explain why a CSD for a Crown subdivision does not include a certificate under section 223 of the Resource Management Act 1991.* |
|  | **c) 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 requests, consents, and LINZ consultation. This will provide context to LINZ validators and other surveyors.* |
|  | ***Document Type:*** | ***No. of pages*** | ***Additional notes or descriptions relating to supporting document that might assist other users*** |
|  | Survey Report:(r 72) |  |  |
|  | Relevant Field Information:(r 71(e)) |  | *For further information see:*[*Content of a CSD – Field Information*](https://www.linz.govt.nz/kb/935#content-field) |
|  | Water Boundary Record(r 71(f)) |  | *For further information see:*[*Content of a CSD – Water boundary record*](https://www.linz.govt.nz/kb/935#content-water) |
|  | Calc Sheets/Lot Closes: |  | *May include:* * *parcel closes and area calculations*
* *error analysis and recalculations to justify any recalculated vectors captured*
* *traverse sheets*
* *calculations justifying the orientation of the survey in terms of the official projection/bearing corrections.*
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|  | PRM location(r 80(8))  |  | *For any PRM describe the relationship to ground level and its situation, for example, on a berm, carriageway, kerb, or footpath.*  |
|  | Schedule/Memorandum(r 93 & 94)Area Schedule (r 96) |  | *The “Schedule/Memorandum” SUD must be used for easement information required by rules 93 & 94 of the CSR2021.* *Area schedules should be attached as an “Area Schedule” SUD.* |
|  | Occupation diagrams(r 81) |  | *Occupation diagrams must be attached as supporting document type “Occupation Diagram”. Note that a field information type supporting document does not form part of the Record of Survey.*  |
|  | Certificates |  | *List the certificates you are lodging with your CSD. Also identify those certificates which you will be lodging later* |
|  | Correspondence |  | *Provide request number/s for any prior correspondence with LINZ.* |
|  | Other |  | *Any additional information attached to CSD as a supporting document e.g. plan graphics, survey data graphics or plot diagrams .* |
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| **4** | **Equipment and Methods Used:**(r 72(o))[s 4.2(b), (c)] | *Describe the type of equipment and methods used to ensure compliance with the accuracy standards in the rules* |
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| **5** | **Datums and Orientation:** |  |
|  | **a) Horizontal Datum:****i) Orientation:**(r 72(c))  | *Describe 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.**(r 16 & 77)* |
|  |  | *For more information see:*[*Reporting on bearings and levels*](https://www.linz.govt.nz/kb/935#report-bearings) |
|  | **b) Vertical Datum:** (r 72(e))  | *Report on the basis for determining the origin of levels**For more information see:*[*Reporting on bearings and levels*](https://www.linz.govt.nz/kb/935#report-bearings) |
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| **6** | **Bearing and Scale Adjustments:** (r 72(d)) |  |
|  | a) Bearing | *Describe 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.* |
|  | b) Scale |  |
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| **7** | **Old Survey Marks:**  |  |
|  | a). Reasons for not relying on an old survey mark (r 72(g)) | *Provide reasons for not relying on an old survey mark. Provide specific information about any disturbed marks included in the Survey Diagram.* |
|  | b). Old survey marks searched for and not found(r 72(h)) | *Provide information about old survey marks searched for and not found, or destroyed, if the information is not able to be recorded in accordance with rule 80(7).* |
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| **8** | **Definition Information** |  |
|  | a). **Defined by survey**( r 72(i)) b). **Conflict with Cadastre:** (r 72(f)) | *Provide reasons for, and details of, decisions made about an existing boundary defined by survey, and the information considered in reaching those decisions.* *Include specific information that was considered in terms of Part 2 - Duty of a surveyor for the boundaries that have been defined by survey. This includes all relevant evidence that was gathered and interpreted in accordance with all relevant enactments and rules of law in determining the correct positions of the boundaries/boundary points.* *See* [*Duty of a surveyor when defining a boundary by survey*](https://www.linz.govt.nz/kb/929#duty) *.**(r* [*6*](https://www.legislation.govt.nz/regulation/public/2021/0095/latest/LMS489328.html) *&* [*13*](https://www.legislation.govt.nz/regulation/public/2021/0095/latest/LMS489337.html)*)****Class C:***  *Provide reasons, by referring to the criteria in rule 24, why the use of class C boundaries is appropriate.**Provide details of any conflict and how it was resolved.* *Conflict means that—* *(a) there is a difference that exceeds the applicable accuracy standards—* 1. *between the estate boundary and the boundary recorded in an approved CSD; or*
2. *between the same boundary as recorded in different approved CSDs; or*
3. *between the same boundary as recorded in an approved CSD and other evidence, including field evidence; and*

*(b) the difference has not been resolved by 1 or more approved CSDs**Where an exception request was raised with LINZ, please confirm the exception request ID and any subsequent action you have had to undertake.* |
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|  | c). **Accepted boundaries** | ***Class D:*** *Provide reasons to support acceptance of boundaries in terms of rule 15*  |
|  | d). **Permanent structure boundaries** | *Confirm where permanent structure boundaries (if any) have been used. If applicable clarify where existing unit or lease boundaries previously defined by PSB have been accepted under rule 58.**See* [*Permanent structure boundaries*](https://www.linz.govt.nz/kb/933) *and*  [*Unit Plans*](https://www.linz.govt.nz/kb/936)*.**(r 56, 57, 88 & 101)* |
|  | e). **Height-Limited** **boundaries** | *Confirm where height-limited boundaries (if any) have been used and clarify where existing unit or lease boundaries previously defined by height-limited boundaries have been accepted under rule 58.**(r 12, 34, 46(2), 86)* |
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|  | f). **Accuracy of** **Water boundaries, Water Centre-line boundaries & Irregular boundaries**(r 72(k))g). **Physical margin of water body has moved** (r 72(l)) | *Provide information about the accuracy of the determination of any water boundary, water centre-line boundary, or irregular boundary, and the factors taken into account, as specified in rule 29(2).* *Report on method used to determine water boundaries if not covered in 5 (Equipment and methods used) above.**Report on the application of the Marine & Coastal Area (Takutai Moana) Act 2011 where MHWS adjoins or encroaches into the parcel under survey.**(r 9, 10, 11, 29, 85, 100)* *Provide any information as to why the physical margin of the water body is no longer coincident with an adopted water boundary for the purpose of rule 10. Describe reason for differences between new and original positions and whether this is because of:* * *Erosion*
* *Accretion (note whether claimed or unclaimed)*
* *Avulsion*
* *Reclamation*

*(r 10)* |
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| **9** | **Boundary Marking** |  |
|  | a) Impracticable to mark (r72(m)) | *Report on the reasons why it was impracticable to mark any boundary point in terms of rule 35* |
|  | b) Exemption reasons from marking a boundary point (r72(n)) | *Provide details to support an exemption from marking a boundary point under the provisions in rule 35(1)(a) to (e).*  |
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| **10** | **Parcel Areas**:  | *Attaching area/lot checks as supporting documents assists validation and audit. An area/lot check for height-limited parcels may also assist validators and other surveyors.* |
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| **11** | **Landonline Pre-Validation Report:**[s 7] | *Assess any C-rule Conflicts that are material to the survey, including what action has been taken to address these.* *Assess any C-rule Warnings that are material to the survey, including what action has been taken to address these.**Discuss your interpretation of the pre-validation network adjustments, especially any items that have been identified as failing in the internal consistency report.**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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| **12** | **Non-primary Parcels:** |  |
|  | a) Easements i) confirm all existing subject easements to be retained ii) confirm all existing easements to be surrendered iii) new easements | *Please reference all existing subject easements and confirm whether they are to be surrendered or retained. For unit title CSDs also include reference to all existing appurtenant easements to be retained.**Report on the definition of an existing easement where it is different from that previously shown.**(r 92(h), 93(1) & 94(1))* |
|  | b) Covenants i) confirm all existing covenants that are defined on approved CSDs to be retained ii) confirm all existing covenants to be revoked iii) new covenants | *Reference all existing covenants and confirm whether they are to be revoked or retained.**Confirm any existing covenant/s not to be brought down on the new titles.**(r 92(h) & 95(1))* |
|  | c) Movable Marginal Strips | *If a movable marginal strip is included in a CSD, provide a description of the method used to determine its existence.**(r 72(j))**Note that an area must not be shown for a movable marginal strip (r 97(3)(d)).* |
|  | d) Other | *Report on any other non-primary parcels including height-limited parcels, Māori Roadways, leases and aspatial parcels*  |
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| **13** | **Correspondence:** |  |
|  | a) Correspondence with LINZ on relevant issues (r 72(p))[s 3(b)] | *Reference to any prior correspondence with LINZ on issues relevant to the application of these Rules to the CSD, the Standard for lodgement of cadastral survey datasets or other matters. Please include request numbers if relevant.**Ensure copies of approved dispensations are attached with the dataset.* |
|  | b) Correspondence from the Māori Land Court (r 72(q) & 72(r)) | *Include notification from the Māori Land Court* * *of a non‑standard appellation used under rule 44*
* *to support a boundary marking exemption under rule 35(1)﻿(b).*
 |
|  | c) Other[s 9] | *Please provide any additional information that will assist with* * *the processing and validation of the survey*
* *the issue of title*
* *future users of the CSD.*

*This could include information about resource management consents (including amalgamation conditions) or an explanation as to why a s 223 under the Resource Management Act is not required for Crown subdivisions.**Confirm those parcels to be vested, and the vestee. Please note vesting notations must also be shown on the Title Diagram (r 103)**Where the survey is for a Crown Subdivision (SO), provide authority that confirms Crown Land status.* |
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| **14** | **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 |