

USE OF GRAPHIC DESCRIPTION PLANS

OSG POLICY 2000/02 v1.4

Office of the Surveyor-General

Note: This policy is not to be used for:

- Plans of local authority electoral areas submitted for certification by the Surveyor-General. These are now covered by LINZS50000, Standard for plans of local authority electoral areas.
- Plans to be submitted to LINZ as a cadastral survey dataset (as defined in Section 4 of the Cadastral Survey Act 2002). Any land that is to be given a new appellation, or is intended to be recorded in the cadastre, must be lodged as a cadastral survey dataset in terms of the current Rules for Cadastral Survey.

31 March 2003

Contents

1 Introduction 4

2 Policy 4

3 Graphic Description Plan Usage 4

4 Specifications for the plans 5

4.1 Format 5

4.2 Manner of Presentation 6

4.3 Data to be shown 6

4.3.1 Main Sheet 6

4.3.1.1 Main Diagram 6

4.3.1.2 Boundary Details 6

4.3.1.3 Orientation 7

4.3.1.4 Plan Title 7

4.3.1.5 Approved as to Survey Panel 7

4.3.1.6 Approvals Column 7

4.3.1.7 Internal Boundary Information 8

4.3.1.8 Diagram Notes 8

4.3.1.9 Main Sheet Number 8

4.3.1.10 Other Panel Information 8

4.3.1.11 Land District Boundaries 8

4.3.1.12 External Boundary Information 8

4.3.2 Diagram Sheets 9

4.3.2.1 Diagram Sheet Title 9

4.3.2.2 Approved as to Survey Panel 9

4.3.2.3 Other Details 9

4.3.2.4 Diagrams 9

4.3.3 Boundaries 10

CAUTION: SEE NOTE ON FRONT PAGE ABOUT THE USE OF THIS POLICY

4.3.4	Topographic Boundaries	10
4.3.4.1	Named Features	10
4.3.4.2	Physical Features and Use of Coordinates	10
4.3.5	Cross-country Boundaries	11
4.3.6	Seaward Boundaries	12
4.3.6.1	Tidal Sea Boundaries	12
4.3.6.2	Other Sea Boundaries	13
4.3.6.3	Islands	13
4.3.7	Amendments to Plans	14
5	Fees	14
6	Policy Approval	15
APPENDIX A - LINE AND LETTERING SPECIFICATIONS		16
APPENDIX B - PLAN APPROVALS		17
APPENDIX C - LOCAL AUTHORITY DISTRICT BOUNDARY PLANS		18

CAUTION: SEE NOTE ON FRONT PAGE ABOUT THE USE OF THIS POLICY

Foreword

Land Information New Zealand (“LINZ”) (Toitu te Whenua) was established in July 1996. It is a government department with roles and responsibilities in the following key areas:

Regulatory Responsibilities	LINZ Regulatory Groups
National survey control system, cadastral survey infrastructure and electoral boundaries	Office of the Surveyor-General
Topographic and hydrographic information	National Topographic/Hydrographic Authority
Land Titles	Office of the Registrar-General of Land
Crown Property and setting rules for rating valuations	Property Regulatory Group

The main role of the department is a regulatory one, to set standards and guidelines and manage contracts for carrying out the day-to-day business associated with each of the key areas.

LINZ also offers a range of services to customers related to land titles, cadastral and geodetic survey plans and Crown property. Land Titles and Survey services are carried out by the Operations Group based in LINZ processing centres throughout New Zealand.

LINZ overarching objective is to be recognised as a world leader in providing land and seabed information services.

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USE OF GRAPHIC DESCRIPTION PLANS

1 Introduction

The purpose of this policy is to achieve uniformity and accuracy in the graphical presentation for those areas of land, the boundaries of which are required to be defined for formal notification in the New Zealand Gazette or for other statutory purposes and for which no certificate of title will be required. This can involve the boundaries of such areas as Local Authority Districts (Region, Constituency, City, District, Ward, Community, etc), Electoral Districts, Maori Land Court Districts, Fish and Game Regions, etc, plus the sections of those Acts shown in paragraph 3 below. There may be sections in other acts that this type of plan could be used for, but confirmation should be sought from the Senior Advisor to the Surveyor-General (“SASG”) in the relevant LINZ Processing Centre (addresses can be obtained from the LINZ Internet site at <http://www.linz.govt.nz/>).

The Graphic Description Plan must accurately depict the boundary of the area being described but, more importantly, the exact position of the boundary must be clear and capable of comprehension over the total length of the boundary. Because the plans are required for statutory purposes, they must be sufficiently definitive to be able to withstand litigation.

This version of the policy supersedes the version that was issued in March 2001. The original version of this policy superseded Department of Survey and Land Information (“DoSLI”) Technical Circular 1991/2.

2 Policy

Graphic Description plans, drawn to the specifications contained in this policy, will be accepted by LINZ to define the peripheral boundaries of areas of land for the purposes of defining the boundaries of statutory districts or other land areas.

3 Graphic Description Plan Usage

Graphic Description Plans are primarily for the description of the periphery boundary of an area of land that would previously have been defined by a ‘Metes and Bounds’ boundary description. The criteria for selecting a ‘Graphic Description’ plan is whether it is the identification or location of the boundary that is the prime consideration rather than the definition of the boundary ie the definition of the land within that boundary. Should the latter be required then a compiled or computed plan, showing boundary measurements and area, would be more appropriate.

The type of boundary best defined on a ‘Graphic Description’ plan would include the Local Authority boundaries (regions, constituencies, cities, districts, wards etc) and Electoral boundaries ie:

Local Electoral Act 2001

Section 19Y(3)(b)

Electoral Act 1993

Sections 40(2) and 45(10)

or any other statutory boundary where the prime consideration is the definition of the periphery boundary of the subject area.

Graphic Description plans may also be appropriate for the sections of the Acts shown below. This will only be applicable where the purpose of the proposed plan is for the identification of the position of the boundaries of the tract of land. They may also be used for other Acts where the purpose of the plan is to graphically locate the boundary of the land.

Reserves Act 1977

Section 6	Powers of the Minister in Cases of Doubt
Section 13	Declare a Reserve to be a National Reserve
Section 16	Classification of Parts of a Reserve for Different Purposes
Section 21(2)(b)	Prohibit Access to Parts of a Scientific Reserves
Section 22(5)	Prohibit Access to Parts of a Government Purpose Reserve
Section 24	Change of Purpose of Part of a Reserve
Section 46	Grant of Rights to Maori
Section 47	Set Apart a Portion or a Reserve as Wilderness Area
Section 52	Union of Parts of a Reserve
Section 57(2)	Access Without a Permit to Parts of a Nature Reserve
Section 57(3)	Prohibit Anchoring or Mooring of Boats

Conservation Act 1987

Section 8	Conservation Land Declared a Reserve
Section 18	Land Declared to be a Specially Protected Area
Section 26A	Sports Fish and Game Council Boundaries
Section 26R	Anglers Notices
Section 26ZL	Restrictions on Fishing

National Parks Act 1980

Section 12	Specially Protected Areas
Section 14	Wilderness Areas
Section 15	Amenities Areas

Wildlife Act 1953

Section 9	Wildlife Sanctuaries
Section 14	Wildlife Refuges
Section 14A	Wildlife Management Reserves

4 Specifications for the plans

4.1 Format

All graphic descriptions required for formal notification in the New Zealand Gazette, or for any other statutory purposes, and that are desired to be lodged with LINZ, are to be drawn in black on a form, and on drawing material, approved by the Surveyor-General for the purpose (ie, standard type A2 LINZ “D15” plan forms).

4.2 *Manner of Presentation*

All graphic description plans are to be lodged as survey office plans. No new appellations are to be shown on the plan although a letter of the alphabet may be used to designate an area.

The plan is to show 'Descriptive Plan' at the bottom centre of the form, above the title, in letters approx 7mm high.

Plans must be plotted on an appropriate standard metric representative fraction ("RF") scale that will suitably and clearly illustrate details of the work. Plans must be drawn to a standard acceptable to the Surveyor-General, and be suitable for reproduction.

Graphic description plans may consist of two or more plan forms being:

- i) the Main Sheet
- ii) Diagram Sheet(s) as necessary

NOTES: In all instances the diagram sheets are to have the same number as the Main Sheet which they support.

4.3 *Data to be shown*

The following information is to be shown on each of the above plan types. See Appendix A for line and type specifications.

4.3.1 *Main Sheet*

4.3.1.1 Main Diagram

The total extent of the area that is to be defined is to be shown on the main sheet. This is to be achieved irrespective of the scale required. Diagram sheets may be required to show more detail.

A scale must be shown in the space provided on the plan form for every main sheet. This will provide an insight into the actual size of the area. Unless specifically required, no area is to be shown on the plan.

4.3.1.2 Boundary Details

The total perimeter boundary of the area is to be fully described. Unless required for clarification it is only necessary to show the current cadastral appellations for the inside of the perimeter line.

Where the boundary follows a line other than an existing cadastral boundary then a precise description of that line must be given. (See 4.3.4 - Topographic Boundaries; 4.3.5 - Cross Country Boundaries, and 4.3.6 - Seaward Boundaries, below.)

In instances where, because of complexity of detail, subdivisional pattern, scale etc it is not possible to show the information in a clear and concise manner, diagrams illustrating that portion of the boundary must be used. (See 4.3.2 - Diagrams, below.)

For Local Authority plans, areas being defined must not rely on adjoining plans for boundary information unless that area is internal to a parent area ie, wards as internal to a Local Authority district. Ward plans may adopt boundary information from adjoining wards internal to the local authority as long as the data is correct and current.

Wards are also internal to constituencies and may be adopted for the definition of Constituency and Regional boundaries as long as the data is correct and current. The important factor is clarity – the definition of the boundary and where the boundary is depicted must be clear to a lay person.

4.3.1.3 Orientation

A north point must be shown to indicate the true lie of the area. The plan must be drawn so that the north point is parallel to the short side of the plan form, with north at the top of the plan. Plans should generally be orientated on NZ Transverse Mercator North (“NZTM”) when topographic points are used and on the local meridional circuit grid when cadastral points are used. Local Authority plans and Electoral plans are to be orientated on NZTM. Refer to paragraph 4.3.4.2 below for information sources concerning NZTM and coordinate conversions between different coordinate systems.

4.3.1.4 Plan Title

The heading for the plans is to be whatever the area being defined is to be called - viz Wellington City, Lambton Ward etc. Electoral plans are to show the electoral code number followed by the electoral district name ie, 019 - KAIKOURA ELECTORAL DISTRICT.

This name is also to be repeated on the plan face, within the perimeter of the area if this is practical but otherwise is to be shown outside the area and arrowed in.

4.3.1.5 Approved as to Survey Panel

The “Approved as to Survey” panel is to be amended to cover the purpose for which the plan is being approved - see Appendices B and C.

4.3.1.6 Approvals Column

This column is to be used for standard notes such as the use of the mark of the sea as a boundary definition (see 4.3.6 below) etc or matters relating to the coverage of the area such as the inclusion of offshore islands etc. It is not to be used for miscellaneous notes that have no relevance to purpose of the plan.

For most plans a panel will be required for signing by the client - see Appendixes B and C. Other specific notes to be shown in the Approvals Column may be given by the client or as a separate instruction to this specification ie for Local Authority districts or Electoral districts.

A separate note stating ‘Definition not adequate for issue of Title’ is to be shown in the panel notes for all plans other than Local Authority or Electoral boundary plans.

4.3.1.7 Internal Boundary Information

Apart from the boundary appellations and the name of the area, the only other internal information that is to be shown is major localities, State Highways, major rivers (refer Appendix A for manner of depiction) and diagram notes (but see also 4.3.1.11 below).

4.3.1.8 Diagram Notes

Where a diagram is required, the extent of that part of the boundary covered by that diagram is to be indicated by arrows and the note “See Diagram Sheet” added in an appropriate place.

4.3.1.9 Main Sheet Number

All Main Sheets are to be labelled “Sheet 1 of sheets”. This note is to be shown under the plan number.

4.3.1.10 Other Panel Information

Other panel information is to be filled in as applicable. A single corner to corner diagonal line should be used to cross out any panels not required.

4.3.1.11 Land District Boundaries

Where an area to be depicted extends across two or more Land Districts, only one set of plans is to be prepared for the area. However, in this instance the Land District boundary and names are to be shown. The depiction of the Land District boundary is to be achieved by using the traditional Land District boundary symbol (see Appendix A) extended approximately 5cm either side of the boundary line. The names of the relevant Land Districts are to be shown on the appropriate side of that Land District boundary line outside the boundary of the area being depicted.

Separate parcel identifiers must be allocated where the land to be described relates to cadastral boundaries and crosses a land district boundary. (see 4.2 above).

4.3.1.12 External Boundary Information

Apart from the matters covered in 4.3.1.2 and 4.3.1.11 above, the only other information that should be shown on the face of the plan outside the boundary is:

- a) the adjoining corresponding area references and SO Plan numbers if the plan is part of a set of several areas eg wards of a Local Authority being defined at the same time as the Local Authority;
- b) notable coastal feature names.

4.3.2 *Diagram Sheets*

The purpose of these sheets is to provide a clear, detailed, depiction of any part of a boundary that cannot be suitably illustrated on the main sheet.

It is therefore essential that when drawing diagrams the main points to be remembered are intelligibility and clarity and that such things as using up space on plan forms etc is not a factor to be considered.

4.3.2.1 Diagram Sheet Title

The heading to be used for these plans is as per the following format:

“Diagram Sheet (repeat title heading from main plan)”

Where more than one diagram sheet is required the heading should read:

“Diagram Sheet 1 (or 2 or 3 etc) of 2 (or 3 or 4 etc)(repeat title heading from main plan)”

4.3.2.2 Approved as to Survey Panel

To be amended as per Main Sheet - see 4.3.1.5.

4.3.2.3 Other Details

As the Main Sheet is the relevant sheet there is no need to repeat the notes that appear in the approvals column of the main sheet. All other panel details are to be filled out as per the Main Sheet.

All diagram sheets are to be labelled “Sheet of sheets” with numbering continuing from the main sheet. This note is to be shown under the plan number.

4.3.2.4 Diagrams

All diagrams must be labelled as per the diagram references on the Main Sheet and must indicate the scale at which they are drawn. It is preferable that a RF scale be shown unless a distorted diagram has been used. In that instance the words “*Diagram Distorted, Not to Scale*” is acceptable.

Diagrams should have the same orientation as the main plan. All diagrams should clearly illustrate the situation in respect to the position of the boundary and the cadastral appellation relevant to it. Where a boundary is along a road for example, the diagram should clearly indicate if the line is along the side or middle of the road or whatever other position is desired. The use of diagrams to clarify diagrams is not recommended but where this is necessary it is essential that they be on the same sheet, in such relationship to each other to make it obvious that they are related and clearly labelled to avoid confusion with other diagrams.

4.3.3 Boundaries

All boundaries of Electoral or Local Authority areas must coincide with the boundaries of statistical meshblock areas as determined by Statistics New Zealand. Meshblocks may be able to be split or nudged by Statistics New Zealand specifically for this purpose but specific approval must be sought to do this.

There must be no gaps in the depiction of the boundary and there must be no gaps or overlaps between adjoining Electorates or Local Authority areas.

NOTE: Where a new plan is being drawn for an area due to an amendment to a boundary, a new plan will probably be required for the adjoining area affected by the change.

The necessity for the completion of a new plan or amendment to existing plan(s) should be discussed with an Approving Surveyor in the appropriate LINZ Processing Centre (see also 4.3.7).

4.3.4 Topographic Boundaries

In all instances of a topographic (or hydrographic) boundary being used, a precise wording of the line that the boundary follows must be shown on the plan to make the boundary position clear to the reader and to avoid any possible misinterpretation at a later stage.

4.3.4.1 Named Features

Examples of the wording to be used where a boundary follows a named topographic feature are:

- “Boundary follows the summit of the Arthur Range”;
- “Boundary is the middle line of the Tasman Inlet” etc.

It should be noted that where a named waterway is used, the following points must be noted:

- a) Avoid the use of left or right bank as a notation. Not everybody understands this terminology. In preference use a cardinal direction although it may be a generalised one. That is, if a waterway generally tends to flow in north-south direction then use the terms “eastern” or “western” bank eg,
 - “Boundary follows the eastern bank of Coopers River”.
- b) Where the middle line of a waterway is used as part of a boundary, that boundary is usually intended to be the middle line of the water channel rather than the cadastral centre line. In this instance it will be necessary to quote the source from which the boundary was determined eg,
 - “Boundary is middle line of Hutt River channel as shown on Aerial Photo 8759/6”.

4.3.4.2 Physical Features and Use of Coordinates

Where a boundary follows a topographic feature, or is defined as a straight line between features, the definition must be described in such a manner that there is only one possible line that the boundary can follow. The most obvious instance of this is a boundary that follows a

watershed. When used, it is important to ensure that the watershed or other feature is clearly defined in itself and easily identified (eg, is a definite ridge and not an undefinable, wide, open space). This can be achieved by using control points that can be identified on the ground with some certainty (ie, features such as an isolated high point, a stream mouth, stream junction etc).

Control points must be identified on the plan by description and the NZ Transverse Mercator (“NZTM”) projection reference, eg.

“High Point - NZTM Projection Ref 1752455 E, 5440276 N”

The boundary line (the ridge or whatever the boundary line is to be) between the points is then described accordingly eg,

“Boundary is summit of ridge line.”

Coordinates for physical control points can be conveniently extracted from NZTopoOnline, which is available at <http://www.nztopoonline.linz.govt.nz/>.

Coordinates for trig stations can be obtained from

<http://www.linz.govt.nz/rcs/linz/pub/web/root/core/SurveySystem/GeodeticInfo/geodeticdata/base/index.jsp>

Coordinates can also be extracted from LINZ maps or other databases (eg *Topomap 260* map series, the new *NZTopo50* series when available, or *Landonline*). Note that there has been a transition from NZMG (based on NZGD49, on which the old LINZ DCDB and the *Topomap 260* map series were based) to NZTM (based on NZGD2000, on which *Landonline* and NZTopoOnline coordinates are based).

A coordinate converter is available on the LINZ website to convert different coordinate systems to NZTM. It is available at

<http://www.linz.govt.nz/rcs/linz/pub/web/root/core/SurveySystem/GeodeticInfo/CoordinateConversions/coordinateconversions/index.jsp>.

Landonline can also be used to convert to different coordinate systems.

Although the number of control points that should be shown is up to individual choice, there must be sufficient points to ensure that there is only one possible line that can be interpreted as being the defined boundary.

Indefinite topographic features such as ‘the 1000m contour line’ are not suitable as boundaries as they are too difficult for the layperson to locate or reproduce on the ground or for a person to know whether or not they are within a defined area ie, a fire district.

4.3.5 *Cross-country Boundaries*

This relates specifically to a boundary that proceeds from one point to another along a line that is neither an existing cadastral boundary nor a topographic feature. To ensure that these lines are defined properly it is imperative that both ends are clearly identified points and that

their positions are clearly stated on the plan (and in most instances described by diagram). Where the two end points are topographic features their coordinates should be referenced as in 4.3.4.2 above. A bearing is to be shown along the line to give a person on the ground an indication of where the line goes. Note that the bearing may be protracted and needs to be only to the nearest degree and must be in terms of grid on the plan. This will generally be NZTM North when topographic points are used and in terms of circuit North when cadastral points are used. A note to that effect must be shown on the plan.

The wording to be shown on the plan must always commence with the words
 “Boundary is a right line between”.

An example of such a line would be:

“Boundary is a right line between the NW corner of Pt Sec 67 Blk VI Motueka SD and the SW corner of Sec 5 Blk X Totaranui SD”.

Note that these ‘cross-country’ boundaries will not be recorded on the cadastral fabric of **Landonline**. Any new cadastral boundaries must be presented on a standard surveyed, compiled or computed plan with appropriate approvals.

4.3.6 Seaward Boundaries

Care needs to be taken to ensure that the correct seaward boundary is used. The seaward boundaries of Local Authorities will normally be the Mean High Water Mark (MHWM), but could also be the mark of Mean Low Water Springs (MLWS). Regional Authority boundaries will be to the limit of the territorial sea (the 12-mile limit). However, unless otherwise specifically advised MHWM is to be used as the seaward boundary of Local Authorities. Situations may arise where the seaward boundary could be some other line that may or may not necessarily be legally defined. It should be noted that subdivisions under the Resource Management Act 1991 are to Mean High Water Springs (MHWS) while many of the other statutes use Mean Low Water Mark (MLWM).

The following should be noted in regard to its use:

4.3.6.1 Tidal Sea Boundaries

In addition to the letters MHWM (or MLWS etc) being shown along the boundary on the plan the following note is to be shown in the Approvals Column:

“The mark of Mean High Water Mark (MHWM) [or Mean Low Water Springs (MLWS) etc] crosses all rivers, streams, inlets and estuaries except where otherwise shown”.

In most cases the MHWM or MHWS boundary will already be defined by cadastral survey. Irrespective of whether accretion or erosion has taken place since the cadastral definition was fixed, the existing cadastral boundary is to be accepted as the boundary.

4.3.6.2 Other Sea Boundaries

In those instances where unsurveyed reclaimed land is present, the definition should be taken from the latest aerial photography available. When this occurs, a note should be added to the boundary stating that

“MHWM (or MLWS) of the boundary from A-B is from Aerial Photograph SN dated .../.../.....”.

Where some other seaward boundary is used, such as the boundary of the Territorial Sea etc, it will be necessary to clearly indicate this on the plan face in a similar manner to showing the MHWM or MLWS. In addition, a note is to be added to the Approvals column clearly explaining what this boundary is and either the authority for it or the source of the definition, eg

“The seaward boundary is the outer limits of the Territorial Sea as defined by Section 3 of the Territorial Sea and Exclusive Economic Zone Act 1977”

When offshore boundaries occur, the line between the coastline and this seaward boundary will need to be considered. Unless specifically advised otherwise, the following rules are to be observed.

- a) Where possible the boundary will be a line that is radial to the sweep of the coast.
- b) Where such a line (as defined by (a) above) will cross another such boundary line, the boundary lines are to be determined in such a manner as to give equal areas of control to each of the areas that are being defined. That is, no line should be determined which appears to give a leaning to one agency or the other.

The only exception to the above will occur when an offshore island is required to fall within a certain area and in those instances the client should be consulted as to the position of the boundary.

As mentioned in 4.3.5 above, these “right lines” should have a protracted bearing shown on them. In all instances the direction of the bearing should be read from the shore line outwards.

4.3.6.3 Islands

Care must be taken to ensure that Electoral plans include all offshore islands and that Territorial Authority and Regional Council plans include all relevant offshore islands ie those that are under the jurisdiction of the Local Authority. Note that not all of the offshore islands come under the jurisdiction of the Local Authorities and care must be taken to ensure that only those applicable islands are included.

As the gazettals will define the local authority as ‘the area delineated on SO’ the islands must be shown and labelled even if they appear only as a speck on the plan. To leave no doubt as to the inclusion of these islands within the local authority jurisdiction, a note listing these islands is to be added to the Approvals panel of the plan.

The islands, with names, are to be shown on the face of the plan in their correct position and are to be delineated with the appropriate heavy border. Lines connecting the islands to the mainland are not to be shown.

4.3.7 Amendments to Plans

Where there are very minor amendments to a boundary, or where the approved plan needs amending because of a draughting error, the Approving Surveyor may agree to the amendment being made to the existing plan rather than require a new plan to be drawn. This does not include plans prepared under the Electoral Act, for which agreement to make amendments must be obtained from the Surveyor-General or his delegate.

Generally, a new plan, with a new number, will be required where there is a significant amendment, such as a boundary change.

Any request for a change to an approved plan must be received from the relevant authority and must state exactly what change is to take place. Errors found on plans must be notified to the relevant authority, clearly indicating what the error is and asking if they wish the correction to be undertaken. Only when approval in writing is received should action commence.

All amendments to approved plans must be undertaken under LINZ control.

The amendment must be shown on all relevant plans (including diagram sheets) and is to be in the form of an amending diagram. The erroneous information is to be crossed out (not erased) and the amending information or diagram(s) added in such a position as to be obvious.

The notation under the diagram(s) is to include the authority's name, the date of its authorisation and where the letter is filed. The recommended wording is:

“Amendment made in accordance with the (*client's name*) instructions of
(*date of letter*) See file

..... / /”
Approving Surveyor

On occasions, an addition may need to be made to plans to provide clarification and to assist in the interpretation of the plan. The addition would have no effect on the boundary definition itself. Although not normally requiring LINZ re-approval, as they have no direct effect on the boundary being depicted, these additions should nevertheless be referred to the Senior Advisor to the Surveyor-General in the relevant LINZ Processing Centre to ascertain if re-approval is required.

5 Fees

The fees for lodgement of plans are covered by Regulations. Details of the applicable fees can be obtained from a LINZ Processing Centre.

Regulations setting new fees will be coming into force on 1 July 2003. These will be available on the Internet at <http://www.legislation.govt.nz/>. A schedule of fees will also be available at <http://www.linz.govt.nz/>.

As Land Information NZ does not provide an automatic plan copying service, copies of plans for clients should be ordered by the lodging agency.

6 Policy Approval

[signed]
A J Bevin
Surveyor-General

26 / 3 / 2003

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APPENDIX A - LINE AND LETTERING SPECIFICATIONS

LINE WEIGHTS

Type of Line	Weight	Style
Perimeter boundary	0.7mm solid	_____
Appellation, road and river boundaries (not part of perimeter)	0.25m solid	_____
State highways	0.25mm dash/dot	____. ____
Adjoining Land District boundaries	0.35mm dash/dot/dot	____ .. _____ ..

LETTERING STYLES

Type of Name	Style	Maximum Height
Area Name	Upright caps	10mm
Plan Title	Upright caps	7mm
Panel Details	Upright caps	5mm
Appellation and Boundary Details	Upright caps	2.5mm
Road Names	Upright caps	2.5mm
State Highway Names	Upright caps	2.5mm
Place names (where applicable)	Upright upper and lower case	3.5mm
Water features - lakes, sea, harbour, rivers, streams	Italic upper and lower case	2.5mm
Topographical features	Upright caps	2.5mm
“See Diagram” Notes	Upright upper and lower case	3.5mm
“Diagram and Scale” Headings	Upright caps	3.5mm

APPENDIX B - PLAN APPROVALS

As Graphic Description plans are depicting, rather than defining, a boundary there is no requirement for them to be signed by a licensed surveyor. They show no survey information, do not create any new cadastral boundaries and are not to be used for the purposes of any dealings that could create a certificate of title or to define any other property rights.

Approvals

- i All graphic description plans, other than under the Electoral Act 1993, are to be certified by the Approving Surveyor as depicting the boundaries “capable of identification”.
- ii In most cases this certification will have a statutory authority to be quoted. This will generally be the applicable section and act. The client will usually supply the wording.

For approvals under the Local Government Act 2002 and the Local Electoral Act 2001 (as amended by the Local Electoral Amendment Act 2002), see appendix C.

Electoral boundaries in terms of the Electoral Act 1993 need to be certified by the Surveyor-General (or delegate) as being sufficient to define the boundaries accurately. The plans will also need to be certified by the Chairman of the Representation Commission as being sufficient to define the boundaries of the relevant Electoral Districts.

A separate panel will be needed in the Approvals column for each certification.

CAUTION: SEE NOTE ON FRONT PAGE ABOUT THE USE OF THIS POLICY

APPENDIX C - LOCAL AUTHORITY DISTRICT BOUNDARY PLANS

Amendments to Local Authority Plans

As stated in section 4.3.7, agreement must be obtained from the Approving Surveyor before minor amendments to a boundary can be shown by an amendment to the existing plan rather than require a new plan to be drawn.

Where a new plan is produced, for one or more Local Authority areas (districts, wards, regions, constituencies etc) the previous plans must be notated in the Approvals panel that they have been cancelled and superseded by the later plan. There must not be two or more current plans of the same type eg wards, covering the same area.

When two or more wards are combined to form a composite ward, the previous plans may be used to define the composite ward for the purposes of the council's initial proposal. If the proposal is proceeded with, after appeals and objections have been finalised, a new plan will be required to be prepared for the composite ward and certified by the Approving Surveyor in terms of s19Y(3) of the Local Electoral Act 2001.

Elections at Large

When a territorial authority or the Local Government Commission decides to hold an 'Election at Large', the wards cease to exist and the ward plans should be noted as such. The plan of the overall district should also be noted to show that the ward (or constituency) boundaries shown on the plan no longer exist. **(PANEL NOTES 8 & 9)**

If the same wards are re-instituted for a later election, with exactly the same boundaries, new plan numbers must be issued for the re-activated wards etc. The original plans may be copied and notes crossed out or erased to produce the new plans but they must be issued new numbers.

These comments also apply where a territorial authority decides that a community board should cease to be elected from subdivision.

Panel Notes

The wording of the panel notes will depend if a new plan is required or if an amendment can be actioned to the existing plan.

If a new plan is required, the body who has determined the change eg the Territorial Authority, the Regional Council or the Local Government Commission should sign it. Panel Notes 1 or 2 should be used on all new plans that follow a boundary decision due to a triennial review.

Where an amendment to a plan takes place use panel notes 3-6, as appropriate.

Where a plan is superseded by a later SO plan, a note to this effect should be added to the earlier SO plan.

Charges

All costs for plan amendment approvals or new plans are to be charged to the Local Authority or Local Authorities concerned. However, they may be charged to the lodging organisation, which would pass the cost onto the Local Authority(ies). These requirements remain whether it is the Local Government Commission or the Local Authority that has originated the change to the boundary.

LOCAL GOVERNMENT REORGANISATION

The Process – Changes to External boundaries

The Local Government Act 2002 contains several processes by which local authorities may change boundaries. The main ones are:

- Notices signed by the Minister of Local Government under Clause 5 of Schedule 2.
- Orders in Council implementing a reorganisation scheme issued under Schedule 3. Schemes altering boundaries issued under Subpart 3 of Part 3 of Schedule 3 will normally be processed by one of the affected local authorities. Schemes issued under Subpart 4 of Part 1 will be processed by the Local Government Commission.

Any amendment to an external boundary of a local authority will be notified in the *Gazette*.

If an external boundary of a territorial authority district is moved and a Regional Council boundary follows the old boundary, the Regional Council boundary will normally move to the new position, therefore these plans (both the main plan and the constituencies) will need to be amended. The only exception is where the Order in Council implementing the boundary alteration specifically states that the Regional boundary is not to change. **(PANEL NOTE 5)**

Many Territorial Authorities are moving their coastal boundaries away from the Mean High Water Mark to Mean Low Water Springs. This will be done by a notice in the *NZ Gazette*, signed by the Minister of Local Government. **(PANEL NOTE 6)** Normally these will be dealt with by an amendment to existing plan/s, but occasionally new plans will be required. Panel notes may need to be considered on a case by case basis, where a new plan is drawn.

The process – Review of Internal Boundaries

All authorities (both Territorial Authorities and Regional Councils) must periodically review their internal boundaries, under Part IA of the Local Electoral Act 2001 (as inserted by s6 of the Local Electoral Amendment Act 2002). Where boundary adjustments are made, the Senior Advisor to the Surveyor-General needs to decide if an amendment to the plan will suffice or if a new plan is required.

Section of Act	Procedure	Comments
<i>s19L</i>	The authority determines their proposed internal boundaries and supplies a copy of their resolution to the relevant LINZ Processing Centre.	Copy must be provided as soon as reasonably practicable after the resolution is made under either s19H, s19L or s19J.
<i>s19M(1)</i>	The authority gives public notice and invites submissions.	Within 14 days of resolution (but not later than 8 September before the year of a triennial election).
<i>s19M(2)(d)</i>	Submissions close	A minimum of 1 month after the public notice. must be allowed for submissions.
<i>s19Y(1)</i>	If no submissions are received, the proposal becomes final and the authority advises the relevant LINZ Processing Centre .	PANEL NOTE 1 or 3
<i>s19N(1), (3)</i>	The authority considers submissions and may amend its proposal.	Within 6 weeks after the closing date for submissions.
<i>s19N(2) & (3)</i>	The authority gives public notice of its proposal and calls for appeals and objections, and sends a copy of its notice to the LINZ Processing Centre.	
<i>s19Y(1) & (2)</i>	If there are no appeals or objections the proposal becomes final and the authority advises the LINZ Processing Centre.	PANEL NOTE 1 or 3
<i>s19Q</i>	If there are appeals or objections, the authority forwards these to the Local	Must be forwarded as soon as practicable (but no later than 15 January in the year

	Government Commission.	of the triennial general election).
<i>s19R</i> <i>s19S</i>	The Local Government Commission considers and makes a determination, and forwards copy of its notice to the LINZ Processing Centre.	Determination must be made before 11 April in the year of the triennial general election. PANEL NOTE 2 or 4

CAUTION: SEE NOTE ON FRONT PAGE ABOUT THE USE OF THIS POLICY

Panel Note 1

New plan drawn following the determination (of wards or constituencies) by the Territorial Authority or Regional Council.

Certified by the [name of authority] that the boundary shown hereon is the same as the boundary defined in the [name of territorial authority or regional council] resolution dated/...../..... pursuant to Section 19Y(1) Local Electoral Act 2001.

...../...../.....
[name of territorial authority or regional council]

I certify that this plan renders the boundary capable of identification under section 19Y(3)(b) Local Electoral Act 2001.

...../...../.....
Approving Surveyor

Panel Note 2

New plan drawn following the determination (of wards or constituencies) by the Local Government Commission.

Certified by the Local Government Commission that the boundary shown hereon is the same as the determination dated/...../..... pursuant to Section 19R(1)(b) Local Electoral Act 2001.

...../...../.....
Chief Executive Officer
Local Government Commission

I certify that this plan renders the boundary capable of identification under section 19Y(3)(b) Local Electoral Act 2001.

...../...../.....
Approving Surveyor

CAUTION: SEE NOTE ON FRONT PAGE ABOUT THE USE OF THIS POLICY

Panel Note 3

Amended plan following the determination (of wards, constituencies, communities or subdivisions of communities) by the Territorial Authority or Regional Council.

Amended as per the [name of territorial authority or regional council] resolution dated/...../..... pursuant to Section 19Y(1) Local Electoral Act 2001.

...../...../.....
[name of territorial authority or regional council]

I certify that this plan renders the boundary capable of identification under section 19Y(3)(b) Local Electoral Act 2001.

...../...../.....
Approving Surveyor

Panel Note 4

Amended plan drawn following the determination (of wards, constituencies, communities or subdivisions of communities) by the Local Government Commission.

Amended as per the Local Government Commission determination dated/...../..... pursuant to Section 19R(1)(b) Local Electoral Act 2001.

...../...../.....
Chief Executive Officer
Local Government Commission

I certify that this plan renders the boundary capable of identification under section 19Y(3)(b) Local Electoral Act 2001.

...../...../.....
Approving Surveyor

CAUTION: SEE NOTE ON FRONT PAGE ABOUT THE USE OF THIS POLICY

Panel Note 5

New plan drawn after the change of an external boundary by the Local Government Commission

Certified by the Local Government Commission that the boundary shown hereon is the same as the boundary defined in instructions dated/...../..... pursuant to Clause 46 of Schedule 3 to the Local Government Act 2002.

...../...../.....
Chief Executive Officer
Local Government Commission

I certify that this plan renders the boundary capable of identification

...../...../.....
Approving Surveyor

Note: Certification may also be required under Clause 28 of Schedule 3 to the Local Government Act 2002.

Panel Note 6

Amended plan following the change to mean low water springs by the Minister of Local Government under section 37P(2) of the Local Government Act 1974 or Clause 5(1) of Schedule 2 to the Local Government Act 2002.

Seaward boundary altered to Mean Low Water Springs. See NZ Gazette [year] page [page].

...../...../.....
Approving Surveyor

(Any reference to MHWL should be crossed out on the face of the plan.)

Boundaries can also be altered (under the same statutory provisions) to:

- a line other than Mean Low Water Springs, or*
- include an island, reclamation or other land area.*

Appropriate notations would need to be worded to meet each particular case.

CAUTION: SEE NOTE ON FRONT PAGE ABOUT THE USE OF THIS POLICY

Panel Note 7

For use where the Local Government Commission amalgamates two districts

Certified by the Local Government Commission that the boundary shown hereon is the same as that boundary defined in instructions dated/...../..... pursuant to Clause 46 of Schedule 3 to the Local Government Act 2002.

...../...../.....
Chief Executive Officer
Local Government Commission

I certify that this plan renders the boundary capable of identification

...../...../.....
Approving Surveyor

Note: Certification may also be required under Clause 28 of Schedule 3 to the Local Government Act 2002.

Panel Note 8

Amended plan following the decision of a Territorial Authority to hold an 'Election at Large'

On ward plans:

[Name of ward] no longer exists as per the [name of Territorial Authority] resolution dated/...../..... pursuant to Section 19H [or Section 19N] Local Electoral Act 2001.

...../...../.....
Approving Surveyor

CAUTION: SEE NOTE ON FRONT PAGE ABOUT THE USE OF THIS POLICY

On parent Territorial Authority plan:

The wards shown hereon no longer exist as per the [name of Territorial Authority] resolution dated/...../..... pursuant to Section 19H [or Section 19N] Local Electoral Act 2001.

I certify that this plan renders the boundary capable of identification under section 19Y(3)(b) Local Electoral Act 2001.

...../...../.....
Approving Surveyor

Panel Note 9

Amended plan following the decision of the Local Government Commission to hold an 'Election at Large'

On ward plans:

[Name of ward] no longer exists as per the Local Government Commission determination dated/...../..... pursuant to Section 19R(1)(b) Local Electoral Act 2001.

...../...../.....
Approving Surveyor

On parent Territorial Authority plan:

The wards shown hereon no longer exist as per the Local Government Commission determination dated/...../..... pursuant to Section 19R(1)(b) Local Electoral Act 2001.

I certify that this plan renders the boundary capable of identification under section 19Y(3)(b) Local Electoral Act 2001.

...../...../.....
Approving Surveyor

CAUTION: SEE NOTE ON FRONT PAGE ABOUT THE USE OF THIS POLICY