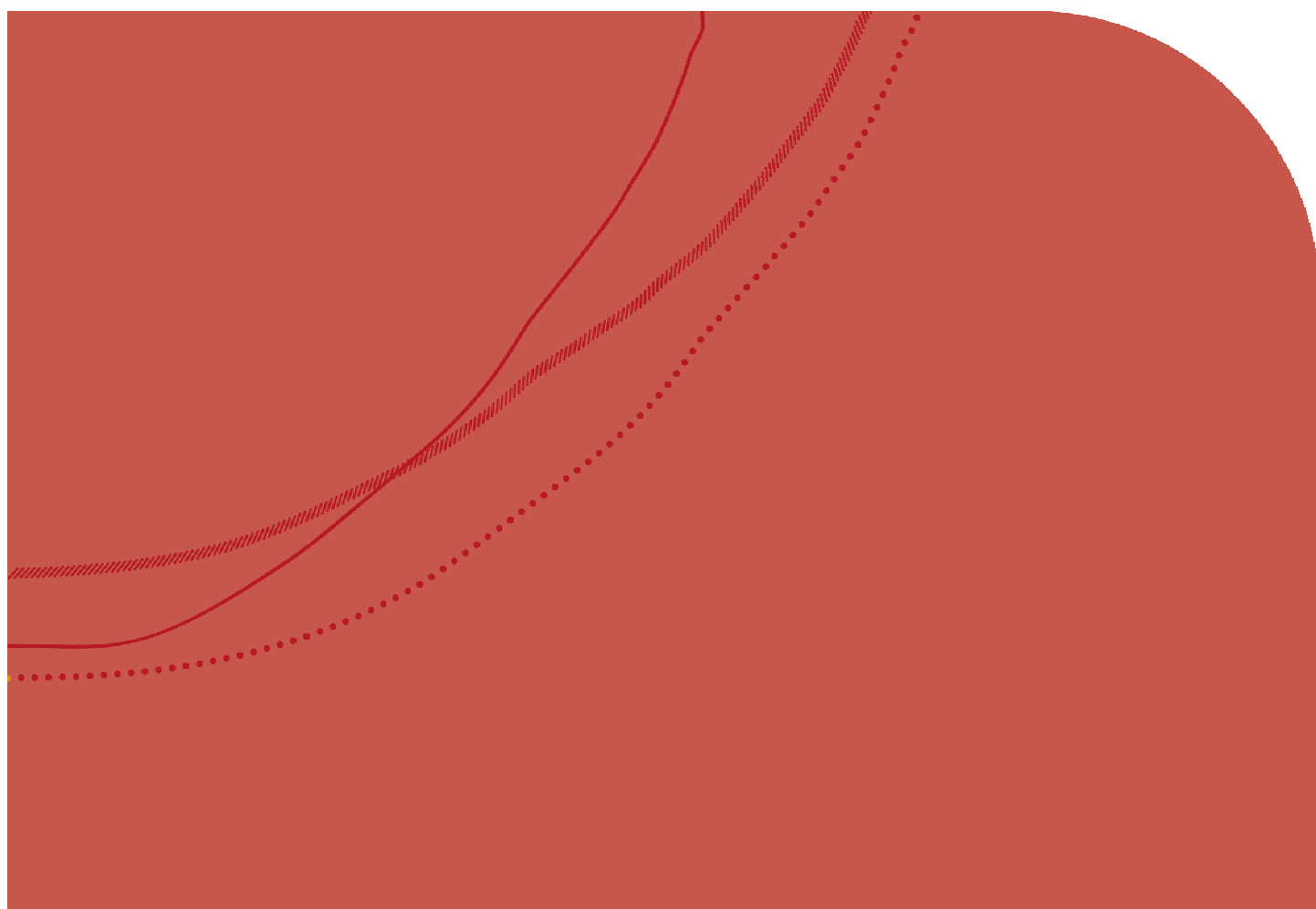


Vicmap Maintenance

M1 Version 12 Documentation

Release 1.6 November 2012



Administrative		Vicmap LAT Link					Property Details			Address - Access type	Address - Road and Locality information					Address - Location					Edit Type		
LGA Unique Identifier	New Subdivision (Y or N)	Unique Identifiers			Standard Parcel Identifier	Plan No.	Lot No.	New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	Access Type (L, W, or I)	New Road (Y or N)	Road Name	Road Type	Road Suffix	Locality	Distance Related (Y or N)	Primary Property Access Point (Y or N)	Property Access Point Details				Edit Code B / C / E / P / S / Z A / R
		Property	Parcel	Address															Co-ordinates		Datum/ Projection	O/S Property (Y or N)	
lga_code	new_sub	property_ppt	parcel_ppt	address_ppt	sp	plan_number	lot_number	base_property	property	parcel	access_type	new_road	road_name	road_type	road_suffix	locality_name	distance_related_flag	is_primary	easting	northing	datum/proj	outside_property	edit_code

Version	Date	Author	Changes	Section
V 1.0	17/10/2012	G Handreck & K Rees	Draft Vicmap Maintenance M1 V12	All
V 1.1	18/10/2012	R Morrison	Amendments	All
V1.2	26/10/2012	K Rees	Updated scenarios	Scenarios
V1.3	7/11/2012	K Rees	Updated scenarios	Scenarios
V1.4	7/11/2012	G Handreck	Formatting and Editing	All
V1.5	13/11/2012	K Rees	Formatting and Editing	All
V1.6	27/11/2012	K Rees	General editing (after workshops)	All

Prepared by the Land Administration Data Management Group, Information Services Branch.

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Disclaimer

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Contents

M1 Version 12 Overview	4
Drivers for Change	4
Version Control	4
Key Changes to the M1 Components in Version 12	5
Additions to the M1 Form V12	5
Deletions to the M1 Form V12	5
Modifications to the M1 Form V12	5
Administrative Section	6
Vicmap LAT Link	6
Property Details	7
Address – Building Sub Unit	7
Address – Floor	8
Address – Property Name & Locator	8
Address – House No.	9
Address – Access Type	9
Address – Road and Locality Information	10
Address – Location	10
Edit Type	11
M1 Edit Codes – Explained	11
Edit Code 'B'	11
Edit Code 'C'	11
Edit Code 'E'	11
Edit Code 'P'	11
Edit Code 'S'	11
Edit Code 'Z'	11
Edit Code 'A'	11
Edit Code 'R'	11
Identifying M1 Submissions	12
Lodging M1 Form	13
Notification for Editing Service (NES)	13
Lodging M1 via SPEAR	14
M1 Load Report	15
Worked Examples	16
NEW SUBDIVISION – PROPERTY & ADDRESS DETAILS	17
NEW SUBDIVISION – ADDRESSES ONLY (eg, SPEAR)	18
NEW SUBDIVISION – UPDATE PROPNUM (TO CHANGE PROPERTY FROM PROPOSED TO APPROVED)	19
UPDATE PROPERTY DETAILS	20
UPDATE MULTI-PARCEL PROPERTY	21
UPDATE PROPERTY DETAILS – NON-MATCHED PROPERTIES	22
UPDATE PARCEL DETAILS (CREFNO)	23
UPDATE PROPERTY DETAILS FOR MULTI-LOT	24

UPDATE ADDRESS DETAILS	25
UPDATE ADDRESS DETAILS (DISTANCE- BASED ADDRESS)	26
MOVE AN URBAN ADDRESS	27
MOVE AN URBAN ADDRESS (MULTI-ASSESSMENT)	28
MOVE A RURAL ADDRESS (DISTANCE-BASED)	29
CREATE A SECONDARY ADDRESS	30
REMOVE A SECONDARY ADDRESS	31
CREATE OUTSIDE PROPERTY ADDRESS	32
AMEND AN ADDRESS LINKED TO A MULTI-ASSESSMENT	33
TRANSFER PARCEL TO CREATE NEW PROPERTY - URBAN	34
TRANSFER PARCEL TO CREATE NEW PROPERTY – RURAL	35
TRANSFER PARCEL FROM ONE PROPERTY TO AN EXISTING PROPERTY	36
CORRECT WRONGLY MATCHED PROPERTY	37
ADD MULTI-ASSESSMENT	38
AMEND A SINGLE MULTI-ASSESSMENT	39
RETIRE A MULTI-ASSESSMENT	40
ADDRESS A PROPERTY USING HOTEL STYLE ADDRESSING	41
CREATE A WATER/ISLAND ADDRESS	43
BASE PROPERTIES	44
CREATE A BASE PROPERTY	45
RETIRE A PROPERTY FROM BASE PROPERTY	46
REMOVE AN ENTIRE BASE PROPERTY	47
M1 Load Report Messages	49
M1 Support and Assistance	53
Vicmap Helpdesk	53
Appendix 1 – NES M1 Form Load Process Guidelines	54

M1 Version 12 Overview

The M1 form is the primary method for updating the property and address information within the Vicmap Product suite. The M1 form was introduced to enable standardisation of property and address information being supplied from the LGA and consistent loading of data through automotive processes. The M1 loading process is basically an overwriting process for property and address details. (The attribution provided in the M1 replaces the existing mapbase values loaded according to the rules set up for each of the edit codes.) Since the inception of the initial 8 column M1 in 1998, there have been several iterations of the form with Version 9 of the M1 expanding to 59 columns.

A major overhaul of the M1 has recently been undertaken adding relevant sections and removing redundant fields from the form. For this reason DSE will not be able to support the processing of previous versions of the M1 because processing scripts will expect to find data in specific columns. For example if M1 V9 is submitted after transition to V12 scripts, the Road name will be loaded against the Outside Property flag. Therefore, any maintenance submitted on an old form will be returned for conversion to the new format to guard against incorrect loading of data.

Drivers for Change

The key reasons for introducing the change to the M1 format are:

- The revision of the AS/NZS4819:2003 Rural and Urban Addressing standard in 2011 that introduced three attributes that the current processing didn't support;
- The impacts of the revised subdivision regulations requiring addressing to be submitted prior to certification of the subdivision plan and the subsequent introduction of the facility to enable addressing to be supplied via SPEAR; and
- The opportunity to rectify known bugs and deficiencies that exist in Version 9.

Version Control

This document is a dynamic document and will be subject to upgrades from time to time. Therefore, it is imperative that all custodians ensure they are referencing the most recent version of this document. Users should ensure they are accessing the current document which can be found at the following URL:

<http://www.dse.vic.gov.au/property-titles-and-maps/spatial/spatial-events-and-user-groups/local-government-vicmap-helpdesk>

Key Changes to the M1 Components in Version 12

To enable property and address maintenance to satisfy the new requirements of the AS/NZS4819:2011 Rural and Urban Addressing standard and the emergence of addressing through SPEAR, it was necessary to make alterations to both the Vicmap Address Data Model and the M1 V9. There were also a number of fields in the M1 V9 that were either redundant or needed modifying to match naming conventions in existing Vicmap Data models. Below is a summary of the key changes made to the M1.

Additions to the M1 Form V12

Version 12 sees the addition of the following data fields:

- Admin Section (to assist in processing multiple LGA Maintenance data in single M1)
 - LGA Code
 - New Subdivision Flag
- Vicmap LAT(Land Admin Themes) Link Section
 - Address PFI
- Address Section
 - Hotel Style Addressing for Multi Level buildings (in conformance with AS/NZS4819:2011)
 - HSA Flag
 - Unit Identifier
 - Address Access Type (in conformance with AS/NZS4819:2011)
 - New Road Flag

Administrative		Vicmap LAT Link	Address – Building Sub Unit		Address – Access	Address – Road & Loc.
LGA Unique Identifier	New Sub (Y or N)	Unique Identifier	HSA (Y or N)	HSA UNIT ID	Access Type (L, W or I)	New Road (Y or N)
		Address PFI				

Deletions to the M1 Form V12

Version 12 sees the removal of the following data fields:

- Property Section
 - Multi Assessment Flag
 - Former Propnum (To be retired)
- Parcel Identifier Section
 - All Crown Description Attributes
 - Allot, Sec, Block, Portion, Subdivision, Parish Code and Township Code
 - Part Parcel
- Address Section
 - All Displayed Attributes
 - Display Prefix 1st, Display No 1st, etc
 - Post Code

Modifications to the M1 Form V12

Version 12 sees the modification of the following data fields:

- The addition of Edit Code 'B' and 'C'
 - B – Base Property
 - C – Crefno Load Only
- Heading Name Modifications (in conformance with AS/NZS4819:2011)
 - Property Name 1st → Property Name (Building)
 - Property Name 2nd → Property Name (Complex)
 - Street Name, Type & Suffix → Road Name, Type & Suffix
 - Locality, Suburb & Rural District → Locality

Edit Type
Edit Codes B / C / E / P / S / Z A / R

Administrative Section

Administrative	
LGA Unique identifier	New Subdivision (Y or N)
<i>lga_code</i>	<i>new_sub</i>

The population of *lga_code* is only mandatory for M1's produced by Spear, Land Registry or ISB. Councils should be made aware that they can only update records that fall inside their own LGA. If a record outside their LGA is submitted it will be sent back in the load report file regardless of the *lga_code* provided in the M1.

Field	Comments
<i>lga_code</i>	Mandatory population with 3 digit LGA code. Eg. Alpine = 300. This code is contained in the Vicmap data
<i>new_sub</i>	It is mandatory to populate this attribute with 'Y' (for Yes) for every lot on a plan of subdivision which is yet to be registered in the Victorian Online Titles System (VOTS).

Vicmap LAT Link

Vicmap LAT Link					
Unique Identifiers			Standard Parcel Identifier	Plan No.	Lot No.
Property	Parcel	Address			
<i>property_PFI</i>	<i>parcel_PFI</i>	<i>address_PFI</i>	<i>spi</i>	<i>plan_number</i>	<i>lot_number</i>

It is mandatory to use at least one of the Vicmap LAT Link fields. The field used will be dependant upon the action to be taken. Refer to the scenarios for correct use of these fields.

Field	Comments
<i>property_PFI</i>	Unique reference to the Property table in Vicmap Property.
<i>parcel_PFI</i>	Unique reference to the Parcel table in Vicmap Property
<i>address_PFI</i>	Unique reference to the Vicmap Address Table
<i>spi</i>	Generally a unique reference to the Parcel table in Vicmap Property
<i>plan_number</i>	Where Plan number is populated, Lot number must also be populated unless Plan doesn't contain a lot number ie Plan of Consolidation (PC), Consolidated Plan (CP) or land in Title Plan (TP).
<i>lot_number</i>	Where Lot number is populated, the Plan number must also be populated

Property Details

Property Details		
New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.
<i>base_propnum</i>	<i>propnum</i>	<i>crefno</i>

Field	Comments
<i>base_propnum</i>	The LGA property identifier that is associated with the Base Property
<i>propnum</i>	The LGA property identifier associated with the Primary Property
<i>crefno</i>	The LGA parcel identifier. There can only be one crefno per parcel.

Address – Building Sub Unit

Address - Building Sub Unit								
Building Sub Unit HSA_FLAG (Y or N)	Building Sub Unit HSA_UNIT_ID	Building Sub Unit Type	Building Sub Unit Prefix 1st	Building Sub Unit No. 1	Building Sub Unit Suffix 1st	Building Sub Unit Prefix 2nd	Building Sub Unit No. 2	Building Sub Unit Suffix 2nd
<i>hsa_flag</i>	<i>hsa_unit_id</i>	<i>blg_unit_type</i>	<i>blg_unit_prefix_1</i>	<i>blg_unit_id_1</i>	<i>blg_unit_suffix_1</i>	<i>blg_unit_prefix_2</i>	<i>blg_unit_id_2</i>	<i>blg_unit_suffix_2</i>

The Vicmap Address Product description contains allowable *blg_unit_type* values.

Field	Comments
<i>hsa_flag</i>	Populate with 'Y' where the address is a Hotel Style Address (HSA).
<i>hsa_unit_id</i>	Mandatory population if <i>hsa_flag</i> set to 'Y', in correct standardized format. Refer to the AS/NZS4819:2003 Rural and Urban Addressing standard for the required formats
<i>blg_unit_type</i>	This attribute identifies the type of building sub unit, eg, Shop, Kiosk. The default value for this attribute is UNIT and will be used where a type is not specified.
<i>blg_unit_prefix_1</i>	Alpha character used preceding the <i>blg_unit_id_1</i> .
<i>blg_unit_id_1</i>	Number used to distinguish an address within a complex. It is mandatory to populate this attribute where units exist and the <i>hsa_flag</i> is not set to 'Y'
<i>blg_unit_suffix_1</i>	Alpha character following the <i>blg_unit_id_1</i> .
<i>blg_unit_prefix_2</i>	Alpha character preceding the <i>blg_unit_id_2</i> .
<i>blg_unit_id_2</i>	Number used to distinguish an address within a complex.
<i>blg_unit_suffix_2</i>	Alpha character following the <i>blg_unit_id_2</i> . Populate where required.

Note: The combination of *blg_unit_prefix_1*, *blg_unit_id_1* and *blg_unit_suffix_1* must always be lower in value then *blg_unit_prefix_2*, *blg_unit_id_2* and *blg_unit_suffix_2* where the address is a range, ie, it is not possible to have Unit 19F – 15A.

Address – Floor

Address - Floor						
Floor Type	Floor Prefix 1st	Floor No. 1	Floor Suffix 1st	Floor Prefix 2nd	Floor No. 2	Floor Suffix 2nd
<i>floor_type</i>	<i>floor_prefix_1</i>	<i>floor_no_1</i>	<i>floor_suffix_1</i>	<i>floor_prefix_2</i>	<i>floor_no_2</i>	<i>floor_suffix_2</i>

If *hsa_flag* is set to “Y”, none of the below fields should be populated in the M1. The full unit details will be contained in the *hsa_unit_id* field which will be populated.

Field	Comments
<i>floor_type</i>	Distinguishes the floor or level of a multi storey building/complex.
<i>floor_prefix_1</i>	Alpha character preceding the <i>floor_no_1</i> .
<i>floor_no_1</i>	Number of the floor/level in conjunction with <i>floor_type</i> .
<i>floor_suffix_1</i>	Alpha character following the <i>floor_no_1</i> .
<i>floor_prefix_2</i>	Alpha character preceding the <i>floor_no_2</i> .
<i>floor_no_2</i>	Identifies the extent of the floor/level range in conjunction with <i>floor_no_1</i> and <i>floor_type</i> attributes.
<i>floor_suffix_2</i>	Alpha character following the <i>floor_no_2</i> .

Address – Property Name & Locator

Address - Property Name & Locator		
Property Name (Building)	Property Name (Complex)	Location Descript'n
<i>building_name</i>	<i>complex_name</i>	<i>location_descriptor</i>

Field	Comments
<i>building_name</i>	Common usage name for an address site, including the name for a building, property or business eg. FLOWER KIOSK
<i>complex_name</i>	Common usage name for a complex or group of addressed properties, including shopping centres, universities, retirement homes etc. eg. EDEN RISE SHOPPING CENTRE
<i>location_descriptor</i>	Describes the position of an address relative to another address eg. ABOVE, ADJACENT, REAR.

Address – House No.

Address - House No.					
House No. Prefix 1st	House No. 1	House No. Suffix 1st	House No. Prefix 2nd	House No. 2	House No. Suffix 2nd
house_prefix_1	house_number_1	house_suffix_1	house_prefix_2	house_number_2	house_suffix_2

Field	Comments
house_prefix_1	Alpha character preceding the <i>house_number_1</i> .
house_number_1	Identifies the official number of an address in a road.
house_suffix_1	Alpha character following the <i>house_number_1</i> .
house_prefix_2	Alpha character preceding the <i>house_number_2</i> .
house_number_2	Last number in a range of 2 or more numbers of an address in a road.
house_suffix_2	Alpha character following the <i>house_number_2</i> .

Address – Access Type

Address - Access type
Access Type (L, W, or I)
access_type

Field	Comments
access_type	This attribute provides a level of understanding of how to access the property. There are three access types - 'L'and, 'W'ater and 'I'sland. The default value will be L for Land as 99% of all addresses are accessed by road. W is to used when an address can only be accessed by a waterway and I when the address is located on an island that requires a transport mode other then vehicular to gain access. Note that addresses on Phillip Island would be populated with L as they can be accessed by a motor vehicle.

Address – Road and Locality Information

Address - Road and Locality information				
New Road (Y or N)	Road Name	Road Type	Road Suffix	Locality
<i>new_road</i>	<i>road_name</i>	<i>road_type</i>	<i>road_suffix</i>	<i>locality_name</i>

Field	Comments
<i>new_road</i>	This is a flag indicating whether this is the first time that this road/locality combination is to be entered into Vicmap Address (ie no existing mapbase information). For all new Road/Locality combinations place a 'Y' in the column.
<i>road_name</i>	Identifies the name for a pedestrian or vehicular thoroughfare. Mandatory population if using S and E edit codes.
<i>road_type</i>	Populate where required with full Road type, eg STREET not ST.
<i>road_suffix</i>	Populate where required with abbreviation only, eg. E not EAST
<i>locality_name</i>	Officially gazetted name for the bounded suburb or rural district as defined by local government and approved by GeoNames.

Address – Location

Address - Location					
Distance Related (Y or N)	Primary Property Access Point (Y or N)	Property Access Point Details			
		Co-ordinates		Datum/ Projection	O/S_Property (Y or N)
		Easting	Northing		
<i>distance_related_flag</i>	<i>is_primary</i>	<i>easting</i>	<i>northing</i>	<i>datum/proj</i>	<i>outside_property</i>

Field	Comments
<i>distance_related_flag</i>	Indicates if the number populated in <i>house_number_1</i> has been allocated based on distance.
<i>is_primary</i>	This attribute is a flag indication whether the address is a Primary or Secondary (alternative) property address. 'Y' indicates that the address is a Primary address whilst 'N' Indicates a secondary (alternative) property address.
<i>easting</i>	x coordinates in a coordinate system. Mandatory population where the address is to be positioned away from the default urban address location, ie, if <i>distance_related_flag</i> = 'Y' or <i>is_primary</i> = 'N'
<i>northing</i>	y coordinates in a coordinate system. Mandatory population where the address is to be positioned away from the default urban address location, ie, if <i>distance_related_flag</i> = 'Y' or <i>is_primary</i> = 'N'
<i>datum/proj</i>	The Map Projection and Coordinate System must be populated when the Easting and Northing attributes have been populated.
<i>outside_property</i>	Indicates if the address point location is outside the related Vicmap property polygon.

Edit Type

Edit Type
Edit Code B / C / E / P / S / Z A / R
<i>edit_code</i>

Field	Comments
<i>edit_code</i>	The edit type informs the maintainer what action is to be taken. This attribute is mandatory for every record in the M1 V12. Refer below to determine what actions each code will instigate.

M1 Edit Codes – Explained

Edit Code ‘B’

Edit Code B is only to be used when removing a primary property from the base or retiring the whole base. Refer to the worked examples on conditions for use.

Edit Code ‘C’

Edit Code C is used for only updating the parcel based Council Reference number (Crefno). This edit code can be used to populate or null a Crefno.

Edit Code ‘E’

Edit Code E updates both property and address details for a given record. It requires that the Property Details and Address – Road and Locality Information columns are populated as required.

Edit Code ‘P’

Edit Code P updates property details for a given record. It requires that the Property Details are populated as required including propnum and Crefno (if used by LGA). If Crefno is left blank the existing CREFNO value in the parcel table will be retained.

Edit Code ‘S’

Edit Code S updates address details for a given record. It requires that the Address – Road and Locality Information columns are populated as required including the Address – Location attributes for creating spatially located address points.

Edit Code ‘Z’

Edit code Z is only used to remove secondary addresses. It will not remove a primary distance based address. Refer to the worked examples on conditions for use.

Edit Code ‘A’

Edit Code A is only used to add a property to either create a Multi Assessment or add a further multi assessment record.

Edit Code ‘R’

Edit Code R is only used to remove a property from a Multi Assessment. The last record on a multi assessment cannot be retired.

Identifying M1 Submissions

Preferred File Name Format

To assist in the identification of M1 submissions the following format for file names is highly recommended.

For example: **Mildura_#34_M1_130707.xls**

Council Name and M1

Identifies the submitting Council and that the file is an M1

Numbering:

The numbering must be in sequential order.

- #34 indicates the M1 is the 34th submitted
- Before #34 is processed, the preceding submission #33 must have been processed – this is strong quality assurance
- A date is not enough to ensure that a submission has not been missed.
- Receiving an M1 with a later date does not eliminate the possibility that a M1 with an earlier date has gone missing.

Date

Indicates the date of the M1 submission, which ensures the M1 is processed in timely manner

Lodging M1 Form

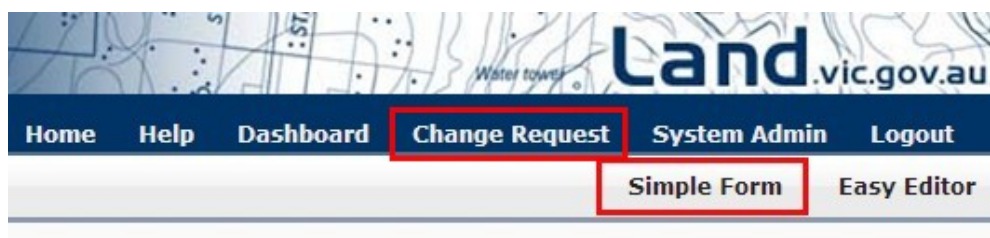
There are two acceptable methods for lodging of property and address details for loading into Vicmap Land Administration Themes. The established method is loading the M1 spreadsheet via the Notification for Editing Service (NES). The other method is providing addressing through the Streamlined Planning through Electronic Applications and Referrals (SPEAR) system. Both methods result in the information being passed to the maintainer via NES and it is up to each individual LGA as to how they wish to provide the property and address details.

Notification for Editing Service (NES)

The Notification for Editing Service (NES) is a web based portal designed to facilitate increased efficiency in maintaining both spatial and aspatial datasets contained within Victoria's Corporate Spatial Data Library (VSDL). It provides tracking mechanisms to ensure greater transparency of the maintenance processes and is configurable to ensure that source data custodians validate the change requests.

With respect to the maintenance of the property and address information, NES provides a an online vehicle for directly providing the data to the Vicmap Land Administration Themes maintainer. When M1s are forwarded via NES to the maintainer, the following process is to be followed:

Go to SIMPLE FORM

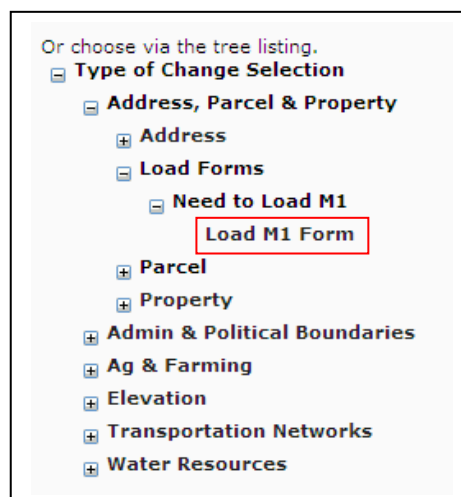


Select *Change Request* Menu Item , then Select *Simple Form*.

For detail on using the Simple Form – Refer to the *NES User Manual*.

Step 1 : Select the Type of Change for an M1 Form

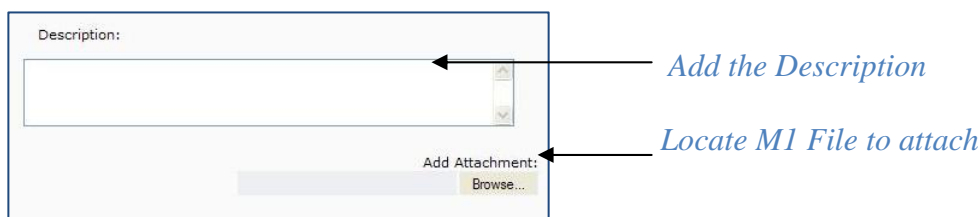
You can select from the *Drop Down Boxes* or from the *Tree*. Selecting from the *Tree* will automatically populate the drop down boxes – once the 4th level is selected.



Step 2: Add a description (This description will appear on the Dashboard) e.g. M1 for July 2012

Step 3: Browse to and select the M1 Form to be loaded.

The naming conventions prescribed for M1 Forms on page 12 should be adhered to.




Note: Ensure that the correct file is attached as once a file has been uploaded, it cannot be deleted.

Step 4: A new CR will be created and automatically submitted.

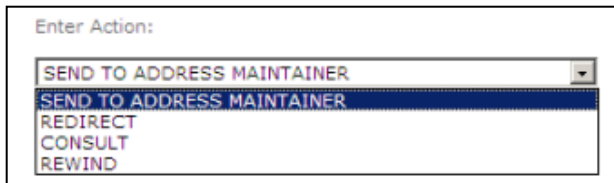
CR will Appear on Dashboard with Status *Submitted*.

CR contains the attachment Symbol  indicating a file is attached.

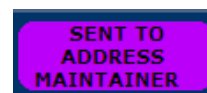
	21477	M1 for July 2012	Local Government Authority (Brimbank City)	SUBMITTED	13/08/2012 2:39:24 PM	View Details
---	-------	------------------	--	-----------	-----------------------	--------------

Send CR to Maintainer

Set CR Status = SENT TO ADDRESS MAINTAINER



- *This will update the CR status on the Custodians dashboard.*



The Data Maintainer will receive this CR, ready to action.

Streamlined Planning through Electronic Applications and Referrals (SPEAR)

Planning and subdivision applications can now be prepared online using SPEAR and lodged with participating councils.

SPEAR offers end-to-end processing and tracking of applications including lodgement, referrals, public viewing, council determination and Victorian Civil and Administrative Tribunal (VCAT) appeals. SPEAR makes lodging and processing planning applications faster and easier for councils, referral authorities, applicants and the community. SPEAR is linked directly to Planning Schemes and Planning Maps Online, assisting applicants by confirming property details and checking documents, therefore minimising application errors.

Responsible Authorities can enter or upload street addresses directly into SPEAR. Once confirmed, SPEAR will automatically generate an M1 and submit it to NES. A NES Reference Number is returned and stored in SPEAR. This is the preferred method for providing street address allocations for new subdivision lots to Land Victoria.

Councils should contact the SPEAR team to discuss training and registration. Free training and ongoing support is available.

For more information contact the SPEAR Service Desk on (03) 8636 3049 or www.spear.land.vic.gov.au.

Street Address Allocations Advice must be provided by the Responsible Authority in SPEAR prior to certifying the plan.

Adding New Street Address Allocations directly in SPEAR.

Responsible Authorities can choose 'Add New Street Address Allocations' from the 'other actions' list on the Details Screen at any time prior to issuing certification.

- On the Add New Street Addresses Allocations screen, enter the address details for the required number of lots on the plan. To enter multiple addresses, click 'add new address'
- Alternatively, upload street addresses directly into SPEAR from a file (.xls format). The template is available from the import screen.
- An option to send comments to the Information Services Branch (ISB) is available via the text box. Once completed click 'add now' to return to the Details Screen.
- From the Details Screen, the New Street Address Allocations document must be authenticated using your SPEAR password to complete the process. This may take a few moments as SPEAR will immediately generate an M1 and send it to NES. Upon confirmation of authentication and lodgement with NES, the NES reference number is displayed.

Return to Application List | Contact Us | Help | Logout

2 VINE COURT, NARRE WARREN VIC 3805
R1Z
Planning Permit and Certification
Dealing Type: Section 22 (Subdivision)
Application Status: Certification Decision Pending
References: SPEAR Ref # - S014275B

Planning & Subdivision Applications Online Barry Council
(Responsible Authority, Applicant Contact, 3rd Party Applicant, Referral Authority, 3rd Party Objector, Administrator)
(Signing User)
Current User Role: Responsible Authority / Casey City Council

SPEAR

Summary Details Contacts Guests

Add New Street Address Allocations

[Street Address Guidelines](#)

Application Information
Responsible Authority: Casey City Council SPEAR Ref: S014275B
Reference: 12121, 212121 Plan No: PS711078W
Number of Lots: 2 Certified: Pending

[Click here to import addresses from file or enter addresses directly below.](#)

Address Information
[Show level fields](#) [Show unit fields](#)

Parcel PFI	Lot No	New Road	No.	Suffix	Name	Type	Suffix	Locality	CPN		
	1	<input type="checkbox"/>	12		Station	Street		Hawthorn		duplicate	delete
	2	<input type="checkbox"/>	13		Station	Street		Hawthorn		duplicate	delete

[add new address](#)

Comments to be sent to Information Services Branch (ISB)

[add now](#) [cancel](#)

M1 Load Report

All M1 V12 maintenance forms will be validated by the Vicmap LAT maintainer and any non conforming records will not be loaded. These records will be returned in a Load Report (attached to the original Change Request – see example below) with a comment explaining why they weren't loaded. For examples of load report messages and their explanations go to the back of this document.

List of Attachments

Attachments **Mildura_#34_M1_130707_LOAD_REPORT.xls**

Mildura_#34_M1_130707.xls

Select & Upload Attachment

Most Recent Comment

Comment

Please find attached the records that didn't load. 203 Submitted 170 Loaded 33 Still to be resolved

9/11/2012 8:08:59 AM

Written By: Michael Chow (mchow)
Logica

[View All](#)

The Load Report File is attached to the Change Request

A comment will be added identifying the Number of records supplied, the number of records loaded and the number of records to be resolved

The unresolved records will require correction and resupply. It is ISBs preference that the correct records are attached to your next M1 submission.


Worked Examples

The worked examples on the following pages provide scenarios that may be encountered when utilizing the M1 form. The examples endeavour to provide a mapbase example and the M1 fields required to add the details to the mapbase. In addition to the scenarios, notes and other important information are available for education and clarification purposes.

The worked examples are divided into the following Categories to assist users when determining similar actions:

- New subdivisions
- Update property/parcel details
- Address changes
- Transfer parcels
- Multi-assessments
- Hotel style addressing
- Water/island addresses
- Base properties

NEW SUBDIVISION – ADDRESSES ONLY (eg, SPEAR)



Visual representation of Scenario

Administrative		Vicmap LAT Link			Property Details		House - Hou		Address - Road and Locality information			Edit Type	
LGA Unique Identifier	New Subdivision (Y or N)	Unique Identifiers			Plan No.	Lot No.	New/Existing Property No.	House No. 1	New Road (Y or N)	Road Name	Road Type	Locality	Edit Code B/C/E/P/S/Z/A/R
lga_code	new_sub	property_PFI	parcel_PFI	address_PFI	plan_number	lot_number	propnum	se_number	new_road	road_name	road_type	locality_name	edit_code
375	Y				PSS39595	64		3	Y	LARSON	AVENUE	TARNET	S
375	Y				PSS39595	65		5	Y	LARSON	AVENUE	TARNET	S
375	Y				PSS39595	68		8	Y	LARSON	AVENUE	TARNET	S
375	Y				PSS39595	90		6	Y	LARSON	AVENUE	TARNET	S

Explanation of scenario

Scenario: A new subdivision has been approved and the addresses are being provided by the council through the SPEAR process. Propnums will be provided later.

The "New Road" field is to be populated with 'Y' when a road has been created on a plan of subdivision.

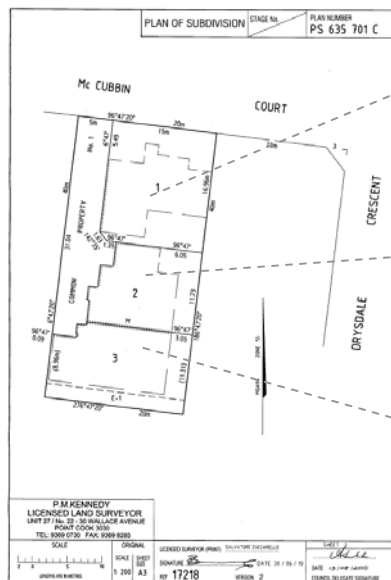
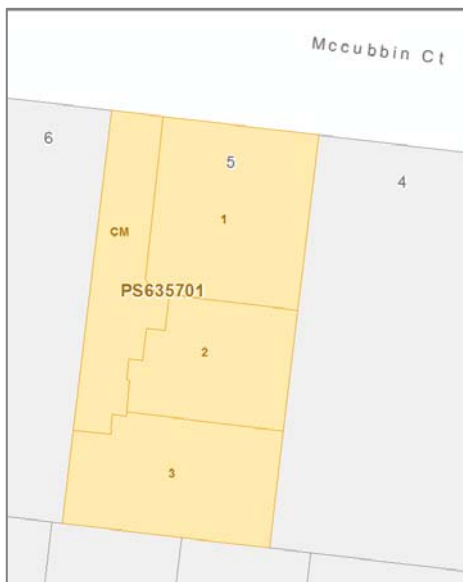
Note/ tip to assist in completing M1 Form correctly

Completed M1 Form for scenario

Other information related to scenario and loading advice

- Some councils prefer to provide addresses initially and then propnums later when the properties are sold.
- Use Lot and Plan numbers as the identifier, plus the address details, with "S" edit code.
- If a new road is being created through the subdivision, the "New Road" must be populated with "Y". This is a new field and will default to "N" if it is left blank.

NEW SUBDIVISION – PROPERTY & ADDRESS DETAILS



PROPNUM	189634
CREFNO	569977
ADDRESS	1/5 MCCUBBIN COURT POINT COOK

PROPNUM	189635
CREFNO	569978
ADDRESS	2/5 MCCUBBIN COURT POINT COOK

PROPNUM	189636
CREFNO	569979
ADDRESS	3/5 MCCUBBIN COURT POINT COOK

Scenario: A new subdivision has been approved, as shown by the highlighted parcels, and now the council is allocating addresses and property details to each parcel.

New field 'LGA unique identifier'. This does not need to be populated by councils, and is really only used by DSE staff who may be submitting M1s for more than one council.

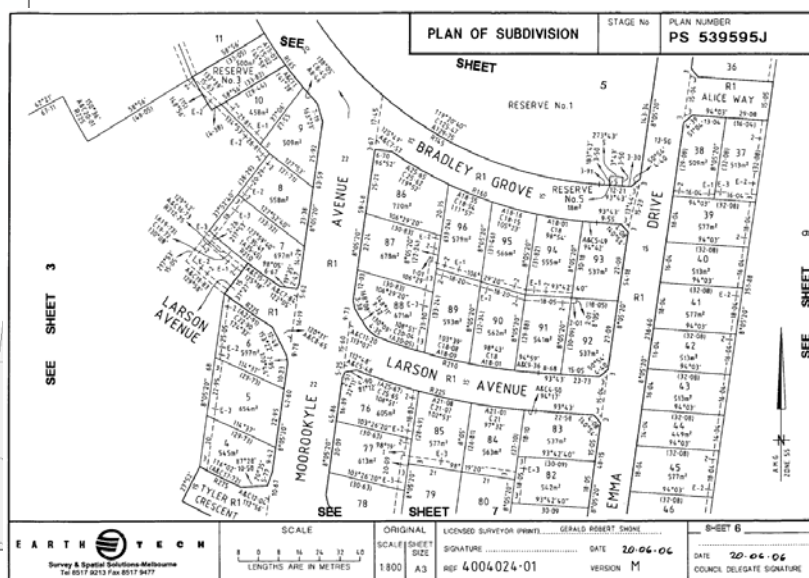
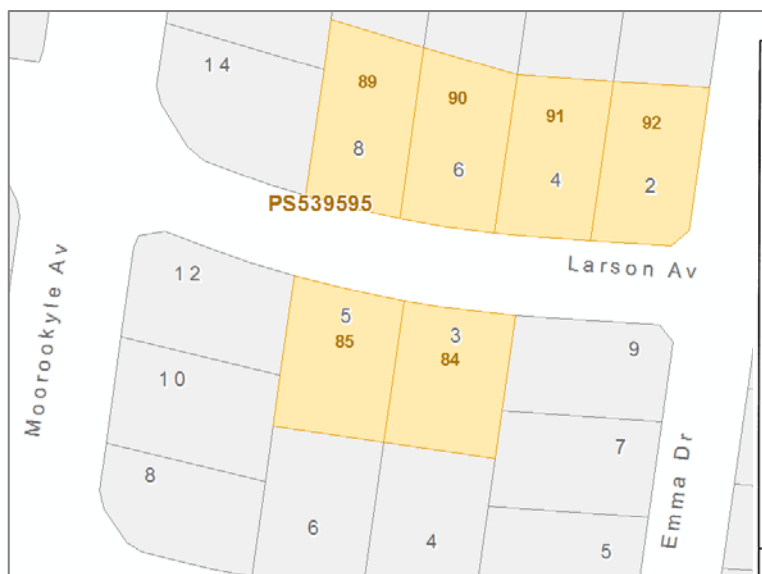
New field 'New Subdivision' must be populated with 'Y' for all M1 records associated with a new subdivision.

New field 'New Road' is to be populated with 'Y' when a road has been created on a plan of subdivision.

Administrative		Vicmap Link		Property Details			Buildingss - Hou		Address - Roa		Locality information		Edit Type
LGA Unique identifier	New Subdivision (Y or N)	Plan No.	Lot No.	New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	Building Sub Unit No. 1	House No. 1	New Road (Y or N)	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
<i>lga_code</i>	<i>new_sub</i>	<i>plan_number</i>	<i>lot_numb</i>	<i>base_propnum</i>	<i>propnum</i>	<i>crefno</i>	<i>g_unit_id</i>	<i>e_numb</i>	<i>new_road</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
375	Y	PS635701	1	846523	189634	569977	1	5		MCCUBBIN	COURT	POINT COOK	E
375	Y	PS635701	2	846523	189635	569978	2	5		MCCUBBIN	COURT	POINT COOK	E
375	Y	PS635701	3	846523	189636	569979	3	5		MCCUBBIN	COURT	POINT COOK	E
375	Y	PS635701	CM	846523	NCPR			5		MCCUBBIN	COURT	POINT COOK	E

- Use Lot and Plan details to identify parcels. This is always recommended for new subdivisions and should be available from the council's rates base.
- Populate propnums and addresses. If the council uses base propnums and crefnos, these should be provided here too. If not, they can be left blank.
- If the council doesn't allocate a propnum to the Common Property (CM), it should be populated with 'NCPR' (No Council Property Record), plus a site address.
- If a new road is being created through the subdivision, the 'New Road' field must be populated with 'Y'. This negates the need to include a message such as "streetname/locality valid" for a new road. It will default to 'N' if it is left blank.

NEW SUBDIVISION – ADDRESSES ONLY (eg, SPEAR)

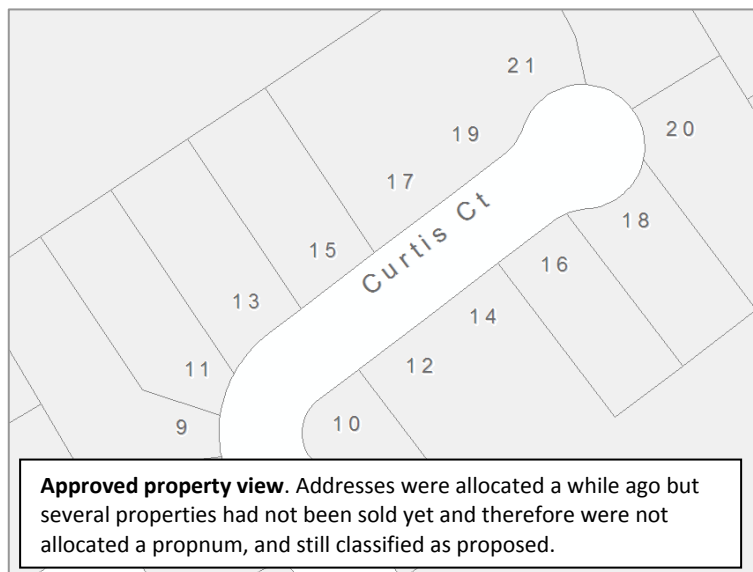


Scenario: A new subdivision has been approved and the addresses are being provided by the council through the SPEAR process. Propnums will be provided later.

Administrative		Vicmap LAT Link					Property Detail	ss - Hou	Address - Road and Locality information				Edit Type
LGA Unique identifier	New Subdivision (Y or N)	Unique Identifiers			Plan No.	Lot No.	New/Existing Property No.	House No. 1	New Road (Y or N)	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
		Property	Parcel	Address									
lga_code	new_sub	property_PFI	parcel_PFI	address_PFI	plan_number	numb	propnum	se_number	new_road	road_name	road_type	locality_name	edit_code
375	Y				PS539595	84		3	Y	LARSON	AVENUE	TARNEIT	S
375	Y				PS539595	85		5	Y	LARSON	AVENUE	TARNEIT	S
375	Y				PS539595	89		8	Y	LARSON	AVENUE	TARNEIT	S
375	Y				PS539595	90		6	Y	LARSON	AVENUE	TARNEIT	S

- Use Lot and Plan details to identify parcels, plus the address details, with edit code 'S'.
- This example is included as some councils prefer to provide addresses initially and then propnums later when the properties are sold.

NEW SUBDIVISION – UPDATE PROPNUM (TO CHANGE PROPERTY FROM PROPOSED TO APPROVED)

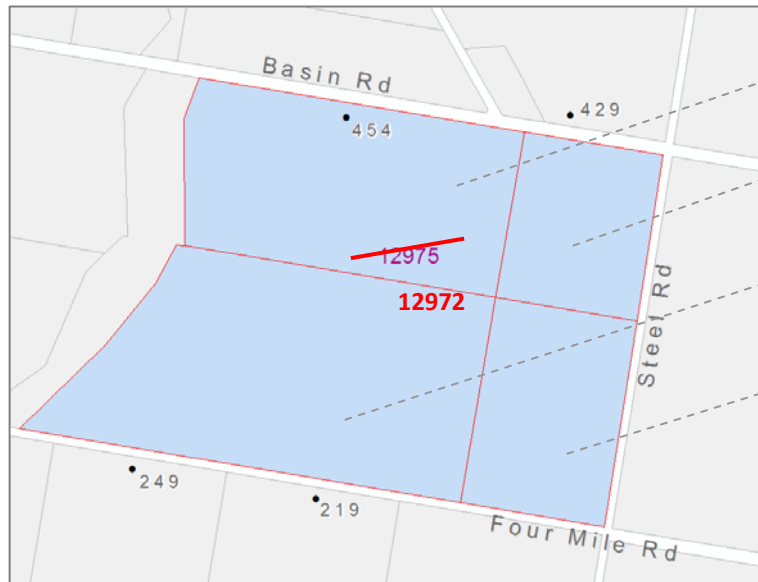


Scenario: When the subdivision PS625385 was approved, only the addresses were originally supplied. These blocks have now been sold and the council wishes to provide a propnum for these new properties.

Vicmap LAT Link					Property Details		House No.	Address - Road and Locality information			Edit Type
Unique Identifiers			Plan No.	Lot No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address									
<i>property_PFI</i>	<i>parcel_PFI</i>	<i>address_PFI</i>	<i>plan_number</i>	<i>lot_number</i>	<i>propnum</i>	<i>crefno</i>	<i>use_number</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
			PS625385	15	41754						P
			PS625385	16	41755						P
			PS625385	17	41756						P
			PS625385	22	41765						P
			PS625385	23	41766						P

- Use Lot and Plan details to identify parcels, provide propnums and use edit code 'P'.
- Once the council provides a propnum for the proposed properties, the property's status is changed from proposed to approved.
- The trigger to approve a proposed property is a parcel on a registered plan and a propnum populated.

UPDATE PROPERTY DETAILS



PROP_PFI	5344245
PA_PFI	45322407

PROP_PFI	5344245
PA_PFI	45322410

PROP_PFI	5344245
PA_PFI	45322928

PROP_PFI	5344245
PA_PFI	45322931

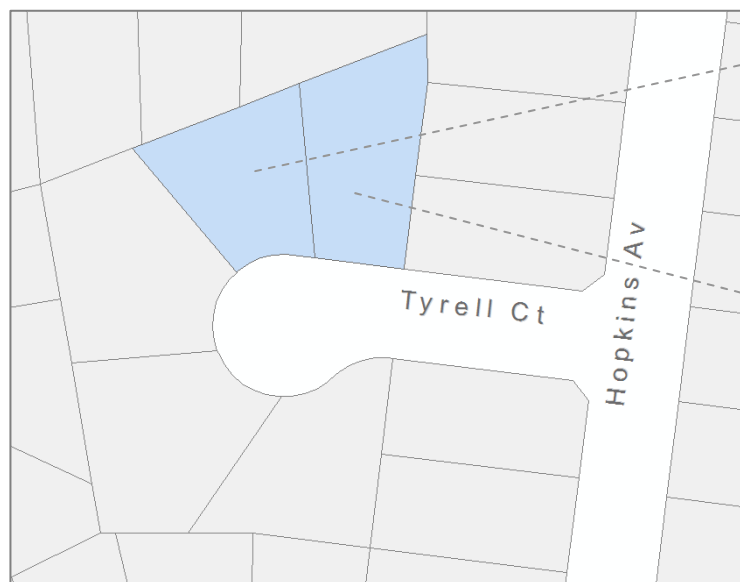
Scenario:

- The property shown in blue consists of four parcels.
- Due to a ward boundary re-alignment, the propnum is being changed to 12972.
- The address will stay the same.

Vicmap LAT Link			Property Details			Address - House - Road and Locality information				Edit Type
Unique Identifiers			New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code
Property	Parcel	Address	base_propnum	propnum	crefno	use_number	road_name	road_type	locality_name	edit_code
property_PFI	parcel_PFI	address_PFI								
5344245				12972						P

- Use property_pfi to identify the property as the WHOLE property is changing.
- If parcel_pfi was used, only that parcel would have its propnum changed (ie, the parcel would be transferred out to create a new property).

UPDATE MULTI-PARCEL PROPERTY



PROP_PFI	1258625
PA_PFI	1258625
PROPNUM	101294

101295

PROP_PFI	1258627
PA_PFI	1258627
PROPNUM	101302

101303

Scenario: Two highlighted properties have incorrect propnums which need amending. The property extents remain the same and the addresses have not changed.

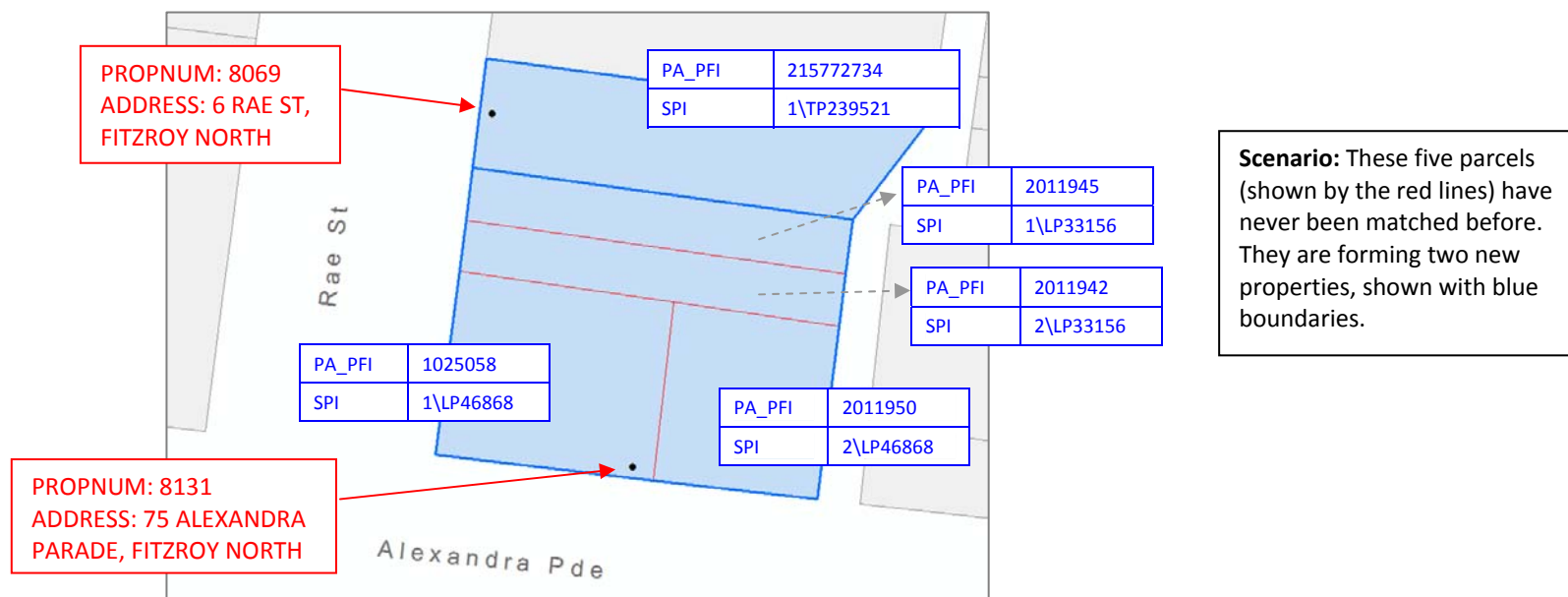
Vicmap LAT Link			Property Details			Address - Road and Locality information				Edit Type
Unique Identifiers			New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address								
property_PFI	parcel_PFI	address_PFI	base_propnum	propnum	crefno	use_number	road_name	road_type	locality_name	edit_code
1258627				101303						P
1258625				101295						P
	1258627			101303						P
	1258625			101295						P

OPTION 1

OPTION 2

- Use property_pfi to identify the property (option 1) or parcel_pfi (option 2) if there is a 1:1 relationship between the parcel and the property.
- If the property consists of two or more parcels, then the property_pfi MUST be used to identify the property.
- The crefno can also be added here if it is changing. If not (or if the council doesn't use crefno's), it can be left blank and it will not overwrite what is currently existing in the Crefno field.

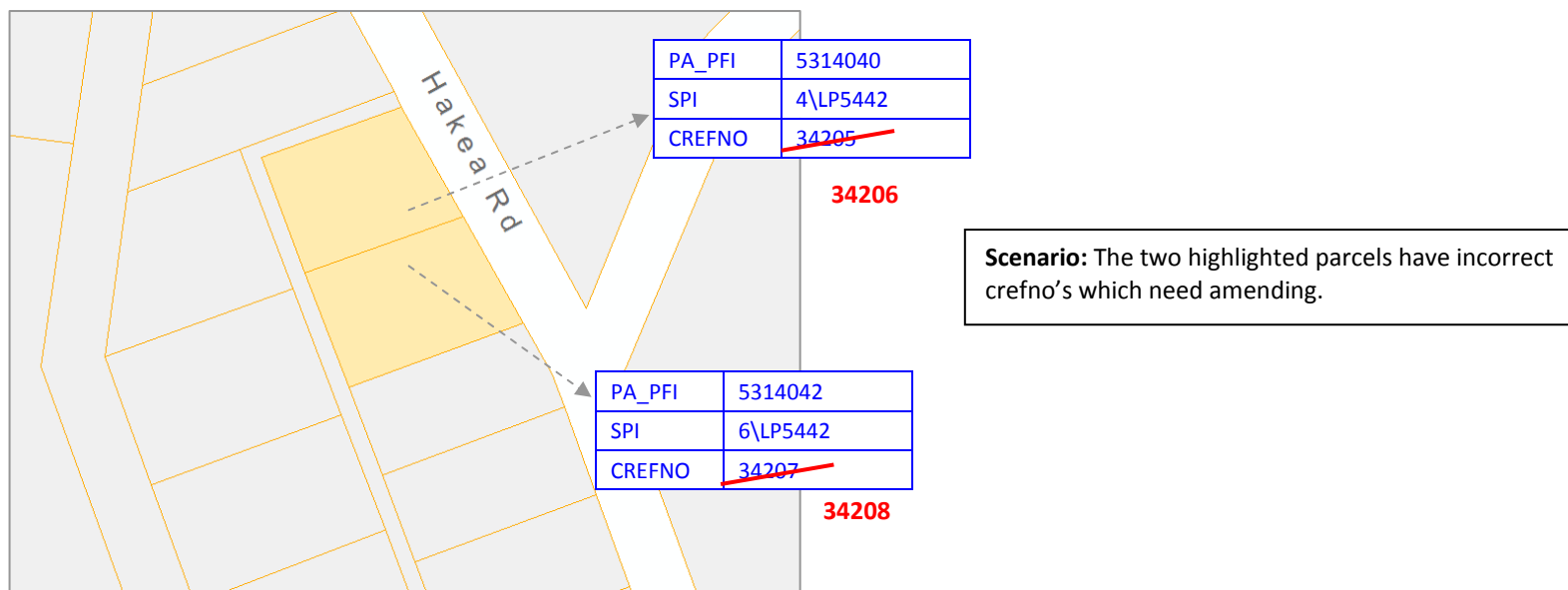
UPDATE PROPERTY DETAILS – NON-MATCHED PROPERTIES



Vicmap LAT Link			Property Details		House - House Address - Road and Locality information				Edit Type
Unique Identifiers			New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code
Property	Parcel	Address							
property_PFI	parcel_PFI	address_PFI	propnum	crefno	house_number	road_name	road_type	locality_name	edit_code
	215772734		8069		6	RAE	STREET	FITZROY NORTH	E
	2011945		8131		75	ALEXANDRA	PARADE	FITZROY NORTH	E
	2011942		8131						P
	1025058		8131						P
	2011950		8131						P

- Use either parcel_pfi or lot/plan details (not shown here) to identify the parcels. If the parcels had crown descriptions, only parcel_pfi or a valid SPI can be used as the crown description fields have been removed from the M1.
- An address is only loaded once for the entire property even when there are multiple parcels in the property.

UPDATE PARCEL DETAILS (CREFNO)



Scenario: The two highlighted parcels have incorrect crefno's which need amending.

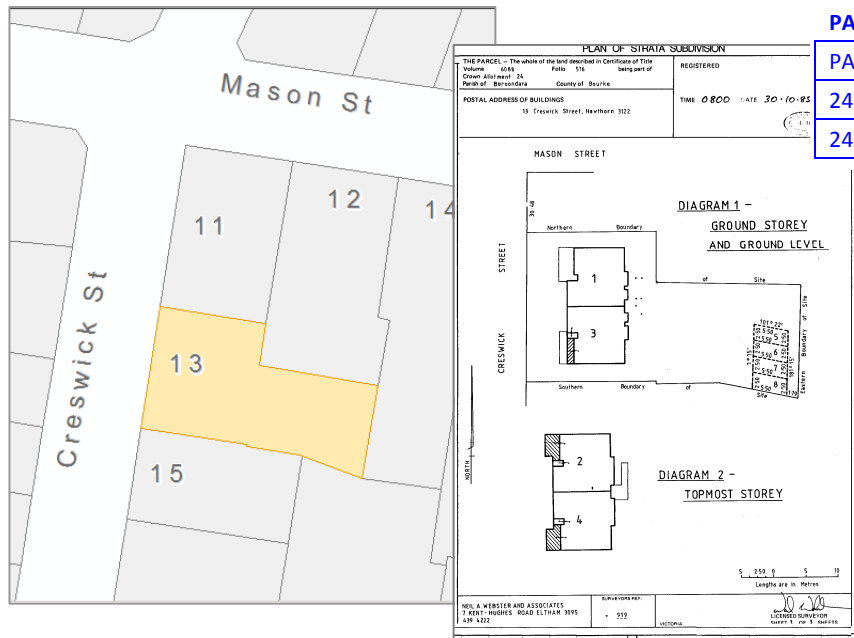
Vicmap LAT Link						Property Details		House - House	Address - Road and Locality information			Edit Type
Unique Identifiers			Standard Parcel Identifier	Plan No.	Lot No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address										edit_code
property_PFI	parcel_PFI	address_PFI	spl	plan_number	lot_number	propnum	crefno	use_number	road_name	road_type	locality_name	edit_code
	5314040						34306					C
	5314042						34308					C
				LP5442	4		34306					C
				LP5442	6		34308					C

OPTION 1

OPTION 2

- Use parcel_pfi (option 1) or lot/plan (option 2) to identify the parcel. Provide crefno and use edit code 'C'.
- Previously, if the user wanted to change the crefno, it was also necessary to populate the propnum to avoid it being nulled. Now with the new edit code 'C', this means the crefno can be updated independently.
- If the parcel has a crown description, use parcel_pfi or a valid SPI, as the crown description fields have been removed from the M1.
- The crefno can also be nulled simply by leaving it blank and using the 'C' edit code. This was not possible in earlier versions of the M1.

UPDATE PROPERTY DETAILS FOR MULTI-LOT



PARCEL VIEW

PA_PFI	LOT	PLAN
24681357	1	SP30926
24681358	2	SP30926

PROPERTY VIEW

PROP_PFI	PROPNUM	ADDRESS
24681485		CRESWICK ST HAWTHORN
24681486		CRESWICK ST HAWTHORN

RATES BASE

LOT/PLAN	PROPNUM	ADDRESS
1/SP30926	59847	1/13 CRESWICK ST HAWTHORN
2/SP30926	59848	2/13 CRESWICK ST HAWTHORN

Scenario:

- The parcel shaded orange is a strata subdivision.
- For some reason, it has not had addresses and propnums allocated to two of the properties.
- Each property relates to one lot on the plan, as indicated in the council's rates base.

Vicmap LAT Link				Property Details		Building ss - Hou		Address - Road and Locality information			Edit Type
Unique Identifiers		Plan No.	Lot No.	New/Existing Property No.	New/Existing Parcel No.	Building Sub Unit No. 1	House No. 1	Road Name	Road Type	Locality	Edit Code B/C/E/P /S/Z/A/R
Property	Parcel	lan_number	lot_number	propnum	crefno	lg_unit_id	se_numb	road_name	road_type	locality_name	edit_code
		SP30926	1	59847		1	13	CRESWICK	STREET	HAWTHORN	E
		SP30926	2	59848		2	13	CRESWICK	STREET	HAWTHORN	E
	50271705			59847		1	13	CRESWICK	STREET	HAWTHORN	E
	50271706			59848		2	13	CRESWICK	STREET	HAWTHORN	E
50271706				59847		1	13	CRESWICK	STREET	HAWTHORN	E
50271707				59848		2	13	CRESWICK	STREET	HAWTHORN	E

OPTION 1

OPTION 2

OPTION 3

- Use Lot/Plan details to identify the parcels to be updated (option 1). The parcel_pfi (option 2) or property_pfi (option 3) can also be used to identify the parcels.

UPDATE ADDRESS DETAILS



PROP_PFI	339759
ADDRESS_PFI	50274180

PROP_PFI	339761
ADDRESS_PFI	50274182

PROP_PFI	339757
ADDRESS_PFI	50274178

PROP_PFI	339758
ADDRESS_PFI	50274179

Scenario: The highlighted properties have incorrect addresses for some reason and need to be amended.

New field
'address_pfi'

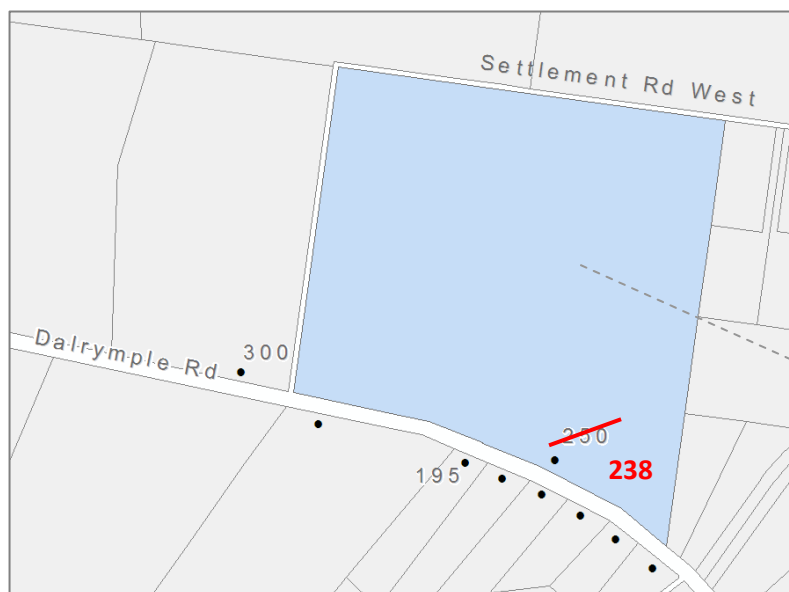
Vicmap LAT Link			Property Details		Address - Road and Locality information					Edit Type
Unique Identifiers			New/Existing Property No.	New/Existing Parcel No.	House No. 1	New Road (Y or N)	Road Name	Road Type	Locality	Edit Code B/C/E/P/S/Z/A/R
Property	Parcel	Address	propnum	crefno	use_number	new_road	road_name	road_type	locality_name	edit_code
property_PFI	parcel_PFI	address_PFI								
		50274180			82		CARLINGFORD	STREET	CAULFIELD	S
		50274182			84		CARLINGFORD	STREET	CAULFIELD	S
		50274178			83		CARLINGFORD	STREET	CAULFIELD	S
		50274179			85		CARLINGFORD	STREET	CAULFIELD	S
339759					82		CARLINGFORD	STREET	CAULFIELD	S
339761					84		CARLINGFORD	STREET	CAULFIELD	S
339757					83		CARLINGFORD	STREET	CAULFIELD	S
339758					85		CARLINGFORD	STREET	CAULFIELD	S

OPTION 1

OPTION 2

- Use address_pfi (option 1) or property_pfi (option 2) to identify the address to be changed. If there is a 1:1 relationship between the parcel and the property, parcel_pfi can also be used (not shown here).
- The address_pfi field is a new addition to the M1 and is intended to make address changes more streamlined.

UPDATE ADDRESS DETAILS (DISTANCE- BASED ADDRESS)



Scenario

- The house number of the property in blue needs to be changed from 250 Dalrymple Road to 238 Dalrymple Road.
- It is a distance-based address.
- It is already in the right location (ie. X & Y coords not changing)

PROP_PFI	224706
ADDRESS_PFI	51992295

Vicmap LAT Link			Property Details		House - House	Address - Road and Locality information				Edit Type
Unique Identifiers			New/Existing Property No.	New/Existing Parcel No.	House No. 1	New Road (Y or N)	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address								
property_pfi	parcel_pfi	address_pfi	propnum	crefno	house_number	new_road	road_name	road_type	locality_name	edit_code
		51992295			238		DALRYMPLE	ROAD	SUNBURY	S
224706					238		DALRYMPLE	ROAD	SUNBURY	S

OPTION 1

OPTION 2

- Use address_pfi (option 1) or property_pfi (option 2) to identify the address to be changed, add in new address details and use edit code 'S'.
- The Address Location fields only need to be populated if the address point moves, but in this situation it is not necessary as it is the correct location already.
- If the address to be changed is a secondary, only the address_pfi can be used to identify the address.

MOVE AN URBAN ADDRESS



Scenario: The highlighted property has an address point located in the centre of the frontage, however for emergency service reasons it would be better to locate the address at the actual entrance of the property.

PROP_PFI	52948376
ADDRESS_PFI	150009002

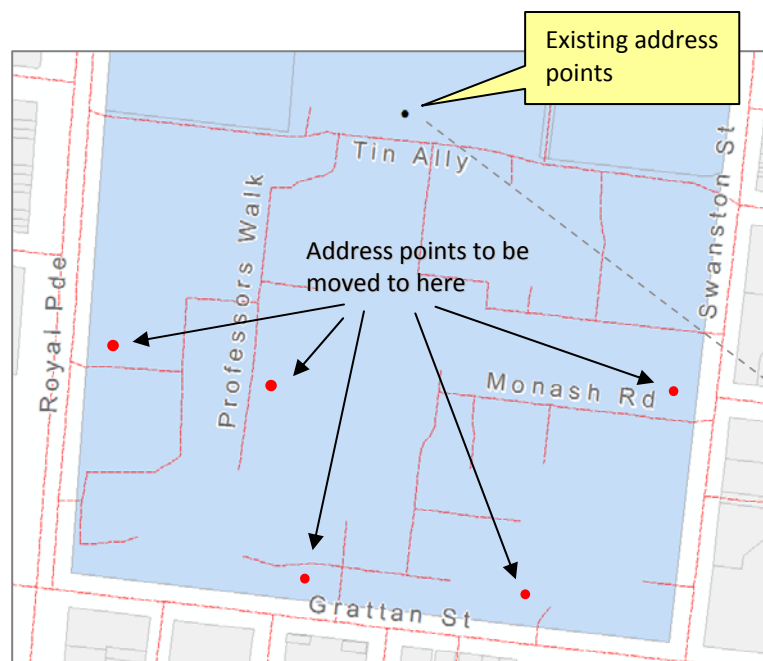
Vicmap LAT Link		Property Detail	Address - House 1				Address - Road and Locality information				Address - Location				Edit Type
Unique Identifiers		New/Existing Property No.	House No. 1	House No. 2	Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point	Property Access Point Details				Edit Code B / C / E / P / S / Z / A / R	edit_code
Property	Address									Co-ordinates		Datum/ Projection	O/S_Property		
property_PFI	address_PFI	propnum	house_num1	house_num2	road_name	road_type	locality_name	distance_related	is_primary	easting	northing	datum/proj	side_prop		
	150009002		224	246	CLAYTON	ROAD	CLAYTON	N	Y	334859	5801377	MGA55	N	S	
52948376			224	246	CLAYTON	ROAD	CLAYTON	N	Y	334859	5801377	MGA55	N	S	

OPTION 1

OPTION 2

- Use address_pfi (option 1) or property_pf (option 2) identify the address, and populate the Address-Location fields.
- Set the Distance-Related field to 'N' as the House_Num_1 is not determined by the distance of the address from the start of the road.
- Because this address has now been loaded using spatial address details, its address_type will be set to E (Entrance) therefore it won't get picked up by the 8m move software. Only V (Virtual) addresses get moved.

MOVE AN URBAN ADDRESS (MULTI-ASSESSMENT)



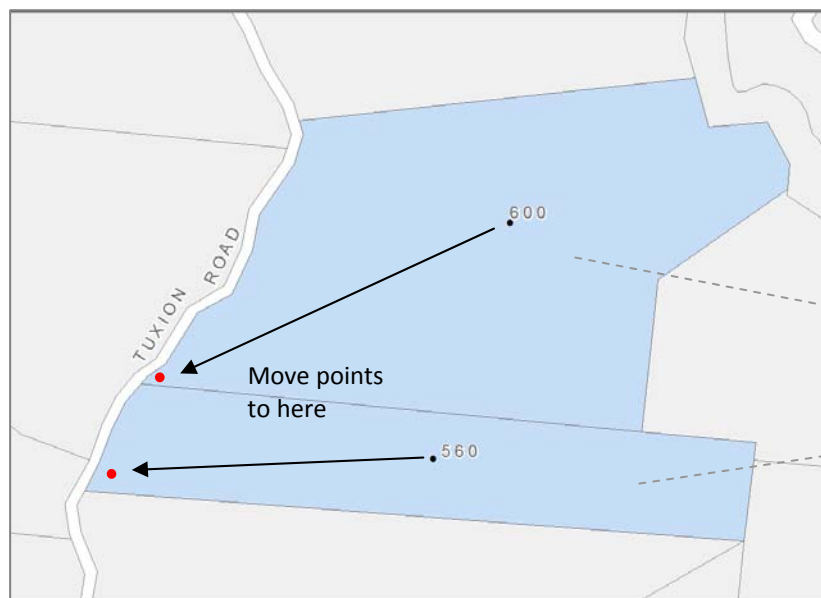
Scenario: The highlighted property is a multi-assessment with many properties. Currently all address points are located in the centre of the property, but it has been decided to shift some of these points to their actual positions.

PR_PFI	ADDRESS_PFI	ADDRESS
203495375	203495376	30 ROYAL PDE
203495330	203495331	220-224 GRATTAN ST
203495290	203495291	158-160 GRATTAN ST
203495335	203495336	271 SWANSTON ST
203495300	203495301	13 PROFESSORS WALK

Vicmap LAT Link		Property Detail	Address - House				Address - Road and Locality information			Address - Location					Edit Type
Unique Identifiers		New/Existing Property No.	House No. 1	House No. 2	Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point	Property Access Point Details				Edit Code B/C/E/P/S/Z/A/R	edit_code
Property	Address									Co-ordinates		Datum/ Projection	O/S_Property		
property_pfi	address_pfi	propnum	house_number	house_number	road_name	road_type	locality_name	distance_related	is_primary	easting	northing	datum/proj	side_property		
	203495376		30		ROYAL	PARADE	PARKVILLE	N	Y	320238	5814664	MGA55	N	S	
	203495331		220	224	GRATTAN	STREET	PARKVILLE	N	Y	320422	5814441	MGA55	N	S	
	203495291		158	160	GRATTAN	STREET	PARKVILLE	N	Y	320608	5814416	MGA55	N	S	
	203495336		271		SWANSTON	STREET	PARKVILLE	N	Y	320747	5814606	MGA55	N	S	
	203495301		13		PROFESSORS	WALK	PARKVILLE	N	Y	320385	5814624	MGA55	N	S	

- Use address_pfi or property_pfi (not shown) to identify the address, and populate the Address-Location fields.
- As this is a multi_assessment property, each address must be listed in the M1 (including the base property address) otherwise only the records in the M1 will be moved.

MOVE A RURAL ADDRESS (DISTANCE-BASED)



Scenario: The highlighted properties have address points that were placed in the centroid of the property. However they are meant to be distance-based addresses, so they need to be moved to the frontage at their access locations.

PROP_PFI	45515124
ADDRESS_PFI	53797950

PROP_PFI	45515127
ADDRESS_PFI	53171758

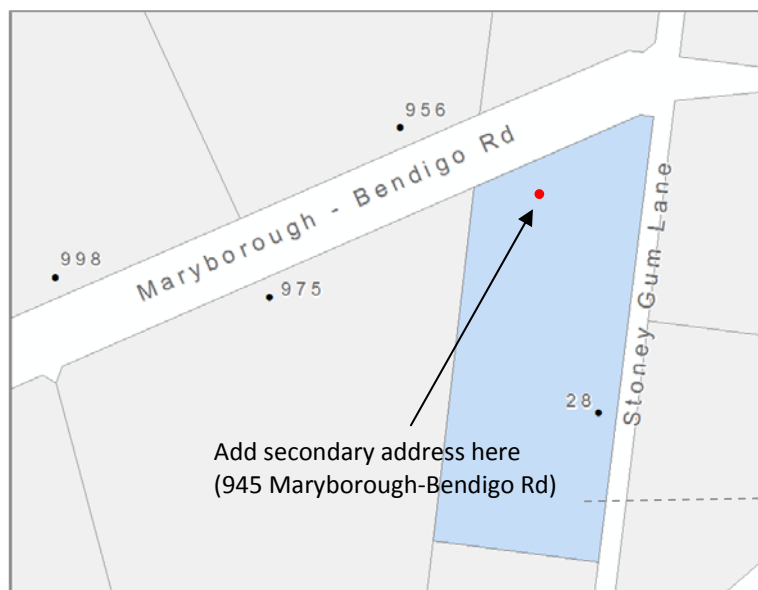
Vicmap LAT Link		Property Details		Address - Road and Locality information			Address - Location						Edit Type
Unique Identifiers		New/Existing Property No.	House No. 1	Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point	Property Access Point Details				Edit Code B / C / E / P / S / Z / A / R
Property	Address								Co-ordinates		Datum/ Projection	O/S_Property	
property_PFI	address_PFI	propnum	house_num	road_name	road_type	locality_name	distance_related	is_primary	easting	northing	datum/proj	side_prop	edit_code
	53797950		600	TUXION	ROAD	APOLLO BAY	Y	Y	208919	5709139	MGA55	N	S
	53171758		560	TUXION	ROAD	APOLLO BAY	Y	Y	208734	5708910	MGA55	N	S
45515124			600	TUXION	ROAD	APOLLO BAY	Y	Y	208919	5709139	MGA55	N	S
45515127			560	TUXION	ROAD	APOLLO BAY	Y	Y	208734	5708910	MGA55	N	S

OPTION 1

OPTION 2

- Use address_pfi (option 1) or property_pfi (option 2) to identify the addresses, and populate the Address-Location fields.
- Set the Distance-Related field to 'Y' and the Primary Property Access Point to 'Y'.
- Even though the actual address details are not changing, it is still necessary to populate the house num, road name and locality fields otherwise they will be overwritten.

CREATE A SECONDARY ADDRESS



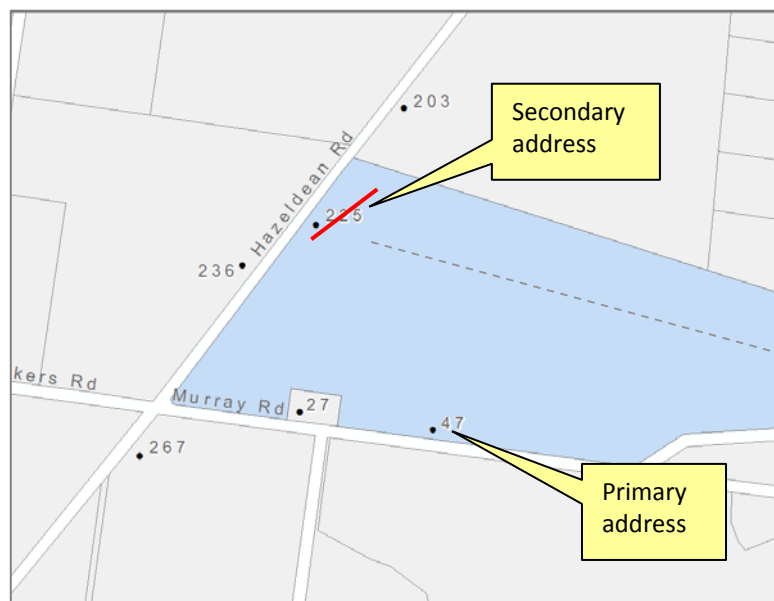
Scenario: The highlighted property already has a primary address but the property has a second access along Maryborough-Bendigo Rd.

PROP_PFI 5128717

Vicmap LAT Link		Address - Road and Locality information				Address - Location						Edit Type
Unique Identifiers		House No. 1	Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point	Property Access Point Details				Edit Code B / C / E / P / S / Z / A / R
Property	Address							Co-ordinates		Datum/ Projection	O/S_Property	
								Easting	Northing			
property_PFI	address_PFI	house_number	road_name	road_type	locality_name	distance_related	is_primary	easting	northing	datum/projection	side_property	edit_code
5128717		945	MARYBOROUGH-BENDIGO	ROAD	LOCKWOOD	Y	N	245382	5922505	MGA55	N	S

- Use property_pfi to identify the property as a new address is being created (therefore there is no address_pfi yet) and populate Address-Location fields.
- If the address is rural, set Distance-Related field to 'Y'. The same process can be used for urban addresses, in which case this field would be set to 'N'.
- Set Primary Property Access Point to 'N'.

REMOVE A SECONDARY ADDRESS



Scenario: The highlighted property has both a primary and secondary address, but the secondary address (225 Hazeldean Road) is no longer valid and needs to be removed.

PROP_PFI	5447931
PA_PFI	5447931
ADDRESS_PFI	129552317

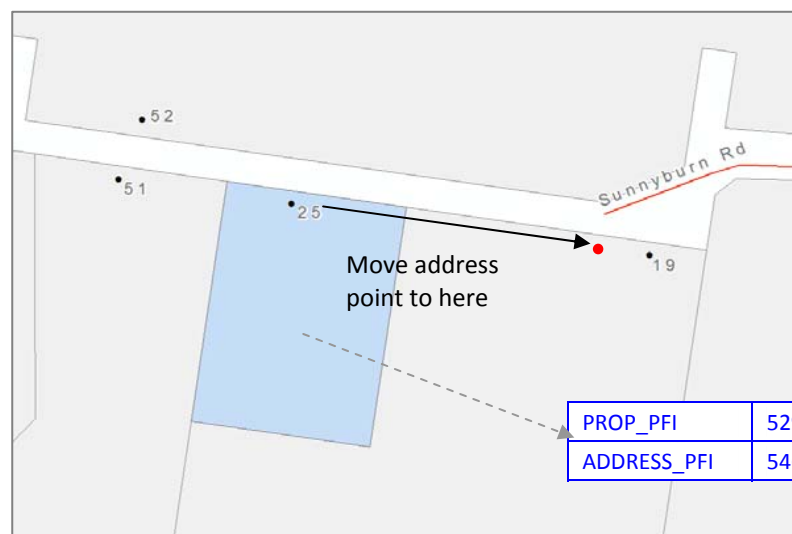
Vicmap LAT Link			Property Details - House Address - Road and Locality information					Address - Location		Edit Type
Unique Identifiers			New/Existing Property No.	House No. 1	Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address	propnum	se_numb	road_name	road_type	locality_name	nce_related	is_primary	edit_code
		129552317								Z
5447931				225	HAZELDEAN	ROAD	YARRAGON	Y	N	Z

OPTION 1

OPTION 2

- Use address_pfi to identify the address (option 1) and edit code 'Z'. This is the simplest way as this identifies the exact address (rather than the property it is linked to) so there is no need to include all the addressing information (house number, road name, type, etc)
- Alternatively, it can still be done by using the property_pfi (option 2). In this situation, the address details need to be provided as there may be more than one secondary address associated with the property. The first two fields in the Address-Location section also need to be populated. Once again, edit code 'Z' to be used.
- The 'Z' code will not remove a primary distance based address. It will change it to a non distance-based address nulling the house_number, setting the dist_related_flag to 'N' and the access_type to 'V'.

CREATE OUTSIDE PROPERTY ADDRESS

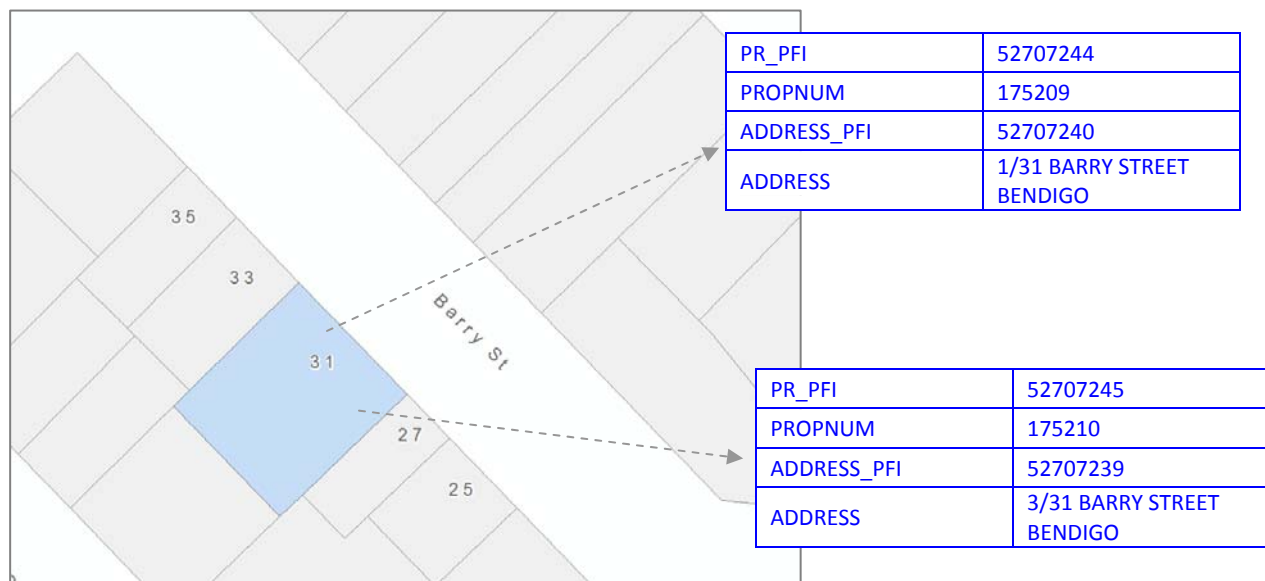


Scenario: The highlighted property has an allocated address which has been located using urban addressing principles. The property is only accessible via the property next door, so the address point needs to be shifted into the neighbouring property.

Vicmap LAT Link		Property Details	House - House No.	Address - Road and Locality information			Address - Location						Edit Type
Unique Identifiers		New/Existing Property No.	House No. 1	Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point	Property Access Point Details				Edit Code B / C / E / P / S / Z / A / R
Property	Address								Co-ordinates		Datum/Projection	O/S_Property	
									Easting	Northing			
property_PFI	address_PFI	propnum	house_num	road_name	road_type	locality_name	distance_related	is_primary	easting	northing	datum/proj	outside_prop	edit_code
	54639924		25	SUNNYBURN	ROAD	TRAFALGAR	Y	Y	423970	5769839	MGA55	Y	S
52973124			25	SUNNYBURN	ROAD	TRAFALGAR	Y	Y	423970	5769839	MGA55	Y	S

- Use address_pfi (option 1) or property_pfi (option 2) to identify the address, and populate Address-Location fields.
- The Outside Property flag must be set to 'Y' so that the point can be created outside that polygon.
- The point can be within another property polygon or within the road casement.

AMEND AN ADDRESS LINKED TO A MULTI-ASSESSMENT



Scenario:

- The highlighted property has two multi-assessments loaded on it.
- The property with propnum 175210 has an incorrect address.
- It needs to be corrected to become 2/31 Barry St.
- The propnum is correct already.

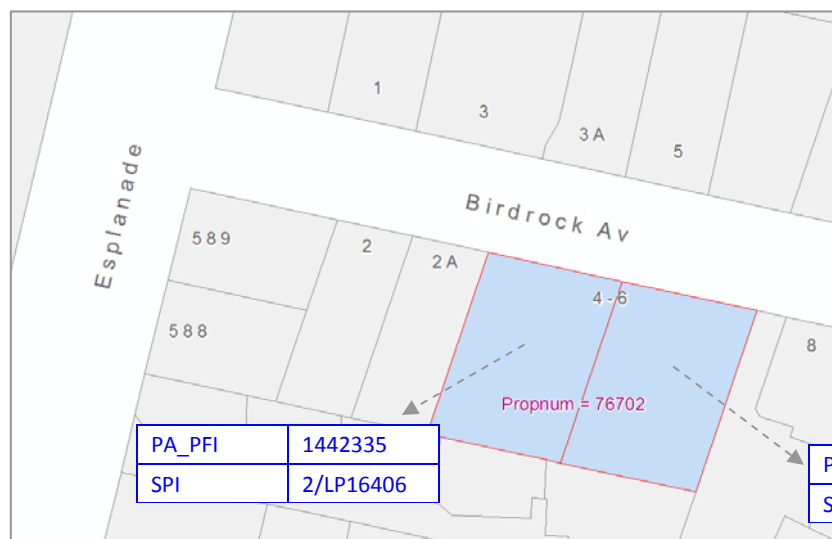
Vicmap LAT Link			Property Details		Building Sub Unit - House No.		Address - Road and Locality information			Edit Type
Unique Identifiers			New/Existing Property No.	New/Existing Parcel No.	Building Sub Unit No. 1	House No. 1	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address	propnum	crefno	lg_unit_id	use_number	road_name	road_type	locality_name	edit_code
		52707239			2	31	BARRY	STREET	BENDIGO	S
52707245					2	31	BARRY	STREET	BENDIGO	S

OPTION 1

OPTION 2

- Use the address_pfi (option 1) or the property_pfi (option 2) to identify the address to be changed.
- Multi-assessments addresses can be changed in the same way as a normal property (single assessment).

TRANSFER PARCEL TO CREATE NEW PROPERTY - URBAN



Scenario:

- The property shown in blue currently consists of two parcels.
- The eastern parcel of the property is to be transferred to a new property with propnum 76732 and address 6 Birdrock Ave.
- The address on the remaining parcel is to be re-addressed to 4 Birdrock Ave. The propnum is to retain the original Propnum.

PA_PFI	1442335
SPI	2/LP16406

PA_PFI	2012146
SPI	3/LP16406

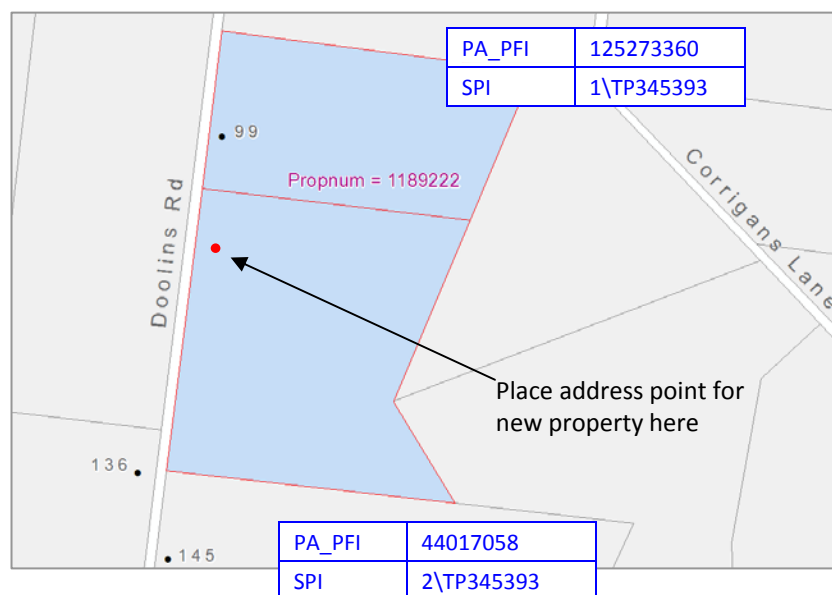
Vicmap LAT Link					Property Detail	House	Address - Road and Locality information			Edit Type
Unique Identifiers			Plan No.	Lot No.	New/Existing Property No.	House No. 1	Road Name	Road Type	Locality	Edit Code
Property	Parcel	Address								B / C / E / P / S / Z / A / R
property_PFI	parcel_PFI	address_PFI	plan_number	lot_number	propnum	house_number	road_name	road_type	locality_name	edit_code
	2012146				76732	6	BIRDROCK	AVENUE	MOUNT MARTHA	E
	1442335					4	BIRDROCK	AVENUE	MOUNT MARTHA	S
			LP16406	3	76732	6	BIRDROCK	AVENUE	MOUNT MARTHA	E
			LP16406	2		4	BIRDROCK	AVENUE	MOUNT MARTHA	S

OPTION 1

OPTION 2

- Use parcel_pfi (option 1) or lot/plan (option 2) to identify the parcel to be transferred or split out. If the property_pfi is used, this will change the WHOLE property as it currently exists in the mapbase, which is not the intention.
- In this situation, the remaining parcel had to be re-addressed as it changed from 4-6 Birdrock Ave, to 4 Birdrock Ave (see record in M1 with 'S' edit code). However if the remaining parcel already had the correct address, this step would be unnecessary.
- The crefno can also be added here if it is changing. If not (or if the council doesn't use crefno's), it can be left blank and it will not overwrite what is currently existing in the Crefno field.

TRANSFER PARCEL TO CREATE NEW PROPERTY – RURAL



Scenario:

- The property shown in blue currently consists of two parcels.
- The southern parcel of the property is to be transferred to a new property with Propnum 1168798.
- Council has allocated an address (RRN 109 Doolins Road) to the new property.

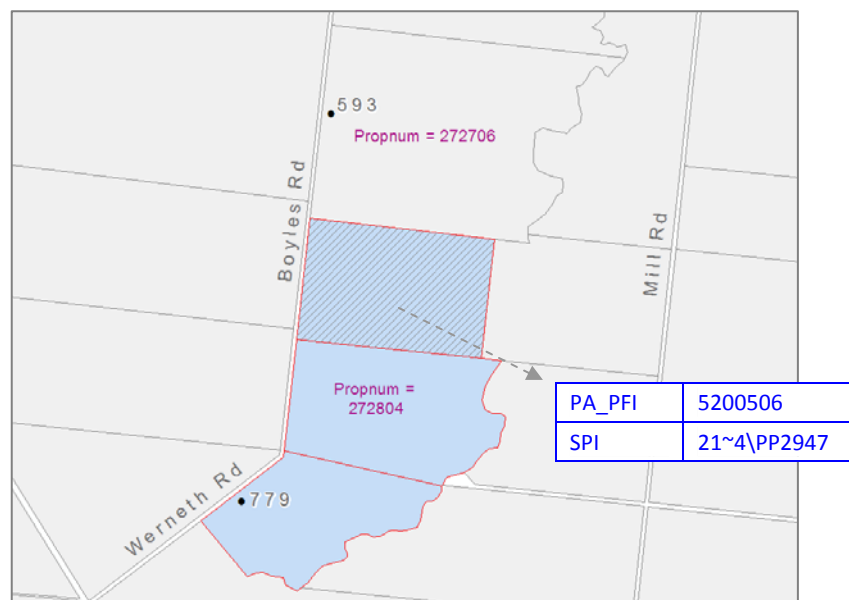
Vicmap LAT Link			Property Detail	ss - Hou	Address - Road and Locality information			Address - Location						Edit Type
Unique Identifier	Plan No.	Lot No.	New/Existing Property No.	House No. 1	Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point	Property Access Point Details				Edit Code B / C / E / P / S / Z / A / R
										Co-ordinates		Datum/ Projection	O/S_Property	
Parcel										Easting	Northing			
parcel_PFI	plan_number	lot_number	propnum	se_number	road_name	road_type	locality_name	distance_related	is_primary	easting	northing	datum/proj	side_property	edit_code
44017058			1168798	109	DOOLINS	ROAD	DARRAWEIT GUIM	Y	Y	311762	5854603	MGA55	N	E
	TP345393	2	1168798	109	DOOLINS	ROAD	DARRAWEIT GUIM	Y	Y	311762	5854603	MGA55	N	E

OPTION 1

OPTION 2

- Use parcel_pfi (option 1) or lot/plan details (option 2) to identify the parcel.
- In this particular situation, the new address (109 Doolins Rd) is Distance-Based, therefore the Address-Location fields need to be filled out. If these fields are not populated, the address for the new property will be placed at the centre of the frontage, 8m back (Urban principles).
- If the existing address was Distance-Based and was located in the parcel being transferred out, it would be moved inside the remaining property and the Distance-Related flag would be changed to 'N'.

TRANSFER PARCEL FROM ONE PROPERTY TO AN EXISTING PROPERTY



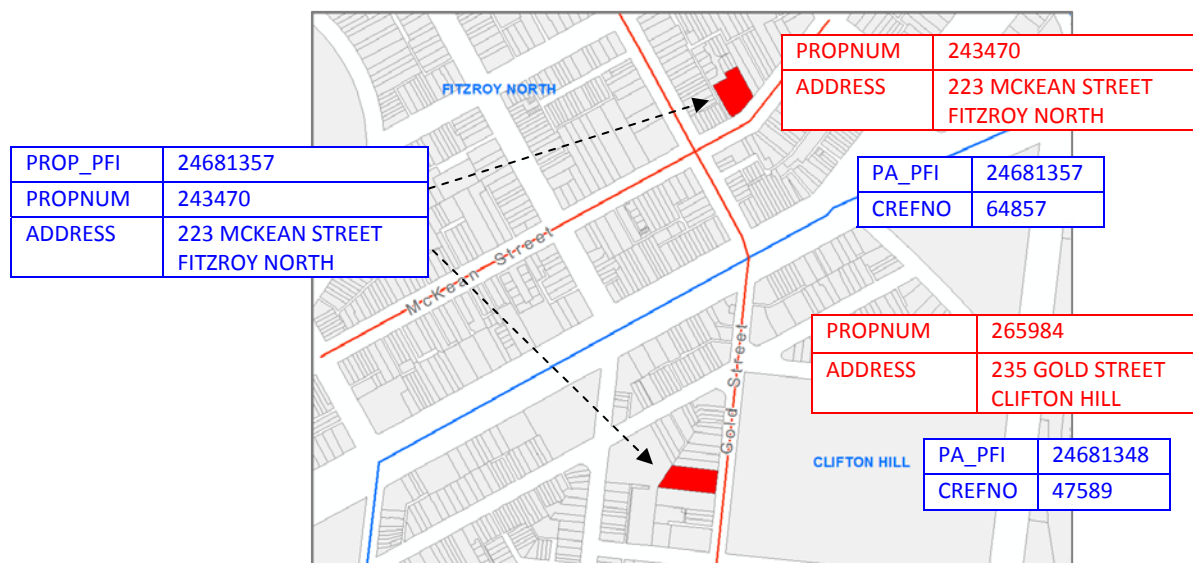
Scenario:

- The property shown in blue (propnum 272804) currently consists of three parcels shown by the red lines
- The parcel highlighted (21~4\PP2947) is to be transferred to the property to the north.
- Propnum 272706 already has an address loaded in the correct position.

Vicmap LAT Link					Property Details		Address - House	Address - Road and Locality information			Edit Type
Unique Identifiers			Plan No.	Lot No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code
Property	Parcel	Address									
<i>property_PFI</i>	<i>parcel_PFI</i>	<i>address_PFI</i>	<i>plan_number</i>	<i>lot_number</i>	<i>propnum</i>	<i>crefno</i>	<i>use_number</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
	5200506				272706						P

- Use parcel_pfi (option 1) or lot/plan details (not shown) to identify the parcel to be transferred.
- If the parcel has a crown description, the parcel_pfi is the preferred identifier to use. A valid SPI can also be used.

CORRECT WRONGLY MATCHED PROPERTY



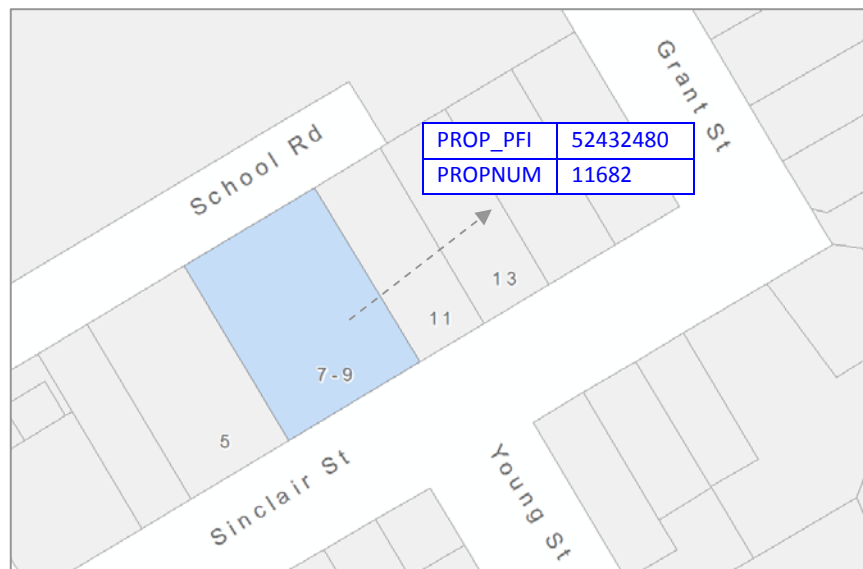
Scenario:

- The object in red is a multi-parcel polygon, possibly caused through a mismatched property
- The information shown in the table (in blue) is what is currently in the mapbase that is attributed to this one object, ie, it has one propnum and one address.
- Each polygon represents a separate parcel.
- It should actually be two properties, with address and propnum details as shown in the red boxes.

Vicmap LAT Link					Property Details		Address - Road and Locality information				Edit Type
Unique Identifiers			Plan No.	Lot No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address									
property_PFI	parcel_PFI	address_PFI	plan_number	lot_number	propnum	crefno	use_number	road_name	road_type	locality_name	edit_code
	24681348				265984		235	GOLD	STREET	CLIFTON HILL	E

- Use parcel_pfi or lot/plan details to identify the parcel to transfer.
- This is just a slightly more complex example of the two Transfer Parcel examples earlier. The key difference is that the property may consist of parcels that are located far away from each other (eg, several kilometres or even hundreds of kilometres in some cases), which can make them difficult to identify. If only one of the parts of the multi-parcel property is identified, it may appear that it simply has the wrong address, which is not correct.
- If the propnum and/or address of the property being transferred out is not known, the same process can be used, however the propnum and address fields can be left blank, and use edit code 'P'.

ADD MULTI-ASSESSMENT



Scenario:

- The highlighted property already has a propnum and address loaded.
- The owners live on the property and have recently opened a new shop on the same premises, but there is no separate parcel for the property.
- Therefore the new property needs to be added on as a multi-assessment.
- New propnum = 11859
- New address = Shop 1, 7-9 Sinclair St, Drouin

Vicmap LAT Link			Property Details		Address - Building Sub Unit		Address - House No.		Address - Road and Locality information			Edit Type
Unique Identifiers			New/Existing Base Property No.	New/Existing Property No.	Building Sub Unit Type	Building Sub Unit No. 1	House No. 1	House No. 2	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address										
property_PFI	parcel_PFI	address_PFI	base_propnum	propnum	plg_unit_type	plg_unit_id	use_number	use_number	road_name	road_type	locality_name	edit_code
52432480				11859	SHOP	1	7	9	SINCLAIR	STREET	DROUIN	A
	52432480			11859	SHOP	1	7	9	SINCLAIR	STREET	DROUIN	A

- Use the property_pfi (option 1) of the existing property where the multi-assessment should be located. If the existing property was already a multi-assessment, any of the existing property_pfi's could be used to identify the property.
- Parcel_pfi (option 2) can also be used if there is a 1:1 relationship between parcel and property.
- The 'A' edit code must be used as this will inform the edit process to add a multi rather than to overwrite the existing property details.
- If the underlying parcel has a crefno, it is not necessary to populate this as it will not be overwritten with a null value.
- Note that the Multi-Assessment flag has been removed from the M1.

AMEND A SINGLE MULTI-ASSESSMENT



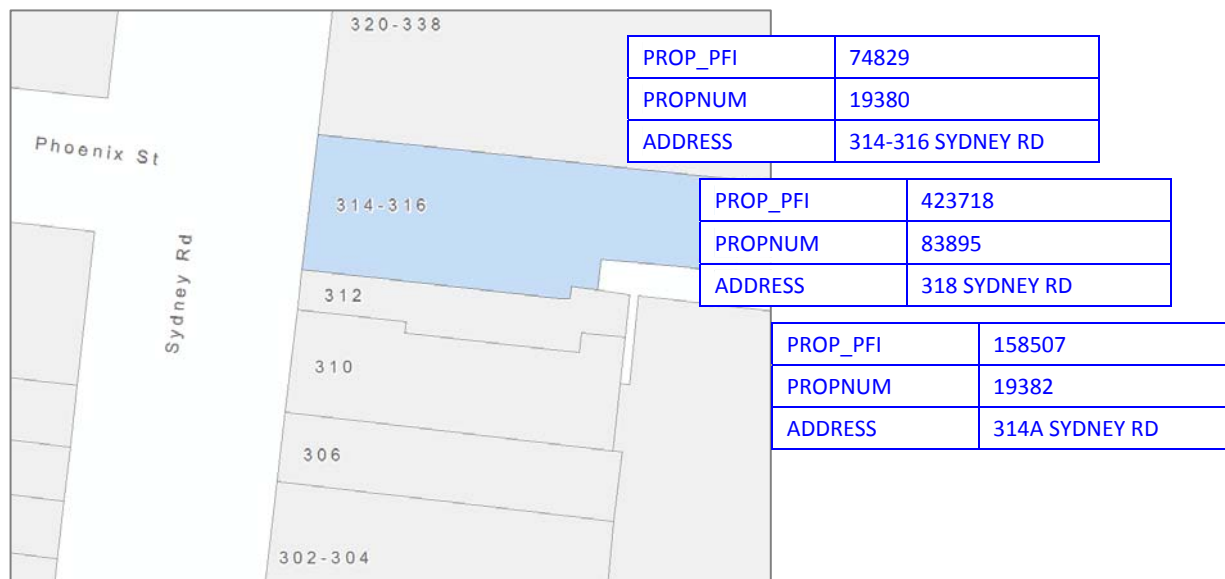
Scenario:

- The highlighted property has two multi-assessments loaded on it.
- The property with address 2/31 Barry St has an incorrect propnum.
- It needs to be corrected to become 175210.
- The address is correct already.

Vicmap LAT Link			Property Details			Ass - Hous	Address - Road and Locality information			Edit Type
Unique Identifiers			New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code
Property	Parcel	Address								
<i>property_PFI</i>	<i>parcel_PFI</i>	<i>address_PFI</i>	<i>base_propnum</i>	<i>propnum</i>	<i>crefno</i>	<i>use_number</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
52707245				175210						P

- Use *property_pfi* to identify the property to be changed, then load the new *propnum*, and use edit code 'P'.
- Multi-assessments properties can be changed in the same way as a normal property (single assessment). There is no need to retire and add the multi-assessment back in.

RETIRE A MULTI-ASSESSMENT



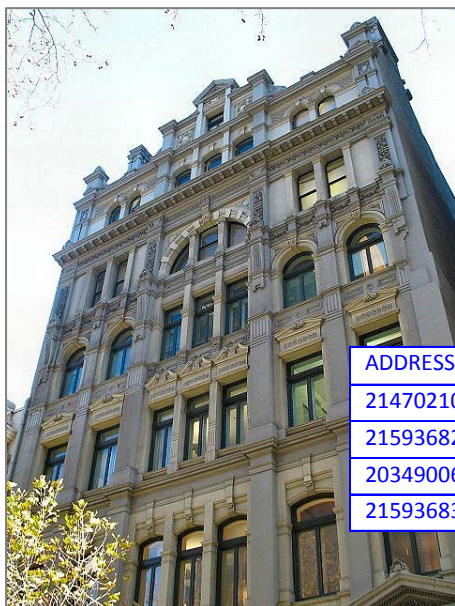
Scenario:

- The highlighted property has three multi-assessments loaded on it.
- The one addressed 314A Sydney Rd is incorrect and needs to be removed.

Vicmap LAT Link			Property Details			Assess - House	Address - Road and Locality information			Edit Type
Unique Identifiers			New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address	base_propnum	propnum	crefno	use_number	road_name	road_type	locality_name	edit_code
property_PFI	parcel_PFI	address_PFI								
158507										R

- Use the property_pfi of the multi-assessment to be removed and edit code 'R'. No other information is required.
- The 'R' edit code removes the entire property from the multi-assessment including propnum and its associated address.
- The "former property to be retired" field has been removed from the M1 and is therefore no longer required.
- The last property on a multi-assessment cannot be retired.

ADDRESS A PROPERTY USING HOTEL STYLE ADDRESSING



Scenario: Some of the addresses at 206 Bourke St have changed slightly and need to be amended in the mapbase. Property details remain the same.

ADDRESS_PFI	ADDRESS
214702101	Unit 15, Level 1, 206 Bourke St
215936824	Unit 11, Level 123, 206 Bourke St
203490061	Unit 4, Ground Level 206 Bourke St
215936830	Unit 16, Ground Level, 206 Bourke St

New field '**HSA_FLAG**'. Defaults to 'N' so only populate if specifying that addresses are Hotel Style.

- Standards Australia recently released a new standard for addressing "AS/NZS4819:2011 Rural and urban addressing".
- As part of this Standard, a new concept called Hotel Style Addressing is now available.
- Hotel style addressing allows unit numbers that are alphanumeric. eg. "GO1", "B207", etc.
- The below M1 example shows how these address fields would be populated using traditional addressing, and then using Hotel Style Addressing (HSA).
- More information provided on the following page

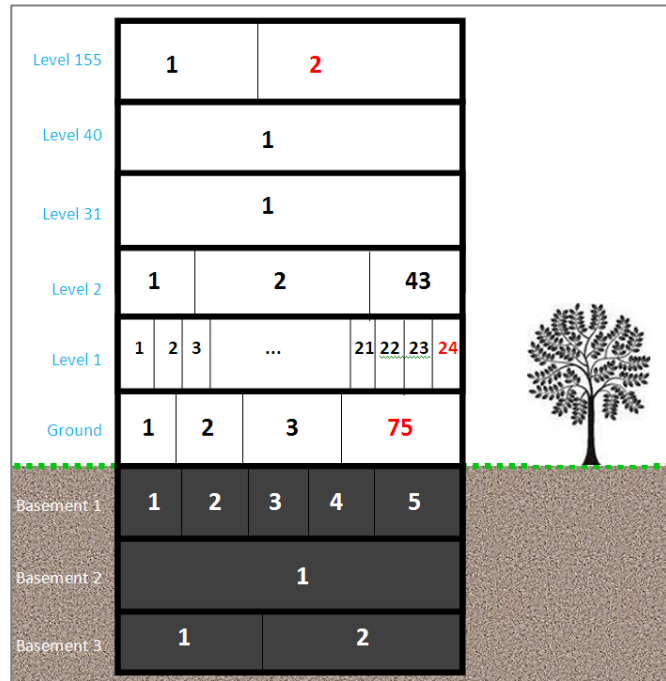
Vicmap LAT Link		Property Detail	Address - Building and Unit				Address - Floor		ss - Hou	Address - Road and Locality information			Edit Type
Unique Identifiers		New/Existing Property No.	Building Sub Unit HSA_FLAG (Y or N)	Building Sub Unit HSA_UNIT_ID	Building Sub Unit Type	Building Sub Unit No.	Floor Type	Floor No. 1	House No. 1	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Address	propnum	hsa_flag	hsa_unit_id	blg_unit_type	blg_unit_id	floor_type	floor_no_1	se_numb	road_name	road_type	locality_name	edit_code
	214702101				UNIT	15	L	1	206	BOURKE	STREET	MELBOURNE	S
	215936824				UNIT	11	L	123	206	BOURKE	STREET	MELBOURNE	S
	203490061				UNIT	4	G		206	BOURKE	STREET	MELBOURNE	S
	215936830				UNIT	16	G		206	BOURKE	STREET	MELBOURNE	S
	214702101		Y	115					206	BOURKE	STREET	MELBOURNE	S
	215936824		Y	12311					206	BOURKE	STREET	MELBOURNE	S
	203490061		Y	G04					206	BOURKE	STREET	MELBOURNE	S
	215936830		Y	G16					206	BOURKE	STREET	MELBOURNE	S

TRADITIONAL STYLE ADDRESSING

HOTEL STYLE ADDRESSING

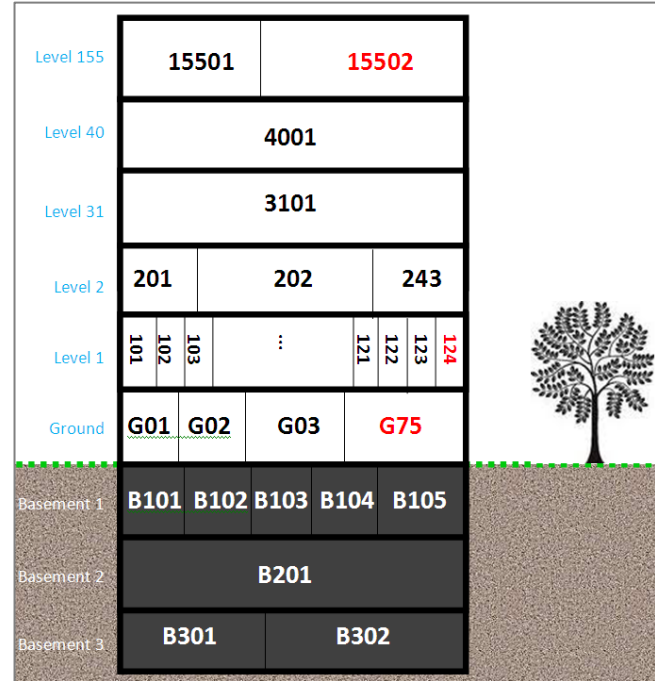
ADDRESS A PROPERTY USING HOTEL STYLE ADDRESSING, cont.

MORE THAN 2 LEVELS



Traditional multi-level addressing

Level 155, Unit 2, 600 Tree Street
Level 1, Unit 24, 600 Tree Street
Ground floor, Unit 75, 600 Tree Street



Hotel Style Addressing

15502/600 Tree Street
124/600 Tree Street
G75/600 Tree Street

Vicmap Address can now hold BOTH types of level addressing:

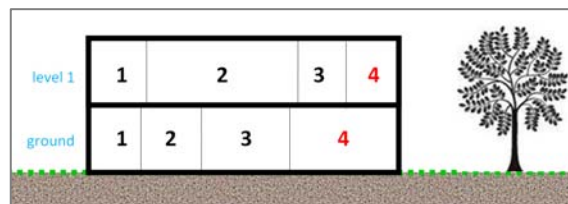
- Parsed level information (level type, level number, unit information), AND
- "Hotel style address" unit numbers, in a (new) separate field.

It should be noted that the Australian Standard identifies three situations where the traditional multi-level addressing method can be used:

- Legacy address sites – it is not necessary to re-address existing addresses using the Hotel Style Addressing methodology;
- Multi-level address sites with only 2 levels (see Example below); and
- Multi-level sites, with more than 99 units on any given level.

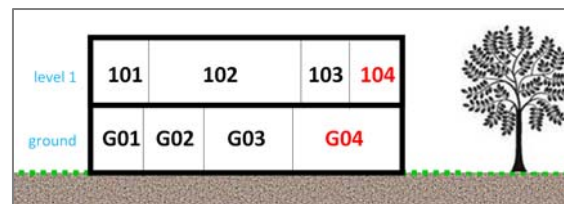
In all other situations, it is recommended that the Hotel Style Addressing methodology be used to address hotel style properties.

2 LEVELS



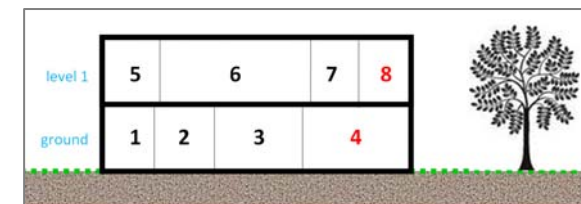
Traditional multi-level addressing

Level 1, Unit 4, 602 Tree Street
Ground floor, Unit 4, 602 Tree Street



Hotel Style Addressing

104/602 Tree Street
G04/602 Tree Street



Sequential Addressing

8/602 Tree Street
4/602 Tree Street

CREATE A WATER/ISLAND ADDRESS



Scenario: Addresses are to be created for some island and water properties.



- As part of the new Addressing Standard, island and water addresses can now be identified.
- These address must still be located on a property polygon, ie, cannot be an unconnected centroid.
- The Address Access Type must reflect the access method
 - I - Island
 - W - Water
- L - Land is the default and doesn't need to be populated in the M1
- ROAD_NAME does not have to follow usual road naming rules, eg, it can be a river or a marina name.
- Address-Location fields only need to be populated if there is a specific location for the address.

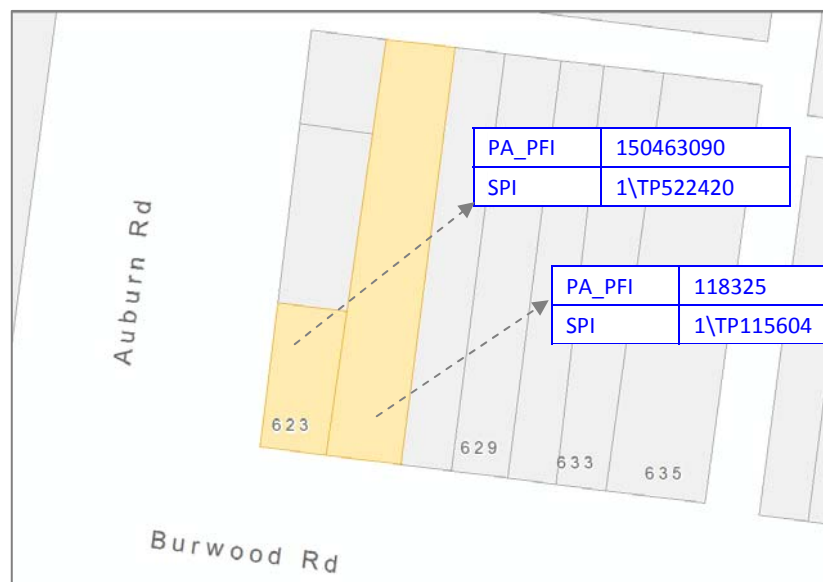
New field '**Access_Type**' defaults to 'L' so only populate if address is I(sland) or W(ater).

Unique Identifier	New/Existing Property No.	House No. 1	Address - Access Type (L, W, or I)	Address - Road and Locality information			Address - Location						Edit Type
Property				Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point	Property Access Point Details		Datum/ Projection	O/S Property	Edit Code
									Easting	Northing			
property_PFI	propnum	se_num	access_type	road_name	road_type	locality_name	nce_related	is_primary	easting	northing	datum/proj	side_prop	edit_code
151525755		5	W	BRIGHTON MARINA		BRIGHTON							S
45549140		2	I	MAIN	ROAD	GABO ISLAND	Y	Y	757398	5838337	MGA55	N	S
45346157		8	W	BARWON RIVER		NEWTOWN							S

BASE PROPERTIES

- Bases are created created automatically for:
 - Strata plans (plans with common property)
 - Multi-lots
 - Multi-assessments
 - Site addresses (eg 1/30 Smith St, 2/30 Smith St) where there is more than 1 site address
- Councils can create or remove bases with the M1 (only under certain circumstances), as shown on the following pages.

CREATE A BASE PROPERTY



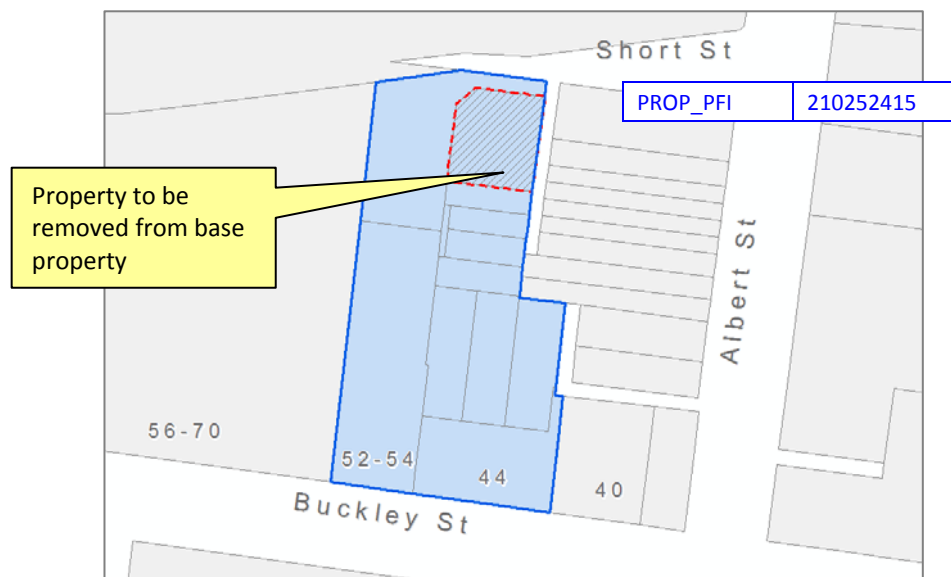
Scenario:

- The highlighted parcels require a base property created for them.
- The base property will have a propnum of 394640 and an address of 623A Burwood Rd, Hawthorn.

Vicmap LAT Link		Property Details			Address - House No		Address - Road and Locality information			Edit Type
Unique Identifiers		New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	House No. Suffix 1st	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel									
<i>property_pfi</i>	<i>parcel_pfi</i>	<i>base_propnum</i>	<i>propnum</i>	<i>crefno</i>	<i>se_num</i>	<i>house_suffix_1st</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
	150463090	394640			623	A	BURWOOD	ROAD	HAWTHORN	E
	118325	394640								P

- Use either *parcel_pfi* or *property_pfi* to identify the parcels that will form the base.
- Populate the "base_propnum" field.
- Use the 'E' edit code to create a base. This record must also include a site address.
- All other records can use edit code 'P'.

RETIRE A PROPERTY FROM BASE PROPERTY



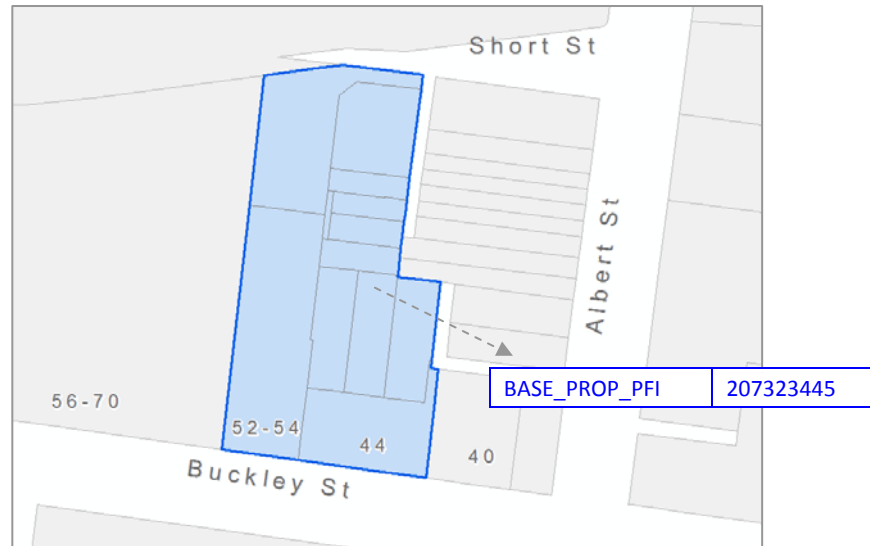
Scenario:

- The properties shown in blue are all part of one base property, as depicted by the dark blue line
- The property bordered in red is no longer part of the base property and needs to be removed
- This property already has a propnum and an address

Vicmap LAT Link		Property Details			Address - House No		Address - Road and Locality information			Edit Type
Unique Identifiers		New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	House No. Suffix 1st	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel									
<i>property_pfi</i>	<i>parcel_pfi</i>	<i>base_propnum</i>	<i>propnum</i>	<i>crefno</i>	<i>se_num</i>	<i>house_suffix</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
210252415										B

- Use *property_pfi* of the primary property to be removed, and use edit code 'B'. No other information is required.
- In previous versions of the M1, it was not possible to remove a property from a base property through the M1 process – it had to be done by a manual edit.
- The 'B' edit code is new and can only be used to remove properties or base properties. It cannot be used to create bases.

REMOVE AN ENTIRE BASE PROPERTY



Scenario:

- The properties shown in blue are all part of one base property, as depicted by the dark blue line.
- The council have decided that these properties should no longer form a base so want to remove the entire base property.

Vicmap LAT Link		Property Details			Address - House No Address - Road and Locality information					Edit Type
Unique Identifiers		New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	House No. Suffix 1st	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel									
<i>property_PFI</i>	<i>parcel_PFI</i>	<i>base_propnum</i>	<i>propnum</i>	<i>crefno</i>	<i>se_num</i>	<i>house_suffix</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
207323445										B

- Use property_pfi of the base property to be removed, and edit code 'B'. This will remove the entire base.
- The M1 will not retire a base or remove a property from the base if the property is:
 - A property associated with a strata plan
 - A property associated with a multi_lot
 - A property associated with a multi_assessment
 - A property associated with site addressing
- Note that the primary property and the base property both use the identifier 'property_pfi' so it is important to use the correct one when using the "B" edit code.

M1 Load Report Messages

Font Colour in 'Message' column indicates type of message. Black font is for information purposes, green font means verification required and red font indicates action required.

This list contains most of the messages found in the load report files. There are a number that are rarely used. Sometimes the messages are changed to try and help a council that submits the same problem multiple times. There may also be some new messages that have been unintentionally left out relating to the new M1 V12.

Edit Code	Message	Explanation	Note
Z	Address already zapped	Council have submitted the same Z record in a previous M1.	
S	Can not determine property pfi, propnum not found	Property pfi not recorded in mapbase for the details provided. Please provide Address_PFI	
E	Can not determine parcel pfi - more than one parcel found for parcel identifiers	Vicmap has two different parcel records with the plan and lot number provided in the M1.	
E	Can not determine parcel pfi, lot not found	Invalid/missing lot information provided in Lot column.	Plan exists, but the lot provided does not.
E	Can not determine parcel pfi, plan not found	Invalid/missing plan information provided in Plan column.	Plan has not been received by maintainer or plan number has been entered incorrectly.
E	Can not determine parcel_pfi, lot number required	Missing Lot Number for associated provided Plan.	
E	Can not determine property pfi - more than one property found for parcel identifiers	More than one property found for parcel identifiers.	Property pfi needs to be provided.
A	Can not load multi-assessment record, propnum field is not populated	Propnum is required to load a multi assessment	
A	Can not load multi-assessments with the same propnum	Unique Propnum required to load multi assessments.	
E	Can not load multiple secondary addresses with the same house number	Secondary address contains identical house address attributes as an existing secondary address.	If details provided are correct the existing secondary address should be retired or have its house number changed.
E	Can not null propnum on a multi assessment	Propnum can not be nulled on a multi assessment, Retire record instead.	
Z	Can not remove address, primary flag has not been populated	Primary flag is mandatory for edit code Z.	
Z	Can not determine address to zap	This generally means that the address provided does not match the one in Vicmap and is also used if the address provided does not exist.	Most sources of errors are from incorrect house numbers/primary flag.
E	Conflicting address	Records that identify the same property but the provided address details are different.	
E	Conflicting address for this property	Two or more records with the same propnum but with different addresses.	
E	Conflicting crefno	Records that identify the same parcel but the provided crefnos are all different.	
-	Conflicting Details	Multiple records have various fields conflicting with each other.	

E	Conflicting Primary address	This message occurs when processing spatial addresses for multiple records with the same propnum with primary flag populated with 'Y'.	Only one record can be primary.
E	Conflicting propnum	Records that identify the same property but the provided propnums are all different.	
E	Conflicting propnum and address	Records that identify the same property but the provided propnums and address are all different.	
E	Conflicting propnum and crefno	Records that identify the same property/parcel but have different propnums and crefnos.	
-	Duplicate record - row not required	The record has appeared elsewhere in the submitted M1	
-	Edit Code required	Details entered for change but no Edit Type has been provided.	
E	House number required to load this address	This message occurs when processing spatial addresses where distance related flag is 'Y' and no house number has been provided.	
-	House number required when unit details have been provided	If Unit details have been entered House Number 1 for associated address must be provided.	
E	Insufficient Identifiers	A valid Vicmap LAT Link has not been provided for the edit type.	
E, S	Invalid details provided in M1. HSA_FLAG must be set to 'N' if HSA_UNIT_ID is null.	Please check fields HSA_FLAG, HSA_UNIT_ID. You must populate HSA_UNIT_ID or remove contents from HSA_FLAG field	
E, S	Invalid details provided in M1. HSA_FLAG must be set to 'Y' if HSA_UNIT_ID is populated.	Please check fields HSA_FLAG, HSA_UNIT_ID. You must populate HSA_FLAG or remove contents from HSA_UNIT_ID field	
E, S	Invalid details provided in M1. Please correct fields HSA_UNIT_ID, BLG_UNIT_ID_1.	Please check fields HSA_FLAG, HSA_UNIT_ID. Invalid details provided.	
E, S	Invalid value for floor_type	Details entered not valid for field type. Refer to reference tables for allowable values.	
E, S	Invalid value for street type	Details entered not valid for field type. Refer to reference tables for allowable values.	
E, S	Invalid value for sub_unit_type	Details entered not valid for field type. Refer to reference tables for allowable values.	
E	Lot Superseded	Lot previously existed in Vicmap but has since been retired by new stage/version or new plan number.	
E, S	Outside property flag required to load this address	Need to populate outside property flag, this is mandatory for spatial addressing.	
E, P	Parcel and property PFI do not link	Details entered conflict for parcel and property.	
E, P	Parcel has not been specified, cannot determine to which Parcel Crefno should be loaded	Relevant Vicmap LAT Link has not been populated to load record – parcel_pfi	
A	Parcel is part of a multi parcel property. Please remove all parcel identifiers to add to whole property	Remove all parcel identifiers as well as crefno to add to whole property. (If the crefno field has been populated and does not exist in Vicmap a separate record needs to be provided to load the crefno). If council does not wish to add to whole property the record needs to be demerged.	Property pfi will be populated if none has been provided, this will act as the identifier once they remove all parcel details.

E	Parcel PFI not found	The provided parcel pfi does not exist. Some errors occur due to the pfi being in the wrong column. E.g. the property pfi placed in parcel pfi.	
E	Parcel PFI superseded	Parcel pfi has been retired. Please provide new Vicmap LAT link.	
	Plan is currently on hold awaiting Approval. When plan is processed these records will be loaded.	No further action required by LGA. Details will be entered once plan is approved.	
E	Plan is currently on hold awaiting digital information from Surveyor. When plan is processed these records will be loaded.	Records are attached to a hard copy plan and once the plan is processed the records will be loaded.	
E	Plan recently arrived at Logica - awaiting input before this record can be processed	No further action required by LGA. Details will be entered once the plan is processed.	
E	Plan Superseded	Plan has been removed from the map base and replaced with a new plan.	
A	Please check primary flag - can not load secondary address without a primary address for this propnum	A secondary address can not be loaded without a valid primary address. Primary address must have house number populated for secondary address to load.	
-	Please remove approved property pfi, you only need to load the propnum on the proposed property to bring the proposal to the approved layer.	Approved property pfi given for property details to be loaded on proposed property.	Majority of issues can be resolved by just removing the property pfi and providing the parcel pfi.
E, Z	Primary flag required	Primary Flag not populated for record.	
R	Property is not a multi-assessment, invalid use of edit code R	Identified property is not a multi assessment, unable to use R edit code.	
E	Property pfi does not exist in this LGA	Property pfi not recorded in mapbase against the LGA for the details provided	
E	Property PFI not found	Property_pfi not recorded in mapbase for the details provided	
E	Property PFI Superseded	Property pfi has been retired. Please provide new Vicmap LAT link.	
-	Property PFI Superseded by an R record from this M1	Property pfi provided was retired by an R record and the same property pfi was used again as an edit code E.	
A	Propnum is already loaded on this multi-assessment	A property record already exists in the Multi assessment with the property number contained in the record.	
E	Provided co-ordinates do not fall inside a property with this propnum	Coordinates indicate the address does not fall within property polygon and the outside polygon flag is set to N	Coordinates need to be rechecked or the outside property flag needs to be set to 'Y'.
E	Street address required for this edit code	No street address details have been included in the record	Use edit code P if no street address details are available for the record.
E	Street name locality combination not found in Vicmap Property, please verify: OLD COACH/ROAD//WALHALLA	Please verify street name locality combination as supplied combination currently doesn't exist in mapbase.	If details are correct populate NEW_ROAD field with Y
E	Street Name required	No Street Name details have been included in the record	Use edit code P if no street name details are available for the record.
E	This is a parcel in a road and does not have a property - cannot load propnum details	Trying to load property details on a road parcel. This is not allowed.	Will need to submit a spatial (M2) CR through NES
E	This is the base property pfi please	Base property pfi provided instead	Generally occurs when council

	provide primary property pfi	of primary property pfi.	are trying to demerge.
E	This parcel contains a secondary address and thus cannot be demerged. The secondary address must be zapped first.	Need to remove all secondary addresses before demerging.	

M1 Support and Assistance

DSE - Information Services Branch provides support for the M1 via the Vicmap Helpdesk. Your query or request for assistance may be forwarded on to the relevant subject matter expert as required.

For requests for support and assistance please contact:

Vicmap Helpdesk

Email: vicmap.help@dse.vic.gov.au

Post: Level 1/ 402 Mair Street
Ballarat, VIC, 3350

The Vicmap Helpdesk is staffed weekdays from 9:00am -4:00pm.

Appendix 1 – NES M1 Form Load Process Guidelines

