

# Vicmap Property & Address Maintenance

M1 Version 12 Documentation  
September 2023





# Contents

<b>What is an M1?</b>	<b>1</b>
<b>Version Control</b>	<b>1</b>
<b>What is new since the last version?</b>	<b>1</b>
<b>M1 Fields</b>	<b>2</b>
Administrative Section	2
Vicmap LAT Link	2
Property Details	3
Address – Building Sub Unit	3
Address – Floor	4
Address – Property Name & Locator	4
Address – House No.	5
Address – Access Type	5
Address – Road and Locality Information	6
Address – Location	6
Edit Type	7
<b>M1 Edit Codes</b>	<b>8</b>
Edit Code ‘B’	8
Edit Code ‘C’	8
Edit Code ‘E’	8
Edit Code ‘P’	8
Edit Code ‘S’	8
Edit Code ‘Z’	8
Edit Code ‘A’	8
Edit Code ‘R’	8
<b>Identifying M1 Submissions</b>	<b>9</b>
<b>Lodging M1 Form</b>	<b>10</b>
Vicmap Editing Service (VES)	10
Streamlined Planning through Electronic Applications and Referrals (SPEAR)	12
M1 Load Report	13
<b>Some common load report messages</b>	<b>14</b>
<b>Viewing Vicmap data</b>	<b>17</b>
<b>Worked Examples</b>	<b>18</b>
New Subdivision – Property & Address Details	19
New Subdivision – Addresses only (eg, SPEAR)	20
New Subdivision – Update propnum (to change property from proposed to approved)	21
Update property details	22

Update multi-parcel property _____	23
Update crefno (parcel number) _____	24
Update property details for multi-lot _____	25
Update address details _____	26
Update distance-based address (aspatial only) _____	27
Move a distance-based address _____	28
Move an urban address (non distance-based) _____	29
Move an urban address (multi-assessment) _____	30
Create a secondary address _____	31
Remove a secondary address _____	32
Create outside-property address _____	33
Update an address linked to a multi-assessment _____	34
Transfer parcel to create new property (without distance-based addresses) _____	35
Transfer parcel to create new property – rural _____	36
Transfer parcel from one property to another _____	37
Merge urban properties _____	38
Merge rural properties with distance-based addresses _____	39
Add multi-assessment _____	40
Update multi-assessment property _____	41
Retire a multi-assessment _____	42
Change multi-assessment extent (add or remove a parcel to the extent) _____	43
Hotel style addressing _____	43
Hotel style addressing, cont. _____	45
Create a water/island address _____	46
Create a base property _____	47
Remove an entire base property _____	48
Retire a property from a base property _____	49
<b>Complex addresses</b> _____	<b>50</b>
<b>Frequently asked questions</b> _____	<b>51</b>

## What is an M1?

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 LGAs and consistent loading of data through an automated process. 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 the each of the edit codes.).

There have been several iterations of the M1 form, and the current version is V12. This is the only version that will be accepted.

## 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:

<https://www.land.vic.gov.au/maps-and-spatial/data-services/vicmap-helpdesk/m1-process>

## What is new since the last version?

- GDA2020 was introduced in 2022, so now there is the choice to use either GDA94 or GDA2020 coordinates in your M1.
- The M1 validator was introduced in 2019, which allows your M1 to be validated within VES itself, using the same rules applied by the external maintainer.
- VES has now replaced NES, the web based portal that is used to submit M1s.

## M1 advice

If you need any M1 advice, we always recommend contacting the Vicmap helpdesk: **[Vicmap.help@delwp.vic.gov.au](mailto:Vicmap.help@delwp.vic.gov.au)**

## M1 Fields

The M1 contains several fields that are explained further below. These fields are divided into different sections.

### Administrative Section

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

*lga\_code* must be populated. Councils 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. Note that the Propnum can also be used in conjunction with the LGA code, if it is unique for that LGA.

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 (Hotel Style Addressing for Multi Level buildings (in conformance with AS/NZS4819:2011))
<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 <b><i>hsa_flag</i></b> 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 than *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 house_number_1.
house_number_1	Identifies the official number of an address in a road.
house_suffix_1	Alpha character following the house_number_1.
house_prefix_2	Alpha character preceding the house_number_2.
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 house_number_2.

## 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. This field is in conformance with AS/NZS4819:2011.

## 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. Note that this field does not necessarily indicate that the road is new, rather that it is a new roadname-locality combination.
<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**

### **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. It can also be used to downgrade a distance-based address to an urban address.

### **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 34<sup>th</sup> 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

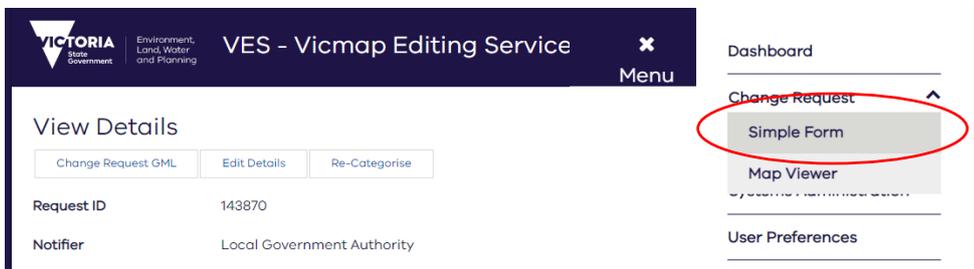
There are two acceptable methods for lodging of property and address details for loading into Vicmap. The established method is loading the M1 spreadsheet via the Vicmap Editing Service (VES). The other method is providing addressing through the Streamlined Planning through Electronic Applications and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

## Vicmap Editing Service (VES)

The Vicmap Editing Service (VES) 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.

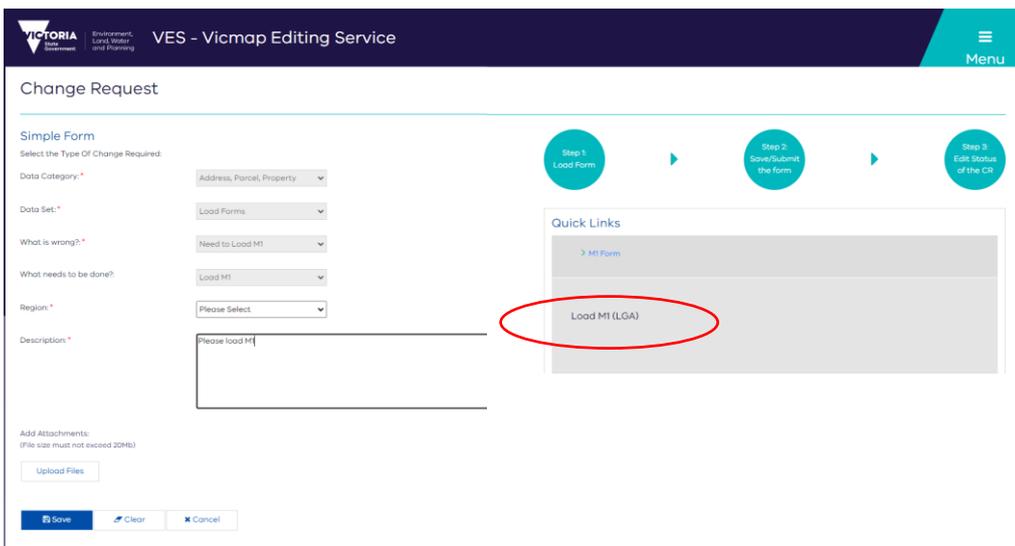
With respect to the maintenance of the property and address information, VES provides an online vehicle for directly providing the data to the Vicmap maintainer. When M1s are forwarded via VES to the maintainer, the following process is to be followed:

### Step 1: Go to Change Request, Simple Form



### Step 2: Select the Type of Change for an M1 Form

Under Quick Links, select “Load M1 (LGA)”. This will automatically populate the boxes under Simple Form.



**Step 3: Add a description** (This description will appear on the Dashboard) e.g. M1 for Aug 2022

**Step 4:** Browse to and select the M1 Form to be loaded.

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

The screenshot shows a form with a 'Description' field containing the text 'Please load M1'. Below the field is an 'Add Attachments' section with a note '(File size must not exceed 20Mb)' and an 'Upload Files' button. At the bottom of the form are three buttons: 'Save', 'Clear', and 'Cancel'. Two blue arrows with text point to the 'Description' field and the 'Upload Files' button respectively.

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

**Step 5: Press Save.** A new CR will be created and automatically submitted.

CR will Appear on Dashboard with Status *Submitted*. It should contain the attachment

 Symbol indicating a file is attached.

Priority	Actionable Indicator	Change Request ID	Description	Notifier	Status
3	A	150725	M1 Swan Hill Rural City Council 10/08/2022	Local Government Authority	Submitted

Status	Date Last Modified	Type of Change	Attachment Indicator	View Details
Submitted	10/08/2022 15:27	Need to Load M1		

## Streamlined Planning through Electronic Applications and Referrals (SPEAR)

Planning and subdivision applications can 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 VES. A VES Change Request Number is returned and stored in SPEAR. This is the preferred method for providing street address allocations for new subdivision lots to Land Use 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](http://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.
- 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 VES. Upon confirmation of authentication and lodgement with VES, the VES 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 Types 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		<a href="#">duplicate</a>	<a href="#">delete</a>
	2	<input type="checkbox"/>	13		Station	Street		Hawthorn		<a href="#">duplicate</a>	<a href="#">delete</a>

[add new address](#)

Comments to be sent to Information Services Branch (ISB)

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

## M1 Load Report

All M1 forms are now validated by the M1 validator, which was introduced to VES in 2019. A secondary check is still done by the Vicmap LAT maintainer. In both cases, any non-conforming records will not be loaded. These records will be returned in two separate Load Reports (attached to the original Change Request – see example below) with a comment explaining why they weren't loaded. Some common load report messages are explained in the next section of this document.

The unresolved records will require correction and resupply. The corrected records should be added to your next M1 submission.

**List of Attachments**

#579\_M1\_Cardinia\_2023-06-20\_Pozi-Connect-2-10-0.xlsx 18KB Remove Download

20230619\_223936795\_#579\_M1\_Cardinia\_2023-06-20\_Pozi-Connect-2-10-0\_report.csv 18KB Remove Download

20230619\_223936795\_#579\_M1\_Cardinia\_2023-06-20\_Pozi-Connect-2-10-0\_report\_passed.csv 14KB Remove Download

20230619\_223936795\_#579\_M1\_Cardinia\_2023-06-20\_Pozi-Connect-2-10-0\_report\_failed.csv 3KB Remove Download

20230619\_223936795\_#579\_M1\_Cardinia\_2023-06-20\_Pozi-Connect-2-10-0\_report\_passed\_load\_report.csv 4KB Remove Download

Upload Files

(File size must not exceed 20mb)

---

**Comments**

**Most recent comment**

This M1 has now been processed. 79 records submitted 75 records loaded 4 records to be resolved Thanks

Date Created: 21/06/2023 13:33

Written by: jloper2

Jacobs

*The Load Report Files are 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. Note that this number only includes records that were successfully passed by the validator.*

### What is the validating process?

Once the user submits the M1, the status will change to “Validating” after about a minute, as the M1 is being checked by the M1 validator. This will take about 15 minutes.

On completion of the validating process, three files will be attached to the CR.

1. Successful records will be added to a new modified M1 - (Date\_Time\_FileName\_report\_passed.csv).

This file contains all the clean records and will be processed by the Vicmap contractor.

2. Failed records will be added to a file (Date\_Time\_FileName\_report\_failed.csv).

This file contains all the failed records. **You should review the records in this file and make whatever corrections are required and then resubmit these records in your next M1.**

3. There will also be a report attached (Date\_Time\_FileName\_report.csv).

This file contains all records validated, both passed and failed.

VES will automatically set the status of the CR to ‘Sent to VLAT Maintainer’, giving it to the Vicmap maintainer to update Vicmap. The maintainer will continue to attach a load report (Date\_Time\_FileName\_report\_passed\_load\_report.csv) containing any issues that they have identified and any that the M1 validator may have missed. Once this is complete, the CR will be set to ‘Change Accepted’. **You will also need to review this load report and resubmit any records in your next M1.**

## Some common load report messages

Once your M1 has been processed, you will receive a load report with any records that didn't load. These records will have an explanation as to why they have failed. Some of the more complex load report messages are explained further in this section.

### Message: Cannot Determine Property Pfi > 1 Property Found For Parcel Identifier

This means there was more than one property linked to the parcel identifier you provided.

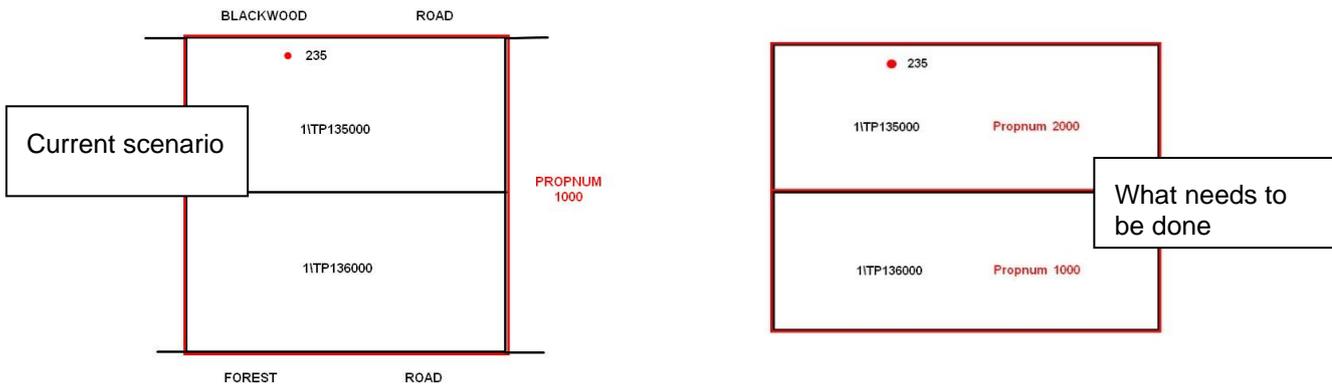
**Solution:** You need to determine the correct identifier to use. If you are going to use the parcel identifier (either SPI, Lot & Plan Number, parcel pfi), the following rules apply. If:

- 1 parcel is linked to 1 property ..... parcel identifier can be used.
- 1 parcel is linked to 1 property but is < 1 property spatially .... parcel identifier can be used.
- 1 parcel linked to 2 or more properties ..... **cannot** use the parcel identifier.

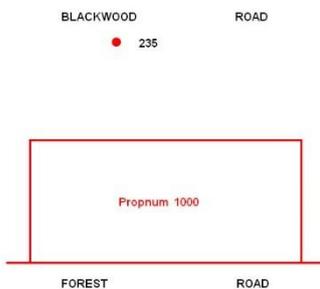
These rules apply to both approved and proposed properties and when there is a mixture of both linked to the parcel.

### Message: Original Rural Address Would Fall Outside Property

This message usually occurs when you are trying to split/transfer a parcel. In the example below, propnum 2000 is going to be split to become properties 1000 and 2000.



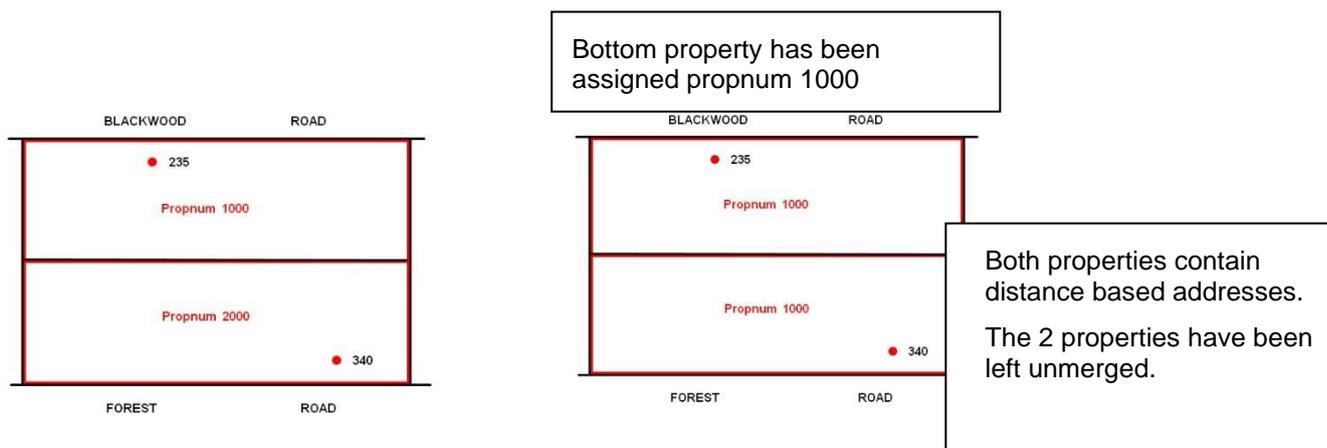
If we were to use the parcel identifier to make the transfer, the address point linked to propnum 1000 will now be outside the property



**Solution:** There are 3 ways to solve this problem, but each method requires at least 2 steps to solve.

- Change the propnum from 1000 to 2000 first and then transfer out the parcel identifier 1\TP136000
- Move the address point 235 Blackwood Road off parcel 1\TP135000 first, then transfer out 1\TP135000
- Change the distance based address to an urban address (use Z) and then transfer out using 1\TP135000 (recommended)

**Message: Cannot merge properties where there exists 2 or more primary distance-based addresses.**



**Solution:**

- What would normally happen is one of these addresses will become a secondary address.
- The address that will become a secondary address is converted to an urban address.
- To convert a distance based address to an urban address, use edit code 'Z'.
- Once the 'Z' code has been applied, the two properties will merge since one property is linked to a distance based address and the other property is now linked to an urban address.
- Then re-create this address as a secondary address remembering that coordinates must be supplied and is\_primary = 'N'.

**Message: Property Identifier has no matches**

**Solution:** Cannot find prop\_pfi in the data, or could be using the wrong pfi (such as view\_pfi). Check in the raw Vicmap data to determine the correct identifier.

Also, Pozi Connect often uses propnums (in combination with the LGA code) as the main identifier, however the M1 validator does not accept this. The prop\_pfi will need to be used instead.

**Message: M1 Road-Locality combination does not exist and not a new road**

This message can be slightly misleading as it doesn't necessarily apply only to new roads. The three most common times it can happen are:

- Adding an address to a new road
- Adding an address for the first time to a road that has existed for a while
- Error in the roadname spelling

It means that this particular combination of road name and locality does not currently exist in Vicmap data, so that Road Locality Combination needs to be added.

Solution: Correct Roadname and/or Locality or add "Y" to New\_Road Field

**Message: Complex Address managed by Complex site Manager cannot be altered**

Basically, a complex address is a property that has a single-entry point and a single address in Vicmap, but has numerous buildings and dwellings (complexes) within the site. Usually a lot of work has been put in to unstack addresses so that they sit in the right locations, or face the correct road. Any addresses with the complex flag set cannot be updated by an LGA. It must be done through the Vicmap Helpdesk.

**Solution:** create the M1 in the usual way. Email to [Vicmap.Help@delwp.vic.gov.au](mailto:Vicmap.Help@delwp.vic.gov.au). Request that it be loaded by the helpdesk.

**Message: Parcel has no property link M2 required for fix**

Occasionally a parcel does not have an associated property, in which case one will need to be created.

**Solution:** Use the following workflow in VES to create a new property and assign property/address details to it:

Address, Parcel, Property -> Property -> Missing a property -> Add

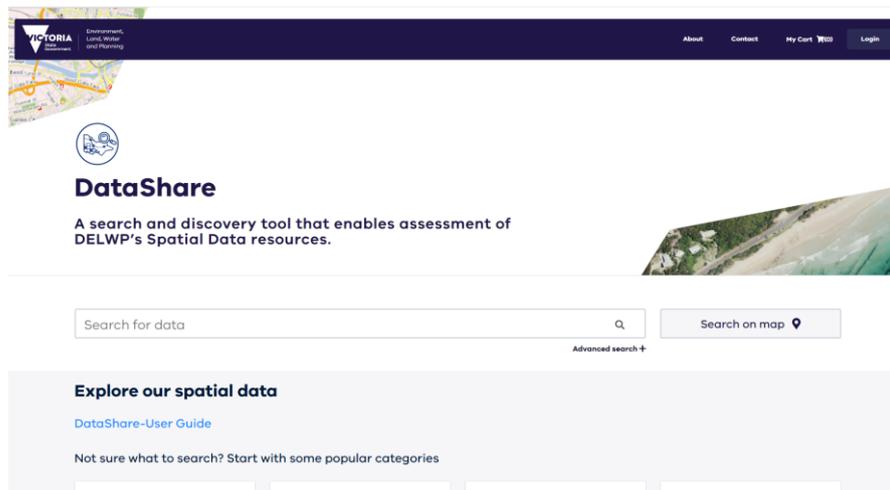
## Viewing Vicmap data

To fill out the M1 form correctly, it is important to be able to access Vicmap data from the source. Two ways to access Vicmap data are explained below.

### Datashare

Order and download data from Datashare. This can be then viewed/analysed in GIS software such as Arcgis, ArcOnline, QGIS, Mapinfo, etc

<https://datashare.maps.vic.gov.au/>

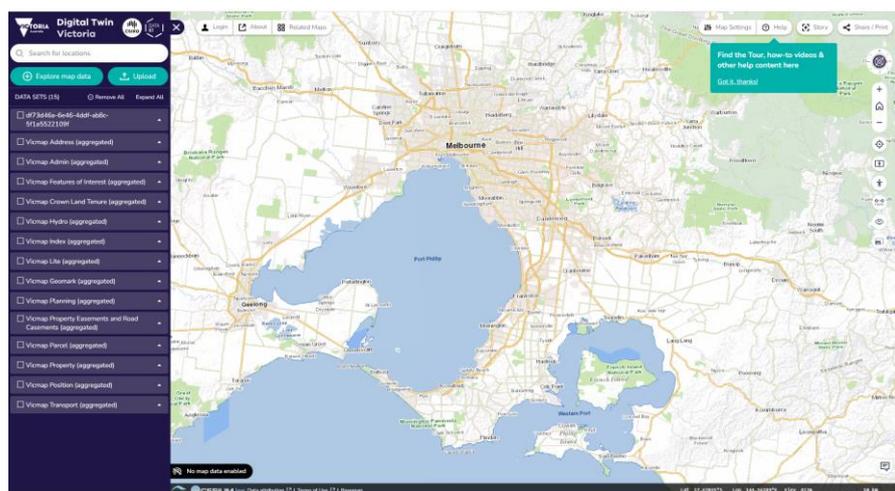


### Vicmap as a Service (VaaS)

Use Vicmap as a Service to view data without downloading it.

<https://www.land.vic.gov.au/maps-and-spatial/data-services/vicmap-as-a-service>

Scroll down to Explore Data, and click on DTV Platform



You can search for a property using an address, then you can turn on various layers including Vicmap Property, Vicmap Address, etc, and view raw Vicmap data. This will be very useful for obtaining information such as address\_pfi (add\_pfi), property\_pfi (prop\_pfi), propnum, address, etc, which are crucial to filling out the M1 correctly.

# 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. Only the relevant M1 fields are shown. The others are hidden. Do not delete M1 fields otherwise it will not load. 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

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.

Administrative		Vicmap LAT Link			Property Details		Address - Road and Locality information		Edit Type				
LGA Unique Identifier	New Subdivision (Y or N)	Unique Identifiers			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_PF	parcel_PF	address_PF	plan_number	lot_number	propnum	se_number	new_road	road_name	road_type	locality_name	edit_code
375	Y				PS539595	84		3	Y	LARSON AVENUE	TARNETT		S
375	Y				PS539595	85		5	Y	LARSON AVENUE	TARNETT		S
375	Y				PS539595	89		8	Y	LARSON AVENUE	TARNETT		S
375	Y				PS539595	90		6	Y	LARSON AVENUE	TARNETT		S

Note/ tip to assist in completing M1 Form correctly

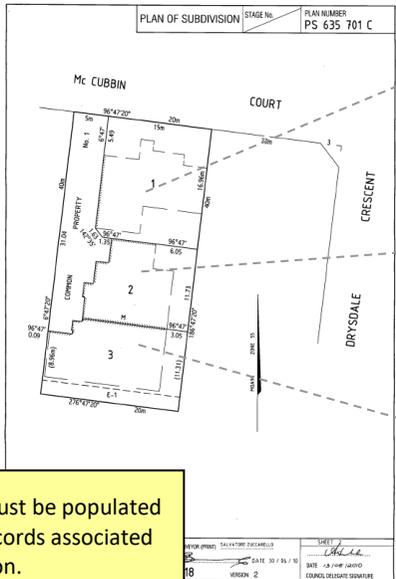
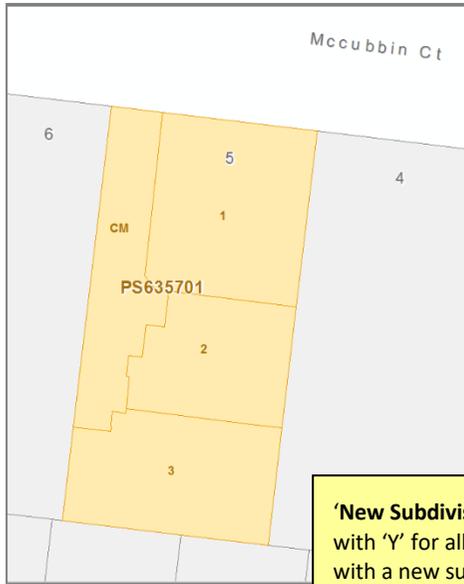
Completed M1 Form for scenario

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

**Note** that these are usually done through SPEAR but it is still useful to know how to do it.



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

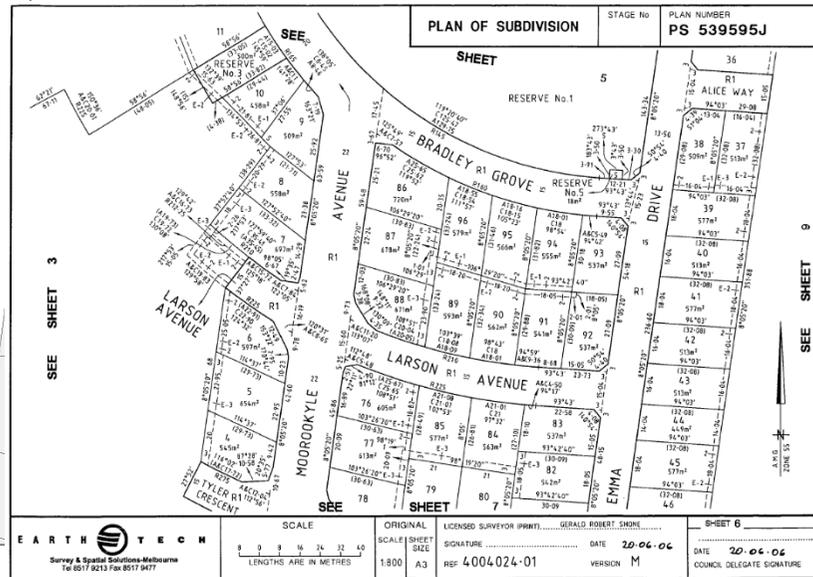
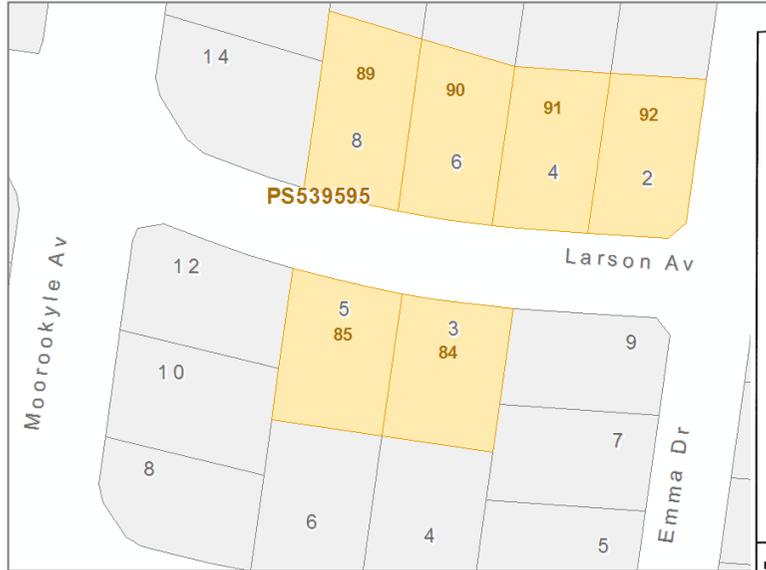
'New Subdivision' must be populated with 'Y' for all M1 records associated with a new subdivision.

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

Administrative		View & LAT Link		Property Details			- Buildings - House and 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
lga_code	new_sub	plan_number	lot_number	base_propnum	propnum	crefno	g_unit_id	house_number	new_road	road_name	road_type	locality_name	edit_code
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)

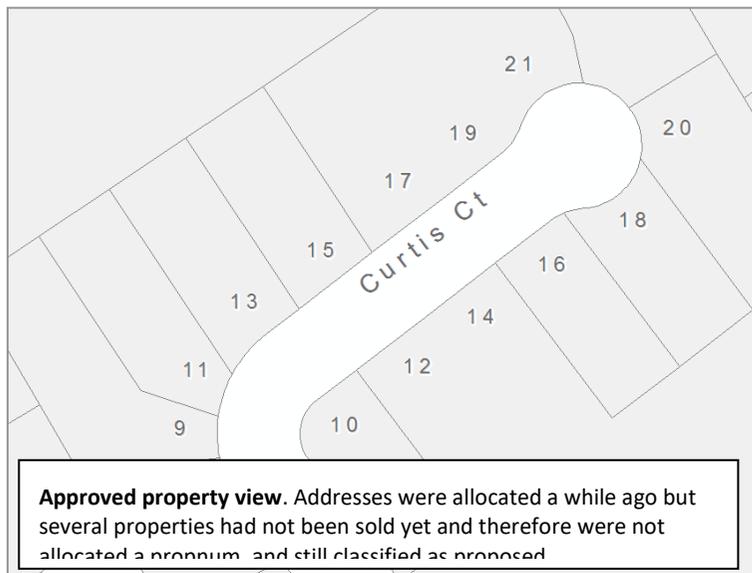


**Scenario:** A new subdivision has been approved and the addresses are being provided by the council through the SPEAR process. Propnums will be provided later.

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									
<i>lga_code</i>	<i>new_sub</i>	<i>property_PFI</i>	<i>parcel_PFI</i>	<i>address_PFI</i>	<i>plan_number</i>	<i>numb</i>	<i>propnum</i>	<i>se_numba</i>	<i>new_road</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
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)

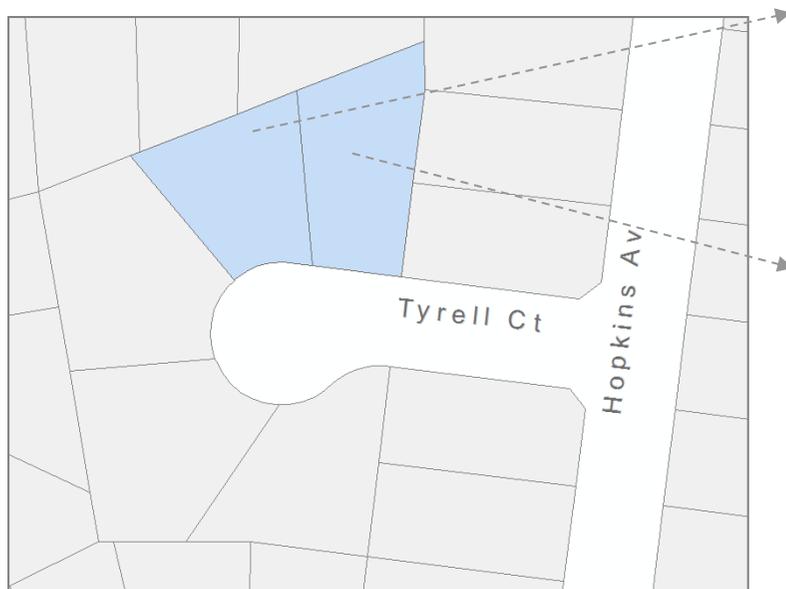


**Scenario:** When the subdivision PS625385 was approved, only the addresses were originally supplied. These blocks have now been sold and the council wishes to provide a propnum for these new properties.

Vicmap LAT Link					Property Details		House - 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									B / C / E / P / S / Z / A / R
<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>house_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	1258625
PA_PFI	<del>1258625</del> 101295
PROPNUM	101294
PROP_PFI	1258627
PA_PFI	1258627
PROPNUM	<del>101302</del> 101303

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

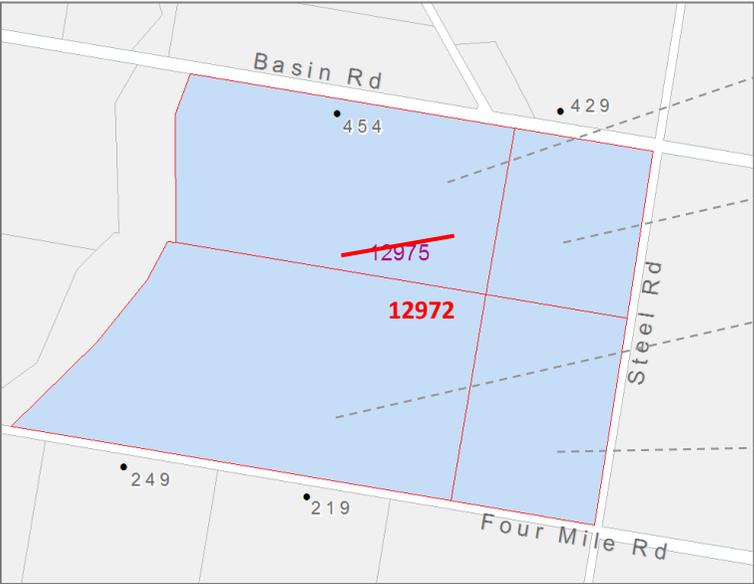
Vicmap LAT Link			Property Details			Address - Road and Locality information				Edit Type
Unique Identifiers			New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address								
<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>
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 multi-parcel property



PROP_PFI	5344245
PA_PFI	45322407
PROP_PFI	5344245
PA_PFI	45322410
PROP_PFI	5344245
PA_PFI	45322928
PROP_PFI	5344245
PA_PFI	45322931

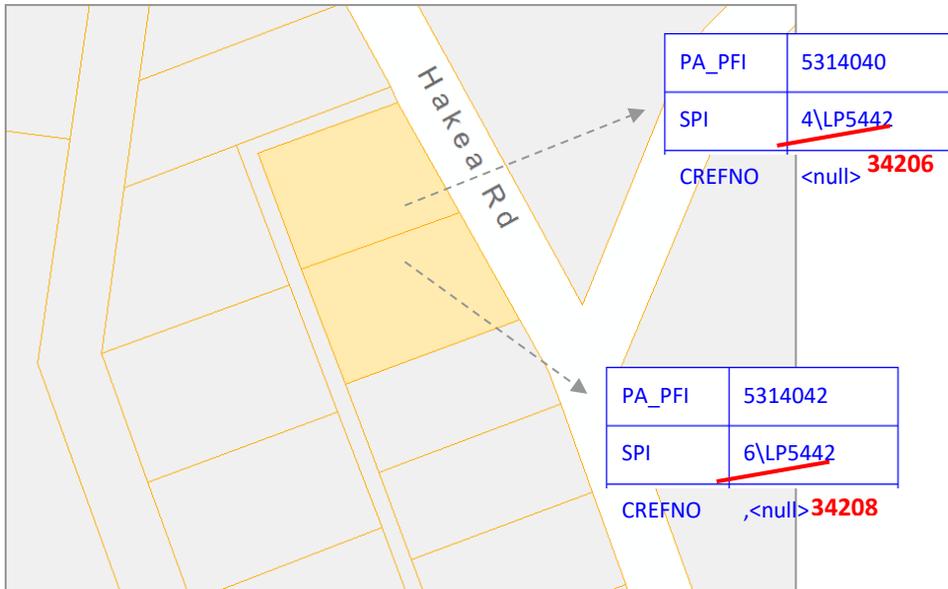
**Scenario:**

- The property shown in blue consists of four parcels.
- The propnum is incorrect and needs to be changed to 12972.
- The address will stay the same.

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
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>
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 crefno (parcel number)



**Scenario:** The two highlighted parcels currently have null crefnos and need to have correct ones loaded.

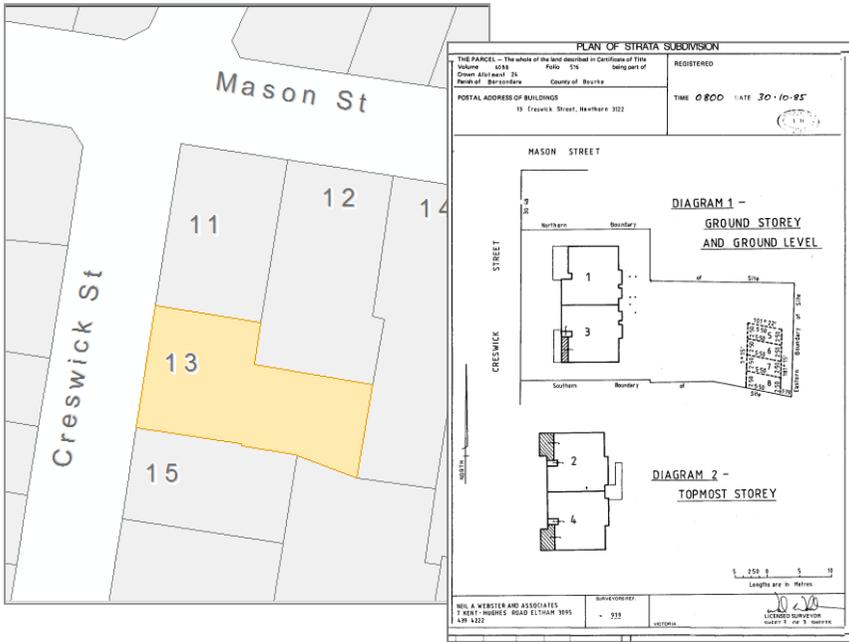
Vicmap LAT Link						Property Details		Address - Road and Locality information				Edit Type
Unique Identifiers			Standard Parcel Identifier	Plan No.	Lot No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address										
<i>property_PFI</i>	<i>parcel_PFI</i>	<i>address_PFI</i>	<i>spi</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>
	5314040						34306					C
	5314042						34308					C
				LP5442	4		34306					C
				LP5442	6		34308					C

OPTION 1

OPTION 2

- Use parcel\_pfi (option 1) or SPI or lot/plan (option 2) to identify the parcel. Provide crefno and use edit code 'C'.
- If the parcel has a crown description, use parcel\_pfi or a valid SPI.
- The crefno can also be nulled simply by leaving it blank and using the 'C' edit code.
- The propnum will NOT get updated when using edit code C.

# 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

### Scenario:

- The parcel shaded orange is a multi-level strata subdivision.
- 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.

## 24 RATES BASE

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

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.	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_number	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 and need to be amended.

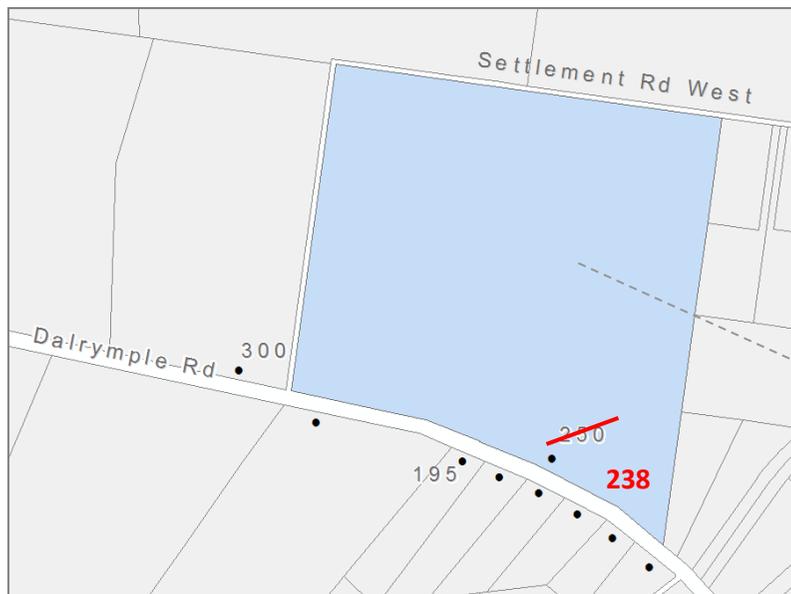
Vicmap LAT Link			Property Details		Address - House - Road - Locality information					Edit Type
Unique Identifiers			New/Existing Property No.	New/Existing Parcel No.	House No. 1	New Road (Y or N)	Road Name	Road Type	Locality	Edit Code B/C/E/P/S/Z/A/R
Property	Parcel	Address								
<i>property_PFI</i>	<i>parcel_PFI</i>	<i>address_PFI</i>	<i>propnum</i>	<i>crefno</i>	<i>use_number</i>	<i>new_road</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
		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).

## Update distance-based address (aspatial only)



**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

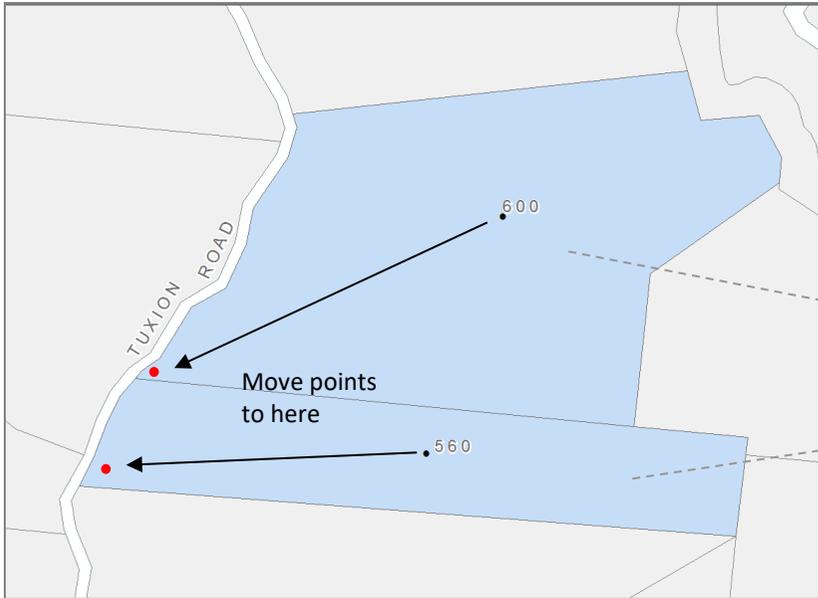
Vicmap LAT Link			Property Details		Address - House	Address - Road and Locality information				Edit Type
Unique Identifiers			New/Existing Property No.	New/Existing Parcel No.	House No. 1	New Road (Y or N)	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address								
<i>property_PFI</i>	<i>parcel_PFI</i>	<i>address_PFI</i>	<i>propnum</i>	<i>crefno</i>	<i>use_number</i>	<i>new_road</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
		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 a distance-based address



**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 - 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 (Y or N)	Property Access Point Details				Edit Code B/C/E/P/S/Z A/R
Property	Address								Co-ordinates		Datum/Projection	O/S_Property (Y or N)	
property_PFI	address_PFI	propnum	house_number	road_name	road_type	locality_name	distance_related	is_primary	easting	northing	datum/proj	side_property	edit_code
	53797950		600	TUXION	ROAD	APOLLO BAY	Y	Y	334859	5801377	GDA2020 Z55	N	S
	53171758		560	TUXION	ROAD	APOLLO BAY	Y	Y	334859	5801377	GDA2020 Z55	N	S
45515124			600	TUXION	ROAD	APOLLO BAY	Y	Y	334859	5801377	EPSG:7855	N	S
45515127			560	TUXION	ROAD	APOLLO BAY	Y	Y	334859	5801377	EPSG:7855	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.
- **Now that GDA2020 is the preferred datum, the datum/projection field must specify this. For example, you may write "GDA2020 Z55". You can also use the EPSG code. GDA94 coordinates are still accepted but must be specified.**

## Move an urban address (non distance-based)



**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	15000902

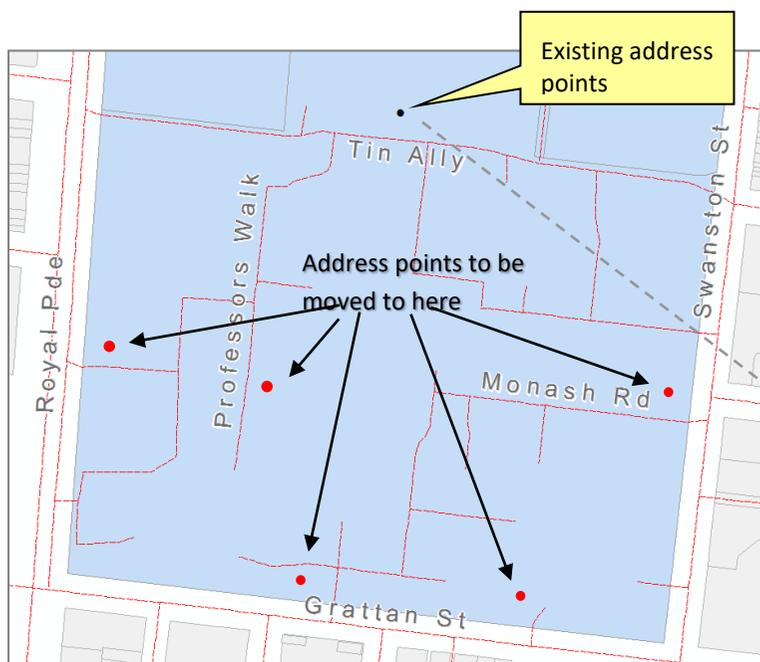
Vicmap LAT Link		Property Detail	Address - House No					Address - Road and Locality information					Address - Location				Edit Type
Unique Identifiers		New/Existing Property No.	House No. 1	House No. 2	Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point (Y or N)	Property Access Point Details				Edit Code B / C / E / P / S / Z A / R			
Property	Address									Co-ordinates		Datum/ Projection	O/S_Property (Y or N)				
property_PFI	address_PFI	propnum	se_num	he_num	road_name	road_type	locality_name	distance_related	is_primary	easting	northing	datum/proj	side_prop	edit_code			
	15000902		224	246	CLAYTON	ROAD	CLAYTON	N	Y	334859	5801377	GDA2020 Z55	N	S			
52948376			224	246	CLAYTON	ROAD	CLAYTON	N	Y	334859	5801377	EPSG:7855	N	S			

OPTION 1

OPTION 2

- Use address\_pfi (option 1) or property\_pf (option 2) to 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)



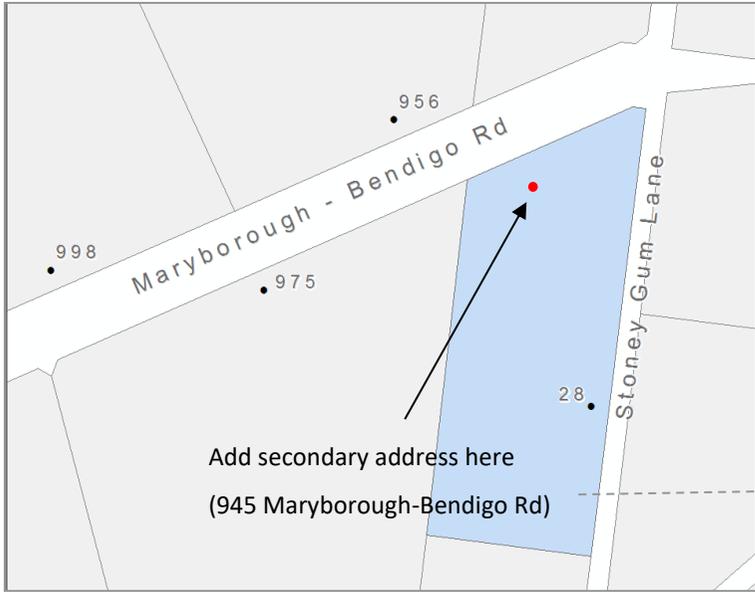
**Scenario:** The highlighted property is a multi-assessment with many properties. Currently all address points are stacked in the centre of the property, but for emergency purpose reasons, the addresses need to be moved to their actual locations to make them easier to find.

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 Det	Address - House No. 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 (Y or N)	Property Access Point Details				Edit Code B / C / E / P / S / Z A / R
Property	Address									Co-ordinates		Datum/Projection	O/S_Property (Y or N)	
property_pfi	address_pfi	propnum	use_number	use_number	road_name	road_type	locality_name	distance_related	is_primary	easting	northing	datum/proj	side_prop	edit_code
	203495376		30		ROYAL	PARADE	PARKVILLE	N	Y	320238	5814664	GDA2020 Z55	N	S
	203495331		220	224	GRATTAN	STREET	PARKVILLE	N	Y	320422	5814441	GDA2020 Z55	N	S
	203495291		158	160	GRATTAN	STREET	PARKVILLE	N	Y	320608	5814416	GDA2020 Z55	N	S
	203495336		271		SWANSTON	STREET	PARKVILLE	N	Y	320747	5814606	EPSG:7855	N	S
	203495301		13		PROFESSORS	WALK	PARKVILLE	N	Y	320385	5814624	EPSG:7855	N	S

- Use address\_pfi to identify the address and populate the Address-Location fields. Property\_pfi can also be used but address\_pfi is recommended.

### Create a secondary address



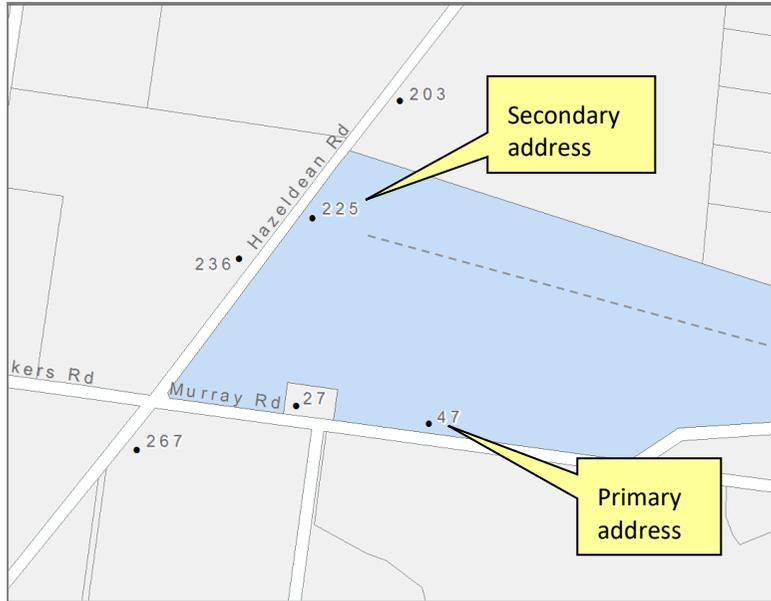
**Scenario:** The highlighted property already has a primary address but the property has a second access along Maryborough-Bendigo Rd.

PROP\_PFI    5128717

Vicmap LAT Link		Property Details	Address - House No. 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 (Y or N)	Property Access Point Details				Edit Code B / C / E / P / S / Z / A / R
Property	Address									Co-ordinates		Datum/Projection	O/S_Property (Y or N)	
property_PFI	address_PFI	propnum	house_number_1	house_number_2	road_name	road_type	locality_name	distance_related	is_primary	easting	northing	datum/proj	side_prop	edit_code
5128717			945		MARYBOROUGH-BENDIGO	ROAD	LOCKWOOD	Y	N	245382	5922505	GDA2020 Z55	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

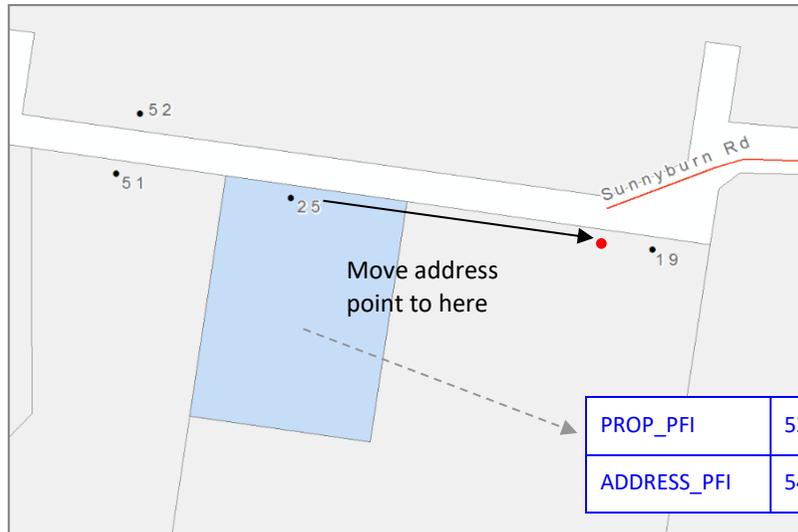
Vicmap LAT Link			Property Details - House Address - Road and Locality information				Address - Location		Edit Type	
Unique Identifiers			New/Existing Property No.	House No. 1	Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address								
<i>property_PFI</i>	<i>parcel_PFI</i>	<i>address_PFI</i>	<i>propnum</i>	<i>house_number</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>distance_related</i>	<i>is_primary</i>	<i>edit_code</i>
		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.

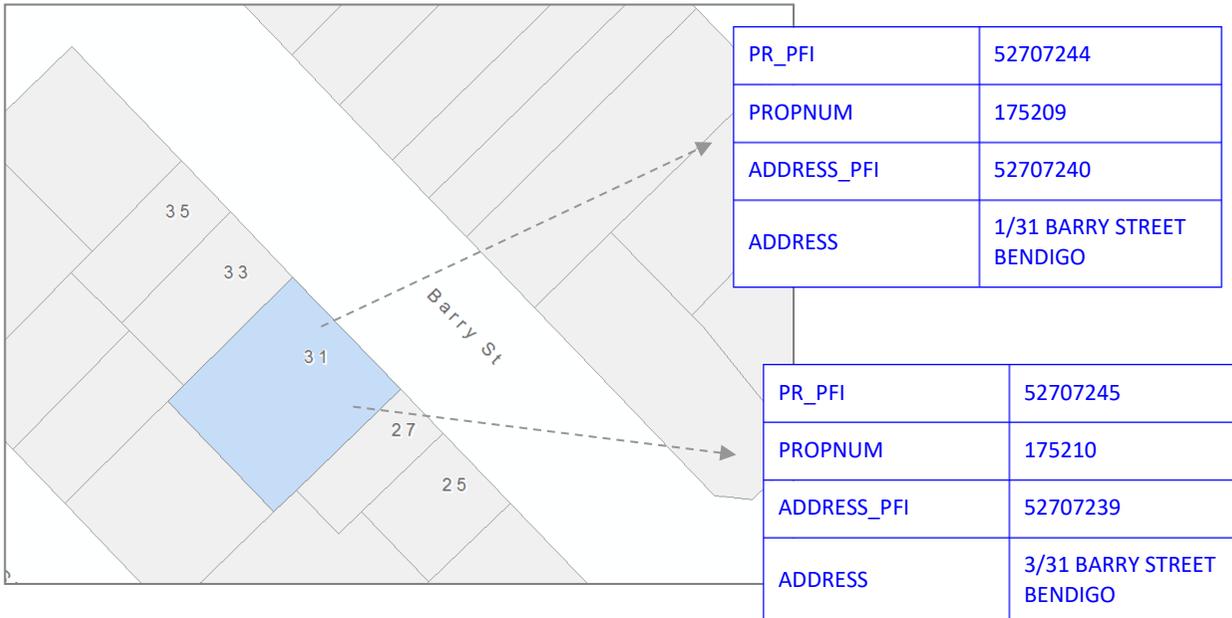
Vicmap LAT Link			Property Details - House		Address - Road and Locality information				Address - Location					Edit Type	
Unique Identifiers			New/Existing Property No.	House No. 1	Road Name	Road Type	Road Suffix	Locality	Distance Related (Y or N)	Primary Property Access Point (Y or N)	Property Access 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)
property_PFI	parcel_PFI	address_PFI	propnum	house_number	road_name	road_type	road_suffix	locality_name	distance_related	primary	easting	northing	datum/proj	side_prop	edit_code
		54639924		25	SUNNYBURN	ROAD		TRAFALGAR	Y	Y	423970	5769839	GDA2020 Z55	Y	S
52973124				25	SUNNYBURN	ROAD		TRAFALGAR	Y	Y	423970	5769839	GDA2020 Z55	Y	S

OPTION 1

OPTION 2

- 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.

## Update 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.

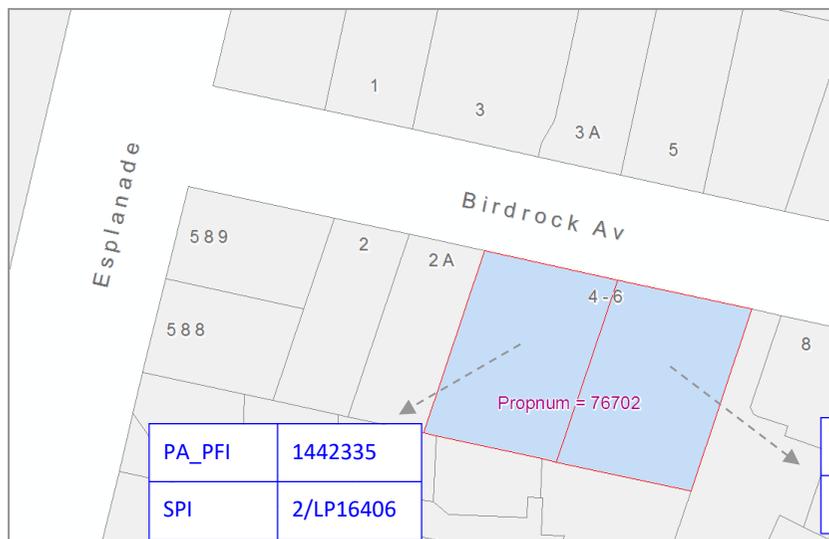
Vicmap LAT Link			Property Details		- Building ess - Hous Address - Road and Locality information					Edit Type
Unique Identifiers			New/Existing Property No.	New/Existing Parcel No.	Building Sub Unit No. 1	House No. 1	Road Name	Road Type	Locality	Edit Code
Property	Parcel	Address	propnum	crefno	lg_unit_id	use_number	road_name	road_type	locality_name	edit_code
property_PFI	parcel_PFI	address_PFI								
		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 (without distance-based addresses)



**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. It is to retain the original propnum.

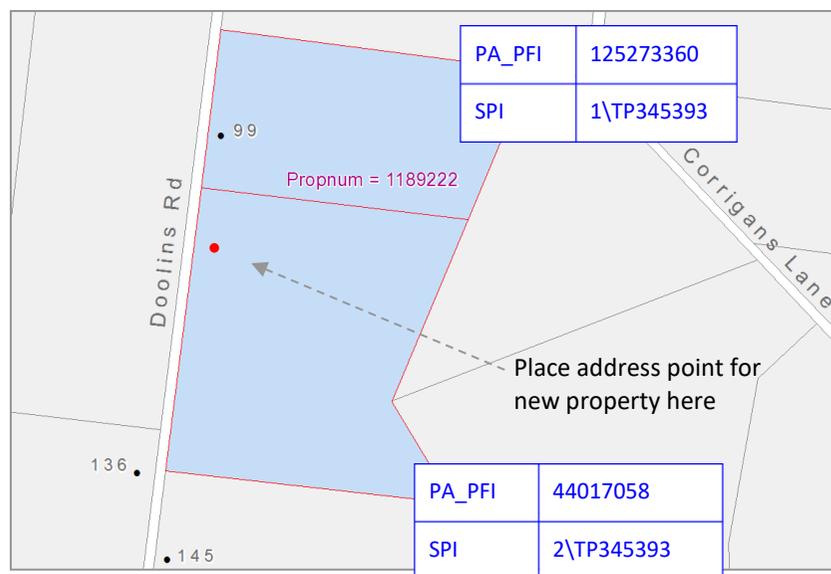
Vicmap LAT Link				Property Details	Address - Road and Locality information				Edit Type	
Unique Identifiers			Plan No.	Lot No.	New/Existing Property No.	House No. 1	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R
Property	Parcel	Address								
<i>property_pfi</i>	<i>parcel_pfi</i>	<i>address_pfi</i>	<i>plan_number</i>	<i>lot_number</i>	<i>propnum</i>	<i>house_number</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
	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.
- If you don't know the propnum/address of the new property being transferred out, use the parcel\_pfi, blank propnum, and edit code P. This will create a blank property using nearest road\_loc to create a blank address

## 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.

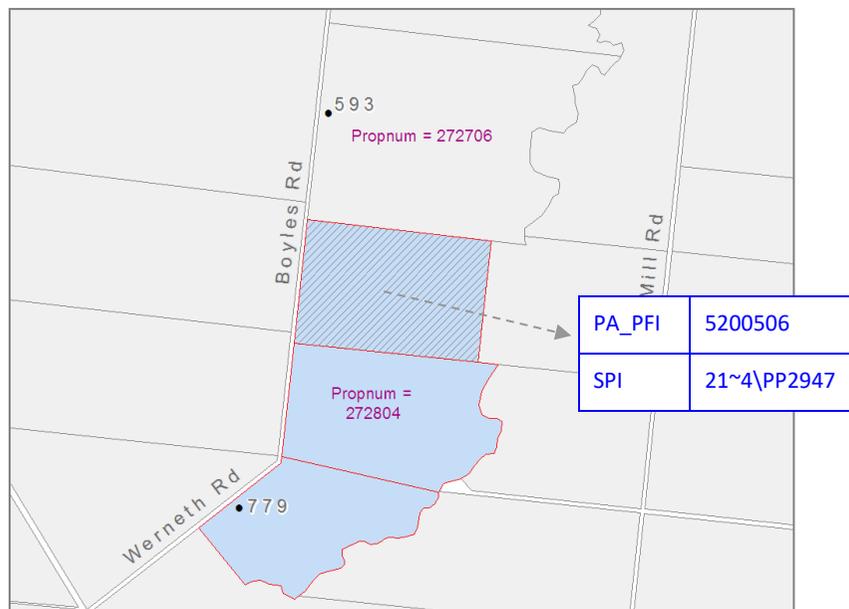
Vicmap LAT Link			Property Details - House	Address - Road and Locality information				Address - Location					Edit Type	
Unique Identifier	Plan No.	Lot No.	New/Existing Property No.	House No. 1	Road Name	Road Type	Locality	Distance Related (Y or N)	Primary Property Access Point (Y or N)	Property Access Point Details			Edit Code	
Parcel										Co-ordinates		Datum/Projection	O/S_Property (Y or N)	B/C/E/P/S/Z/A/R
parcel_pfi	plan_number	lot_number	propnum	house_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 GUMS	Y	Y	311762	5854603	GDA2020 Z55	N	E
	TP345393	3	1168798	109	DOOLINS	ROAD	DARRAWEIT GUMS	Y	Y	311762	5854603	EPSG:7855	N	E

OPTION 1

OPTION 2

- Use parcel\_pfi (option 1) or lot/plan details (option 2) to identify the parcel.
- In this 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 in the parcel being transferred out, it would be moved inside the remaining property and the Distance-Related flag would be changed to 'N'. ??? Would it get rejected?**

## Transfer parcel from one property to another



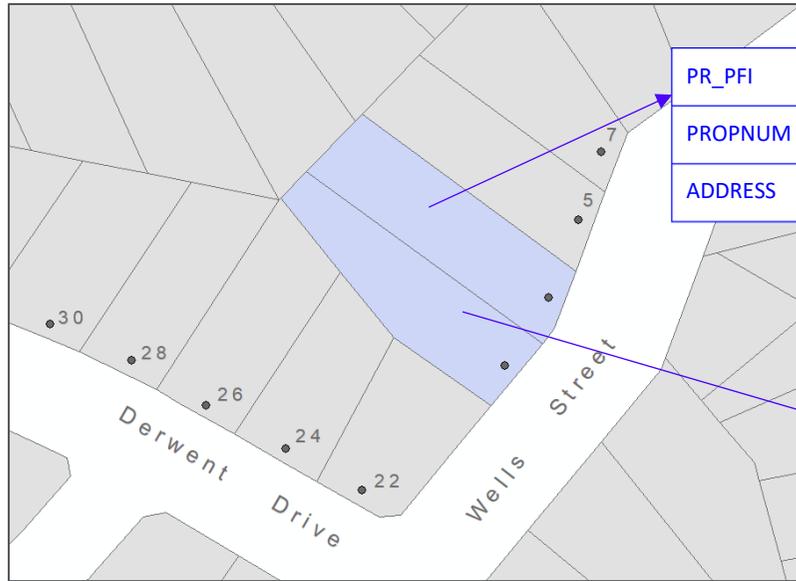
### Scenario:

- 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 - 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>
	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 option that can be used. A valid SPI can also be used.
- If the address point was distance-based and located in the parcel to be transferred out, it would need to be downgraded to an urban address first, using Z edit code.

## Merge urban properties



PR_PFI	455468535
PROPNUM	221060
ADDRESS	3 WELLS ST LONG GULLY

### Scenario:

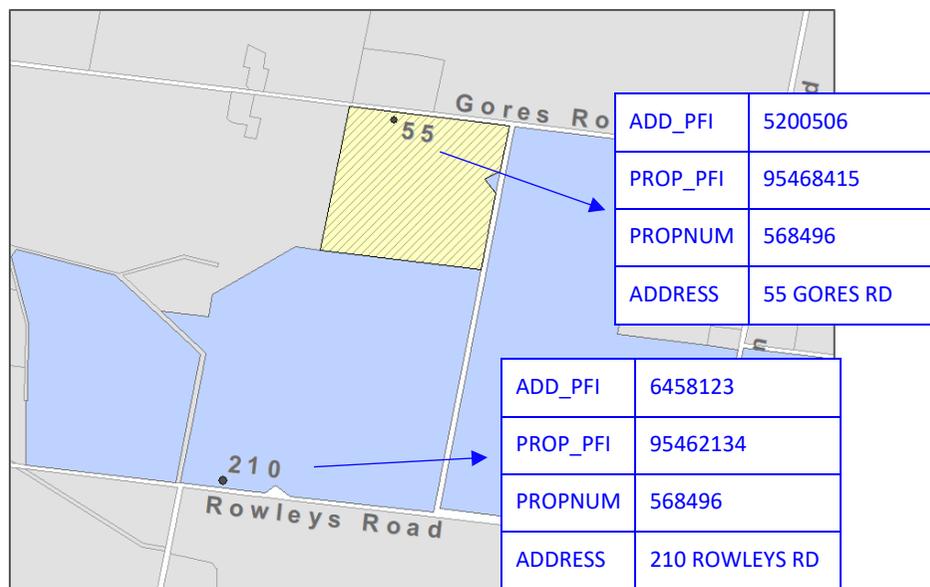
- The two properties shown in blue need to be merged to form a single property. They will have the same propnum (221080) and the address 1-3 Wells Street.

PR_PFI	455330799
PROPNUM	221070
ADDRESS	1 WELLS ST LONG GULLY

Vicmap LAT Link			Property Details		Address - House No.		Address - Road and Locality information			Edit Type	
Unique Identifiers			New/Existing Property No.	New/Existing Parcel No.	House No. 1	House No. 2	Road Name	Road Type	Road Suffix	Locality	Edit Code B / C / E / P / S / Z A / R
Property	Parcel	Address									
<i>property_PFI</i>	<i>parcel_PF</i>	<i>address_PF</i>	<i>propnum</i>	<i>crefno</i>	<i>se_number</i>	<i>base_number</i>	<i>road_name</i>	<i>road_type</i>	<i>road_suffix</i>	<i>locality_name</i>	<i>edit_code</i>
455330799			221080		1	3	WELLS	STREET		LONG GULLY	E
455468535			221080								P

- Use property\_pfi to identify the properties to be merged. Parcel\_pfi can also be used if the property and parcel are the same extent.
- The first record should use edit code E, as it assigns both a propnum and address.
- The second record can use edit code P, as it will merge with the first record and adopt the same address.

## Merge rural properties with distance-based addresses



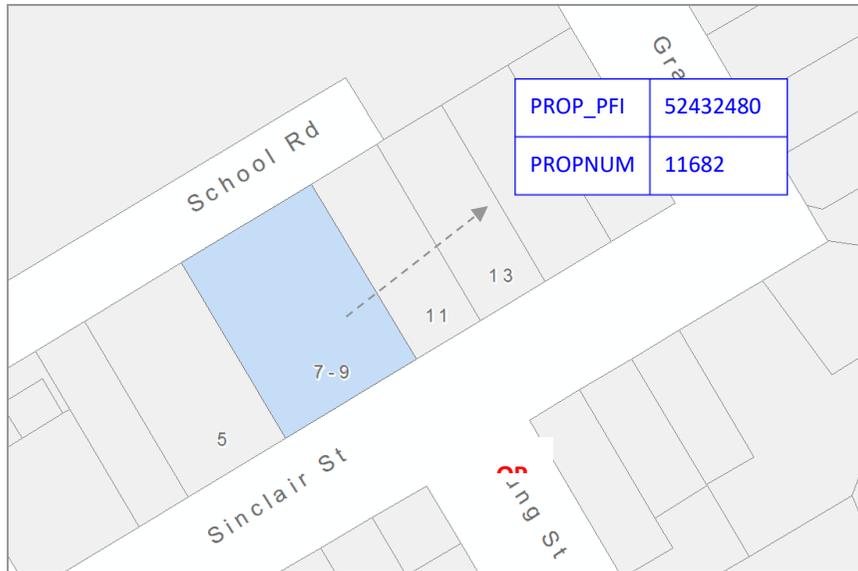
**Scenario:**

- The yellow and blue properties need to be merged as they have the same propnums.
- Both properties have primary, **distance-based** addresses.
- The properties cannot be merged while both have distance-based addresses linked to them.
- The primary address of the newly merged property should be 210 Rowleys Rd.

Vicmap LAT Link				Property Details			Address - Road and Locality information					Edit Type		
Unique Identifiers			Standard Parcel Identifier	Plan No.	Lot No.	New/Existing Base Property No.	New/Existing Property No.	New/Existing Parcel No.	House No. 1	Road Name	Road Type	Road Suffix	Locality	Edit Code B / C / E / P / S / Z A / R
Property	Parcel	Address												
		5200506					568496							Z

- The address 55 Gore Rd needs to be downgraded from distance-based to urban, to facilitate the merge. This can be done with edit code Z. The propnum is not necessary but makes it easier to refer back to that record.
- If there are more than two properties to be merged, the Z edit code will need to be applied to these addresses as well.
- The properties will then merge and adopt the primary address 210 Rowleys Rd.
- When the properties are merged, all other addresses will disappear (eg, 55 Gores Rd). If these other addresses are still needed, they can be added back in as secondary addresses.

## 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

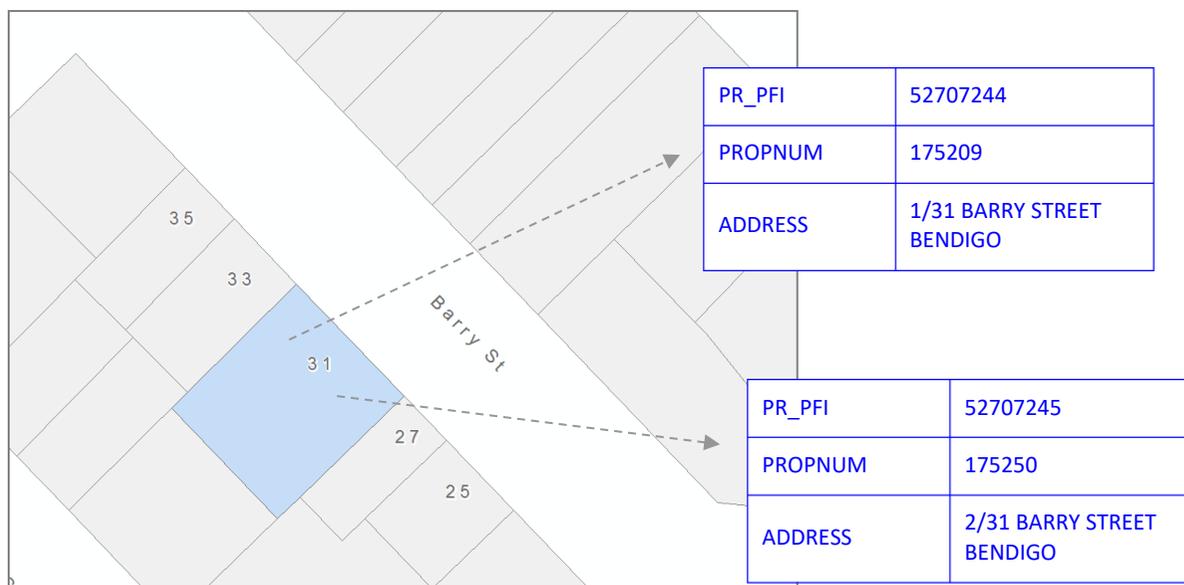
Vicmap LAT Link			Property Details		Address - Building Sub U				Address - House No.			Address - Road and Locality information			Edit Type
Unique Identifiers			New/Existing Base Property No.	New/Existing Property No.	Building Sub Unit Type	Building Sub Unit No. 1	House No. 1	House No. 2	Road Name	Road Type	Locality	Edit Code B / C / E / P / S / Z / A / R			
Property	Parcel	Address	base_propnum	propnum	blg_unit_type	blg_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			

OPTION 1

OPTION 2

- 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.

## Update multi-assessment property



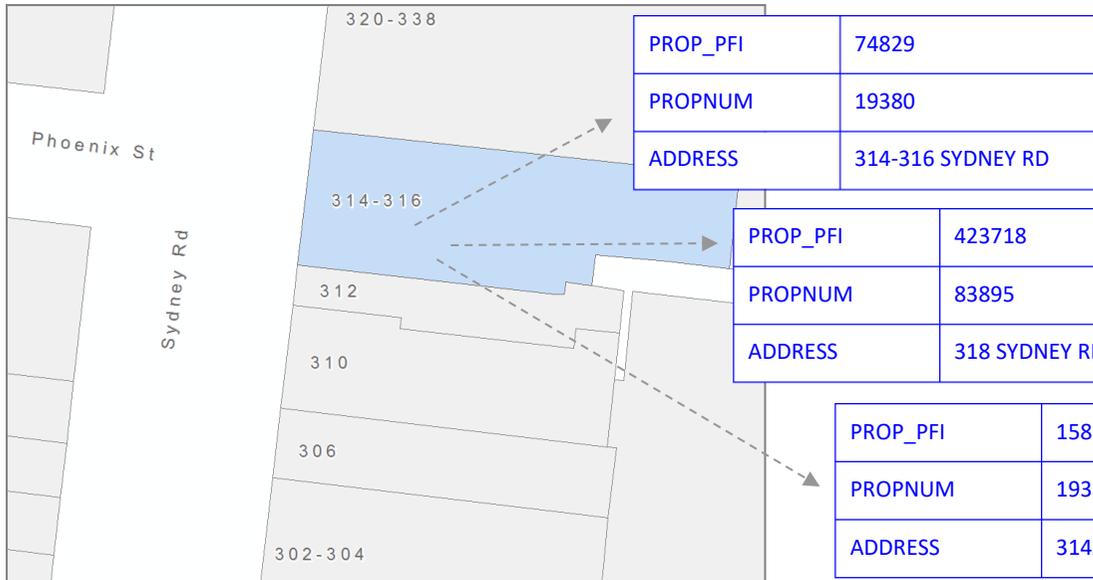
**Scenario:**

- 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			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 single property. There is no need to retire and add the multi-assessment back in.

## Retire a multi-assessment



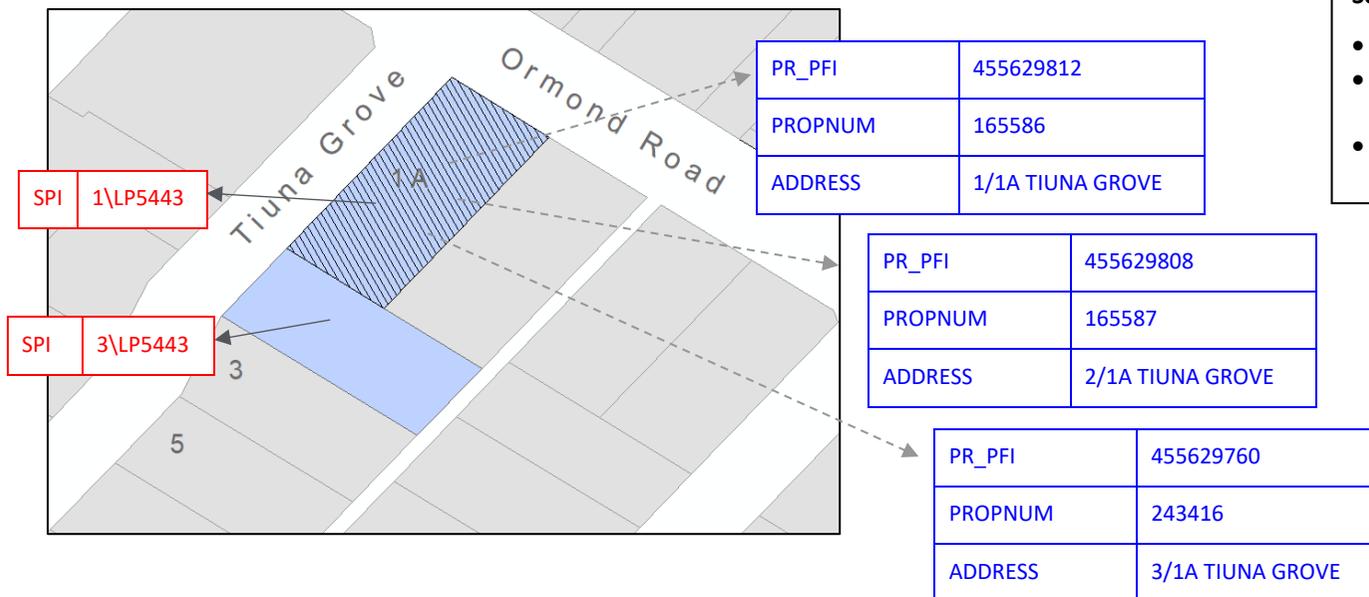
**Scenario:**

- 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			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	base_propnum	propnum	crefno	use_number	road_name	road_type	locality_name	edit_code
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.

## Change multi-assessment extent (add or remove a parcel to the extent)



**Scenario:**

- The property in blue contains 18 multi-assessments.
- The property extent currently covers two separate parcels.
- It should only cover the top parcel (1\LP5443)

Vicmap LAT Link			Property Details			Address - House No.		Address - Road and Locality information				Edit Type
Unique Identifiers			Standard Parcel Identifier	New/Existing Property No.	New/Existing Parcel No.	House No. 1	House No. 2	Road Name	Road Type	Road Suffix	Locality	Edit Code B / C / E / P / S / Z A / R
Property	Parcel	Address										
<i>property_PF</i>	<i>parcel_PFI</i>	<i>address_PF</i>	<i>spi</i>	<i>propnum</i>	<i>crefno</i>	<i>se_number</i>	<i>se_number</i>	<i>road_name</i>	<i>road_type</i>	<i>road_suffix</i>	<i>locality_name</i>	<i>edit_code</i>
	50140679		3\LP5443	NCPR								P

- Use the parcel\_pfi or SPI to transfer out the parcel 3\LP5443 to a different propnum (both shown here but only need one)
- If the propnum of the parcel being transferred out is not known, use NCPR or just leave as blank.
- In the past, it would have required removing all the multi-assessments, splitting out the parcel, and then reloading them. So it is much more straightforward now.
- A similar technique can be applied to add a new parcel. Use the parcel\_pfi or SPI of the parcel that needs to be added, select one of the existing multi-assessment propnums, and use edit code P.

## 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.

- 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

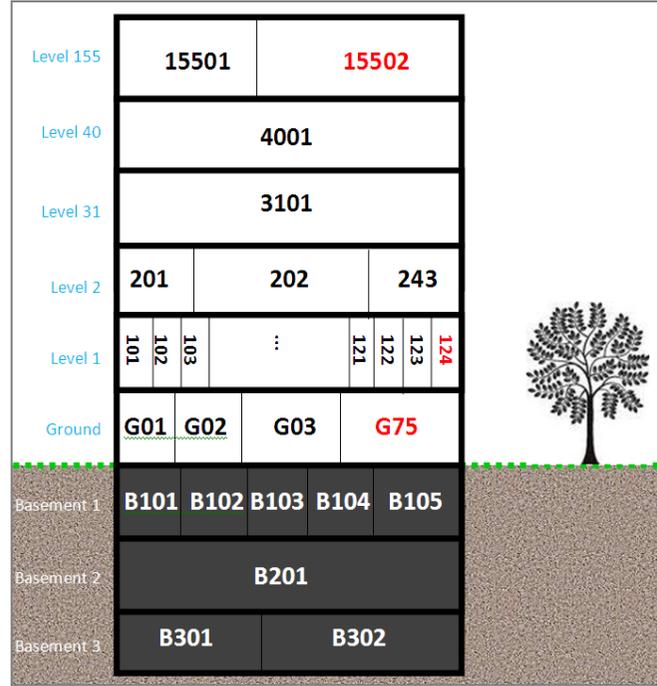
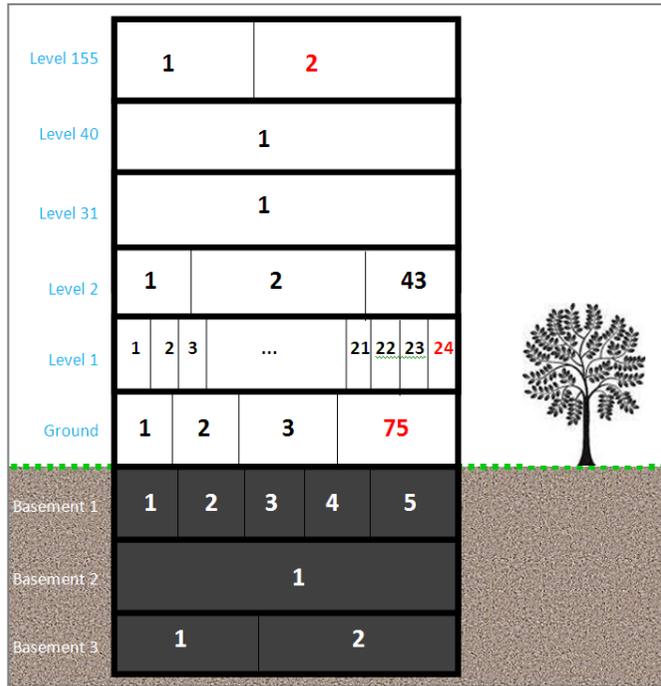
Vicmap LAT Link		Property Detail	Address - Building and Unit				Address - Floor and House			Address - Road and Locality information			Edit Type
Unique Identifiers		New/Existing Property No.	Building Sub Unit	Building Sub Unit	Building Sub Unit	Building Sub Unit	Floor Type	Floor No. 1	House No. 1	Road Name	Road Type	Locality	Edit Code
Property	Address		HSA_FLAG (Y or N)	HSA_UNIT_ID	Type	No. 1							B / C / E / P / S / Z / A / R
<i>property_pfi</i>	<i>address_pfi</i>	<i>propnum</i>	<i>hsa_flag</i>	<i>hsa_unit_id</i>	<i>blg_unit_type</i>	<i>blg_unit_id_1</i>	<i>floor_type</i>	<i>floor_no_1</i>	<i>house_numb</i>	<i>road_name</i>	<i>road_type</i>	<i>locality_name</i>	<i>edit_code</i>
	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

# Hotel style addressing, cont.

## MORE THAN 2 LEVELS



Vicmap Address can hold BOTH types of level addressing:

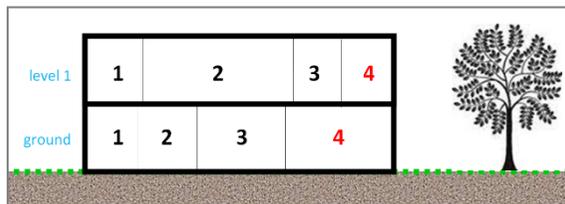
- Parsed level information (level type, level number, unit information), AND
- "Hotel style address" unit numbers, in a (new) separate field.

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.

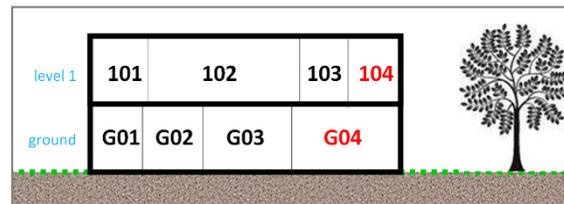
In all other situations, it is recommended that the Hotel Style Addressing methodology be used to address hotel style properties.

## 2 LEVELS



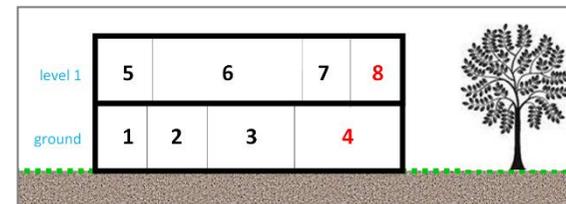
**Traditional multi-level addressing**

Level 1, Unit 4, 602 Tree Street



**Hotel Style Addressing**

104/602 Tree Street



**Sequential Addressing**

8/602 Tree Street

# Create a water/island address



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

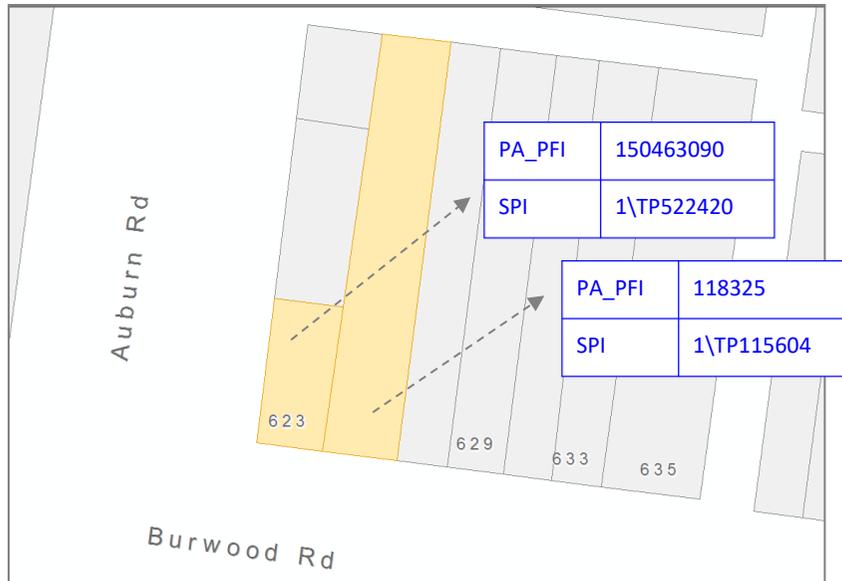


'Access\_Type' field defaults to 'L' so only populate if address is I(sland) or W(ater).

- There is an option to identify Island and water addresses, as well as land addresses.
- These can be identified using the Address Access Type field:
  - (I)sland – property is located on an island and cannot be accessible directly from the mainland via a road (therefore excluding Philip Island)
  - (W)ater property is only accessible via a water way
  - (L)and is the default and doesn't need to be populated in the M1
- These addresses must still be located on a property polygon, ie, cannot be an unconnected centroid.
- ROAD\_NAME does not have to follow usual road naming rules, eg, it can be a river or a marina name.
- Address-Location fields (coordinates) only need to be populated if there is a specific location for the address.
- These addresses are currently in use in French Island, Sandstone Island, Martha Cove (Mornington Peninsula Shire), a few in East Gippsland Shire, as well as Ballarat City Council.

Vicmap LAT Link			Property Details		Address	House No.	Address Access type	Address - Road and Locality information				Edit Type
Unique Identifiers			New/Existing Property No.	New/Existing Parcel No.	House No. 1	House No. 2	Access Type (L, W, or I)	Road Name	Road Type	Road Suffix	Locality	Edit Code B/C/E/P/S/Z/A/R
Property	Parcel	Address	propnum	crefno	se_number	se_number	access_type	road_name	road_type	road_suffix	locality_name	edit_code
					248		I	LONG POINT	ROAD		FRENCH ISLAND	S
		213313925			5269		W	MARTHA COVE WATER	WAY		MARTHA COVE	S

## Create a base property



- Bases are 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 if necessary

- 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.	House No. Suffix	Road Name	Road Type	Locality	Edit Code
Property	Parcel				1	1st				
<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>
	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'.

## Remove an entire base property



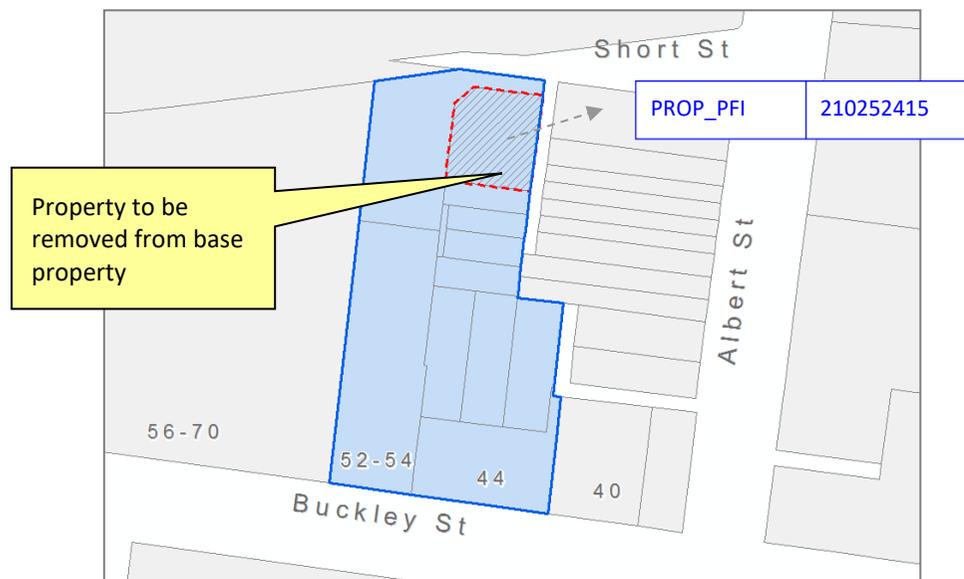
### Scenario:

- 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>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>
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.

## Retire a property from a 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
Property	Parcel									B / C / E / P / S / Z / A / R
<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>
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.

## Complex addresses

A complex address is a property that has a single-entry point and a single address in Vicmap, but has numerous buildings and dwellings (complexes) within the site.

Examples of these complex sites commonly include:

- Caravan parks
- Schools
- Universities
- Shopping centres
- Retirement villages
- Housing estates
- Industrial sites
- Tourist venues
- Sporting precincts
- Closed-gate communities
- Solar and wind farms

A lot of work has been done over the years to create individual property polygons and addresses for each property within these or creating secondary addresses in the correct locations. This is critical for emergency services to enable addresses to be found quickly. But these addresses could easily be overwritten with a standard M1. To prevent this from happening, these addresses are tagged with Complex Property "Y" and can only be changed by the Vicmap Team.

This doesn't mean you can't change the addresses. You still create an M1 in the normal way but send it directly to the Vicmap Help Desk, and we can load it for you.

For more information, see <https://www.land.vic.gov.au/place-naming/projects/complex-site-addressing-program>

## Frequently asked questions

### How do I merge properties?

Properties will only merge if propnums and addresses are all same. Properties will also merge where one property is addressed and the other is not. In this case, the merged property adopts the addressed property as the primary.

If both have the same propnums as well as distance based address, they won't merge. One of the distance based addresses needs to be downgraded to an urban address using edit code Z.

### How can I split out a property if I don't know the propnum of the new property?

if you use edit code P it will create a blank property using nearest road/locality to create a blank address (ie, house\_num\_1 is null).

### How can I add a new parcel to a multi-assessment?

Use the parcel\_pfi or SPI of the parcel that needs to be added, select one of the existing multi-assessment propnums, and use edit code P.

### How can I remove a parcel from a multi-assessment?

Use the parcel\_pfi or SPI to transfer out the parcel to a different propnum, using edit code P.

### How can I make a parcel change?

Since local government is not the custodian for parcel data, this must be done through VES. It will be investigated by Land Registry who will investigate the change and send to the maintainer if appropriate. This should be done using Mapviewer, so it takes the maintainer straight to the area that needs fixing. The workflow below can be used. Other common options that can be chosen under "What is Wrong" include Missing a Parcel or Parcel Description is Incorrect. A screenshot showing what is wrong should also be included.

**Change Request**

Data Category: \*

Data Set: \*

What is wrong?: \*

What needs to be done?:

Description: \*

Step 1: Identify Location

Ware Street

Hill Street

Craig Street

2020

2001

PC381324

## How can I do a spatial property change (M2)?

Some properties can be changed via an M1, ie, merging, splitting, etc, if there is an underlying parcel to base the change on. If the property linework is not going to match the parcel linework, this can be submitted through VES. Once again, this should be done using Mapviewer to indicate the location of the proposed change. The following workflow should be used. Other options that can be chosen under “What is Wrong” include Missing a Property.

**Change Request**

Data Category: \*

Data Set: \*

What is wrong?: \*

What needs to be done?:

Description: \*

Add clear instructions of what needs to be done here

## Can I use one of the Address workflows in VES to submit an Address change?

No, these workflows should not be available for local government to use. These are for other organisations such as ESO's, water authorities, etc, to notify you that an address needs changing. Local government needs to use the M1 form to make address changes.

## What datum/projections can I use?

Acceptable datums include both GDA94 and GDA2020. Projections can be either map grid coordinates such as MGA54 or MGA55, or Vicgrid. You need to specify both the datum and the projection. You can also use the EPSG numbers. Possible options are shown in the table below:

Projection/datum	EPSG number
GDA2020 MGA55	EPSG:7855
GDA2020 MGA54	EPSG:7854
GDA94 MGA55	EPSG:28355
GDA94 MGA54	EPSG:28354
VG94/ Vicgrid94/ VICGRID94	EPSG:3111
VG2020/ Vicgrid2020/ VICGRID2020	EPSG:7899

## How do I update a complex address?

Complete your M1 in the normal way and submit it to the Vicmap Helpdesk email. The Vicmap team will submit the M1 on your behalf.

### **Why are my properties/addresses still proposed even though the plan of subdivision has now been approved?**

There are two criteria for a property to change from proposed to approved:

- The plan of subdivision must be registered at Land Registry, and be changed from Proposed to Approved in Vicmap.
- A propnum must be supplied by council.

### **Can I move an address point if it doesn't have a house number?**

Yes, you can move an address point without a house number as long as it is not marked as a distance-based address. The Address Location fields in the M1 must be filled in to indicate the coordinates of the address.

### **Can I use a propnum (and LGA code) as an identifier in an M1, rather than prop\_pfi, spi, etc?**

Yes, if it is unique for LGA i.e not multiples of the propnum on proposed lots etc. However the M1 validator will reject these records, so it is preferable to use the prop\_pfi.

### **How long will it take for my M1 to get processed?**

If you get your M1s submitted in VES by Wednesday, it should be processed that week and the changes shown in the new data the next week. Data is extracted on a Friday morning, processed over the weekend, and published to various applications by Sunday night/Monday morning. It is updated weekly so if your update misses the data cut off date, you only need to wait another week to see the changes.

### **How can I get more help?**

Please contact the Vicmap Helpdesk on [Vicmap.help@delwp.vic.gov.au](mailto:Vicmap.help@delwp.vic.gov.au)

We can also organise M1/VES training.