

Vicmap Property & Address Maintenance

M1 Version 12 Documentation
September 2023



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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**

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 <i>hsa_flag</i> is not set to 'Y' |
| <i>blg_unit_suffix_1</i> | Alpha character following the <i>blg_unit_id_1</i> . |
| <i>blg_unit_prefix_2</i> | Alpha character preceding the <i>blg_unit_id_2</i> . |
| <i>blg_unit_id_2</i> | Number used to distinguish an address within a complex. |
| <i>blg_unit_suffix_2</i> | Alpha character following the <i>blg_unit_id_2</i> . Populate where required. |

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

Address – Floor

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

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

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

Address – Property Name & Locator

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

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

Address – House No.

| Address - House No. | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| House No. Prefix 1st | House No. 1 | House No. Suffix 1st | House No. Prefix 2nd | House No. 2 | House No. Suffix 2nd |
| <i>house_prefix_1</i> | <i>house_number_1</i> | <i>house_suffix_1</i> | <i>house_prefix_2</i> | <i>house_number_2</i> | <i>house_suffix_2</i> |

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

Address – Access Type

| Address - Access type |
|--------------------------|
| Access Type (L, W, or I) |
| <i>access_type</i> |

| Field | Comments |
|--------------------|--|
| <i>access_type</i> | 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 |
| edit_code |

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

Date

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

Lodging M1 Form

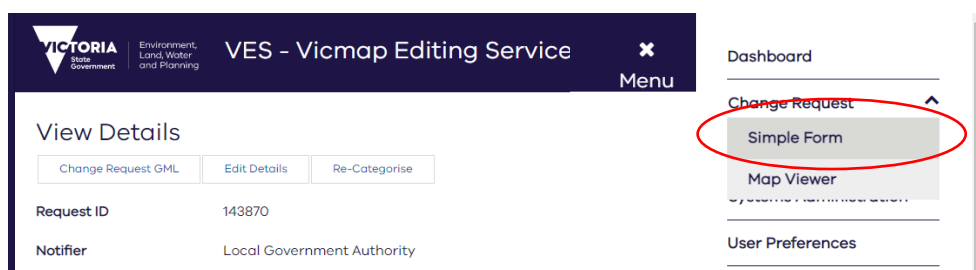
There are two acceptable methods for lodging of property and address details for loading into Vicmap. The established method is loading the M1 spreadsheet via the Vicmap Editing Service (VES). The other method is providing addressing through the Streamlined Planning through Electronic Applications and 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

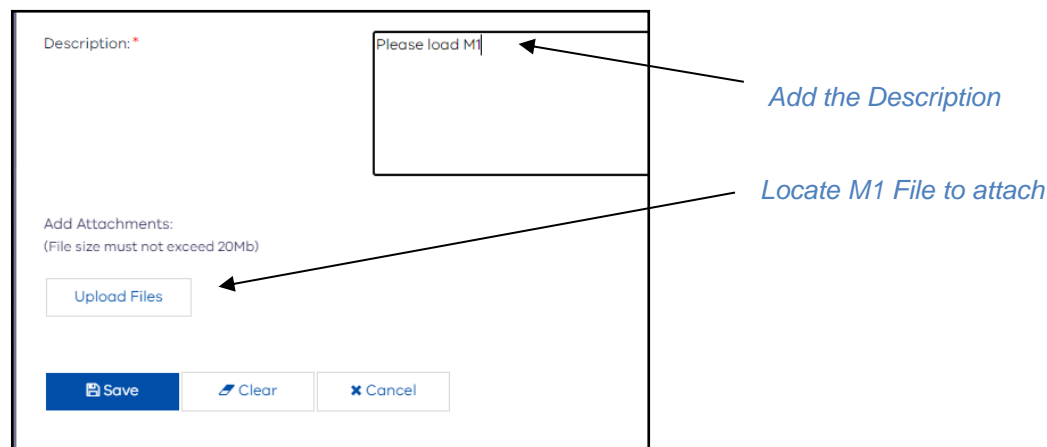
Under Quick Links, select "Load M1 (LGA)". This will automatically populate the boxes under Simple Form.

The screenshot shows the 'Change Request' page in the VES - Vicmap Editing Service. The page has a header with the Victoria State Government logo and 'VES - Vicmap Editing Service'. Below the header, there's a 'Simple Form' section with a 'Select the Type Of Change Required:' label. This section contains several dropdown menus: 'Data Category' (Address, Parcel, Property), 'Data Set' (Load Forms), 'What is wrong?' (Need to Load M1), 'What needs to be done?' (Load M1), 'Region' (Please Select), and 'Description' (Please load M1). To the right of these fields is a 'Quick Links' section with a link '> M1 Form' and a link 'Load M1 (LGA)' which is circled in red. At the bottom, there's an 'Add Attachments' section with an 'Upload Files' button and 'Save', 'Clear', and 'Cancel' buttons.

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 the following elements:

- Description:** A text input field containing "Please load M1". An arrow points to this field with the annotation "Add the Description".
- Add Attachments:** A section with the note "(File size must not exceed 20Mb)". Below it is an "Upload Files" button. An arrow points to this button with the annotation "Locate M1 File to attach".
- Buttons:** At the bottom, there are three buttons: "Save" (with a floppy disk icon), "Clear" (with a trash icon), and "Cancel" (with an 'x' icon).

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 file is attached.



Symbol indicating a

| 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.

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](#)

Planning & Subdivision Applications Online

SPEAR

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

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

[Summary](#) | [Details](#) | [Contacts](#) | [Guests](#)

Add New Street Address Allocations

[Street Address Guidelines](#)

Application Information

Responsible Authority: Casey City Council
Reference: 12121, 212121
Number of Lots: 2

SPEAR Ref: S014275B
Plan No: P5711078W
Certified: Pending

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

Address Information

[Show level fields](#) | [Show unit fields](#)

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

[add new address](#)

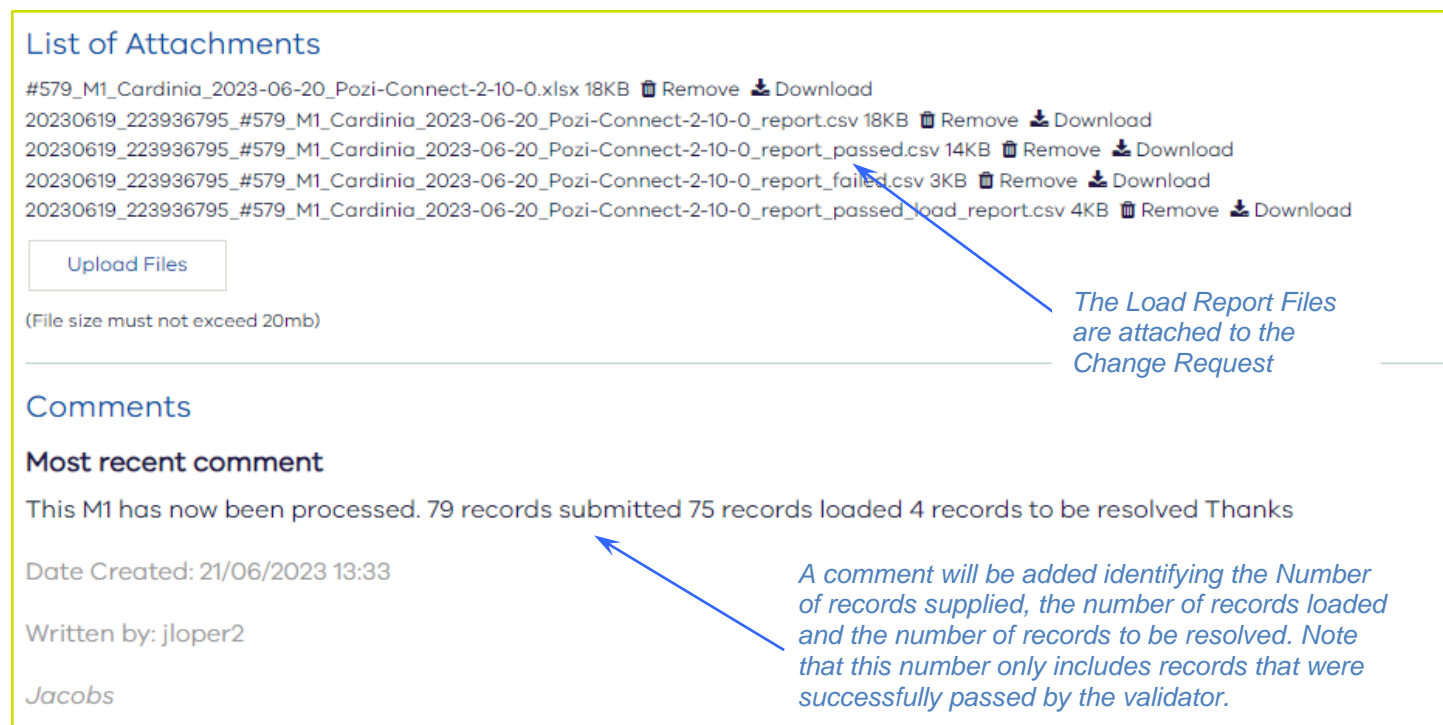
Comments to be sent to Information Services Branch (ISB)

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

M1 Load Report

All M1 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.



The screenshot displays the 'List of Attachments' section of a web interface. It lists four files with their names, sizes, and actions (Remove and Download). The files are: '#579_M1_Cardinia_2023-06-20_Pozi-Connect-2-10-0.xlsx' (18KB), '20230619_223936795_#579_M1_Cardinia_2023-06-20_Pozi-Connect-2-10-0_report.csv' (18KB), '20230619_223936795_#579_M1_Cardinia_2023-06-20_Pozi-Connect-2-10-0_report_passed.csv' (14KB), and '20230619_223936795_#579_M1_Cardinia_2023-06-20_Pozi-Connect-2-10-0_report_failed.csv' (3KB). Below the list is an 'Upload Files' button and a note '(File size must not exceed 20mb)'. The 'Comments' section shows a 'Most recent comment' stating: 'This M1 has now been processed. 79 records submitted 75 records loaded 4 records to be resolved Thanks'. The comment includes the date '21/06/2023 13:33' and the author 'jloper2' and 'Jacobs'. Two blue arrows point from text annotations to the attachments and the comment. One arrow points from the text 'The Load Report Files are attached to the Change Request' to the CSV files. Another arrow points from the text '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.' to the comment text.

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.

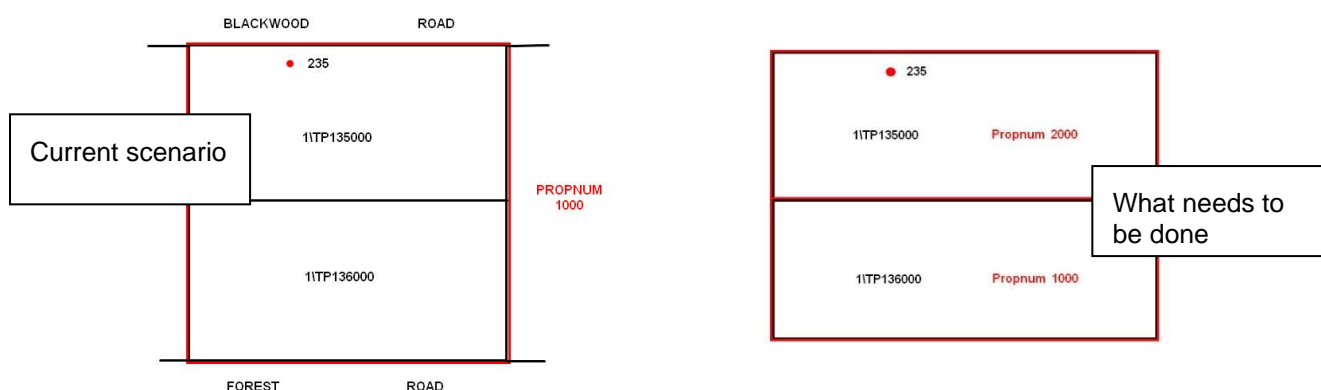
Solution: You need to determine the correct identifier to use. If you are going to use the parcel identifier (either SPI, Lot & Plan Number, parcel pfi), the following rules apply. If:

- 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.

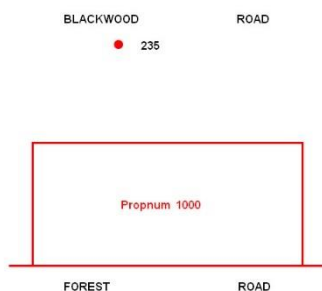
These rules apply to both approved and proposed properties and when there is a mixture of both linked to the parcel.

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.



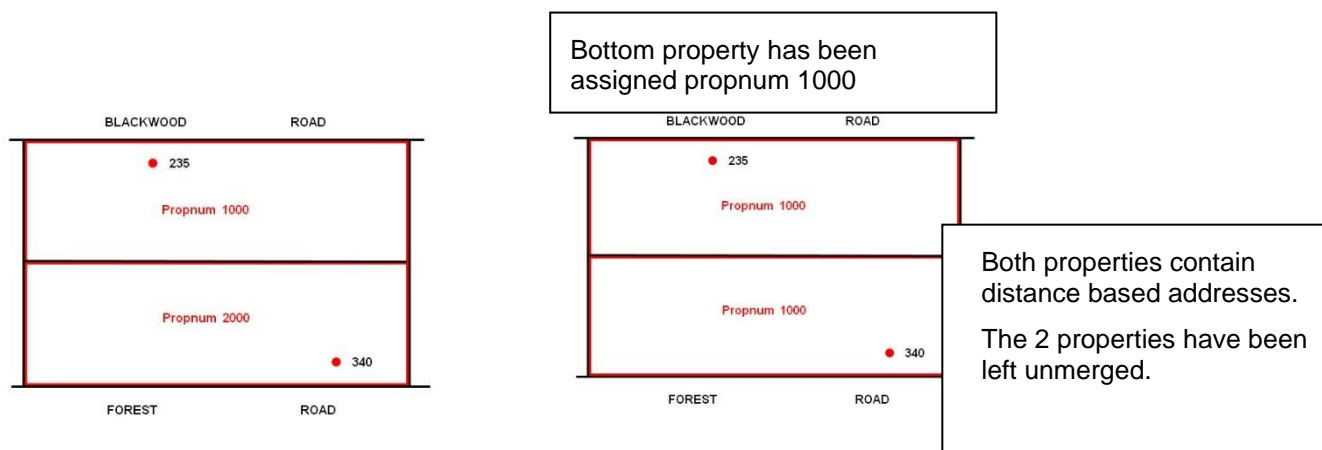
If we were to use the parcel identifier to make the transfer, the address point linked to propnum 1000 will now be outside the property



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. 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

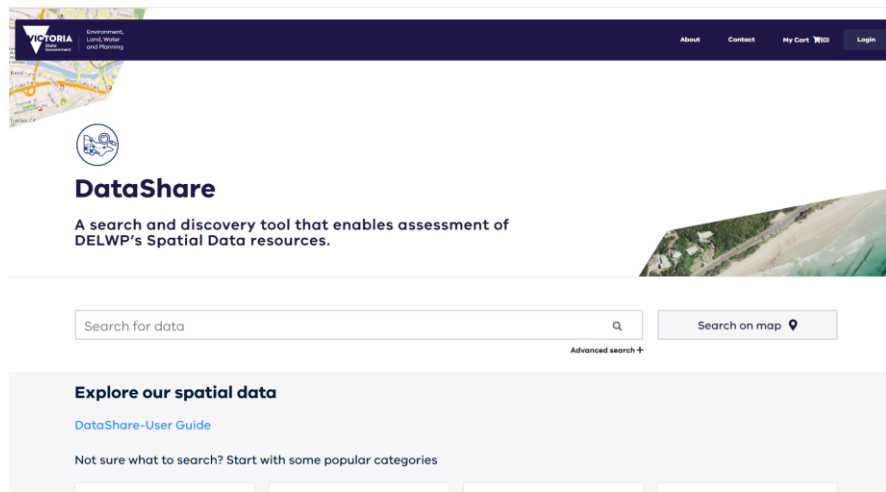
Viewing Vicmap data

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/>

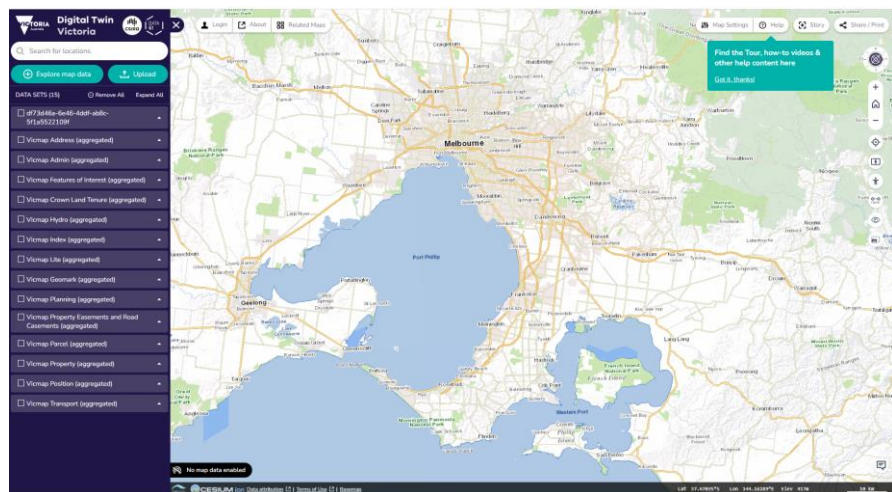


Vicmap as a Service (VaaS)

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)



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 Detail | | Address - Road and Locality information | | | | Edit Type | |
|-----------------------|--------------------------|--------------------|-----------|------------|-------------|-----------------|---------------------------|---|-------------------|-----------|-----------|---------------|---|
| LGA Unique Identifier | New Subdivision (Y or N) | Unique Identifiers | | | Plan No. | Lot No. | New/Existing Property No. | House No. 1 | New Road (Y or N) | Road Name | Road Type | Locality | Edit Code B / C / E / P / S / Z / A / R |
| lga_code | new_sub | property_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

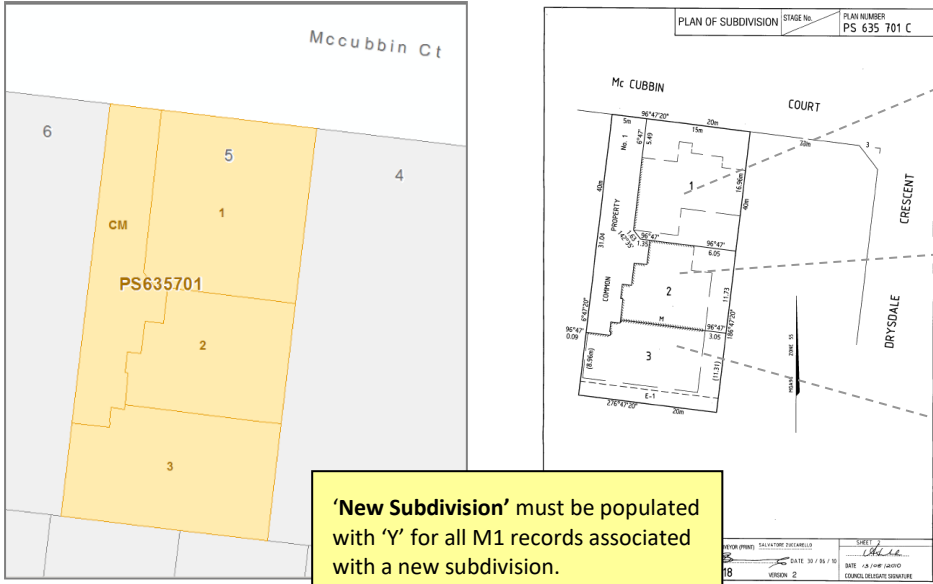
Other information related to scenario and loading advice

- 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.

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



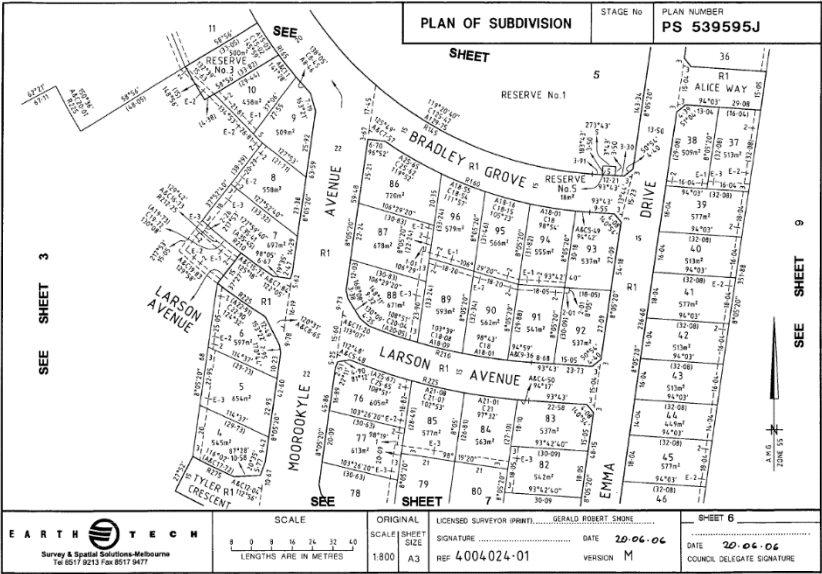
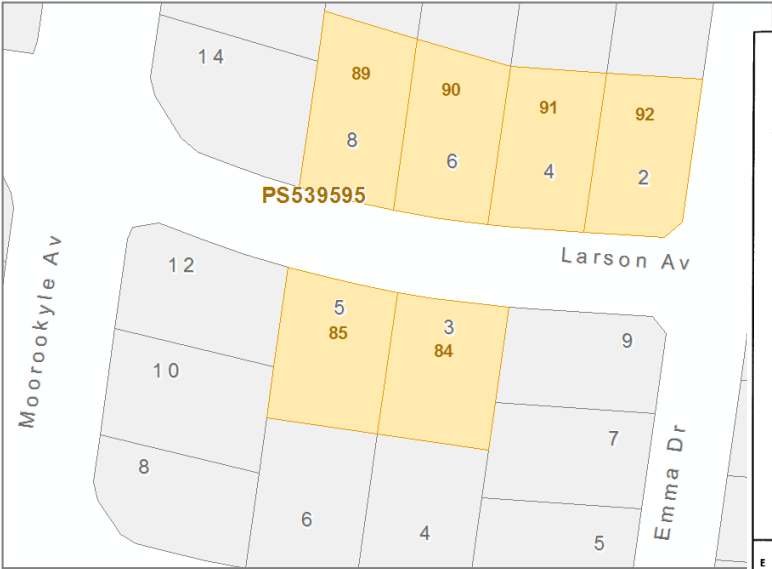
| | |
|---------|----------------------------------|
| PROPNUM | 189634 |
| CREFNO | 569977 |
| ADDRESS | 1/5 MCCUBBIN COURT POINT COOK |
| PROPNUM | 189635 |
| CREFNO | 569978 |
| ADDRESS | 2/5 MCCUBBIN COURT POINT COOK |
| PROPNUM | 189636 |
| CREFNO | 569979 |
| ADDRESS | 3/5 MCCUBBIN COURT POINT COOK |

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

| Administrative | | View Plan Link | | Property Details | | | Building Details - House | | Address 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)

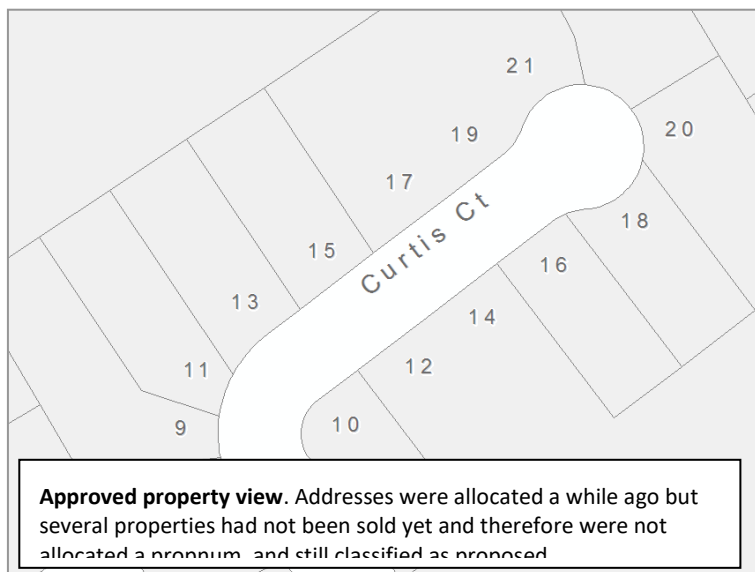


Scenario: A new subdivision has been approved and the addresses are being provided by the council through the SPEAR process. Propnums will be provided later.

| 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 | | | | | | | | | |
| lga_code | new_sub | property_PFI | parcel_PFI | address_PFI | plan_number | numb | propnum | se_numba | new_road | road_name | road_type | locality_name | edit_code |
| | | | | | | | | | | | | | |
| 375 | Y | | | | PS539595 | 84 | | 3 | Y | LARSON | AVENUE | TARNEIT | S |
| 375 | Y | | | | PS539595 | 85 | | 5 | Y | LARSON | AVENUE | TARNEIT | S |
| 375 | Y | | | | PS539595 | 89 | | 8 | Y | LARSON | AVENUE | TARNEIT | S |
| 375 | Y | | | | PS539595 | 90 | | 6 | Y | LARSON | AVENUE | TARNEIT | S |
| | | | | | | | | | | | | | |

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

New Subdivision – Update propnum (to change property from proposed to approved)

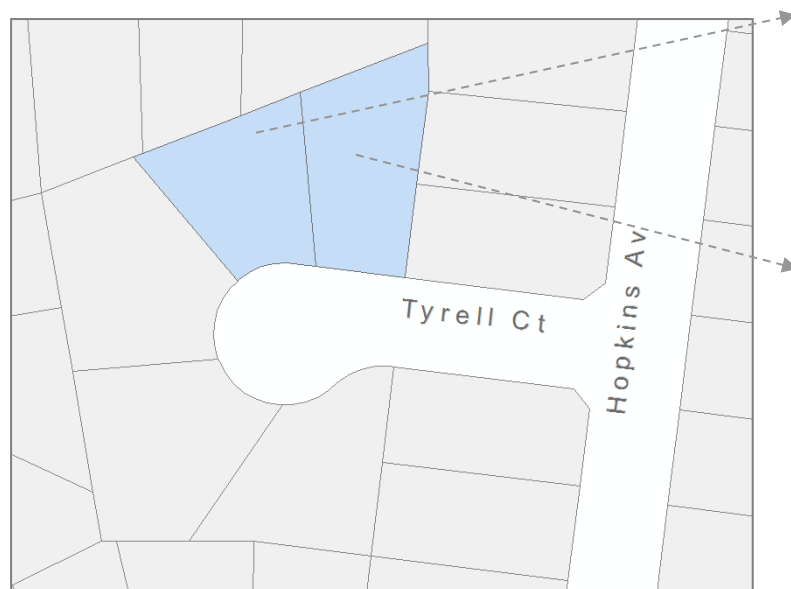


Scenario: When the subdivision PS625385 was approved, only the addresses were originally supplied. These blocks have now been sold and the council wishes to provide a propnum for these new properties.

| Vicmap LAT Link | | | | | Property Details | | House - 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 B / C / E / P / S / Z / A / R |
| Property | Parcel | Address | | | | | | | | | |
| property_PFI | parcel_PFI | address_PFI | plan_number | lot_number | propnum | crefno | house_number | road_name | road_type | locality_name | edit_code |
| | | | 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 | 1258625 101295 |
| PROPNUM | 101294 |

| | |
|----------|-----------------------------|
| PROP_PFI | 1258627 |
| PA_PFI | 1258627 |
| PROPNUM | 101302 101303 |

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

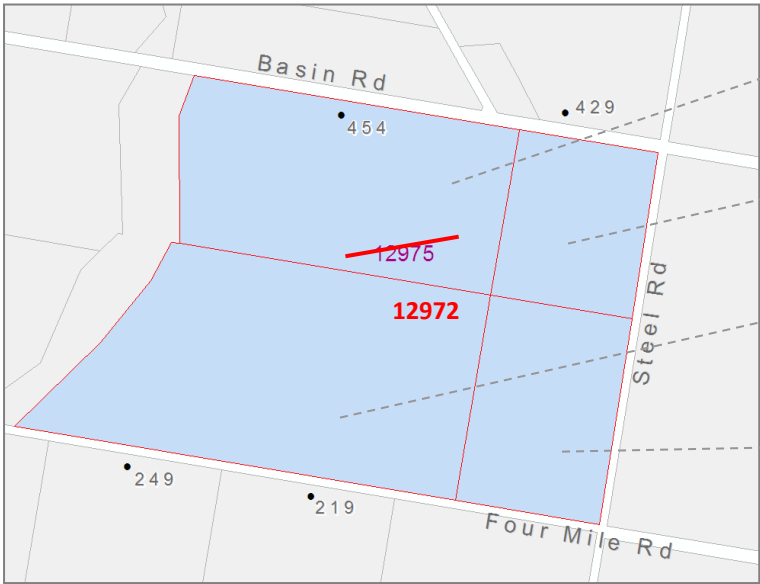
| Vicmap LAT Link | | | Property Details | | | Address - Road and Locality information | | | | Edit Type |
|---------------------|-------------------|--------------------|--------------------------------|---------------------------|-------------------------|---|------------------|------------------|----------------------|---|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

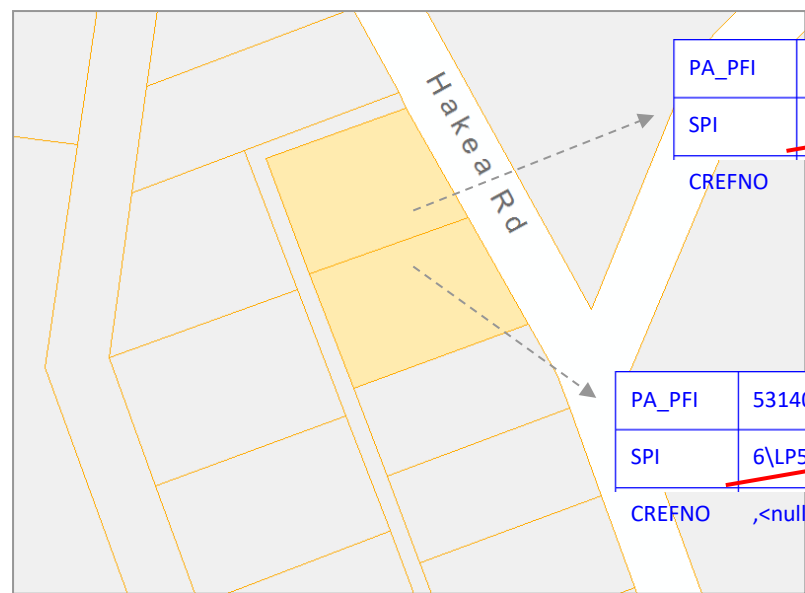
Scenario:

- 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 | | | | | | | | B / C / E / P / S / Z / A / R |
| property_PFI | parcel_PFI | address_PFI | base_propnum | propnum | crefno | use_number | road_name | road_type | locality_name | edit_code |
| 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)



| | |
|--------|--------------|
| PA_PFI | 5314040 |
| SPI | 4\LP5442 |
| CREFNO | <null> 34206 |

| | |
|--------|--------------|
| PA_PFI | 5314042 |
| SPI | 6\LP5442 |
| CREFNO | <null> 34208 |

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

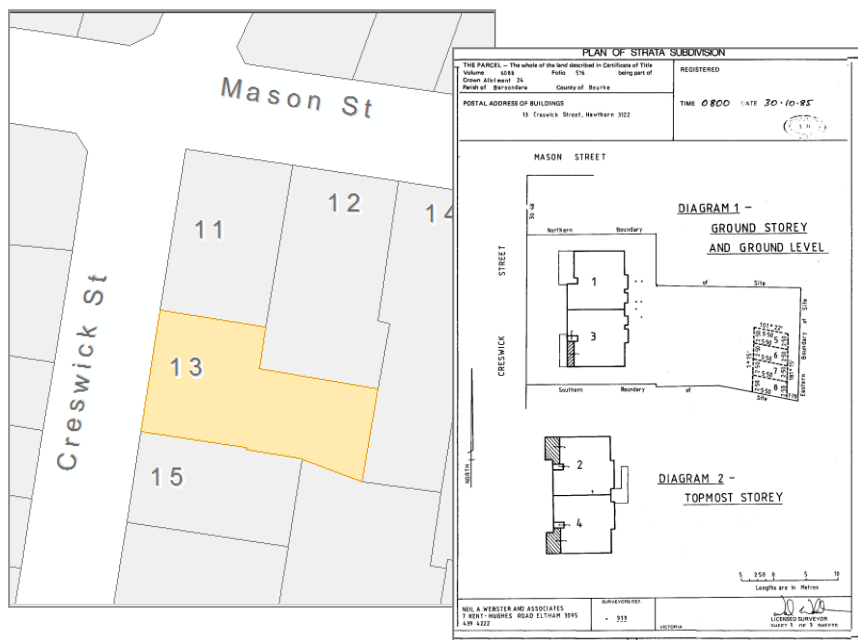
| Vicmap LAT Link | | | | | | Property Details | | Address - House | Address - Road and Locality information | | | Edit Type |
|--------------------|------------|-------------|----------------------------|-------------|------------|---------------------------|-------------------------|-----------------|---|-----------|---------------|---|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

OPTION 1

OPTION 2

- Use parcel_pfi (option 1) or SPI or lot/plan (option 2) o 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. 1 | House No. 1 | Road Name | Road Type | Locality | Edit Code B / C / E / P / S / Z / A / R |
| Property | Parcel | | | | | | | | | | |
| property_PFI | parcel_PFI | 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 |
| | | | | | | | | | | | |

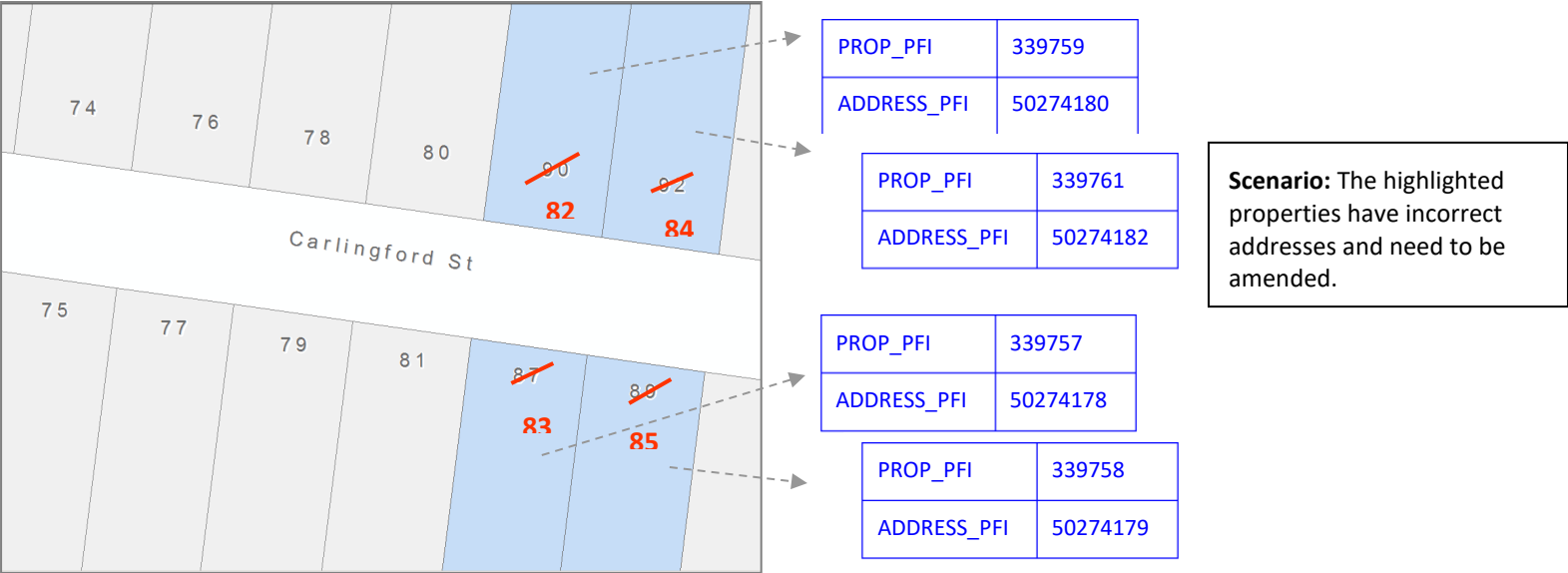
OPTION 1

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



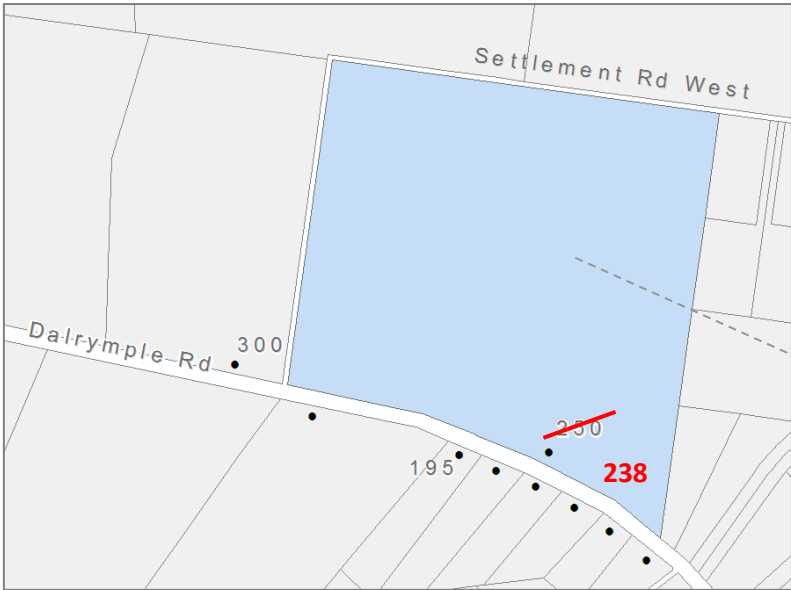
| Vicmap LAT Link | | | Property Details | | House - House | Address - Road and Locality information | | | | Edit Type |
|--------------------|--------|----------|---------------------------|-------------------------|---------------|---|-------------|-----------|---------------|---------------------------|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

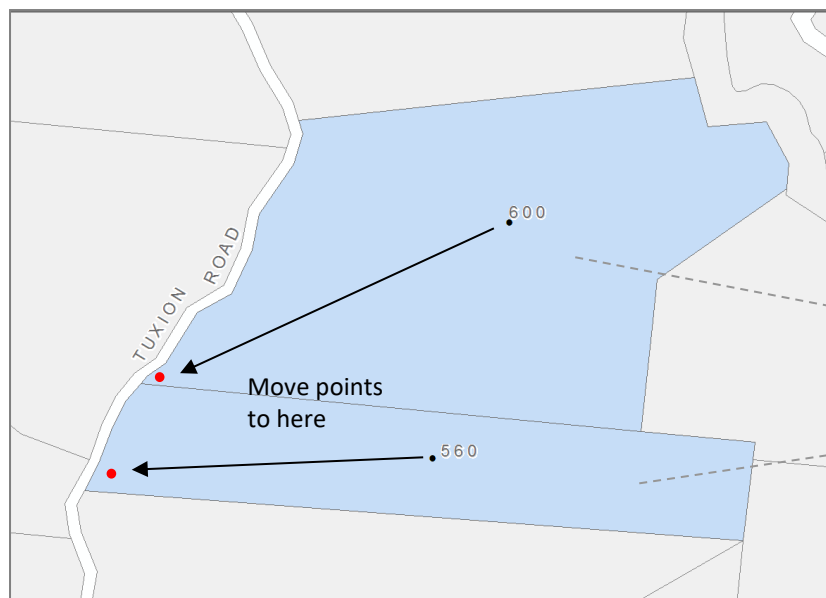
| Vicmap LAT Link | | | Property Details | | Address - House | Address - Road and Locality information | | | | Edit Type |
|--------------------|--------|----------|---------------------------|-------------------------|-----------------|---|-----------|-----------|---------------|---|
| Unique Identifiers | | | 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 | propnum | crefno | use_number | new_road | road_name | road_type | locality_name | edit_code |
| | | 51992295 | | | 238 | | DALRYMPLE | ROAD | SUNBURY | S |
| 224706 | | | | | 238 | | DALRYMPLE | ROAD | SUNBURY | S |

OPTION 1

OPTION 2

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

Move 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 |

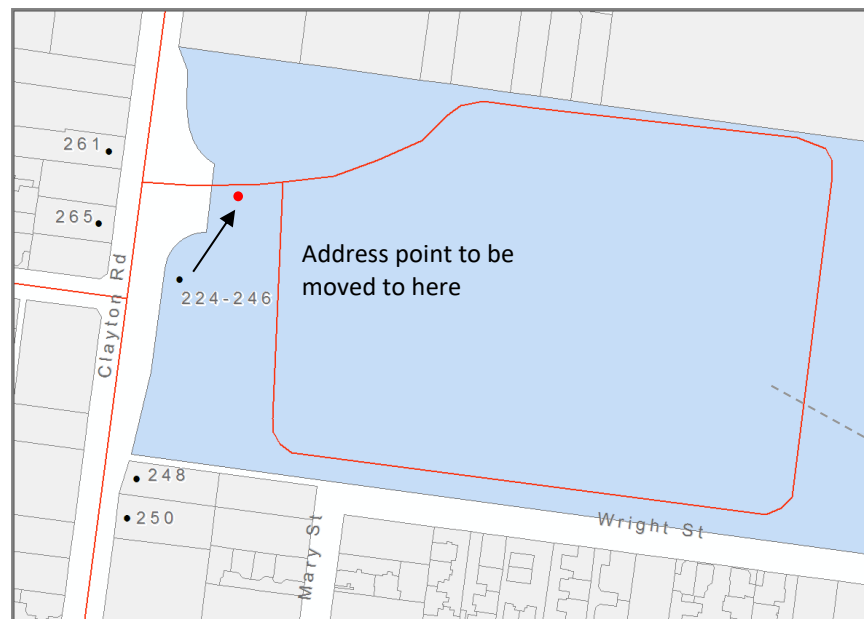
| Vicmap LAT Link | | Property Details | House - House No. | Address - Road and Locality information | | | Address - Location | | | | | | Edit Type |
|--------------------|-------------|---------------------------|-------------------|---|-----------|---------------|---------------------------|--|-------------------------------|----------|-------------------|-----------------------|---------------------------------------|
| Unique Identifiers | | New/Existing Property No. | House No. 1 | Road Name | Road Type | Locality | Distance Related (Y or N) | Primary Property Access Point (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) | |
| | | | | | | | | | Easting | Northing | | | |
| property_PFI | address_PFI | propnum | se_number | road_name | road_type | locality_name | distance_related | is_primary | easting | northing | datum/proj | side_projection | 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 | 150009002 |

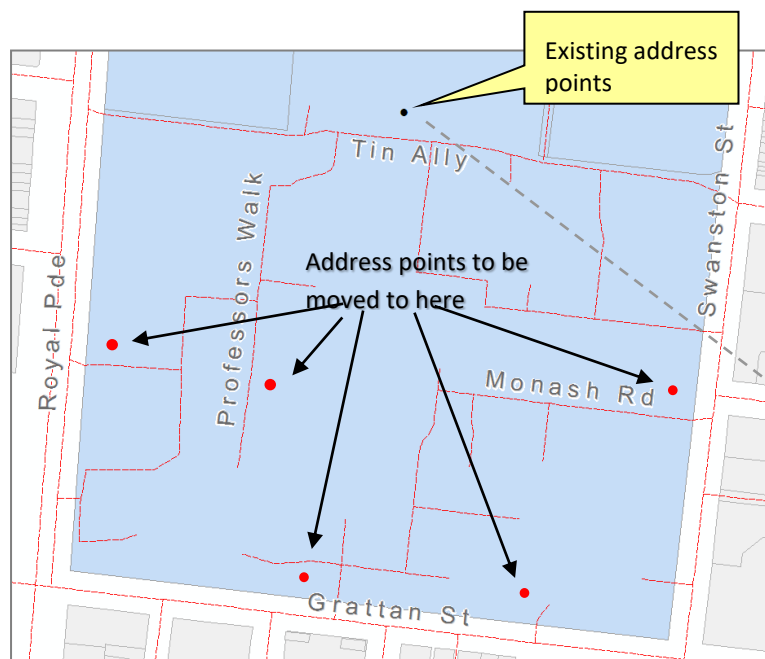
| Vicmap LAT Link | | Property Detail | Address - House No Address - Road and Locality information | | | | | Address - Location | | | | | Edit Type | |
|--------------------|-------------|---------------------------|---|-------------|-----------|-----------|---------------|---------------------------|--|-------------------------------|----------|-------------------|-----------------------|---------------------------------------|
| 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 |
| | | | | | | | | | | Co-ordinates | | Datum/ Projection | O/S_Property (Y or N) | |
| Property | Address | | | | | | | | | Easting | Northing | | | |
| property_PFI | address_PFI | propnum | se_number | he_number | 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)



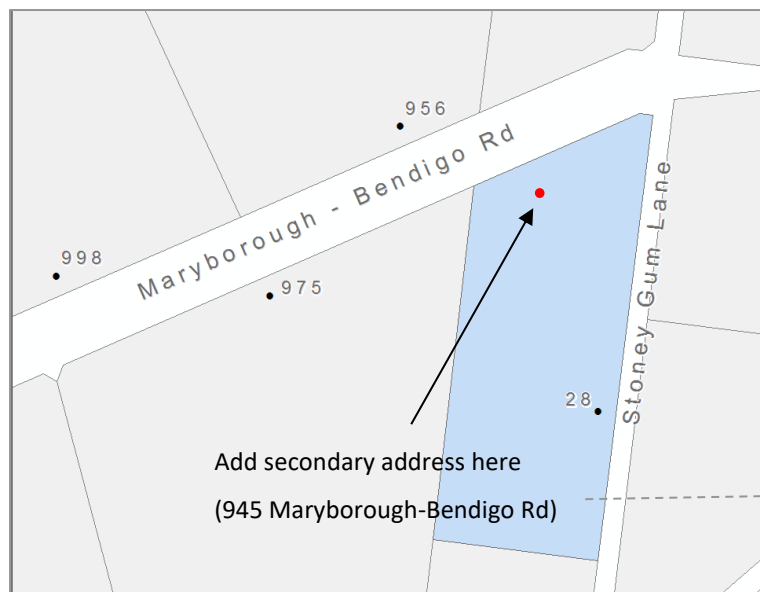
Scenario: The highlighted property is a multi-assessment with many properties. Currently all address points are stacked in the centre of the property, but for emergency purpose reasons, the addresses need to be moved to their actual locations to make them easier to find.

| 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 Details | 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) | |
| | | | | | | | | | | Easting | Northing | | | |
| 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 |
| | | | | | | | | | | | | | | |
| | 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



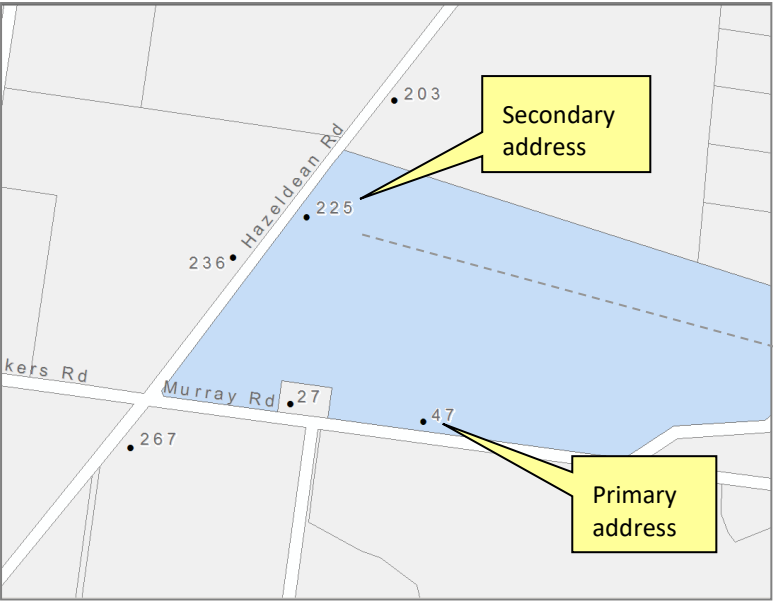
Scenario: The highlighted property already has a primary address but the property has a second access along Maryborough-Bendigo Rd.

PROP_PFI 5128717

| Vicmap LAT Link | | Property Details | Address - House No. 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) | |
| | | | | | | | | | | Easting | Northing | | | |
| property_PFI | address_PFI | propnum | house_number | house_number | road_name | road_type | locality_name | distance_related | is_primary | easting | northing | datum/proj | side_road | 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 |

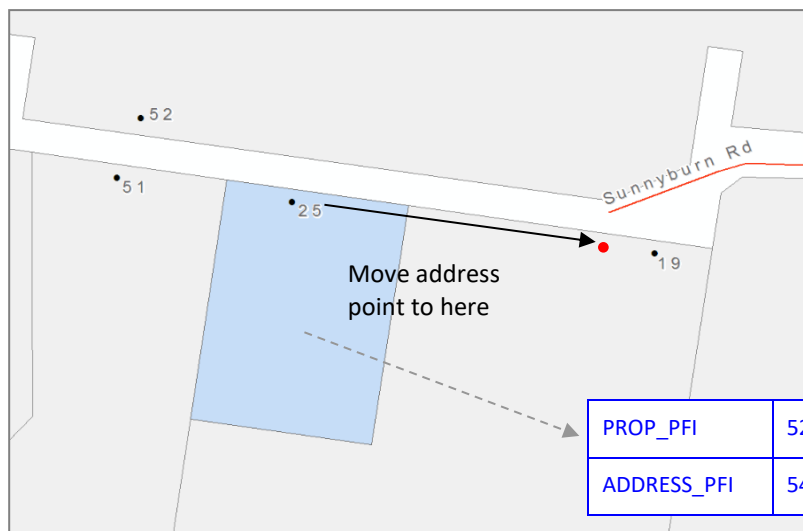
| Vicmap LAT Link | | | Property Details - House Address - Road and Locality information | | | | | Address - Location | | Edit Type |
|--------------------|--------|-----------|--|--------------|-----------|-----------|---------------|---------------------------|-------------------------------|---|
| 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 | propnum | house_number | road_name | road_type | locality_name | distance_related | is_primary | edit_code |
| | | 129552317 | | | | | | | | Z |
| 5447931 | | | | 225 | HAZELDEAN | ROAD | YARRAGON | Y | N | Z |

OPTION 1

OPTION 2

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

Create outside-property address



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

| | |
|-------------|----------|
| PROP_PFI | 52973124 |
| ADDRESS_PFI | 54639924 |

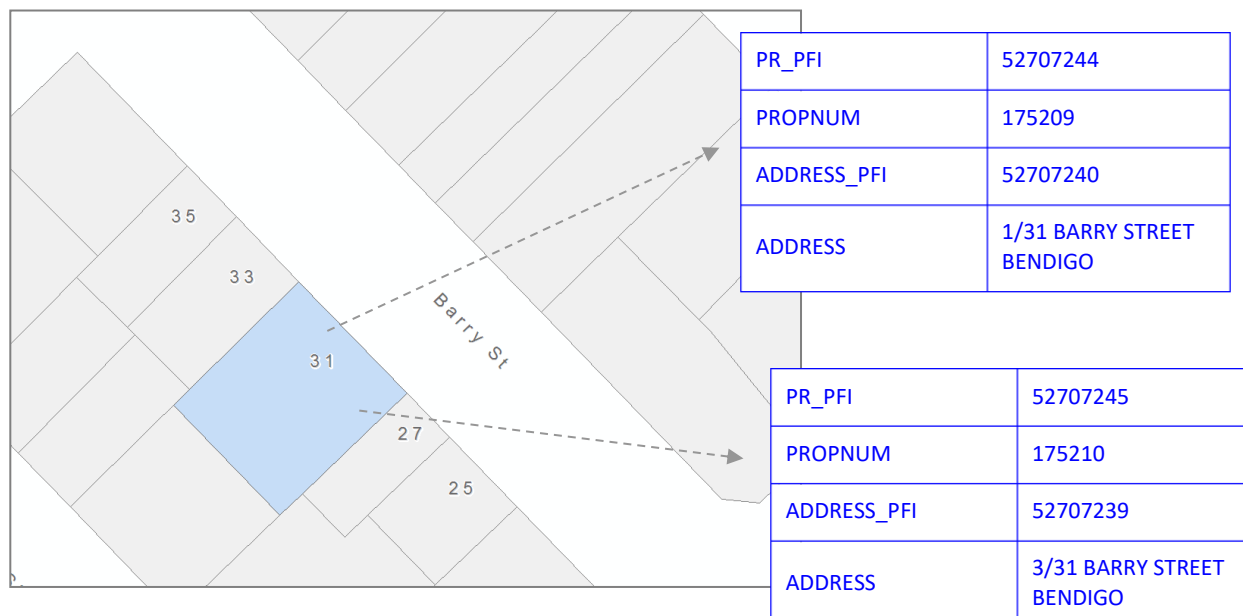
| Vicmap LAT Link | | | Property Details - House | Address - Road and Locality information | | | | Address - Location | | | | | | Edit Type | |
|--------------------|-----------|------------|---------------------------|---|-----------|-----------|-------------|--------------------|---------------------------|--|-------------------------------|----------|-------------------|-----------------------|---------------------------------------|
| 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 |
| | | | | | | | | | | | Co-ordinates | | Datum/ Projection | O/S_Property (Y or N) | |
| Property | Parcel | Address | | | | | | | | | Easting | Northing | | | |
| property_PF | parcel_PF | address_PF | 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.

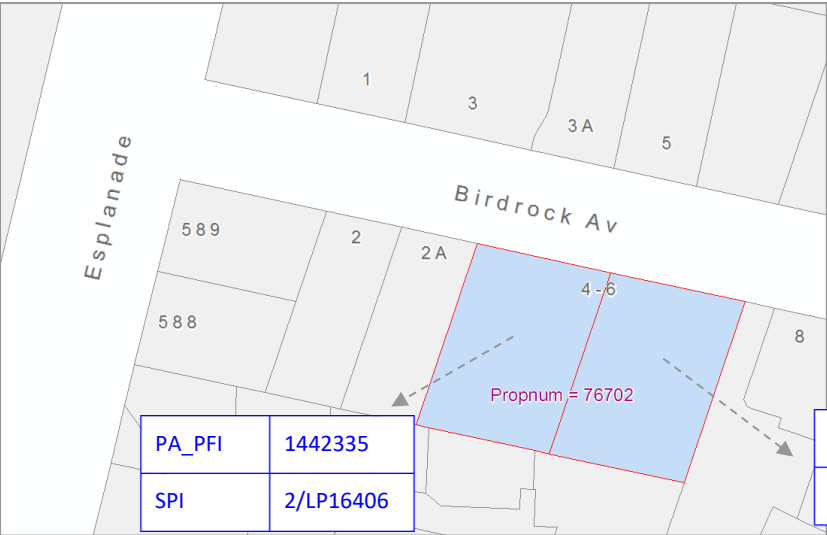
| Vicmap LAT Link | | | Property Details | | Address - Road and Locality information | | | | | Edit Type |
|--------------------|--------|----------|---------------------------|-------------------------|---|-------------|-----------|-----------|---------------|---|
| Unique Identifiers | | | New/Existing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

OPTION 1

OPTION 2

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

Transfer parcel to create new property (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.

| | |
|--------|-----------|
| PA_PFI | 1442335 |
| SPI | 2/LP16406 |

| | |
|--------|-----------|
| PA_PFI | 2012146 |
| SPI | 3/LP16406 |

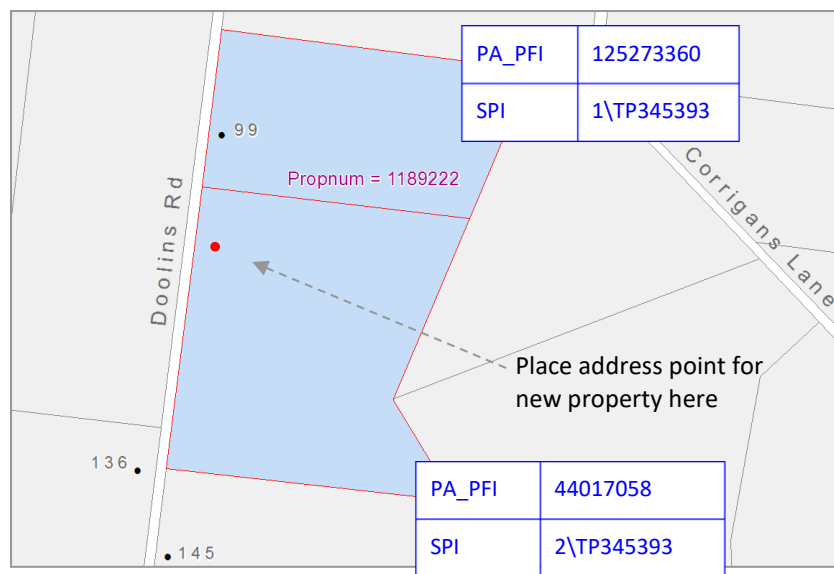
| Vicmap LAT Link | | | | | Property Details | Address - House and Locality information | | | | Edit Type |
|--------------------|------------|-------------|-------------|------------|---------------------------|--|-----------|-----------|---------------|---|
| Unique Identifiers | | | Plan No. | Lot 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 | | | | | | | | |
| property_PFI | parcel_PFI | address_PFI | plan_number | lot_number | propnum | house_number | road_name | road_type | locality_name | edit_code |
| | 2012146 | | | | 76732 | 6 | BIRDROCK | AVENUE | MOUNT MARTHA | E |
| | 1442335 | | | | | 4 | BIRDROCK | AVENUE | MOUNT MARTHA | S |
| | | | LP16406 | 3 | 76732 | 6 | BIRDROCK | AVENUE | MOUNT MARTHA | E |
| | | | LP16406 | 2 | | 4 | BIRDROCK | AVENUE | MOUNT MARTHA | S |

OPTION 1

OPTION 2

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

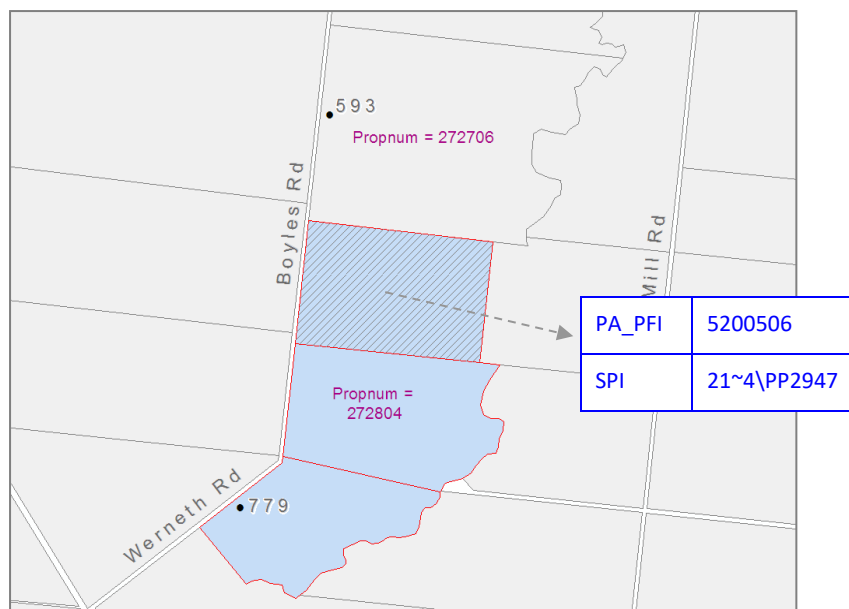
| Vicmap LAT Link | | | Property Details - House | Address - Road and Locality information | | | | Address - Location | | | | | | Edit Type |
|-------------------|-------------|------------|---------------------------|---|-----------|-----------|----------------|---------------------------|--|-------------------------------|----------|-------------------|-----------------------|---------------------------------------|
| 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 B / C / E / P / S / Z A / R |
| | | | | | | | | | | Co-ordinates | | Datum/ Projection | O/S Property (Y or N) | |
| Parcel | | | | | | | | | | Easting | Northing | | | |
| 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



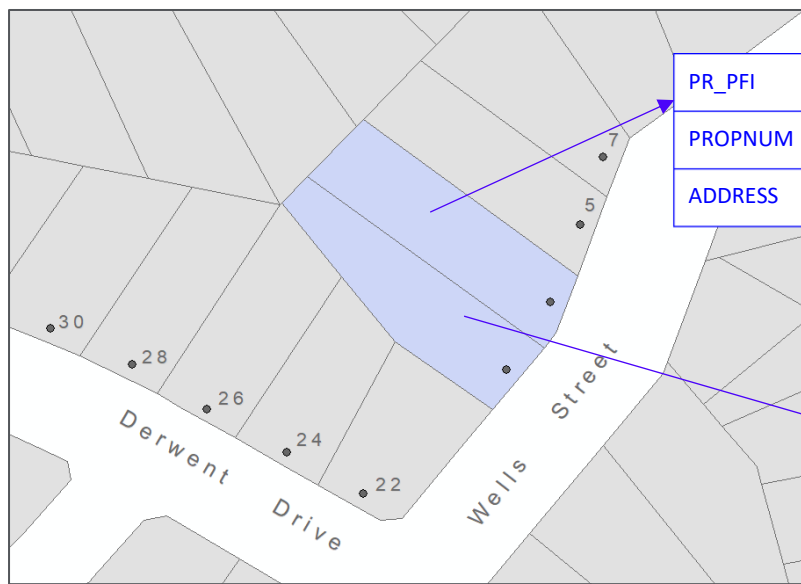
Scenario:

- 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 - 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 | | | | | | | | | edit_code |
| property_PFI | parcel_PFI | address_PFI | plan_number | lot_number | propnum | crefno | use_number | road_name | road_type | locality_name | edit_code |
| | 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:

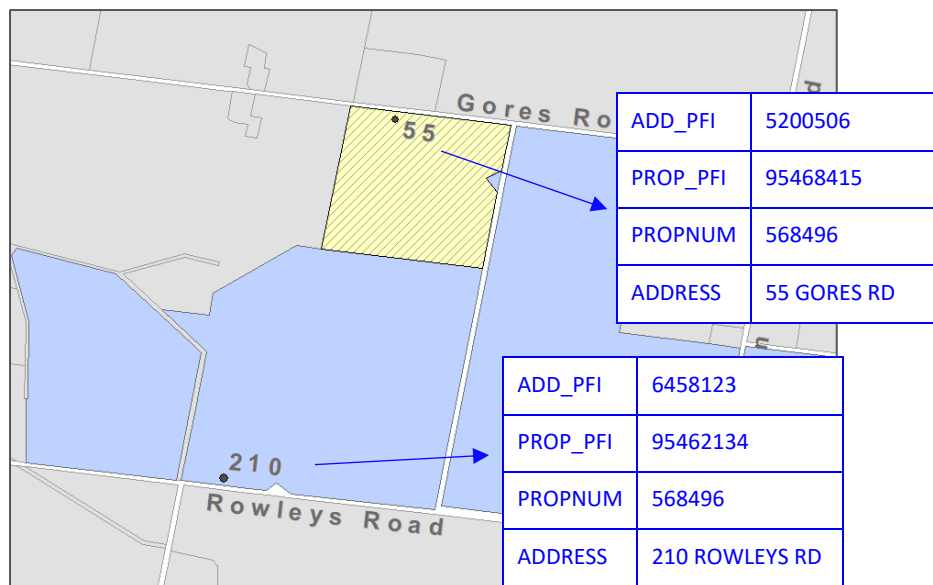
- The two properties shown in blue need to be merged to form a single property. They will have the same propnum (221080) and the address 1-3 Wells Street.

| | |
|---------|-----------------------|
| 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_pfi</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



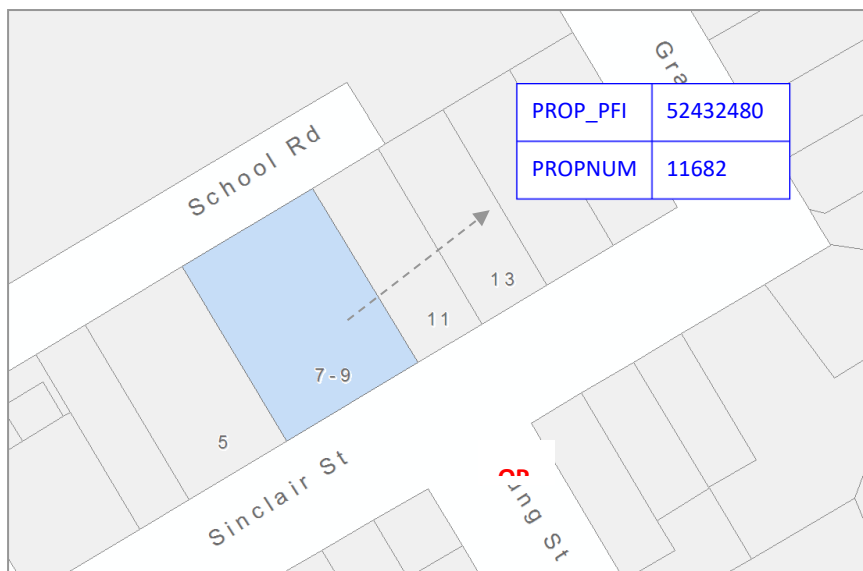
Scenario:

- 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 - House No. | Address - Road Name 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 | | | | | | | | | | | | |
| property_PFI | parcel_PFI | address_PFI | spi | plan_number | lot_number | base_propnum | propnum | crefno | house_number | road_name | road_type | road_suffix | locality_name | edit_code |
| | | 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

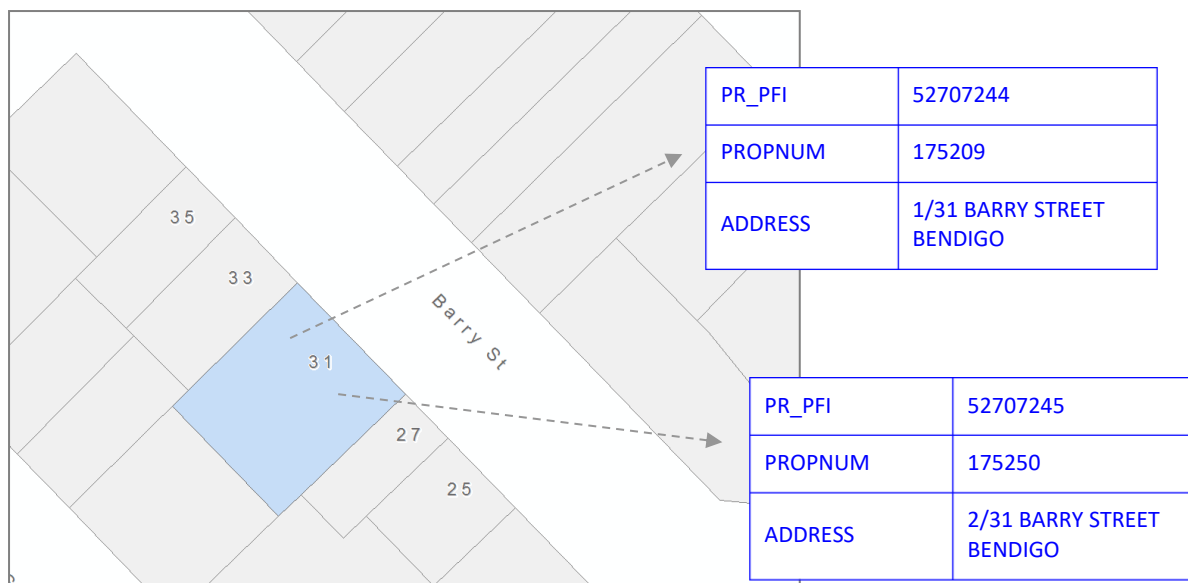
| Vicmap LAT Link | | | Property Details | | Address - Building Sub Unit | | Address - House No. | | Address - Road and Locality information | | | Edit Type |
|--------------------|----------|---------|--------------------------------|---------------------------|-----------------------------|-------------------------|---------------------|-------------|---|-----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



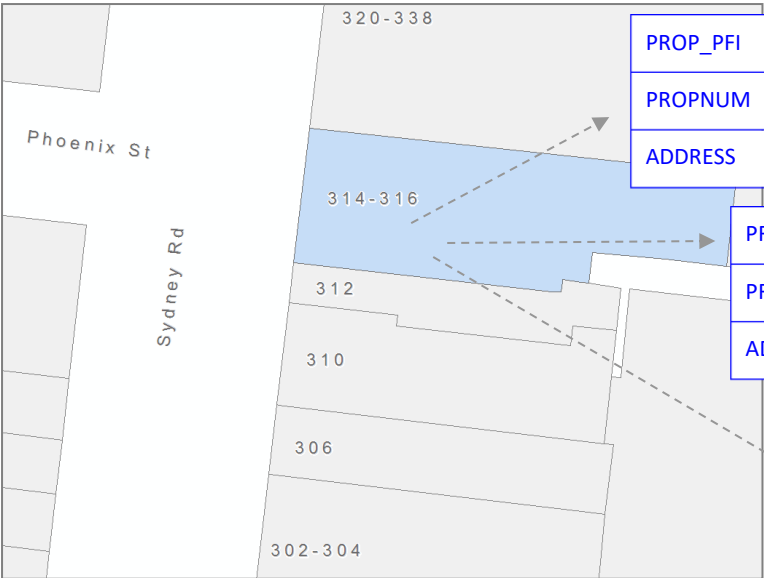
Scenario:

- 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



| | |
|----------|-------------------|
| PROP_PFI | 74829 |
| PROPNUM | 19380 |
| ADDRESS | 314-316 SYDNEY RD |

| | |
|----------|---------------|
| PROP_PFI | 423718 |
| PROPNUM | 83895 |
| ADDRESS | 318 SYDNEY RD |

| | |
|----------|----------------|
| PROP_PFI | 158507 |
| PROPNUM | 19382 |
| ADDRESS | 314A SYDNEY RD |

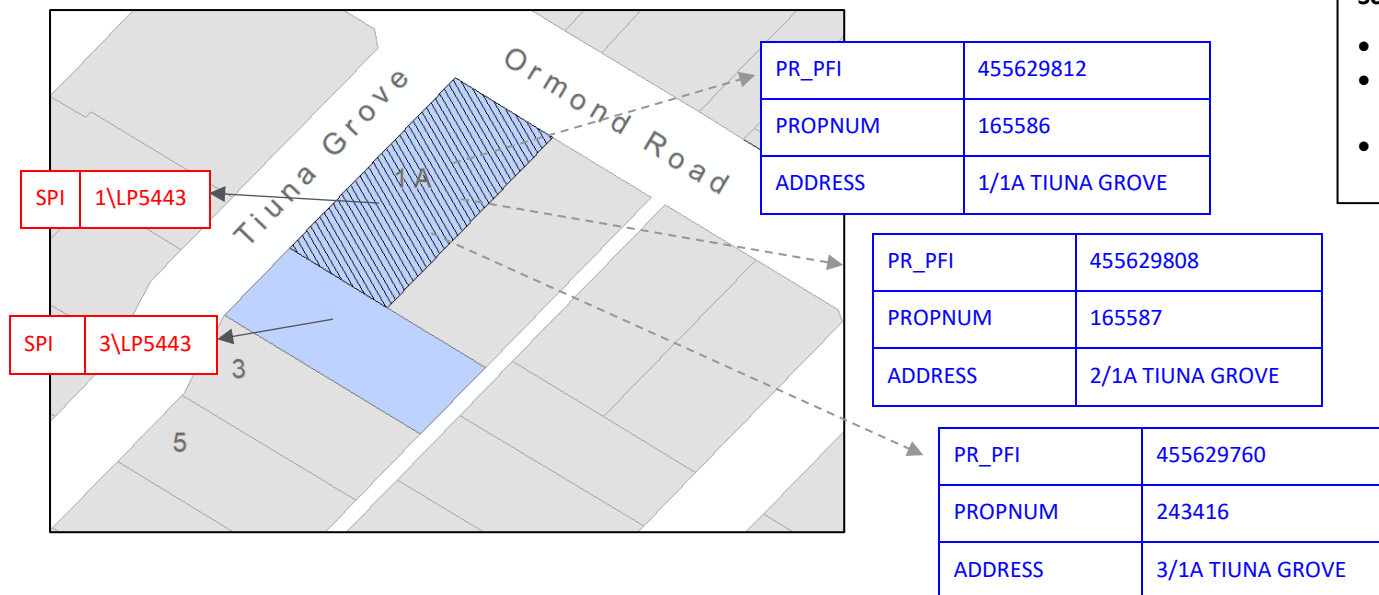
Scenario:

- 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 | | | | | | | | B / C / E / P / S / Z / A / R |
| <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> |
| 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 | | | | | | | | | | |
| property_PF | parcel_PFI | address_PF | spi | propnum | crefno | se_number | se_number | road_name | road_type | road_suffix | locality_name | edit_code |
| | 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 |

- 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

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

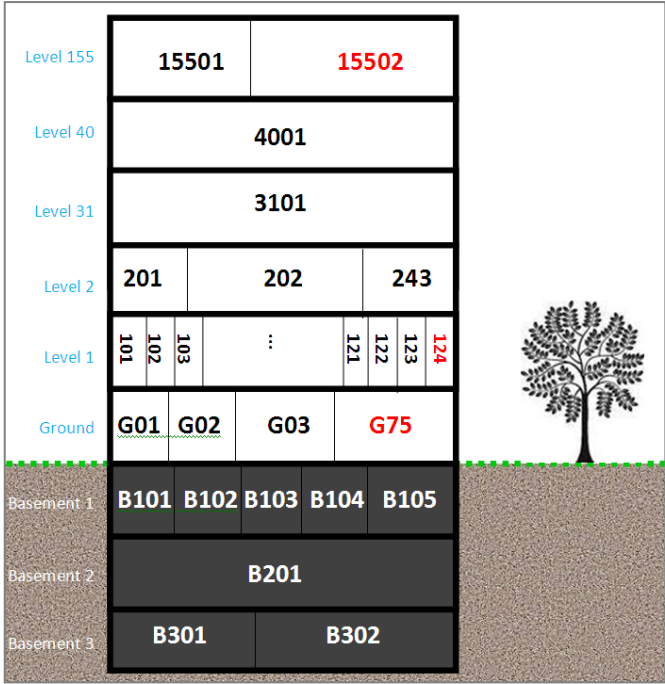
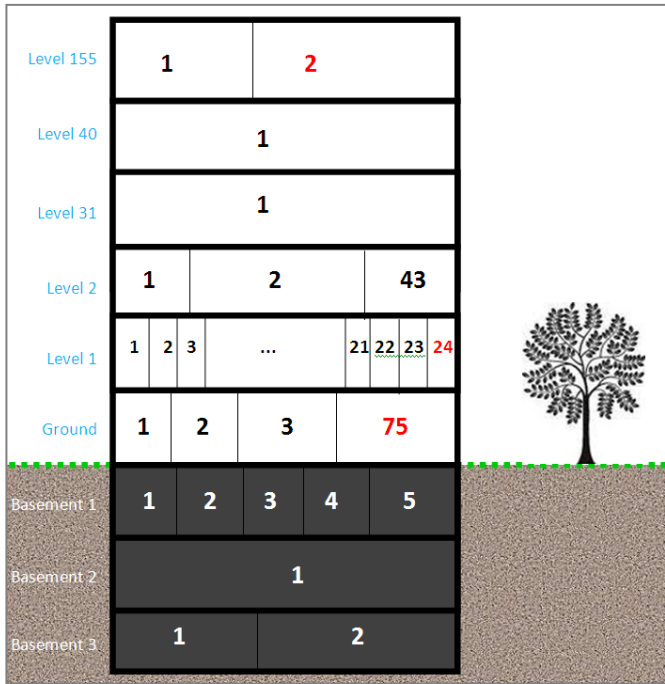
| Vicmap LAT Link | | Property Detail | Address - Building and Unit | | | | Address - Floor | | | Address - Road and Locality information | | | Edit Type |
|--------------------|-------------|---------------------------|-----------------------------|-------------------|-------------------|-------------------|-----------------|------------|------------|---|------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

TRADITIONAL STYLE ADDRESSING

HOTEL STYLE ADDRESSING

Hotel style addressing, cont.

MORE THAN 2 LEVELS



Vicmap Address can hold BOTH types of level addressing:

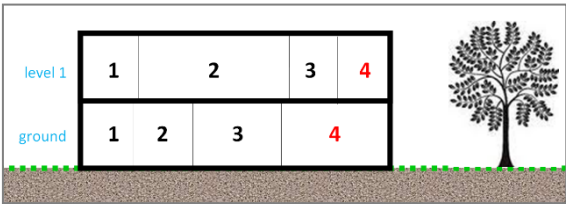
- Parsed level information (level type, level number, unit information), AND
- "Hotel style address" unit numbers, in a (new) separate field.

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.

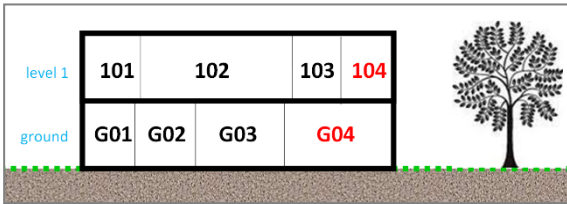
In all other situations, it is recommended that the Hotel Style Addressing methodology be used to address hotel style properties.

2 LEVELS



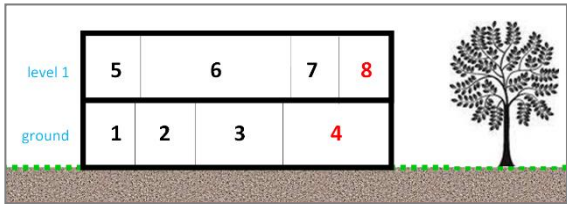
Traditional multi-level addressing

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



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

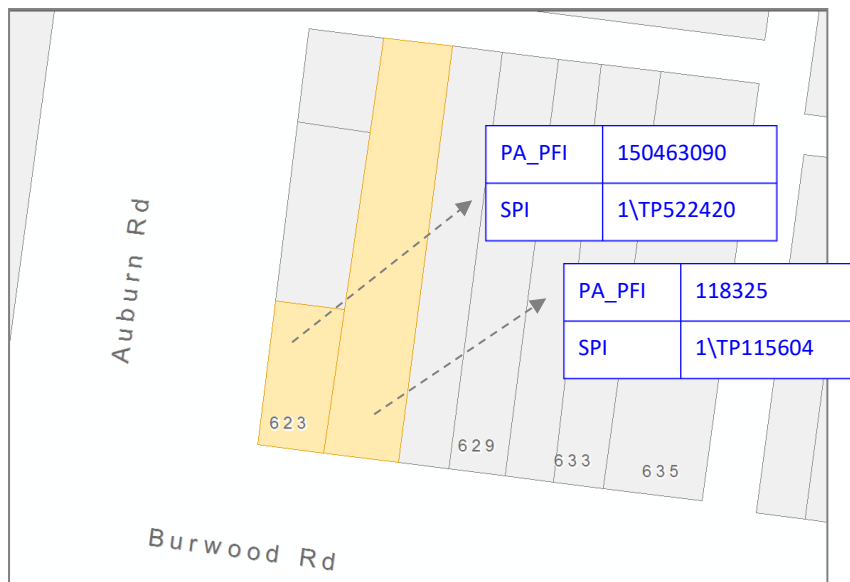
Scenario: Addresses are to be created for some island and water properties.



- 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 | | | | | | | | | | |
| property_PF | parcel_PF | address_PF | propnum | crefno | se_numbe | se_numbe | access_type | road_name | road_type | road_suffix | locality_name | edit_code |
| 45011625 | | | | | 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

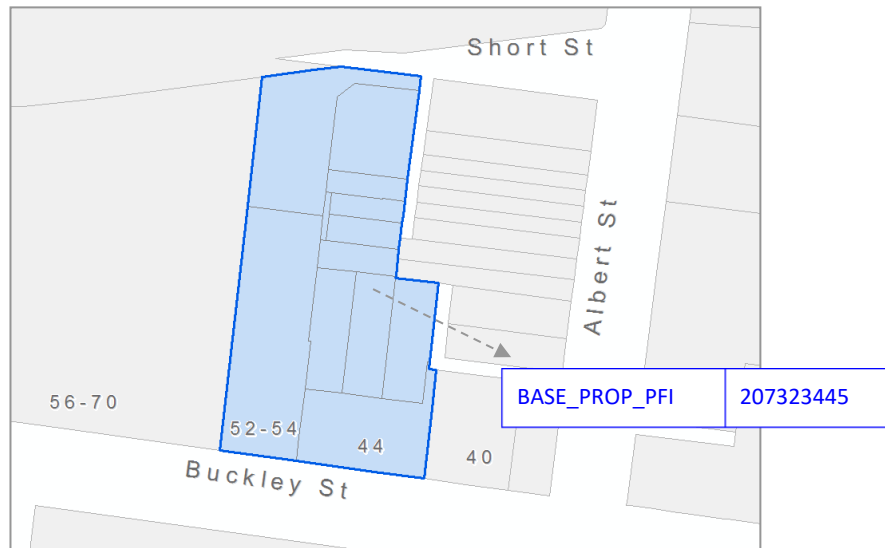
Scenario:

- 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. 1 | House No. Suffix 1st | Road Name | Road Type | Locality | Edit Code B / C / E / P / S / Z / A / R |
| Property | Parcel | | | | | | | | | |
| <i>property_PFI</i> | <i>parcel_PFI</i> | <i>base_propnum</i> | <i>propnum</i> | <i>crefno</i> | <i>se_num</i> | <i>house_suffix</i> | <i>road_name</i> | <i>road_type</i> | <i>locality_name</i> | <i>edit_code</i> |
| | | | | | | | | | | |
| | 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



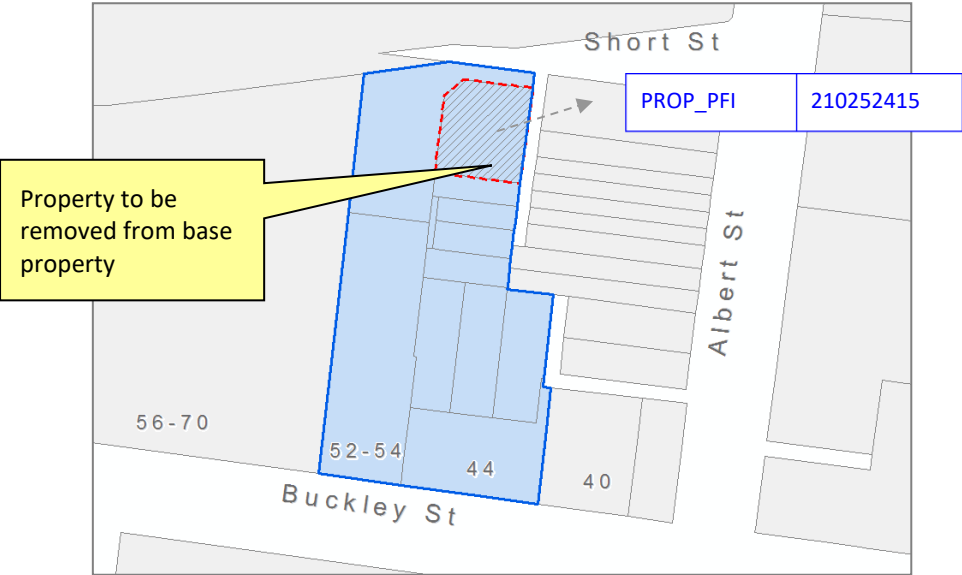
Scenario:

- 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 | base_propnum | propnum | crefno | se_num | house_suffix | road_name | road_type | locality_name | edit_code |
| 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 B / C / E / P / S / Z / A / R |
| Property | Parcel | | | | | | | | | |
| property_PFI | parcel_PFI | base_propnum | propnum | crefno | se_num | house_suffix | road_name | road_type | locality_name | edit_code |
| 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.

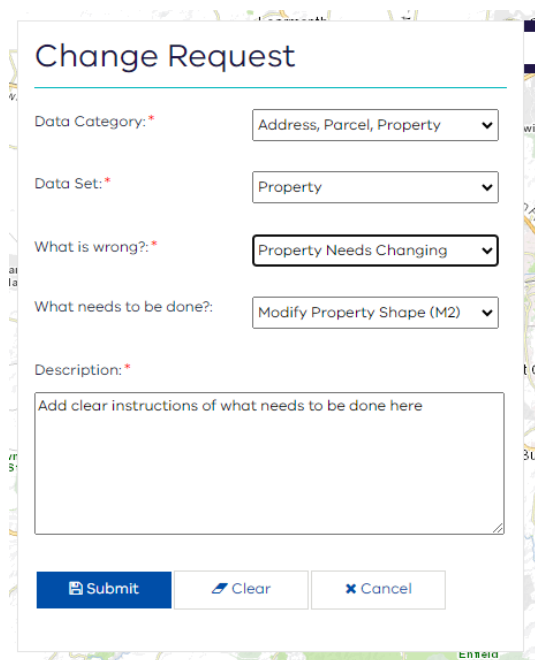
The screenshot displays the 'Change Request' form on the left and a map view on the right. The form has the following fields:

- Data Category:** Address, Parcel, Property (dropdown)
- Data Set:** Parcel (dropdown)
- What is wrong?:** Parcel Shape is Incorrect (dropdown)
- What needs to be done?:** Modify (dropdown)
- Description:** fgsgg (text area)

At the bottom of the form are three buttons: Submit, Clear, and Cancel. The map view on the right shows a street grid with various parcels labeled with numbers (e.g., 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 23, 24, 27, 30, 32, 34, 36, 40). A blue dot is placed on parcel 7, which is labeled 'PC381324'. A red circle with the letter 'C' is visible on the map. A teal arrow points to the map with the text 'Step 1: Identify Location'.

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.



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

We can also organise M1/VES training.