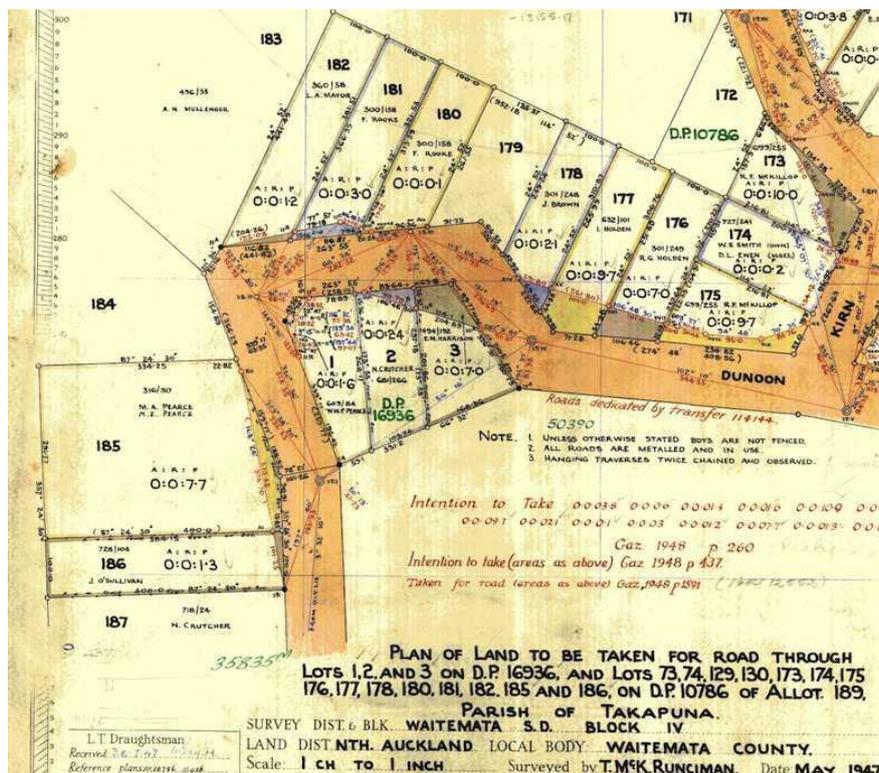


Gen-Guide to NZSG LAND RESEARCH SERVICE



The NZSG Land Research Service enables members to research New Zealand land plans and subsequently to purchase Certificates of Title relating to the parcels of land owned or occupied.



New Zealand Society of Genealogists Inc.

FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE



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The Land Research Service (LRS)

The Land Research Service offers guidance and practical assistance to members researching historic New Zealand land records. This is a New Zealand Society of Genealogists' (NZSG) members-only service. The current officer's contact details can be found in the 'Services and Benefits for members' page in *The New Zealand Genealogist* magazine and on the website. Full information and current prices can be found in the Resources section of the website at www.genealogy.org.nz

TERMS AND CONDITIONS OF USE

This service is only available to members of the New Zealand Society of Genealogists. It is run on a cost recovery basis.

Access to the service is a major benefit of your NZSG membership. You are reminded that members receive information on the understanding that it is to be used for their personal research only. You should not pass it on to any other person, or make access to the service available to non-members.

Up-to-date information about the LRS can be found on the Society's website. Log in as a member, then head to Resources > Research Services > New Zealand Land Research:

https://www.genealogy.org.nz/new-zealand-land-research_549

Any changes in the way the collection operates will be posted on that website and also notified in the 'Services and Benefits for NZSG Members' page in *The New Zealand Genealogist*.

About the Land Research Service

Typically land research happens in three progressive stages, with each stage providing information which can be used in the next stage:

- **Land Plans** - LRS can assist members to locate a specific property or place of interest on land plans and provide the member with copies of the relevant plan(s). Apart from being interesting in their own right, many plans are annotated with the Certificate of Title (C/T) or other land ownership references. This information can in turn reduce the number of titles searches required, and thereby minimise costs.
- **Historic Land Titles** - Once the correct property has been located, the LRS can obtain a copy of the land title(s) using the C/T reference or other land ownership references which generally will be found on the plans. (Alternatively you may wish to do this yourself through Land Information New Zealand (LINZ), or by employing a search agent.) The land title contains a summary list of all registered land transactions (or dealings) including sales, leases, mortgages, etc., associated with that title.
- **Land Transactions (Memorials)** (*known as 'dealings'*) - LRS can also obtain copies of the memorials, eg: transfers, leases, mortgages (sometimes, not always),

etc., associated with a title. The registrations on the title are only a summary but should be sufficient to determine which you might want to look at in more detail. Orders can be placed for one or more of the documents using the Land District designation (eg: 'TN' for Taranaki, 'NA' for North Auckland, 'WN' for Wellington, and so on), together with the transaction reference from the title.

Related Information

- Land Information New Zealand Questions and answers for researchers.
The New Zealand Genealogist, May/June 2010, page 107.
- Re-introduction of the Land Research Service.
The New Zealand Genealogist, February 2014, page 11.
- “Where did my Ancestors Live? An insight into records of Land Information New Zealand.” - paper presented by Ronald Hermon, LINZ, to the NZSG 2006 Conference. This most comprehensive and informative paper (updated in 2014) can be downloaded from the public area of the NZSG website : scroll down to the ‘Land Records’ section and click on “Where did my ancestors live?”:
https://www.genealogy.org.nz/New-Zealand-Research_243.aspx

This guide is written in three parts:

1. Land Plans (see p. 4)
2. Historic Land Titles (see p. 5)
3. Land Transactions (see p. 7).

Instructions for use differ with each part, and detailed information for each is contained in the relevant section.

1. Land Plans

Regardless of whether your ancestor owned, leased or occupied property, it is usually possible to locate the land and from there, find the relevant land plans and documents associated with the property. Apart from being interesting in their own right, many plans are annotated with the necessary Certificate of Title (C/T) or other land ownership references, which can in turn reduce the requirement for so many title searches, and therefore lower costs.

The success of the search will depend to no small extent on the level of detail and information you provide at the outset. For example, it is no help simply asking for a name in a town or district in say, the 1890s, as there is no index! However by searching the electoral rolls for example, you might be able to suggest the family was in a particular street at a certain date. This, and similar information, is invaluable to the LRS Officer as a starting point.

Land plans date back to the earliest days of European settlement and record a vast amount of information about a wide range of activities and geographic features. Maori Land plans, although resulting from deliberations of the Maori Land Court are no different to research in fact a lot of early European farmers leased Maori land. Please be aware that locating the precise plan/s from the large number available to answer your request can be tricky and time

consuming. That is why we ask you to provide as much information as possible with your LRS request. Although some plans will be found fairly easily, some requests may be much more difficult to answer. Please don't expect instant success with every request and don't be surprised if the LRS Officer comes back to you requesting further information to assist in the search. It could be that not every request will result in a successful outcome.

Success in finding your property of interest will be due in no small part to the accuracy and completeness of the information you provide with your LRS request.

Members have the option of receiving the plans by email or through the post. Emailing is the cheaper option but the quality of the emailed version may not always be to the same standard as the printed version. While most plans are in black and white, some older plans are in colour. If the postal option is selected, the plans will be printed in either black & white or colour as appropriate.

Requesting a Land Plan Lookup

Please complete one LRS Request Form for each property of interest. The form F148 NZSG Land Research Service (LRS) Request Form is available for downloading from the NZSG website:

https://www.genealogy.org.nz/data/media/documents/Forms/F148_NZSG_LRS_Form_Jan_2014.pdf

Please submit your LRS Land Plan request as follows:

By email attachment (our preferred option) to:

- Landresearch@genealogy.org.nz or,
- By post to: LRS Officer, NZSG, PO Box 14 036, Panmure, Auckland 1741.

Land Plan Charges: Refer to pages 8 and 9 of this guide.

2. Historical Land Titles

Once you have located the property you are interested in, you can obtain a copy of the historic title(s) through the Land Research Service by using the CT (Certificate of Title) reference(s) or other land ownership references. Generally, these will be found on the land plans. A land title reference number comprises the land district reference, plus a volume number and folio number. An example from the North Auckland land district would be NA 687/123, i.e., NA (for North Auckland) 687 (the volume number)/123 (the folio number). Until recently, all Certificates of Title were prefixed 'CT', i.e. without the district initials.

If you don't specify that you need an historical title, you will receive the current Certificate of Title which is a computer-generated page that deals with the current owner ONLY, and has no historical records.

An historical land title includes the:

- legal description and area of the property
- current owner
- date of issue

- outline sketch showing the shape and dimensions of the land, or a plan of the subdivision of which the land forms part
- list of all subsequent registered *transactions/dealings* involving the title (when the property was transferred, leased, mortgaged, subdivided, etc, with new title numbers cited). (*Note: You can also obtain copies of these land transactions through another part of the NZSG Land Research Service.*)

While a title includes a *summary* of all transactions involving that particular parcel of land, it is important to note that the current title for a property may well not extend back to the time period of interest to you. Land can be subdivided and re-subdivided over time; each time this happens, a new title is issued. The original title is annotated as to the portion removed, and the reference for the new title is added to the 'parent' title. In the same way, the new title includes a 'prior title' reference indicating its origin.

As NZSG members are likely to be more interested in researching older rather than current titles, it will invariably be a question of stepping back in time, title by title, until you find the one title appropriate to your ancestors. This means you may need to obtain some 'intermediate' titles before reaching the one relevant to your search. Depending on the particular piece of land, you can probably expect to go back through three or more 'intermediate' titles before reaching the relevant one. This is where members should find the advice and guidance of the LRS Officer invaluable in their search - especially as each C/T ordered is charged for.

Please note that there will be a cost for each 'intermediate' title you ask us to obtain. You will be asked to acknowledge and accept the relevant charges before any title is obtained on your behalf, so you can make an informed decision on whether or not you wish the LRS Officer to proceed.

Whilst all current land titles have been digitised, many older documents have not. So when you require an older title there may be a delay while that document is located and scanned. Again, there will be a cost for this.

Members have the option of receiving the titles by email or through the post. If the postal option is selected, the titles will be printed in black & white. See *Land Title Charges*.

Requesting a Land Title

Please complete one LRS Request Form for each property of interest. The form F148 (NZSG Land Research Service (LRS) Request Form) is available for downloading from the NZSG website:

https://www.genealogy.org.nz/data/media/documents/Forms/F148_NZSG_LRS_Form_Jan_2014.pdf

If you already know the title reference, the minimum we require on the request form, in addition to your membership number, contact details, and delivery option is the:

- Land district
- Title reference (volume number/folio number).

However, as members will be dealing mostly with older land records, unless you are certain of the reference number, you risk getting the wrong title and this will be a cost to you. To

minimise this risk, we recommend that you provide as much information as possible. For this reason, the land title request form is identical to the LRS land plan form and again, members are encouraged to provide as much detail as they can.

Please submit your completed LRS Request Form as follows:

- By email attachment (our preferred option) to: Landresearch@genealogy.org.nz, or,
- By post to: LRS Officer, NZSG, PO Box 14 036, Panmure, Auckland 1741.

Land Title Charges: Refer to pages 8 and 9 of this guide.

3. Land Transactions

Every time something happens to a parcel of land (when it is bought, sold, leased, mortgaged, etc.) the event is registered on the current title as a 'dealing' or *land transaction*. Please note that a land title lists only those transactions which occurred during the 'life' of that particular title.

For example, let's say your ancestors owned the land from 1880-1899 and you want to know how much they paid for it and who provided the mortgage. First you need to go back to the title for that period and, at that point, note the relevant transaction references. (*Note: You can obtain copies of the relevant titles through the NZSG Land Research Service*). The list of transactions on the title shows the registration date of each transaction and the names of the parties involved, plus a document reference number. If you want more details of the transaction, such as the amount of the consideration, a copy of the document is required.

Transaction numbers are unique to a land district, so when ordering a transaction, you need to quote both the land district and the transaction number. It also helps if you can provide the title reference, as this will help confirm that the correct transaction document has been found. A transaction number is an index number. It usually starts with a letter and looks something like 'T999999'.

Using the transaction numbers, you can order copies of individual documents. Over the years, a property may have changed hands many times. As there is a charge involved for each document we obtain for you, make sure to ask only for the transaction(s) which are of interest, unless you really do want all the documents for a specific property.

Whilst all current documents have been digitised, many/most older documents have not. So when you require an older document there may be a delay while it is located and scanned.

Requesting a Land Transaction

Please complete one LRS Request Form for each property of interest, and indicate the relevant transaction required. The form, F148 NZSG Land Research Service (LRS) Request Form, is available for downloading from the NZSG website:

https://www.genealogy.org.nz/data/media/documents/Forms/F148_NZSG_LRS_Form_Jan_2014.pdf

Please submit your LRS Land Transaction request as follows:

- By email attachment (our preferred option) to: Landresearch@genealogy.org.nz or,
- By post to: LRS Officer, NZSG, PO Box 14 036, Panmure, Auckland 1741.

Typically you will only be requesting land transactions once you have pinpointed the exact property you are after and have obtained the relevant title(s). At this stage in the process, the LRS Officer is your best point of call for any help you may require in completing a land transaction request form.

Land Transaction Charges: Refer to pages 8 and 9 of this guide.

Delivery of documents

Members can elect whether they wish to receive the documents via email or by post. Documents provided by the LRS will be emailed to members unless the member states a specific preference for having the material sent by post. If a member elects to receive the material by post, there will be an additional charge for printing, packaging and postage.

While most plans are in black and white, some old plans are available in colour. Members who elect to receive the plans by post will receive either black and white or colour printouts as appropriate.

Members will have different requirements and want different numbers of documents. They will be asked to acknowledge and accept the cost of this service before any document is ordered on their behalf.

Land Research Charges

All inquiries must be accompanied by the completed order form. Please complete one LRS Request Form for each property of interest. The form, F148 NZSG Land Research Service (LRS) Request Form, is available for downloading from the NZSG website:

https://www.genealogy.org.nz/data/media/documents/Forms/F148_NZSG_LRS_Form_Jan_2014.pdf

Costs are listed on the lower part of Form F148. Full information and current prices can be found in the website at www.genealogy.org.nz Log in, then go Resources > Research Services > New Zealand Land Research:

https://www.genealogy.org.nz/new-zealand-land-research_549

Payment: You can pay for the initial search via the Members Only Shop on the NZSG website

<https://www.genealogy.org.nz/shop/online-shop/members-only-products/land-research-service--initial-search-request>

or by cheque to NZSG Accounts, NZSG, PO Box 14 036, Panmure, Auckland 1741.

Costs and Services: (prices in NZ\$ as at February 2017) ~

Initial Search

Initial search & email of relevant plans \$15.00

If the search is successful, the plans will be emailed to you at no extra cost.

Additional Services and Costs

Should you want any, or all, of the services below, you will be invoiced for them. The service, or services, will be provided once payment has been received.

Plan printed on A3 page, each page @ \$0.50

Postage std. rate for 1 tube (up to 10 plans) \$ 4.60
(Can send A4 stamped self-addressed envelope,
but plan will be folded)

Certificate of Title & any other documents from
Land Information NZ (LINZ), each @ \$15.00
These will be emailed unless otherwise requested.

Please Note:

If there is no result found relating to your request, there will not be a refund as the payment is used to cover the costs of the service.

Contact: Landresearch@genealogy.org.nz

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NZSG Land Research Service (LRS) Request Form

Completed request form to be forwarded to accounts@genealogy.org.nz (By email), or by post to Accounts, NZSG, PO Box 14 036 Panmure, Auckland 1741 After receipt of payment this form will be forwarded to the land research service (landresearch@genealogy.org.nz)

Member details

Name..... Title..... NZSG #.....
 Postal address..... Post code.....
 Email address.....
 Telephone home..... mobile.....

Delivery options (select one only) Email or by post

Family Member (Ancestor) Search Names and details

Full name of Family Member (birth/death years If known).....
 Current address of the Property.....
 Time period ancestors lived at / occupied the property.....
 Property use (home / farm / business etc).....
 Property owner's name (Current/during the research time frame -if relevant).....
 Location of property
 Land District/ Province..... Local body.....
 Township/parish/subdivision.....
 Block numbers, Section or allotment #, DP # if known.....
 Source of this information.....

Any other details you know:

.....

COSTS: Please note searches will only be made **after** receipt of payment which is made by cheque to Accounts, NZSG PO Box 14 036 Panmure Auckland 1741, or via the NZSG website shop:

Initial search & email of relevant plans	\$15.00
Plan printed on A3 page each page @	0.50
Postage std rate for 1tube (up to 10 plans) (can send sae A4 but plan will be folded)	\$4.60
Certificate of Title & any other documents from Land Information NZ, (LINZ) each @	\$15.00

These will be emailed unless otherwise requested

 Search result comments (For office use)