



Cadastral Surveyors Licensing Board
of New Zealand

Guidelines for Obtaining a Licence to undertake Cadastral Surveys in New Zealand

These guidelines should be read in conjunction with the Board's Standards for Licensing Cadastral Surveyors April 2010 <https://cslb.org.nz/home/licensing>

To obtain a Cadastral Survey Licence in New Zealand you must hold a relevant surveying qualification and demonstrate practical and professional skills that satisfy the Board's Standards for Licensing Cadastral Surveyors April 2010.

Use one of the following links to find the licensing requirements and process that meet your circumstances:

- (1) I hold recognised qualifications and I wish to apply for an initial licence, or
- (2) I wish to reapply of a licence that has expired, or
- (3) I am registered or licensed as a surveyor in an Australian State and wish to apply for a New Zealand licence, or
- (4) I have academic qualifications not currently recognised and wish to apply for licence in New Zealand, or
- (5) I wish to renew my current licence

The references (eg s 3.1.1) quoted below refer to the Board's Standards unless stated as otherwise.

1 Initial licence

1.1 Qualifications

To obtain an initial licence you must:

- 1.1.1 Hold a relevant educational qualification in surveying – the Board recognises the BSurv degree from Otago University and some surveying degrees from some other institutions, including the Australian State universities as relevant qualifications. Qualifications from institutions not currently recognised by the Board may also be accepted and are considered individually on application. (s 3.1.1) See also Section 4 below, Applications from candidates with qualifications not from New Zealand or Australia.
- 1.1.2 Have completed a period of practical training, after graduation, under the supervision of a licensed cadastral surveyor. The practical training must enhance your skills to undertake cadastral surveys and produce cadastral datasets that meet the standards set out in s 3.1.2.
- 1.1.3 At all times comply with professional practice standards as defined in s 3.1.

1.2 Process

After obtaining a relevant qualification and completing the practical training you must:

1.2.1 Demonstrate your knowledge of the Acts and Regulations relating to land tenure and land subdivision.

1.2.2 Demonstrate your practical ability as required by items 1.1.2 and 1.1.3 above.

This is most commonly achieved by sitting and passing the New Zealand Institute of Surveyors (NZIS) Cadastral Law examination, and the NZIS Professional Entrance examination in the Cadastral Surveying component. Details of these examinations are found on the NZIS web site -

https://www.surveyors.org.nz/careers_and_education/professional_entrance_exams

In special circumstances the Board may set its own examination or test an applicant in some other way.

After completing items 1.2.1 and 1.2.2 you may apply for a licence using the application Form 1, Application for an initial licence - <https://cslb.org.nz/home/licensing>

Your application must include:

- (i) A copy of your academic qualification certificate.
- (ii) A copy of your Certificate of Competency issued by the NZIS as proof of completing the NZIS Professional entrance examination. Or if you have demonstrated practical competence by a different process then evidence of successfully completing that process. The Certificate of Competency must include the cadastral option and have been issued within the last 12 months if the Certificate was issued after 13 June 2014, or within the last 3 years if issued prior to 13 June 2014. If your Certificate of Competency was issued outside these times then you must comply with the requirements of s 3.3.
- (iii) The prescribed application fee.

Send your application to the Secretary. Applications are usually processed within 21 days of receipt.

2 Reapplication of a licence

2.1 Requirements

If you have previously been licensed as a surveyor but do not hold a current licence, you must demonstrate to the Board that when reapplying for a licence that you have:

- 2.1.1 Maintained your skills, knowledge or experience in cadastral surveying in New Zealand over the last three years as defined by the competencies in Section 2, and
- 2.1.2 Maintained your knowledge in those competencies where you have not practiced, in the last three years.

2.2 Process

You should apply using Form 2, Application from an applicant whose licence has expired <https://cslb.org.nz/home/licensing> and include in your application:

- (i) A curriculum vitae of cadastral surveying experience in the previous three years, that demonstrates you have achieved the requirements 2.1.1 and 2.1.2 above, and
- (ii) Two referees of your cadastral surveying experience – one of whom must be able to attest to your recent cadastral surveying experience, and
- (iii) The prescribed application fee.

Complete the application Form 2 and send it to the Secretary; it will be considered at the next Board meeting following receipt of the application.

Before making a decision on whether to approve the application the Board may require you to do one or more of the following:

- (i) Undertake a period of cadastral surveying experience under the supervision of a currently licensed cadastral surveyor.

- (ii) Provide other evidence of your current cadastral surveying experience.
- (iii) Pass written and or oral examinations specified by the Board.
- (iv) Undertake an interview with the Board.

3 Applications from Australian licensed or registered surveyors

3.1 Requirements

If you are a licensed or registered cadastral surveyor in an Australian State you may apply for a licence under the reciprocal agreement between the NZ and Australian Boards.

3.2 Process

You must obtain a Letter of Accreditation from the Surveyors Licensing or Registration Board of the State in which you are licensed or registered. You should request the Australian Board send the Letter of Accreditation to the secretary when you submit your application for a NZ licence. An emailed PDF version sent directly from the Australian Board's office is acceptable provided the original is sent by post.

Complete the application Form 3, Applicants licensed or registered in Australia - <https://cslb.org.nz/home/licensing> and send it to the secretary. Applications are usually processed within 21 days of receipt of the application and prescribed fee.

4 Applications from candidates with qualifications not from New Zealand or Australia

4.1 Requirements

If you are a surveyor with qualifications which are not from NZ or Australia and wish to be licensed in NZ you need to satisfy the Board that you meet the Board's competency standards for licensing surveyors described in the Board's Standards for Licensing Cadastral Surveyors April 2010. <https://cslb.org.nz/home/licensing>

One of the requirements is that you hold an acceptable academic surveying qualification that equates to the Bachelor of Surveying (BSurv) degree at Otago University, New Zealand. The Otago BSurv degree is a 4-year degree that includes a significant component of cadastral surveying, while many overseas degrees are engineering degrees that have surveying as a component and do not meet the Board's requirements.

4.2 Process

The first step is to request the Board to assess your academic qualification against its competencies and standards. You must provide the Board with information about your qualifications and surveying career - including certified copies of degree certificate(s) and registration certificates and, detailed information on the degree course(s) - and a detailed CV. The Board will probably require your degree to be assessed by the Bureau for the Assessment of Overseas Qualifications (BAOQ). This is done at your cost - about \$300.

If your academic qualification is acceptable to the Board, the Board will advise you what further work you need to undertake to complete the Board's requirements for the issue of a licence. This will be assessed on an individual basis but will probably include some practical experience in cadastral surveying in NZ (up to 24 months) and completing the NZ Institute of Surveyors (NZIS) Cadastral Law examination. You might also be required to complete the cadastral component of the NZIS Professional Entrance examinations. You can find information on these examinations on NZIS website, https://www.surveyors.org.nz/careers_and_education/professional_entrance_exams

However, before undertaking any of these examinations you should wait until after your academic qualifications have been assessed and you have received the Board's decision. If your degree is not acceptable to the Board you will need to complete a surveying degree acceptable to the Board, and complete practical and written requirements as specified by the Board. You should negotiate any credits for passes in other degree courses directly with the educational institution concerned.

After the Board has approved your academic qualification and you have completed any other requirements set by the Board you should apply for your licence using Form 4, Applicants with non accredited qualifications - <https://cslb.org.nz/home/licensing>
Applications are usually considered at the next Board meeting following receipt of the application.

5 Renewal of a licence

5.1 Requirements

The licensing year runs from 1 July to 30 June and the Board requires that a licence must be renewed by the 30 June each year to remain current. If your application for renewal is not received by 30 June then your licence will lapse and you must reapply for a licence as described in Section 2 above, Reapplication for a Licence. When you apply for renewal of your licence, you must demonstrate to the Board that you have:

- (i) Maintained your skills, knowledge, or experience in survey measurement, land tenure systems, land boundary definition, and land information systems, as defined in Sections 2.1 to 2.4, and the planning process and engineering principles as defined in Section 2.5.
- (ii) Maintained your knowledge in those competencies where you have not practised in the last three years.

The Board applies the following criteria when assessing applications for renewal of a licence.

1. If you have lodged a minimum of three cadastral survey datasets in the preceding three year period that have been approved as to survey by Land Information New Zealand, the Board will accept this as evidence that you meet the level of competency defined in sections 2.1 to 2.4 of the Standards for Licensing Cadastral Surveyors. Datasets that do not define or redefine the extent of rights are not considered cadastral survey datasets that meet this criterion.
2. If you have not lodged a minimum of three cadastral datasets in the last three years, or have not practised in those topics defined in section 2.5 and have ticked boxes (ii) and or (iv) of the declaration, you can demonstrate your competency in cadastral surveying through a combination of some of the following ways. You must describe your involvement in at least one activity from each of the following two groups. In every case the activities must relate to the appropriate competencies required by cadastral surveyors as defined in the Standards for Licensing Cadastral Surveyors.

Group 1

- (i) By filling a leadership role in an organisation that undertakes cadastral surveying and being actively involved in cadastral surveying by exercising judgement on cadastral survey matters and supervising and mentoring staff undertaking cadastral surveys, and or advising and dealing with clients on cadastral survey projects
- (ii) By undertaking all aspects of cadastral surveys but not certifying and lodging those datasets with LINZ

- (iii) By accumulating annual CPD points that relate to cadastral surveying which are recorded by a recognised body representing cadastral surveyors; the CPD record must list the activities and show that they relate to cadastral surveying
- (iv) By working in an organisation involved in cadastral survey matters, and you undertake cadastral survey activities such as teaching or setting and applying rules and standards
- (v) By practising in a jurisdiction where the competencies equate to the competencies in cadastral surveying in New Zealand.

Group 2

- (vi) By attending workshops and seminars on cadastral surveying topics
 - (vii) By participating in cadastral forum(s), such as the NZIS Cadastral Commission, by writing and or reading articles
 - (viii) By peer reviewing, reading, or writing articles on cadastral surveying in published journals such as the New Zealand Surveyor
3. If you are practising outside New Zealand you must demonstrate you have maintained your competency in the New Zealand context, in particular the current rules and standards for cadastral surveying, and all the legal aspects such as the application of the Resource Management Act. You must also demonstrate some knowledge of the current technology (currently LandonLine) used for lodging cadastral survey plans in New Zealand.
 4. If you are practising in another jurisdiction with competencies in cadastral surveying which are similar to New Zealand you must state the jurisdiction and describe how the competencies of that jurisdiction equate to the New Zealand competencies. You must also provide your current licence or registration number.
 5. The Board may invite any candidate to an interview, the purpose of which is for the candidate to elaborate on the manner they maintained their competency in cadastral surveying.
 6. There is a distinction in being a competent surveyor in the widest sense and maintaining specific New Zealand cadastral survey competence. The licence is a licence to undertake cadastral surveys in New Zealand.

5.2 Process

In mid April each year the Board emails current licence holders a licence renewal letter, invoice, and licence renewal application form. The application renewal form requires you to declare that:

In relation to section 3.2 and section 2.1 to 2.4 you have:

- (i) Lodged 3 or more cadastral survey datasets in the last 3 year period, or
- (ii) Practised or maintained your knowledge by means of private study, attendance at seminars, or workshops, or by other appropriate means in those topics defined in sections 2.1 to 2.4, and you must support your certification with a description as to how you have maintained your knowledge as required in Appendix 1 of the application form.

In relation to section 3.2 and section 2.5 you have:

- (iii) Practised in those topics defined in Section 2.5, or
- (iv) Maintained your knowledge by means of private study, attendance at seminars, or workshops, or other appropriate means in those topics defined in section 2.5 and you must support your certification with a description as to how you have maintained your knowledge as required in Appendix 1 of the application form.

You must also certify that you have not been convicted of an offence under sections 217 to 281 of the Crimes Act 1961 since your last renewal application.

Send your completed application form, supporting evidence as appropriate, and the prescribed fee, to the Secretary by 30 June.

If your licence is subject to review because of significant failure in accordance with s7(1)(d) of the Cadastral Survey Act 2002, your previous year's licence rolls over until the Board makes a decision on renewal of your licence. You may be required to provide further information to support your application, and the Board may hold an interview with you if it is considered necessary.