Queensland Parcel Identification Standard

2013

SIG/2013/396

Version 4.01

Last reviewed 13/02/2018

Queensland Government

This publication has been compiled by the Queensland Spatial Information Council, Department of Natural Resources, Mines and Energy.

Version History

Version	Date	Description/Comments
1.0	30/11/10	Standard created.
2.0	31/10/12	Reviewed and amended to incorporate department name change to Department of Natural Resources and Mines (DNRM)
3.00	31/1/13	Minor amendments
3.01	31/8/13	Minor amendments
3.02	30/9/14	Minor amendments
4.00	1/9/16	Reviewed and updated to reflect new DNRM template requirements and correct font errors
4.01	13/2/2018	Minor amendments to reflect new department name.

Approval

Position	Name	Date
Director, Cadastral and Geodetic Services	Russell Priebbenow	02/09/2016

Table of contents

1. Purpose

The purpose of this document is to define a consistent method for uniquely identifying all land parcels in Queensland for which the Department of Natural Resources, Mines and Energy (DNRME) has a vested interest.

This standard represents the department's implementation of the Queensland Standard for Parcel Identification.

It defines a consistent methodology for uniquely identifying all land parcels in Queensland for which the department has a vested interest. In the context of this standard, a parcel is defined as being a bounded area in which an interest relating to the land exists or will exist.

2. Introduction

In the context of this document, **a parcel is understood to be a bounded area in which an interest relating to the land exists or will exist**. It is also recognised that such a parcel (or bounded area) may have more than one interest associated with it.

For the purposes of this document, such parcels have been categorised into two groups.

Primary Parcel Interest	-	those cadastral parcels created to issue a primary legal interest in land, (e.g. freehold or crown lease). A cadastral parcel is accepted as being the smallest area of land capable of sale without further approval to subdivide.
Secondary Parcel Interest	-	those parcels created to represent a secondary interest such as an easement, commercial lease, or license;
	-	those parcels created to represent some administrative management purpose over existing primary parcels (or part thereof) that reflect community concepts of rights which prevail over ownership.

Because a secondary parcel interest must affect the interest of a primary parcel, it is recommended that all secondary parcels ultimately be linked to the primary parcels (i.e. Lot on Plan). Although such a linking mechanism is considered to be outside the scope of this document, it is recommended that this be addressed as a matter of priority by those individual business areas creating secondary parcel interests.

3. The need for parcel identification

DNRME recognises that a standard convention for the identification of “parcels of interest” is a prerequisite to the efficient sharing of information relating to land. It is also recognised that once a parcel of land is created for a particular interest, that parcel can also be used to define interests created by other parties. Therefore, the purpose for which the parcel was created may not be the only interest defined by that parcel.

The model presented in this document is based on the existing convention used to describe cadastral parcels (primary parcels). This convention was developed in 1985 and is referred to as “Lot/Plan”, e.g.

29/SP123456. The fundamental simplicity of the Lot/Plan description as an identifier for cadastral parcels has been that the plan number is unique. The parcel numbers within that plan are also unique.

Note: **A Plan is a document that graphically displays a parcel, or parcels of land and is uniquely numbered. This definition includes registered plans as well as sketches, diagrams and electronic representations displaying land parcels at any accuracy.**

Although this has been suitable for cadastral parcels and has been widely accepted, no similar approach to secondary land parcels has been adopted.

Government agencies deal with a broad range of secondary parcels ranging from building sites within cadastral parcels, easements that pass across a number of cadastral parcels to watershed administrative areas which cover many hundreds of cadastral parcels. Parcels can also be representative of three dimensional space - for example, strata titles, volumetric parcels, and mining interests.

3.1 Standard

The allocation, specification and representation of information relating to the identification of land parcels in Queensland will be in accordance with this standard.

All future system planning, development, new entries, etc. shall accommodate this standard as a matter of priority.

A parcel identifier shall be assigned by the relevant departmental business area responsible for that particular land interest.

The Land and Spatial Information group within the Service Delivery group shall act on behalf of all QSIC agencies, for the state-wide coordination and assignment of the "Plan Type" component of a Parcel Identifier.

3.2 Responsibilities

Executive Directors are responsible for the overall implementation of this standard to all business areas/units within their respective program.

Directors/General Managers of relevant business areas shall be responsible for ensuring that appropriate procedures are in place to enable the ongoing use of this standard at the operational level.

Executive Director - Land and Spatial Information, is responsible for the state-wide coordination and assignment of Plan Type on behalf of all QSIC agencies.

Managers and Supervisors within specific business units shall be responsible for administering and monitoring the use of this standard on a day to day basis.

4. The parcel identifier

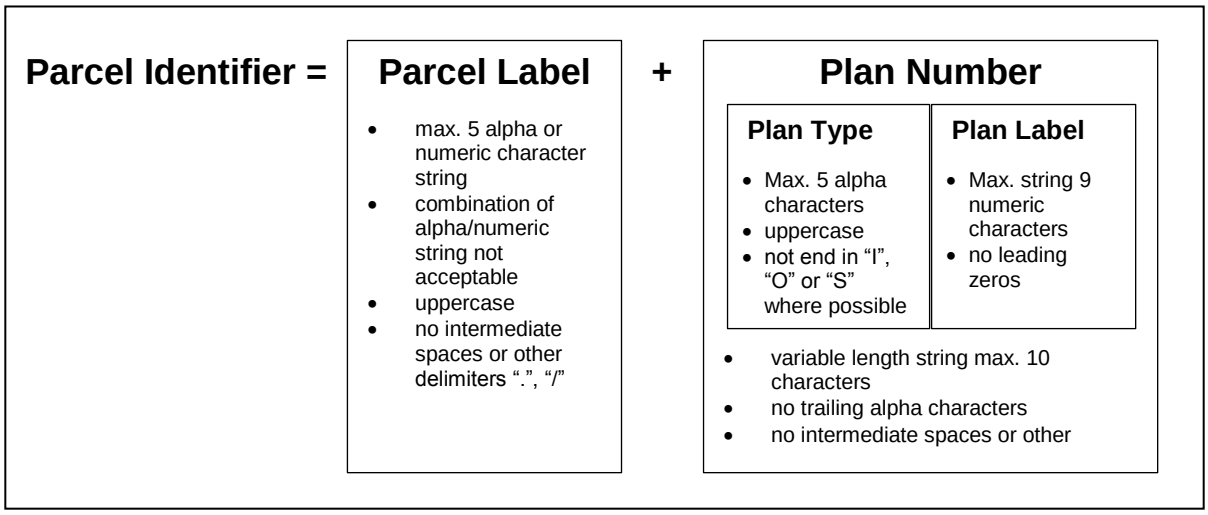
This document sets out the required elements that make up the Parcel Identifier, explains their relationship with each other, and outlines a recommended specification for its use.

4.1 Definition

'A Parcel Identifier unambiguously identifies a parcel of land'.

Such an identifier shall be assigned by that DNRME business area responsible for that particular land interest. Figure 1 graphically demonstrates the elements of the parcel identifier according to this Standard.

Figure 1 – DNRME Parcel Identifier Elements



5. Specification

The elements that uniquely identify a parcel shall be documented and displayed according to the following specification.

Note: **A Bold typeface has been used only to assist in explaining and demonstrating the purpose and use of a parcel identifier element and does not form part of this Standard's specification.**

5.1 The parcel label

On a plan, parcels are labelled so that they can be distinguished from one another. The **Parcel Label** is the unique number or letter assigned to the parcel by its creator. This label is considered mandatory.

Once established by the creator, the **Parcel Label** shall be recorded in all appropriate systems to ensure that the integrity of the **Parcel Label** is maintained.

- The same **Parcel Label** shall not be used for 2 different parcels on the same plan even if the parcels are for different purposes (i.e. Easement A and Lease A will not exist on the same plan).
- The administering authority of a plan series is responsible to ensure that uniqueness of Parcel Labels within a single plan is maintained.

Parcel Label Specification:

The Parcel Label consists of a 5 character field for both primary and secondary parcels.

- It can be either an alpha string or a numeric string. A combined alpha/numeric string is not acceptable (i.e. 1A or A1 are considered unacceptable).
- All alpha characters are UPPERCASE.

Example:

29 on SP123456	(acceptable)
A on SP123456	(acceptable)
1 on PWH4010	(acceptable)
A1 on NRM5678	(not acceptable)
1a on NRM12345	(not acceptable)

Note: **The interest or the purpose for which a parcel was created may or may not be unique to a particular user. For example, the lease type may be used as an attribute by all clients to distinguish the lease over their land, however, a parcel type such as a Dam Catchment Area may be unique to a single user.**

This parcel type is an attribute of the parcel and is not required to uniquely identify that parcel. Therefore, the type of parcel does not form part of the unique parcel identifier. However, it can be used as an optional field during data exchange.

5.2 Plan type

The **Plan Type** is that component of the **Parcel Identifier** that identifies the plan series to which the plan belongs. Initiating a new **Plan Type** is the responsibility of the business area for which a particular series is required. All efforts should be taken by the business area to ensure:

- it is unique throughout the State;
- information about all **Plan Types** (for both current series and those no longer in use) is available for all parcel based plans within Queensland and is maintained.

Note: **A user may be restricted to a particular range of Plan Labels within a Plan Type. For example, a client may wish to use the Plan Type of SL which is a disused Plan Type for the County of Stanley for Crown Actions under the Land Act. In this case the Plan Type will also define an acceptable range for that agency to use (ie start the series at 20000).**

Historically where no definitive plan of the parcel was available (e.g. unsurveyed parcels, existing permits to occupy, Mining Leases) the tenure prefix and number was used, e.g. 1 on PER5234. In those cases, the description of the parcel was documented on the official file for that tenure. Currently, all

new parcels of these characteristics are prepared to conform with the *Survey and Mapping Infrastructure Regulations 2003* by the preparation of an appropriate plan of survey.

Primary and Secondary parcels can be represented by the same Plan Type. For example, for a cadastral parcel (primary parcel), the **Plan Type** may be **SP** [Survey Plan]. Secondary parcels, such as an Easement, may also be represented on that particular **SP** plan. Alternatively, specialised **Plan Types** can be used.

Plan Type Specification:

The **Plan Type** consists of an alpha string only, to a maximum of 5 characters (within a 10 character Plan Number).

- All characters are UPPERCASE.
- The character string shall not end in either the letter “I” , “O” or “S” if at all possible. Where this cannot be avoided, an appropriate type font shall be used when displaying a **Parcel Identifier** to remove any unnecessary confusion between what is represented as the **Plan Type** and the **Plan Label**.

Example:

29 on **SP**123456	(acceptable)
29 on **Sp**123456	(not acceptable)
29 on **PWS**4010	(not acceptable)
29 on **PWS**4010	(acceptable)
29 on **PWI**4010	(not acceptable)
29 on **PWI**5678	(acceptable)

5.3 Plan label

The **Plan Label** is the number allocated from within a specified range assigned for that **Plan Type.** The creating agency or organisation is responsible to ensure the **Plan Label** allocated to a plan is unique within that plan series or type.

Plan Label Specification:

A **Plan Label** shall consist of a numeric string with a maximum of 9 characters (within a 10 character Plan Number).

- The character string shall not contain any leading zeros.

Example:

SP**123456**	(acceptable)
SP1**00001**	(not acceptable)
A**123456789**	(acceptable)
PWR**123456A**	(not acceptable)

5.4 Plan number

In Queensland, the graphical representation of a particular parcel is referenced by what is commonly referred to as a Plan Number. For the purposes of this document, Plan Number consists of a combination of the two Parcel Identifier elements Plan Type and Plan Label respectively. Representation of a parcel using Plan Number shall adhere to the following specification in conjunction with that outlined for Plan Type and Plan Label.

Plan Number Specification:

Plan Number consists of a variable length string made up of a combination of both alpha and numeric characters.

- The maximum length of the variable string shall not exceed 10 characters.
- There will be no trailing alpha characters.
- **Plan Number** shall always be displayed as a single string with no intermediate spaces, or other delimiters ".", "**/**" etc.

Example:

SP123456	(acceptable)
SP 123456	(not acceptable)
SP.123456	(not acceptable)
SP123456A	(not acceptable)
NV/45	(not acceptable)
NV45	(acceptable)

6. Allocating parcel identifiers

To ensure uniqueness of parcel identification, it is necessary to control the allocation and use of **Parcel labels** and **Plan Numbers** (i.e. **Plan Type** and **Plan Label**). The following conventions concerning parcels shall to be adhered to:

- The parcel shall be unambiguously identified on a plan or in a document. In special cases (approved by the creator of an interest), a parcel will be described by metes and bounds or by adjoining descriptions in a public document (e.g. in the lease document or permits to occupy). In these cases a referenced document will be used as the **Plan Number**.
- The precision of a defined parcel is governed by the administrative process for which the interest is to be created.
- Primary parcels must not overlap other primary parcels, that is, only one primary parcel can occupy a particular physical space. (NB. This does not exclude primary parcels created in strata, since they each occupy a unique three dimensional space).
- Secondary parcels are defined for a particular interest (e.g. easement) and may occupy the same physical space as other secondary or primary parcels.
- A secondary parcel may be a sub-parcel to a primary parcel or an aggregation of many primary parcels. The administrative processes of the organisation creating the interest will determine the extent of the relationship between a primary and secondary parcel.

7. Representing parcel identifiers

The following protocols shall be used when parcels are being identified for the purposes of data exchange and presentation in documents, schedules and computer screens.

7.1 Written descriptive

This protocol will apply when identifying and representing a parcel for the following purposes:

- 'Full Written Word' when representing a parcel for any official or legal purpose;
- 'Abbreviated Written Form' when representing a parcel/s in tables, short forms or schedules which form part of a report or general document.

(a) Full Written Word Form

Format:

[PARCEL LABEL] on [PLAN NUMBER]

The word 'PLAN' has traditionally been used before **PLAN NUMBER** when writing the full description. This serves no particular purpose in identifying the parcel and therefore is not required under this Standard.

Where the interest being described refers to multiple parcels, the number of Parcel Labels shall be represented:

- individually, separated by the word "**and**"; or
- as a range, which is represented by the lowest **Parcel Label**, the word "**to**" followed by the highest **Parcel Label** in the sequence.

Example:

4 **on** SP123456	(acceptable)
4 SP123456	(not acceptable)
1 **and** 3 **on** SP123456	(acceptable)
1 **&** 3 **on** SP123456	(not acceptable)
1 **to** 3 **on** SP123456	(acceptable)
1 **to** 3**/**SP123456	(not acceptable)
1 **and** 3 **to** 5 **on** SP123456	(acceptable)

Multiple lots on multiple plans cannot be used as ranges.

- Where multiple parcels being identified are represented by more than one **Plan Number**, each individual or range of **Parcel Identifiers** shall be separated by the word '**and**'.

Example:

1 to 3 on SP123456 **and** SP100001	(not acceptable)
1 to 3 on SP123456 **and** 1 to 3 on SP100001	(acceptable)
1 to 3 on PWL45678 **and** A on A123456789	(acceptable)

(b) Abbreviated Written Form

FORMAT:

[PARCEL LABEL/S] [PLAN NUMBER]

Where the interest being described refers to multiple parcels, the number of Parcel Labels shall be represented:

- individually, separated by the delimiter "," ; or
- as a range, which is represented by the lowest **Parcel Label**, the delimiter "-" followed by the highest **Parcel Label** in the sequence.

Example:

4 SP123456	(acceptable)
1**,**3 SP123456	(acceptable)
1,3/SP123456	(not acceptable)
1**-**3 SP123456	(acceptable)
1 **to** 3 SP123456	(not acceptable)
1**,**3**-**5 SP123456	(acceptable)

Multiple lots on multiple plans cannot be used as ranges.

- Where multiple parcels being identified are represented by more than one **Plan Number**, each individual or range of **Parcel Identifiers** shall be separated by the character "**&**".

Example:

1-3 SP123456 **&** SP100001	(not acceptable)
1-3 SP123456 **&** 1-3 SP100001	(acceptable)
1-3 PWL45678 **&** A A123456789	(acceptable)

7.2 Output descriptive

The output and subsequent display of a **Parcel Identifier** resulting from an enquiry shall be represented in accordance with the **Full Written Form**.

7.3 Storage Descriptive

The following protocol shall be used where a **Parcel Identifier** forms an integral part of a database design. Creators of the database or system shall ensure that the appropriate fields are set up to accept a **Parcel Identifier** according to this format.

Format:

A **Parcel Identifier** shall be represented as two separate fields containing **Parcel Label** and **Plan Number** respectively, or as three individual fields of information containing **Parcel Label**, **Plan Type** and **Plan Label**.

Example:

(2 Fields)

Parcel Label	Plan Number	
1	SP123456	(acceptable)
2	SP123456	(acceptable)

or

(3 Fields)

Parcel Label	Plan Type	Plan Label	
1	SP	123456	(acceptable)
2	SP	123456	(acceptable)

(1 Field)

Parcel Identifier	
1/SP123456	(not acceptable)
1 on SP123456	(not acceptable)

In all instances each Parcel being represented must be stored individually and not as a range of parcels.

(2 Fields)

Parcel Label	Plan Number	
1-3	SP123456	(not acceptable)
1,3-5	SP123456	(not acceptable)

or

(3 Fields)

Parcel Label	Plan Type	Plan Label	
1-3	SP	123456	(not acceptable)
1,3-5	SP	123456	(not acceptable)

Note: **Whilst it is recognised that a number of databases and systems may not conform completely with the "acceptable" formats, migration towards this**

Standard shall be pursued as a matter of priority. (e.g. System upgrades, new entries etc).

7.4 Access descriptive

Where a Parcel Identifier is used as the entry key for accessing specific information contained within a manual or computerised database or system, appropriate entry procedures or display menus shall be in place that clearly separates the **Parcel Label** and **Plan Number** components.

Where such access includes multiple **Parcel Labels**, the number of Parcel Labels shall be represented:

- individually, separated by the delimiter "," ; or
- as a range, which is represented by the lowest **Parcel Label**, the delimiter "-" followed by the highest **Parcel Label** in the sequence.

Example:

Parcel Label/s	Plan Number	
A	SP123456	(acceptable)
1-6	SP123456	(acceptable)
1 to 6	SP123456	(not acceptable)
1,3	SP123456	(acceptable)
1 and 3	SP123456	(not acceptable)

7.5 Data exchange

As a minimum requirement, data can be transferred as a simple ASCII comma delimited file.

Note: **The Spatial Data Transfer Standard (SDTS) is now established as an Australasian Standard, AS/NZS 4270. When the SDTS is more widely used through the availability of SDTS software translators, the SDTS will become the preferred protocol for the transfer of spatial information. Therefore, the transfer format of a particular dataset, which contains the Parcel Identifier, should consider the form and structure of SDTS.**

Format:

PARCEL LABEL	Character String max 5 Characters in Length
PLAN NUMBER	Character String max 10 Characters in length

Plan Number can be exchanged as a single entity or as the two individual elements which make up the Plan Number (ie Plan Type and Plan Label).

Where the parcel identifier is being used as the “Key Entity” of the data exchange, the Parcel Label and Plan Number (or its components) shall be exchanged as individual entities.

Example:

Key Entity		**Attribute**
Parcel Label	**Plan Number**	Area (sq.mtrs)
12	**SP123456**	10,000

or

Key Entity			**Attribute**
Parcel Label	**Plan Type**	**Plan Label**	Area (sq.mtrs)
12	**SP**	**123456**	10,000

If the **Parcel Identifier** (or multiples thereof) is only being exchanged as “Additional Information”, then the **Abbreviated Written Form** is used to represent the parcel or range of parcels included in the exchange.

Example:

Key Entity	**Attribute**	**Attribute**
Cert. Of Title	**Owner**	**Parcel Identifier**
CT1234	J Bloggs	1,3-5 SP123456
CT1368	N Smith	2 SP246891

8. Definitions

QSIC - Queensland Spatial Information Council

9. References

Cadastral Survey Requirements

Registrar of Titles Directions for the Preparation of Plans

10. Legislation

Land Act 1994

Land Title Act 1994

Survey and Mapping Infrastructure Act 2003