

Step 1: ENGAGE CIVIX

- ✔ Contact Civix, obtain quote and formalised engagement
- ✔ Planning review of the site (title, lease, easements)



Step 2: SURVEY

- ✔ Topographic survey to measure the amended building extents
- ✔ Prepare scheme plan



Step 3: PLANNING

- ✔ Prepare subdivision application for Council
- ✔ Gain council approval
- ✔ Obtain consent from Council



Step 4: TITLING

- ✔ Preparation of updated survey dataset
- ✔ Apply for s223 certification from Council
- ✔ Lodge survey plan with LINZ (Land Information New Zealand)



Step 4: TITLING CONTINUED

- ✔ s224c application (if required)
- ✔ Lawyer formalises paperwork
- ✔ New titles are issued

