

Cambridge Ward

Maungatautari Ward

Karapiro

Maps Online HELP GUIDE

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1 Introduction

Maps Online is a mapping system that allows you to view geographic data and information about properties in the Waipa District. The information available includes property, rating, district plan, water and drainage services and aerial photography.

1.1 Getting to Maps Online

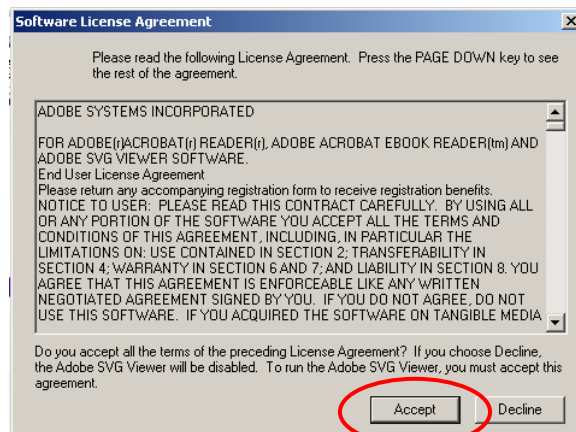
There is a link to Maps Online on the main Waipa District Council website

www.waipadc.govt.nz

1.2 Initial install and compatibility

Maps Online requires an add-on to be installed on your computer before it can work correctly. The Scalable Vector Graphics (SVG) viewer should automatically download the first time you use the website. If it doesn't, please click go to the [Adobe website](#).

When prompted, accept the licence agreement and install the viewer. You may need to restart your browser. If you choose not to install the viewer Maps Online will not work as intended.



Compatibility

Maps Online is compatible with **Microsoft Internet Explorer** 6, 7 and 8 (but not 9). If you are using another browser such as Firefox or Safari you can still use Maps Online but it will be less interactive. We recommend using Internet Explorer whenever you use Maps Online.

What does less interactive mean?

Introduction

- When you click on the map you will not be able to display attribute information for features.
- Some of the tools, e.g. measurement, may not work
- Some of the colours or symbols may display differently or incorrectly

Please note, Maps Online uses 'pop-up' browser windows. Some users block pop-up windows from opening on their screen by using tools within their web browser or by using third party 'toolbar' add-on software. Please ensure pop-ups are not blocked on your particular browser for Maps Online.

Your browser also allows viewing a webpage at different zoom scales for example 125%. Maps Online works best at 100% zoom scale.

Maps Online is optimized for use with high-speed internet and is not suitable for dial-up users.

Conditions of use

Please read the conditions of use in Chapter 11. By using Maps Online you agree to all of these conditions.

1.3 About performance


Why is Maps Online slow sometimes?

There can be many factors which can affect the speed:

- The data you are trying to display (i.e. many of data layers switched on at once means more time trying to display it all)
- Slow internet connection


What if Maps Online is not responding?

If Maps Online does not respond it is either already performing a task or the task is taking

longer than expected. If this icon  is flashing in the top-right corner of the Maps Online screen then click on it to halt the current task.

What if Maps Online stops responding all together?

Introduction

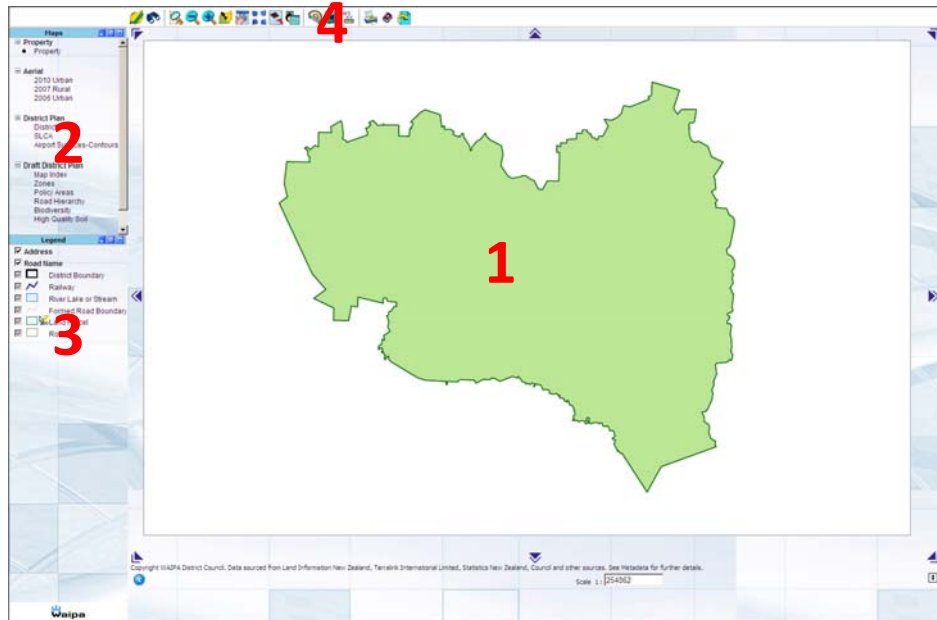
Click the Reload Website button on the toolbar 

If it is still not responding then close internet explorer and reopen. Reconnect to Maps

Online via www.waipadc.govt.nz

2 Website layout

The website has four sections where information can be controlled, searched and viewed.



2.1 Section 1 – Map view

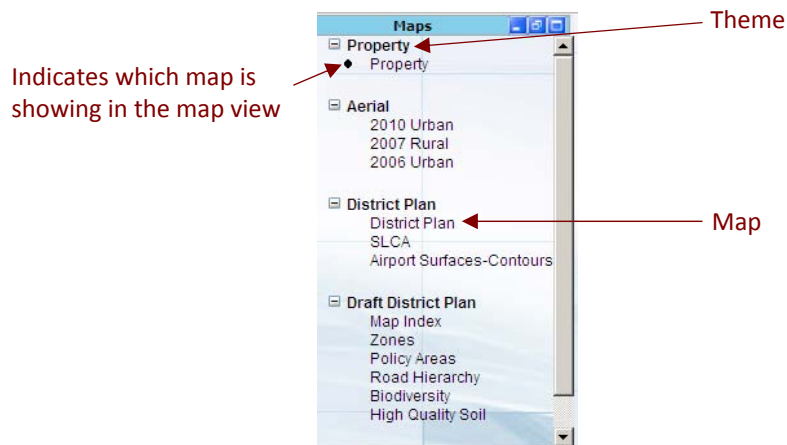
The map window displays the selected map.

2.2 Section 2 – Maps

The **Maps section** contains the themes which combine a group of individual maps.

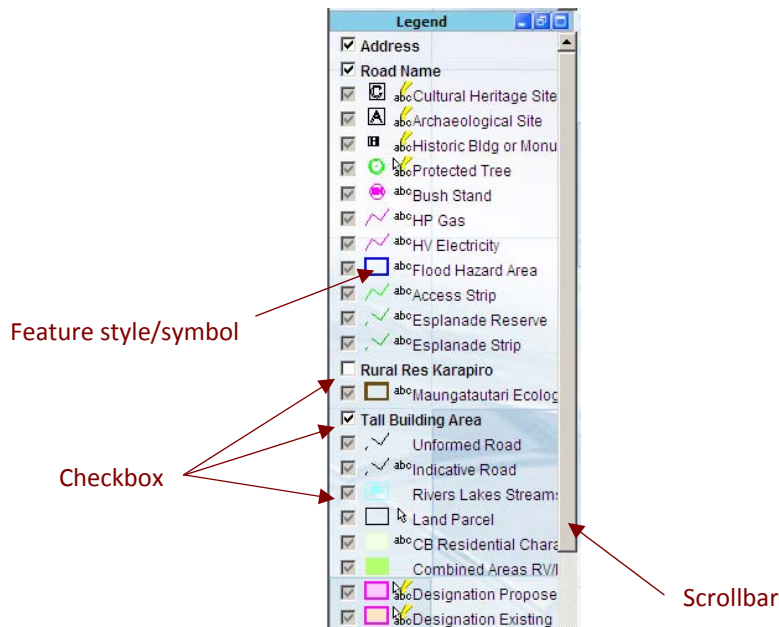
A map is a 'set of layers' containing all features relevant for it and defines what features can be seen in the map view (1) and the legend (3).

To switch maps click on the name of a map. The black dot next to a map indicates which map is currently shown in the map view.



2.3 Section 3 – Legend

The **legend** shows which features are available for display in the map window and their style. To view the whole content of the legend scroll along the window with the scroll bars.



A checkbox with a tick indicates that the feature is displayed in the map view. Click on a checkbox to turn the feature display off in the map view.

A checkbox without a tick indicates that the feature will not be displayed in the map view. Click on a checkbox to turn the feature display on in the map view.

A checkbox that is 'greyed' indicates that the feature will be only displayed at a certain scale range. Zoom in or out to view.

2.4 Section 4 – Toolbar

The toolbar section contains tools and commands that control map navigation, search options, measuring tools and printing options.

3 Available Data and Layers

Themes & Maps	Information
• Property	
○ Property	- Parcels - Addresses - Water features (rivers, lakes & streams) - Points of Interest
• Aerials	
○ 2010 Urban	- Urban aerial photography flown in 2010
○ 2007 Rural	- Rural aerial photography flown in 2007
○ 2006 Urban	- Urban aerial photography flown in 2006
• District Plan	
○ District Plan	- Zones – industrial, specialised industrial, hydro-electric power stations, mystery creek, town centres, general, residential, deferred residential, rural - Areas – special landscape character, Cambridge residential character, designated (existing), designated (proposed), rural residential, tall building, flood hazard, central Cambridge character, combined - Shopping frontage - High voltage electric, high pressure gas - Cultural, Archaeological & Historical sites - Reserve, proposed reserve, esplanades - Bush stands, protected trees - Indicative roading
○ SLCA	- Special Landscape Character Areas
○ Airport Surfaces - contours	- Airport Surfaces and contours (special noise, air noise, outer control, airport surface)
• Water - Drainage	
○ Services	- Sewer Pipes, manholes, nodes, pump stns etc. - Stormwater Pipes, manholes, nodes, catchpits etc. - Water Pipes, hydrants, valves, nodes etc.

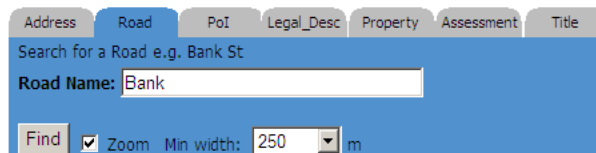
4 Search Options


Query tool:





This command gives you access to predefined queries for locating features. Each map has its own set of queries relating to the content of the map. To use the queries:


1. Choose the map you are interested in in the maps window.
2. Select the query tool. The query window will open
3. Select the query you want by clicking on the tab.
4. Type the values in the search fields. Click 'Find'.

The system will then locate all features that fit the values you have entered and a query report will be displayed.



 Road (3)


	Name	Locality
	Bank Road	District Rural
	Bank Street	Te Awamutu
	Banks Road	District Rural

5. To view a single result select the red pin  next to the feature you wish to display. The map will zoom into the selected feature.
If only one matching result is found, then the red pin is automatically selected and the map will redraw to the area to display the result.

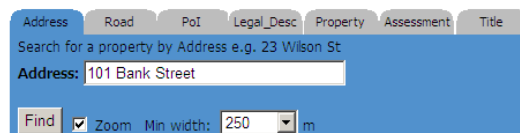
NOTE:

Wildcard searching is performed automatically, so entering just some of the information will widen your search results.

4.1 Search by address

1. Select the query button  on the toolbar.
2. Select the 'Address' tab.
3. Enter the house number and the road name in the search field. Click the 'Find' button.
A query window with all matching addresses will be returned.

Search options





Address Road PoI Legal_Desc Property Assessment Title


Search for a property by Address e.g. 23 Wilson St

Address: 101 Bank Street

Find Zoom Min width: 250 m


Address (2)

	Address	Locality	Parent appellation
	101 Bank Street	Te Awamutu	ALLT 32 VILL OF Te Awamutu
	1010 Bank Street	Te Awamutu	LOT 9 DP 9864

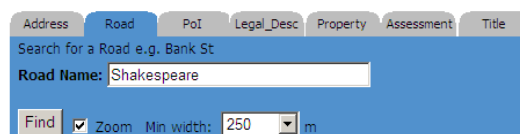
If there is more than one match choose one address by selecting the red pin .

If there is only one matching address the map window will zoom automatically to the location.

4.2 Search by road

1. Select the query button  on the toolbar.
2. Select the 'Road' tab.
3. Enter the road name in the search field.

A query window with all the matching roads will be returned.




Address Road PoI Legal_Desc Property Assessment Title


Search for a Road e.g. Bank St

Road Name: Shakespeare

Find Zoom Min width: 250 m


Road (1)

	Name	Locality
	Shakespeare Street	Cambridge

If there is more than one match choose one road by selecting the red pin .

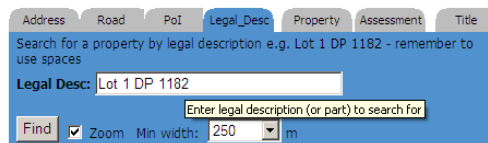
If there is only one matching road the map window will zoom automatically to the location.

4.3 Search by legal description

1. Select the query button  on the toolbar.
2. Select the 'Legal_Desc' tab.
3. Type the legal description of the property into the search field. Click the 'Find' button.

A query window with all the matching results will be returned.

Search options



Address Road PoI Legal_Desc Property Assessment Title


Search for a property by legal description e.g. Lot 1 DP 1182 - remember to use spaces

Legal Desc:

Find Zoom Min width: 250 m


Legal_Desc (5)

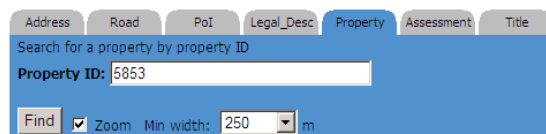
	Appellation	Parcel area	Address	Par id
	LOT 1 DPS 11822	0.1327 Ha	5 Perrin Road	4498245
	PT LOT 1 DP 1182	0.0847 Ha	-	6731323
	PT LOT 1 DP 1182	0.0544 Ha	1 Teasdale Street	4362340
	PT LOT 14 DP 1182	0.1151 Ha	808 Bank Street	4416671
	PT LOT 14 DP 1182	0.1151 Ha	808a Bank Street	4416671

If there is more than one match choose one land parcel by selecting the red pin .

If there is only one matching result the map window will zoom automatically to the location.

4.4 Search by property number

1. Select the query button  on the toolbar.
2. Select the 'Property' tab.
3. Type the property number of the property into the search field. Click the 'Find' button.



Address Road PoI Legal_Desc Property Assessment Title


Search for a property by property ID

Property ID:

Find Zoom Min width: 250 m


Property (2)

	Property id	Land no	Assessment	Property or service address	Child appellation	Par id
	5853	22096	04492/091.00	98 Alexandra Street Te Awamutu	LOT 4 DP 15790	4272409
	5853	22097	04492/091.00	106 Alexandra Street Te Awamutu	LOT 3 DP 15790	4549466

If there is more than one match choose one land parcel by selecting the red pin .

If there is only one matching result the map window will zoom automatically to the location.

4.5 Search by assessment number (valuation reference)

1. Select the query button  on the toolbar.
2. Select the 'Assessment' tab.
3. Type the assessment number of the property into the search field. Click the 'Find' button.

Search options

Address Road PoI Legal_Desc Property Assessment Title


Search for a property by assessment number

Assessment Number: 04650/191.00

Find Zoom Min width: 250 m


Assessment (4)

Assessment	Property or service address	Child appellation	Prop no	Land no	Par id
04650/191.00	956 Oreipunga Road Cambridge	LOT 1 DPS 36884	14336	43134	4462688
04650/191.00	956 Oreipunga Road Cambridge	LOT 2 DPS 36884	14336	30579	4433161
04650/191.00	956 Oreipunga Road Cambridge	LOT 3 DPS 36884	14336	43135	4294734
04650/191.00	956 Oreipunga Road Cambridge	SEC 3 SO 58958	14336	43136	4402854

If there is more than one match choose one land parcel by selecting the red pin .

If there is only one matching result the map window will zoom automatically to the location.

4.6 Search by title

1. Select the query button  on the toolbar.
2. Select the 'Title' tab.
3. Type the title of the property into the search field. Click the 'Find' button.

Address Road PoI Legal_Desc Property Assessment Title


Search for a property by Certificate of Title Number (CT)

Title Number: SA690

Find Zoom Min width: 250 m


Title (2)

Title no	Property or service address	Parent appellation	Source	Par id
SA690/283	1 Great Burke Street	LOT 36 DP 63	LINZ CRS	4385768
SA690/256			LINZ CRS	4478391

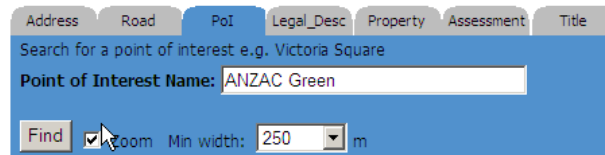
If there is more than one match choose one land parcel by selecting the red pin .

If there is only one matching result the map window will zoom automatically to the location.

4.7 Search for a Point of Interest (PoI)/Landmark

1. Select the query button  on the toolbar.
2. Select the 'PoI' tab.
3. Type the name of the point of interest into the search field. Click the 'Find' button.

Search options

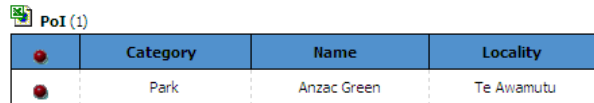



Address Road PoI Legal_Desc Property Assessment Title

Search for a point of interest e.g. Victoria Square

Point of Interest Name: ANZAC Green

Find Zoom Min width: 250 m




PoI (1)	Category	Name	Locality
	Park	Anzac Green	Te Awamutu

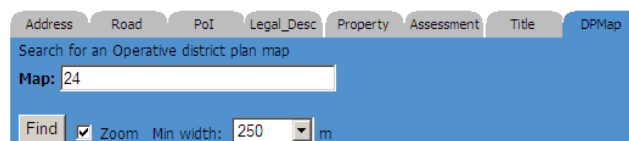
If there is more than one match choose one point of interest by selecting the red pin



If there is only one matching result the map window will zoom automatically to the location.

4.8 Search for a map of the operative (current) District Plan:

1. Go to the map 'District Plan'. Select the query button  on the toolbar.
2. Select the 'DPMAP' tab.
3. Type the number of the map into the search field. Click the 'Find' button.



Address Road PoI Legal_Desc Property Assessment Title DPMAP

Search for an Operative district plan map


Map: 24

Find Zoom Min width: 250 m




DPMAP (1)	Map no	Map title
	24	Ohaupo

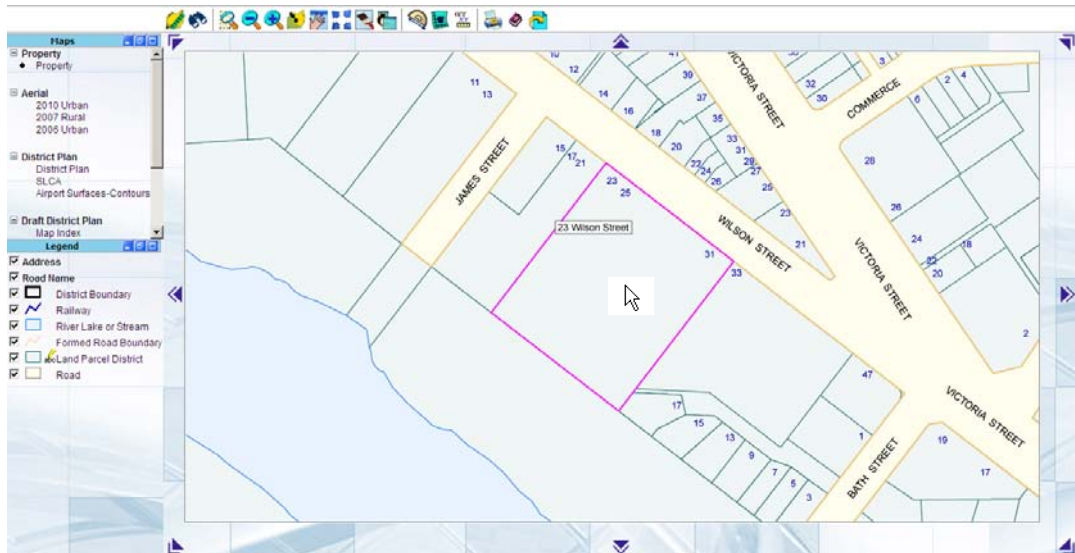
A query window with the matching map number will be returned.

If there is more than one match choose one map by selecting the red pin .

If there is only one matching result the map window will zoom automatically to the location.

5 How to get general and rates information about a property

1. Go to the map 'Property'. Select the query button  on the toolbar.
2. Search for a property by address, road or legal description (see available searches for more information) or zoom into the area of interest.



3. Click on the property in the map window.

A window will pop up showing the property's information sourced from the Rating Information Database (RID).

http://rid.waipadcc.govt.nz/?id=2410 - Waipa District Council - Rating Information Database (Pro - Microsoft Internet Explorer p

Waipa
DISTRICT COUNCIL

Back


Assessment : 04370/086.00 Property ID : 2410
 Situation Address : 23 Wilson Street, Cambridge Status : Current
 Legal Text : LOT 1 DPS 85544 EASEMENT DP 316060

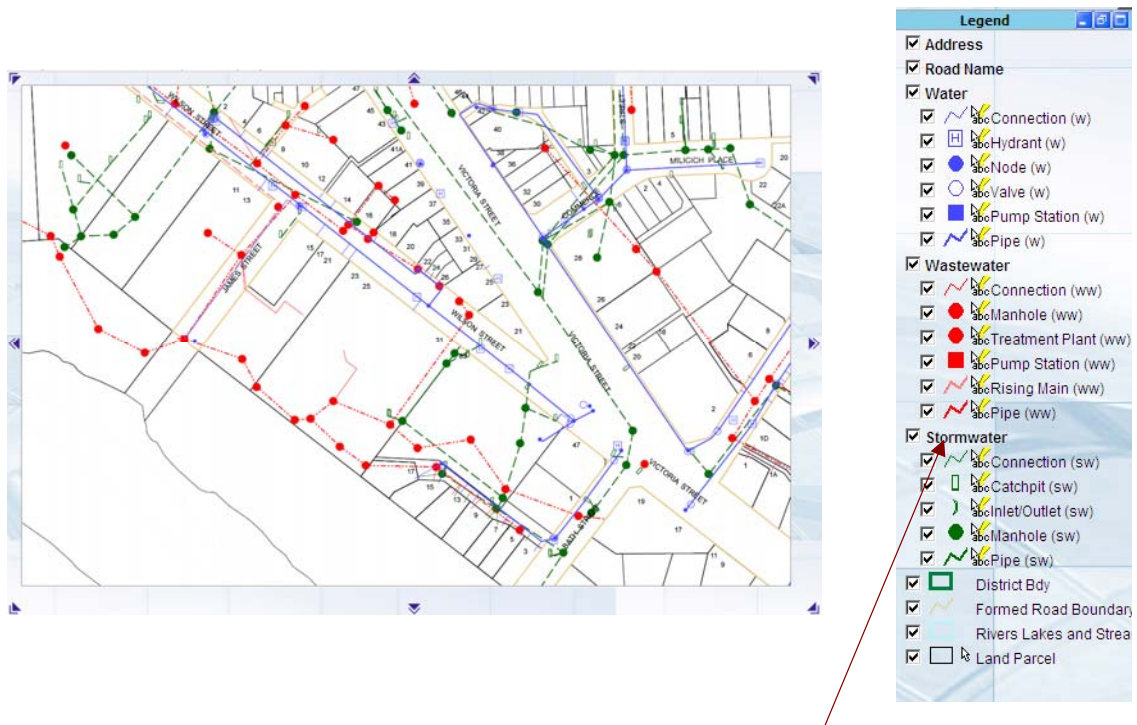
Land Value : \$1,125,000.00 Certificate of Title 67C/930
 Capital Value : \$4,500,000.00 (CT):
 Last Valuation Date : 1/8/2008
 Land Area : 0.8640 (Hectares) Toras : 14100
 Improvements : [OFFICES](#) Ward : Cambridge Ward
 Rates : \$11,152.30 Has Water Meter : Yes

Rate Lines


Description	Value of Factor	Rates Set
Cambridge Community Sports Hall	0	\$30.50
Capital Works Cambridge Ward	4,500,000	\$139.50
General Rate	4,500,000	\$4,927.50
Sewerage Rate 1-15 Pans	11	\$3,710.30
Targeted Rate Cambridge Ward	1	\$760.50
Urban District Stormwater	4,500,000	\$1,584.00
Total Rates		\$11,152.30

6 How to get information about the water, waste water or stormwater services of a property

1. Go to the map 'Services'. Select the query button  on the toolbar.
2. Search for a property by address or road (see available searches for more information) or zoom into the area of interest.



NOTE: Click on the legend group for the Sewer (Wastewater), Stormwater and Water services in the legend window. The window will extend and show the symbols for the individual services assets

3. Click on any services asset (pipe, manhole, etc.) to get information about its attributes (diameter, material, etc.)
4. To print a services plan click on the printing tool  in the tool bar. Set up the printing options and print the map. (see chapter 8 for more information about printing)

7 Navigation and Measurement Tools

7.1 Default tool



This is the default tool (your mouse pointer) in maps and it is used to point to features to get further information.

When you are using one of the tools/commands from the toolbar there will be a small cross in front of the tip of the mouse pointer.


If you wish to return to the default tool click the right mouse button or press 'Esc' on your keyboard.

7.2 Map area



The map area tool allows you to zoom into a place, e.g.: town/settlement.

1. Select the tool on the tool bar.
2. A list of Places/Towns will appear.

Select one of the areas from the list by clicking on the red-pin  next to the Area. The map will automatically redraw and show the selected area.

7.3 Query tool



This command gives you access to predefined queries for locating features. For more information see chapter 4.

7.4 Zoom to area



This tool allows you to zoom into a specified area on the map.

1. Select the 'Zoom to Area' button on the toolbar.
2. Click slightly on the map, release the mouse button and draw a square/rectangle around the area you wish to zoom into. Click the mouse button again to finish the zoom. The map will redraw and show the selected area.

7.5 Zoom out from/in to a point



This tool allows you to zoom out from or in to a point on the map.

1. Select the 'Zoom from a point' or 'Zoom in to a point' button on the toolbar.

Tool functions

2. Click on the map to the area you wish to zoom out from or into. The map will redraw.

7.6 Center map



This tool allows you to centre the map at a selected point.

1. Select the 'Centre map' button on the toolbar.
2. Click to a point in the map that you want to be at the centre. The map will automatically redraw.

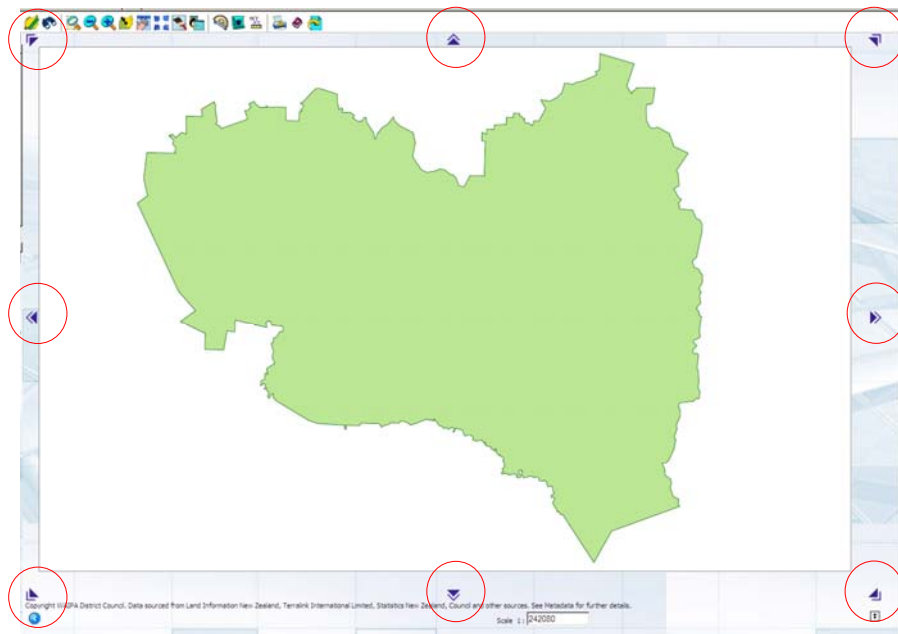
7.7 Pan map



This tool lets you shift the map to another area.

1. Select the 'Pan map' button on the toolbar.
2. Click on the map at the point you want to move (original point). Click again where you want to move the original point move to (destination point). The map will be shifted and redrawn.

Tip: You can also use the arrows around the map to move the map in different directions.



7.8 Reset map



This tool allows you to reset the map view and return to the district wide view.

1. Select the 'Reset map' button on the toolbar. The map will redraw.

7.9 Refresh map



With this tool you can 'refresh' the map and remove all highlights.

1. Select the 'Refresh map' button on the toolbar. The map will refresh.

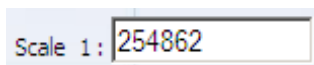
7.10 Previous map view



This tool allows you to go back to the previous map view.

1. Select the 'Previous map view' button on the toolbar. The previous map view will be shown.

7.11 Set Map scale



The scale box below the map window shows the map scale as you navigate through the map view. To change the map scale at any time, type the desired scale and press enter.

The scale is displayed as a number, the smaller the number the 'closer' you are zoomed in and the less area you will see. As you zoom out and can see more and more of the region the number gets bigger.

7.12 Measure distance



This tool allows you to measure a linear distance.

1. Select the 'Measure distance' button on the toolbar. Click lightly on the map along the line you wish to measure and double click to end.

A Message Box will appear to report the measured distance in metres.

Note this measurement is approximate and should not replace a physical on site survey.

7.13 Measure area



This tool allows you to measure the size of an area.

1. Select the 'Measure area' button on the toolbar. Click lightly on the map around the area you wish to measure and double click to end.

A Message Box will appear to report the measured area in square metres.

Note this measurement is approximate and should not replace a physical on site survey.

7.14 Display coordinates from point



This tool allows you to report the coordinates at a point.

Tool functions

1. Select the 'Display coordinates from point' button on the toolbar. Click on the map where you wish to report the coordinates.

A Message Box will appear to report the X and Y coordinates of the point in the NZTM projection (New Zealand Transverse Mercator).

Note this measurement is approximate and should not replace a physical on site survey.

7.15 Printing



For more information about the printing function please see chapter 8.

7.16 Help Guide



This tool links to the help guide document.


7.17 Reload Website



This tool reloads the website.

1. Select the 'Reload website' button on the toolbar. The website will reload.

8 Printing

1. To print a map from Maps Online, select the 'Print' button  in the Maps Online tool bar (not on the internet explorer toolbar)
2. A window will pop up showing print options:

Orientation

This is the orientation of the paper.



Portrait



Landscape

Most printers default to Portrait.

Paper Size

You can generate A4 or A3 prints (you must have an A3 printer to print to A3)

Map Format

JPEG – use this format if you want to save the map or email it
PNG – use this format to print low quality prints
SVG (Default) - Use this format to print high quality prints.

Title

Allows you to enter a title for your map (if any)

Scale

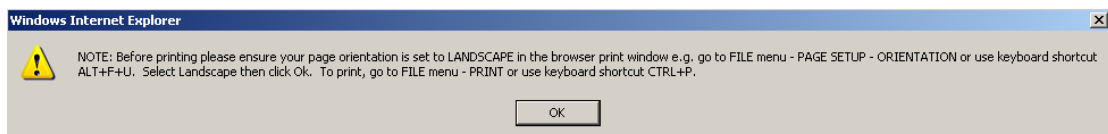
Scale will default to the same as on the map. It can however be changed here to save you having to close and reopen the Print options.

Legend Entries

A list of all the data layers you want shown on the final print
Tick or untick the layers you want shown. Note this only applies to the Property and Aerial maps.

3. After selecting the print options required, select the 'Preview' button.

NOTE: If you have chosen 'Landscape' as orientation there will be a message advising to check the page set up to ensure the correct printing:



4. In your Print preview window select from the File menu > Page set up or use the keyboard shortcut 'Alt+F+U' > check that the document's orientation is set to the correct option you have chosen before in the first window > 'ok'.
5. Go to the File menu > Print or use the keyboard shortcut 'Ctrl+P' to open the print window and select your printer > Print.

Note: Check your printer's settings as well to make sure the map prints correctly.

9 Contact us

Assistance with using Maps Online, issues using it	Phone 0800 924 723 and ask for the GIS dept
<i>Specific questions related to:</i>	
Property/Rates information	Phone 0800 924 723 and ask for the Rates dept
Water, wastewater or stormwater information	Phone 0800 924 723 and ask for the Engineering Services dept
On-site locations of water, wastewater or stormwater information	Phone 0800 924 723 and ask for Customer Support
Planning information	Phone 0800 924 723 and ask for the Duty Planner

9.1 Feedback

If you have any suggestions or comments on how we can make Maps Online better or easier to use then please let us know by emailing to maps@waipadc.govt.nz

9.2 Report missing data

Found a location where data is missing?

Email maps@waipadc.govt.nz with a short explanation about the suspected missing data and we'll look into it.

10 FAQ

Q: How often is the data updated?

A: The data is continuously updated but only published every fortnight on a Monday.

Q: There is no result when searching for an address

A: Search by legal description or property number if known, or search by road and zoom into area.

Q: I can't retrieve desired information when clicking in the map.

A: There are several data layers in a map, overlaying each other. When clicking on the map you can retrieve information from the top layer only.

Switch off unwanted layers in the legend to make underlying data accessible.

Q: The map doesn't print or doesn't look like as intended.

A: Follow the instructions in the section 8 about printing.

After producing the print preview window go to File > Page set up > check the settings for orientation > Ok. Check your printer's settings.

Please note: To be able to access the page set up of the print preview in IE8 use the keyboard shortcut 'Alt+F+U', to access the 'Print' menu press 'Ctrl+P'.

Q: How can I retrieve information from the map?

A: Hover with the mouse over the map to get information of certain items, e.g. address in Property Map, asset description in Services Map.

Q: The map only prints in black & white

A: If the map in the print preview displays in colour the website works fine. Please check the settings on your printer.

Q: The printed map looks blurry, the print out is not clear.

A: When setting up the printing options choose SVG (high quality print) as format.

Q: How to copy a map into a Word document.

FAQ

A: Right click on the map window > select Copy SVG > Open the Word document > Go to Edit in menu > Paste Special > Select 'Bitmap' > Ok

Q: How to copy a map into an email.

A: Right click on the map window > select 'Copy SVG' > open a new email > right click into email text field > Paste.

Q: Can I use a map/services plan for a survey on site?

A: A map from Maps Online is information only. The scale and all measurements done on the website are approximates and should not replace a physical on site survey.

Q: The website's resolution is still low even after downloading the SVG viewer software.

A: Maps Online is compatible with Microsoft Internet Explorer 6+. If you are using another browser such as Firefox or Safari you can still use Maps Online but it will be less interactive and have a lower resolution. We recommend using Internet Explorer whenever you use Maps Online.

Q: The pop up windows are not displayed.

A: Maps Online uses 'pop-up' browser windows. Some users block pop-up windows from opening on their screen by using tools within their web browser or by using third party 'toolbar' add-on software. Please ensure pop-ups are not blocked on your particular browser for Maps Online.

Q: The website is frozen.

A: Click on the flashing Geomedia icon  in the top right corner or on the Reload tool



in the tool bar.

Or close the website and reopen again.

11 Waipa Maps Online - Conditions of Use

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Support

If you require assistance in using Maps Online, please contact the GIS team on (07) 872 0030 or email maps@waipadc.govt.nz. Please note that council staff are unable to provide technical assistance or support for any hardware or applications used to view Maps Online.

Maps Online is a 24 hour service but may be unavailable at times due to maintenance. The council reserves the right to discontinue the Maps Online service at any time without notice.