



2022 Practice Note:
Mapping guidelines for applications to the
High Court under the Marine and Coastal Area (Takutai Moana) Act 2011
HCPN 2022/1

1 Introduction

- 1.1 This practice note is intended to provide guidance on maps filed in the High Court that relate to applications for customary marine title and protected customary rights under the Marine and Coastal Area (Takutai Moana) Act 2011. This note is not intended to limit the range of information that can be shown on maps, but to achieve a level of consistency across maps prepared for the Marine and Coastal Area (Takutai Moana) Act 2011 processes in the High Court. The 2022 Protocol came into effect on [date published 2022].
- 1.2 Maps should be used where they are the most concise means of presenting spatial information to support a case for customary marine title or protected customary rights. They should complement other forms of evidence presented to the Court in support of an application.
- 1.3 All new maps that parties prepare for proceedings, whether paper or digital, should adhere to the guidelines set out in this note. The guidelines do not apply to pre-existing maps.

2 Types of maps

2.1 There are two types of maps that can be produced to support an application:

2.1.1 *Application area maps*: These depict the location of an application area.

2.1.2 *Evidential maps*: These allow for the spatial presentation of evidence relating to applications for customary marine title and protected customary rights. Evidential maps can be presented in their own right as evidence or submitted alongside other forms of evidence such as research reports.

3 Tikanga and mātauranga Māori

3.1 The guidelines in this practice note do not prevent applicants from providing additional spatial information evidence in a format more consistent with the tikanga and mātauranga Māori of their rohe, for example, in a non-topographical format. Oral history and traditional knowledge that is presented by applicants is a valid data source for the purposes of mapping information.

4 Scope

4.1 The guidelines in this note set out a number of mandatory requirements, regardless of how the map is produced. A map consists of two components:

4.1.1 the *information frame*, which records information contained in the map; and

4.1.2 the *main geographical map*, a graphical representation of the area being depicted, and key features represented by symbols and linework relevant to the application.

4.2 The information frame contains important information about the map and consists of the following elements:

- 4.2.1 the title;
- 4.2.2 a disclosure notice;
- 4.2.3 the source of the information;
- 4.2.4 the map's production date or a time stamp;
- 4.2.5 the map projection;
- 4.2.6 the scale;
- 4.2.7 a disclaimer; and
- 4.2.8 a legend.

5 Information frame

5.1 The title

- 5.1.1 The title is a mandatory requirement for all maps. It is used to clearly and easily identify the purpose of the map and the applicant.
- 5.1.2 The title must include the High Court CIV number allocated to the applicant.

5.2 Disclosure notice

- 5.2.1 The disclosure notice is used in cases where the use or disclosure of a map is restricted by a court order.
- 5.2.2 Where possible, applicants should avoid filing a map that contains information that is restricted by a court order. This may require applicants to consider filing multiple maps.

5.3 *Source of information and permissions*

- 5.3.1 The source of information describes where the information for each item displayed on the map was derived from. Provision of source information is mandatory as this allows for verification of the source data.
- 5.3.2 The onus is on the applicant preparing the map to obtain permission to use the information displayed on the map, if permission is required.

5.4 *Production date and time stamp*

- 5.4.1 The map production date identifies when the map was completed. This is a mandatory requirement. The format for the date is DD/MM/YYYY.
- 5.4.2 The map may also include a time stamp. A time stamp may assist applicants with version control. This is an optional requirement. The format for the time stamp is 24H/M/S.

5.5 *Map projection*

- 5.5.1 The map projection is a way of representing the surface of the earth as a plane. The plane representation allows horizontal distances to be evaluated. It allows the data to be plotted in the correct real-world application. The map projection is mandatory and must be stated in the information frame.
- 5.5.2 For most of New Zealand, excluding some offshore islands, the projection to be used is the New Zealand Transverse Mercator 2000 projection.¹ Offshore islands have their own Transverse Mercator projection that is suitable to use and reference.

¹ Applicants should refer to Land Information New Zealand for more information about Transverse Mercator 2000 projections. See www.linz.govt.nz/data/geodetic-system/datums-projections-and-heights/projections/new-zealand-transverse-mercator-2000.

5.6 *Scale*

- 5.6.1 A scale bar is mandatory. The unit of measurement must show metres or kilometres and be clearly shown after the numbers representing distance. The scale bar may also show the unit of measurement in miles. A suggested style is set out in the appendix.
- 5.6.2 In addition to the mandatory scale bar, a ratio scale may also be used. The scale should be rounded to a suitable number and reflect the size of the page upon which the map is produced. This is an optional requirement.
- 5.6.3 When a map is used to identify overlapping areas or common features on another map, the two maps must have the same scale.

5.7 *Limitation statement*

- 5.7.1 A limitation statement protects the producer of the map by setting out clear specific limits on the reproduction or use of the map.
- 5.7.2 The following statement is mandatory:

This map has been produced for the purpose of a High Court application for recognition of [either] customary marine title/protected customary rights [or] customary marine title *and* protected customary rights and has not been produced for any other purpose. Access to material filed in the High Court is governed by the Senior Courts (Access to Court Documents) Rules 2017.

5.8 *Disclaimers*

- 5.8.1 Parties may add appropriate disclaimers to maps filed. For example, a disclaimer may relate to the accuracy or completeness of the data.

5.9 *Legend*

- 5.9.1 The legend is a list and description of all the symbols, shapes and lines used on the map to represent features. This is a mandatory requirement.

Items in the legend should be displayed in the same size, thickness and colour that are shown on the main geographic map. A suggested information frame specification template is set out in the appendix.

5.10 Main geographical map

- 5.10.1 The main purpose of the geographical map is to display relevant features to support the evidence for an application in a way that is not cluttered. All maps should use a base map that may be overlaid with additional sets of information.

5.11 Base map

- 5.11.1 The base map is mandatory. It will show the geographical area the information relates to. It will give positional context by showing the application area in relation to the land position and hence the need for the identification and use of a projection.

Example of base layers that can be used:

- World Topographic; and
- Aerial imagery for detailed maps.

5.12 Optional information

- 5.12.1 The party producing a map will determine what information or features to show on the map. The sources of the information are to be recorded on the map.

Examples of New Zealand-wide sources of information that can be collated and added to a map are:

- TPK Marae layer;

- Regional Council coastal consents; and
- NZPMA-Petroleum permits.

5.13 Location map

5.13.1 A location map is a map that shows the location of a specific area within a larger geographical context. It can be placed within the border of the main geographical map but should not obscure important information relevant to the application. A location map is highly recommended. It must use the same base map as the main geographical map. The location map should be oriented to the north.

5.14 Colours

5.14.1 Applicants can assign colours to features, line work and symbology. Colours used for features must consider users with colour blindness. By way of example red line work on a green background should be avoided where possible as it can prove problematic for colour blind people. Information regarding what colours to avoid for colour blindness can be found on the Internet. The colours should have enough contrast to be easily distinguishable from one another. The colours selected should be consistent across different maps prepared by the same party.

5.15 Symbology

5.15.1 For evidential maps, applicants can assign symbology to features. Symbology should be clear, unambiguous and distinguishable when overlaid on the base map in each map. Symbology should be referenced back to the legend and used consistently across multiple maps in support of the same application. Examples of symbology are set out in the appendix.

5.16 User-added text

- 5.16.1 Text can be added to the geographical map to provide clarity and an explanation. Text should be placed in a position that does not obscure important information or features relevant to the application. User-added text should be used sparingly to avoid cluttering what should be a predominantly visual presentation of spatial information. An alternative may be to attach an explanatory narrative to a map, or for other evidence to refer to the information contained in a map.

5.17 North orientation

- 5.17.1 It is mandatory that all maps (main geographical maps and location maps) be oriented north.
- 5.17.2 A north arrow may be positioned on the map. If a north arrow is used it should not be decorative or ornate. The north arrow symbol should be positioned inside the map and at the top right-hand corner if possible. The use of a north arrow is optional. Examples of north orientation symbols are set out in the appendix.

5.18 Main geographical map specifications

- 5.18.1 To maintain consistency of the application maps filed by different parties, the following main geographical map specifications are shown in Table 1 below.
- 5.18.2 The following text font, colour and minimum size (point) used in the main geographical map template are mandatory:

A4/A3 map	Font	Colour	Size
User-added text	Arial	Black	Minimum 7

5.18.3 A checklist of mandatory and optional requirements for maps is shown in Table 2 below.

Hon Justice Susan Thomas
Chief High Court Judge – Te Kaiwhakawā Matua

23 March 2022

TABLE 1
Main geographical map specifications

Text size can be enlarged for clarity provided it does not obscure important information.

Specific requirements for application area maps

The High Court requires every application made under the Marine and Coastal Area (Takutai Moana) Act 2011 to submit a map that displays the application area.² Application area maps require coordinates to be shown.

The format of the co-ordinates is to be latitude and longitude and shown as decimal degrees to three decimal places. The map must record the originating co-ordinate system that the latitude and longitude was derived from.

Display of co-ordinates is mandatory on a map of an application area and should be recorded, at a minimum, at the two landward and two seaward boundaries. Further co-ordinates may be required to accurately show the application area.

Map output

Paper maps

The High Court requires maps to be submitted in paper form. A digital record of the paper map created should be saved in PDF or JPEG formats. These file types are commonly used by all systems.

The printed map size and orientation options are:

- A4 portrait;
- A4 landscape;
- A3 portrait;
- A3 landscape.

The maps created can be made into a map book for a single application or, where parties can agree, for multiple applications.

² Minute (No. 2) of Churchman J dated 25 July 2019 *Re Case Management Conferences 2019*, at 54.

Dynamic/interactive presentation of maps

Dynamic/interactive maps are maps that may be used to present evidence digitally in the High Court and may include the same information that is shown on a paper map filed with the High Court.

The metadata in the electronic file must include:

- name;
- description source of information; and
- projection. (The export of digital data from most geographical information system (GIS) software will be in World Geodetic System 1984 (WGS84) projection.)

TABLE 2**Mandatory/optional requirements**

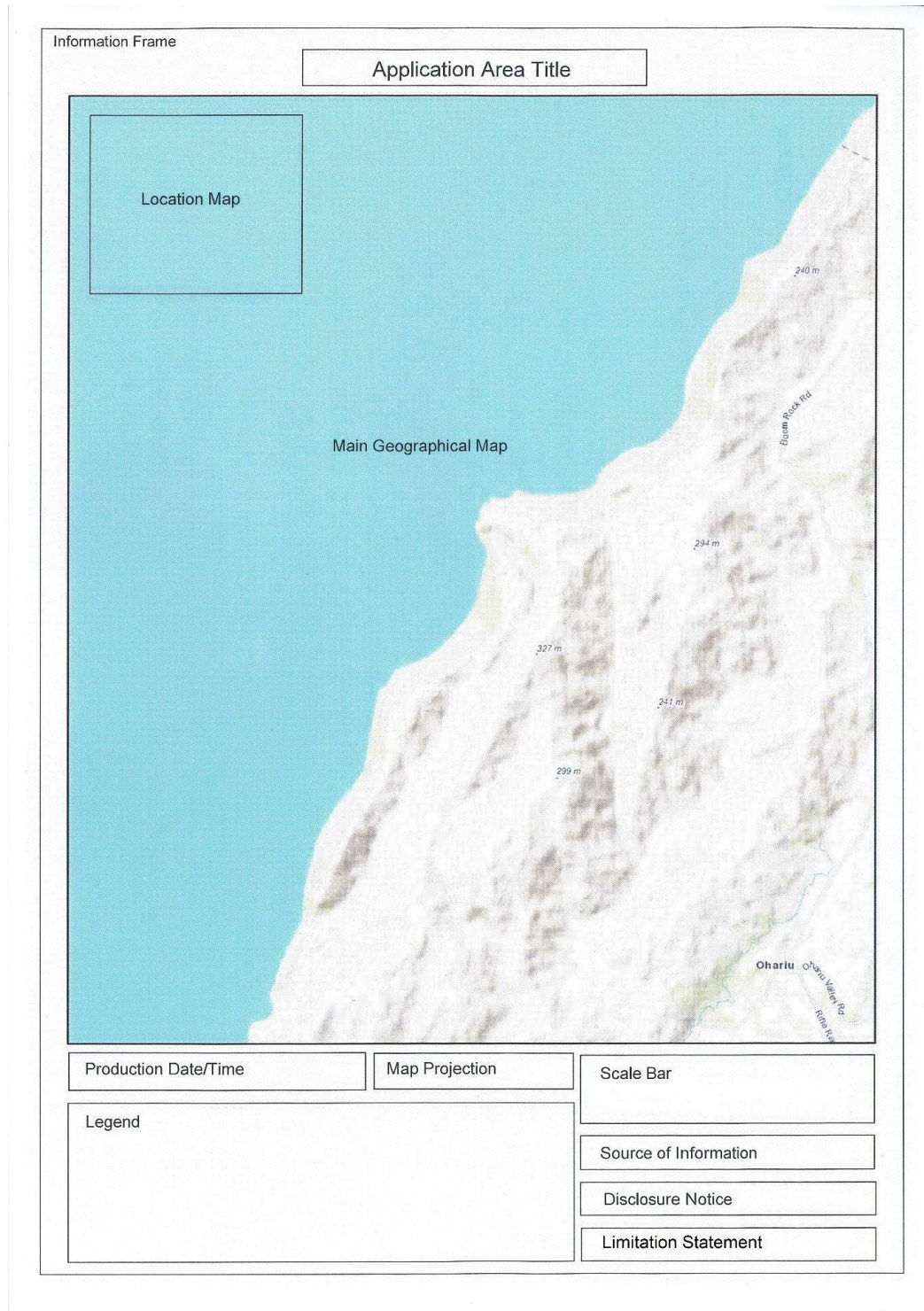
The following table lists the mandatory and optional requirements set out in this practice note.

Item	Mandatory	Optional
Information frame	Yes	
Title	Yes	
Description notice	Yes	
Source of information	Yes	
Map production date	Yes	
Map time stamp		Yes
Map projection	Yes	
Scale bar	Yes	
Scale ratio		Yes
Disclaimer	Yes	
Legend	Yes	
Main geographical map	Yes	
Optional layers		Yes
Location map		Yes
User-added text		Yes
North orientation	Yes	
Co-ordinates	Yes	

APPENDIX

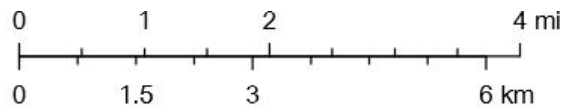
Example map

The purpose of the geographical map is to display relevant features to support the evidence for an application in a way that is not cluttered. All maps should use a base map that may be overlaid with additional sets of information.



Example scale

A scale bar is mandatory. The unit of measurement must show metres or kilometres and be clearly shown after the numbers representing distance. The scale bar may also show the unit of measurement in miles. A suggested style is:



This scale bar shows divisions and subdivisions of the distance represented.

In addition to the scale bar depicted above, a ratio scale can be used. The scale should be rounded to a suitable number, for example, 1:50,000 instead of 1:49876. The scale should reflect the size of the page the map is produced, for example, “1:50,000 at A3”. When the map is printed at A4 it will then be obvious the scale is not 1:50,000. Representing the scale as a ratio is optional.

The scale must be a suitable scale to be able to clearly identify the features depicted.

When a map is used to identify overlapping areas or common features on another map, the two maps must have the same scale.



Information frame specifications

Table detailing suggested information frame specifications:

A4/A3 template	Font	Colour	Size (point)
Title	Arial Bold	Black	Minimum 14
Description notice	Arial	Black	Minimum 7
Production date/time stamp	Arial	Black	Minimum 8
Map projection	Arial	Black	Minimum 7
Disclaimer	Arial	Black	Minimum 8
Legend	Arial	Black	Minimum 8

Symbology

Examples of symbology:³

- *Marae* 
- *Māori Pā* 

North orientation symbols

Suggested north orientation symbols.



³ It is acknowledged that the symbols used as examples in these guidelines may or may not be consistent with symbols associated with tikanga Māori.