

Mapping Guidelines - Appendix 8(a)

Official Property Registration Authority Maps



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1. Official Property Registration Authority Maps

There are three Official Property Registration Map products:-

- **Title Plan**
- **Special Registration Map**
- **Official Map Search**

All Official Property Registration Maps reference the **ITM** (Irish Transverse Mercator) coordinate reference system.

Customers need to consider what their requirements are before deciding which of the three map products best suits their needs

1.1 Title Plan

Title Plans are a representation of the plan(s) contained within a specific Folio or entry on a Folio. The Title Plan printing process is fully automated. The automated 'Title Plan' production system is designed to fit each Registry plan or number of plans, if more than one on the Folio, to single A3 page at a standard metric scale.

Title Plans may print at 1/1,000, 1/2,500, 1/5,000 or 1/10,000 scale depending on the size of the plan(s) contained within a specified folio. The larger the area of the plan the greater the likelihood that the map will be printed at one of the smaller scales. **See Note 1** below regarding 1/10,000 and 1/5,000 maps.

- A 1/2,500 scale Title Plan map measures 800m X 600m (covering an area of 48ha) however, most rural properties are irregular in shape so plans that measure 20 hectares or more are less likely to fit on a single A3 page at 1/2,500 scale.
- A 1/1,000 scale Title Plan measures 320m X 260m (covering an area of 8.32ha) so irregular shaped sites of 3 hectares or more located in urban areas are less likely to issue at 1/1,000 scale.

www.landdirect.ie customers can gauge what scale map is likely to be issued by using the 'Plot Scale' tool to visualise if their property will fit within the different scales bounding rectangle, shown as a red box in Figure 1 below. The 'Plot Scale' tool is activated if either the 'Special Registration Map' or 'Official Map Search' buttons are selected.

Note 1. Customers should be aware that smaller scale 'Title Plan' maps, printed on hardcopy at 1/5,000 or 1/10,000 scale, will not be suitable for registration purposes unless the new property is entirely bounded by OSi topographic detail.

As an alternative to ordering a 'Title Plan' and to ensure that customers can get a hardcopy that is suitable for registration purposes, applicants can now order either of the other two products, the 'Special Registration Map' (SRM) or the 'Official Map Search' through www.landdirect.ie.

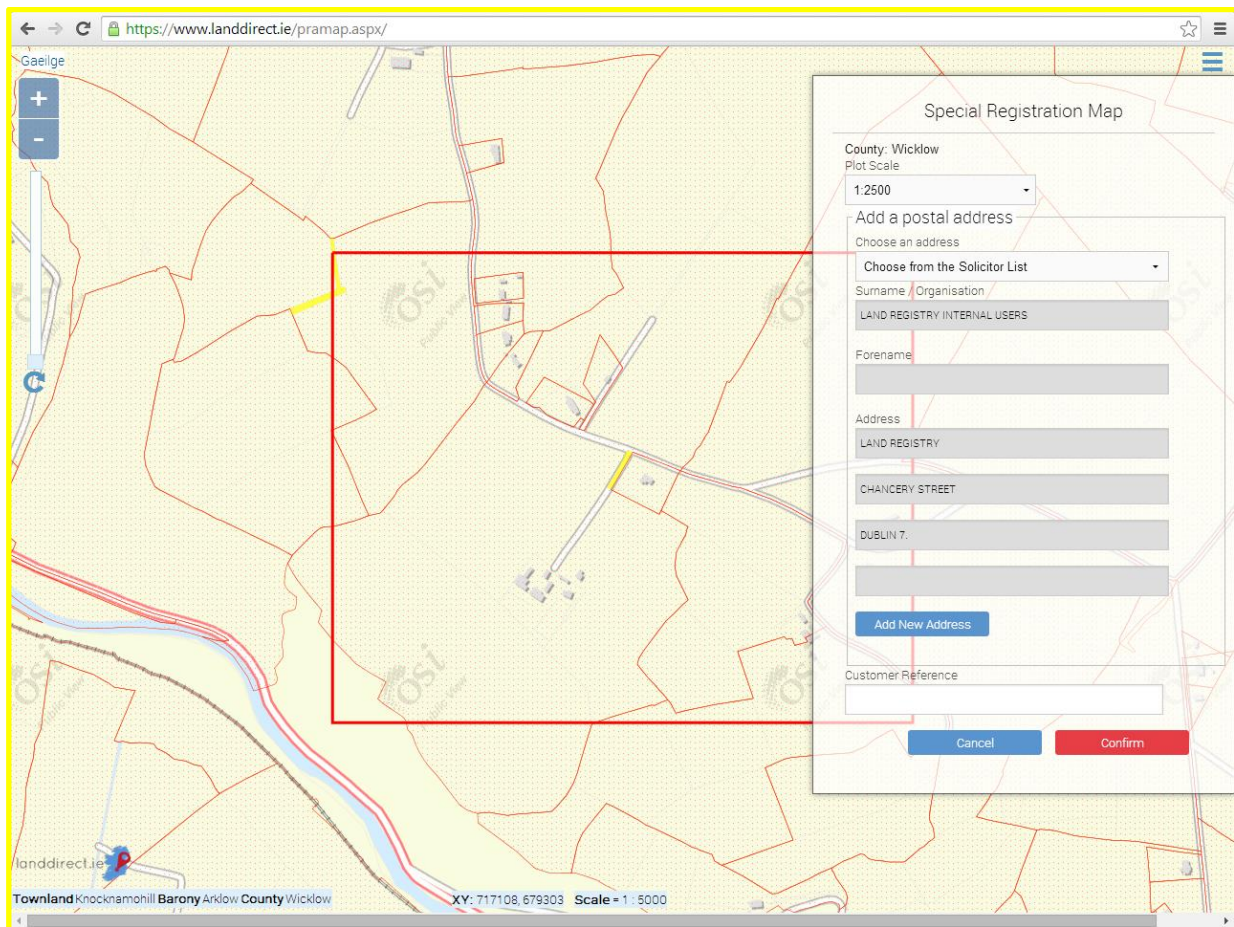


Figure 1 - View of 1/2,500 scale bounding rectangle

Title Plan Features

- The colours still follow the traditional practice of identifying freehold property in **Red**, leasehold property in **Green**, sub-leasehold property in **Purple**.
- The standard scales that Title Plans can be printed are 1/10,000, 1/5,000, 1/2,500 and 1/1,000.
- The 'Title Plan' will be printed on A3 size sheet of paper regardless of scale.
- Details about the Title Plan are printed in the margins and include the following: -
 - Folio number,
 - Title Plan Application Number
 - Date the map was printed.
 - A North Point.
 - The scale (representative fraction) at which the map is printed.
- The Map area itself is edged by a border with the ITM coordinates printed at the lower left and upper right corners of the neat line.
- The boundary is highlighted in the appropriate tenure type colour with a light dotted fill. The property is hatched and filled if it is subject to a leasehold or sub-leasehold burden. (See Appendix 9)
- The Plan reference is printed in black regardless of the tenure type. Appurtenant and servient rights are coloured but **not lettered**.

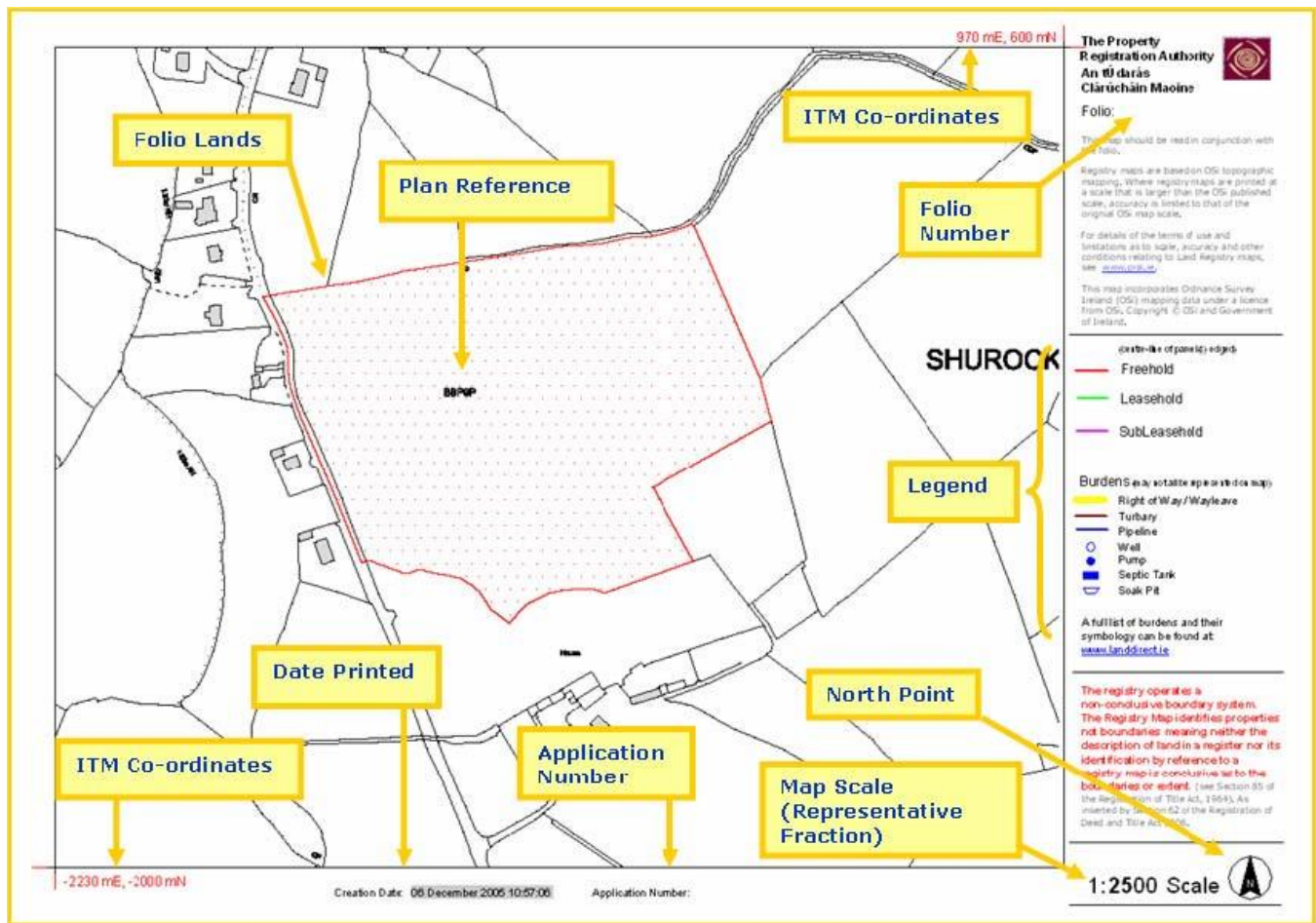


Figure 2 - Example of 1/2,500 Title Plan

1.2 Special Registration Map (SRM)

When using the SRM facility in www.landdirect.ie, account holders can select the area of the map they wish to include and the appropriate scale at which the ITM map is to be printed. A demonstration on how to order a 'Special Registration Map' can be found on www.landdirect.ie

The SRM can be ordered for printing at a selection of metric scales up to 1/500 scale. However, it is important to note that maps that have been enlarged from the original OSi published scale for the area cannot be expected to give a greater degree of accuracy than that of the original published scale.

The SRM will be accompanied by a letter regarding the accuracy of maps which have been enlarged from their original scale. See Figure 4.

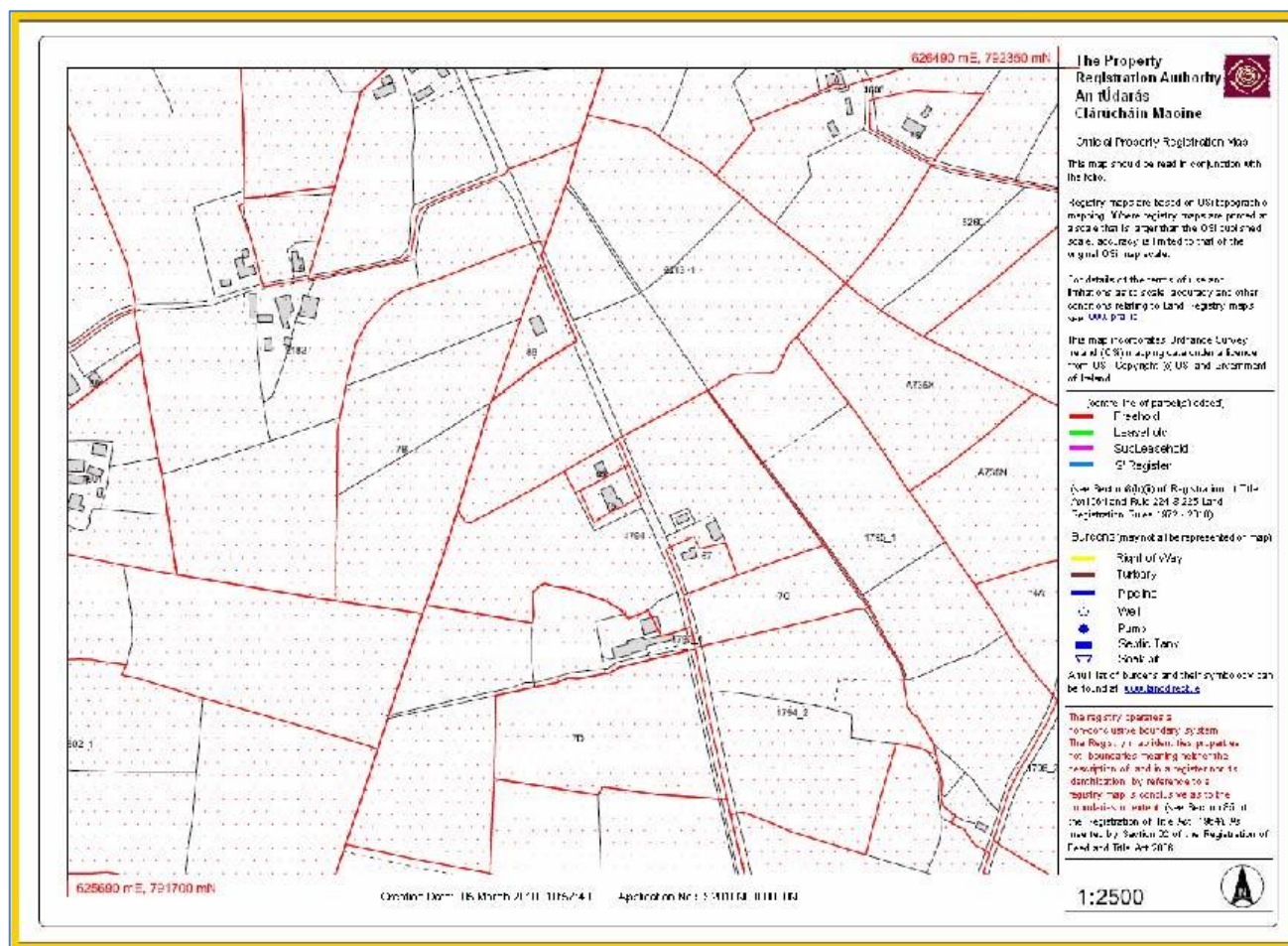


Figure 3 - Example of 1/2,500 Special Registration Map (SRM)



Property Registration Special Registration Map

This page forms part of the official document. Do not detach.

**ABC Solicitors
Main Street
Cork**

Application Number: S2008NL000009M
Your Reference: SRM_1

Special Registration Maps

Special Registration Maps can be ordered and printed at a selection of standard metric scales up to and including 1/500 scale.

Hardcopy ITM maps that have been enlarged from the original OSi published scale for the area cannot be expected to give a higher degree of accuracy than that of the original scale.

An officer duly authorised by Property Registration Authority

Note:

1/5,000 and 1/10,000 scale maps may not be acceptable for subdivision purposes in hard copy form unless the new property is entirely bounded by OSi topographic detail.

Please contact Ordnance Survey Ireland (OSi) for information regarding the scale and accuracy of their maps.

Date Printed: 09-JAN-2008

Application Number: S2008NLCK000009M

Figure 4 - Example of Special Registration Map covering letter

1.2.1. How to order a Special Registration Map.

- Use the navigation tools or search tools to zoom to area of interest.
- The zoom level must be at least 1/5,000 scale.
- Click on the "Special Registration Map" tab on the right hand side of the screen.

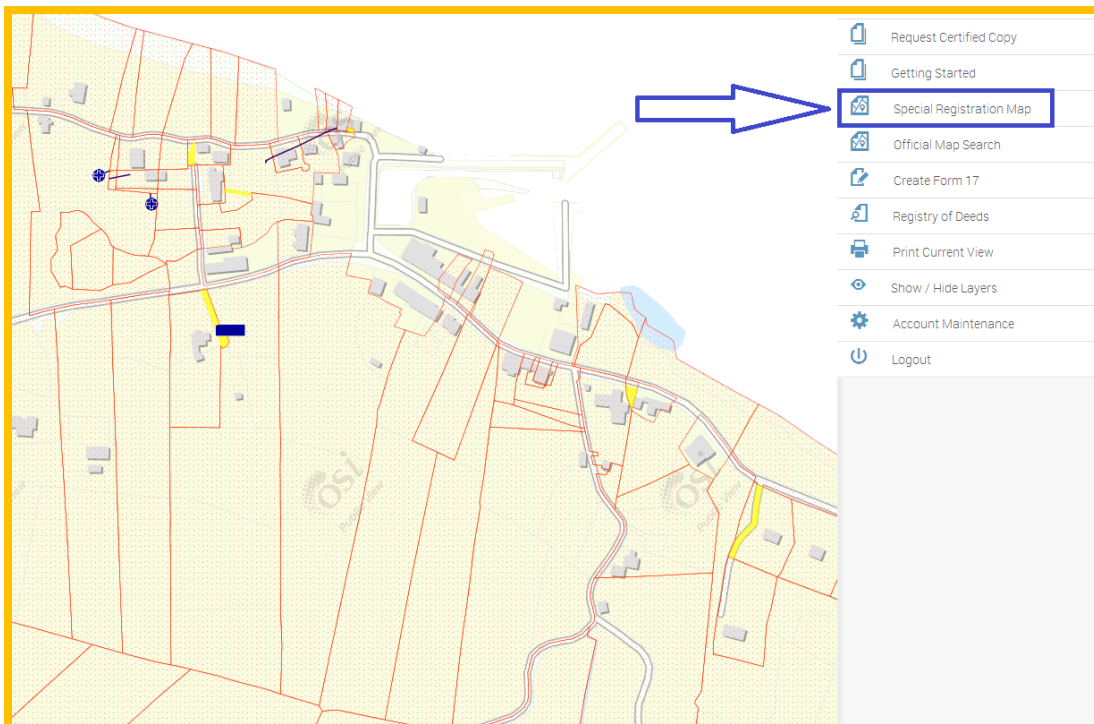


Figure 5 – Choose 'Special Registration Map' from menu

- The plot scale will automatically default to 1/500.
- The extent of the map data which the customer will receive is defined by the red bounding box as shown on the map.

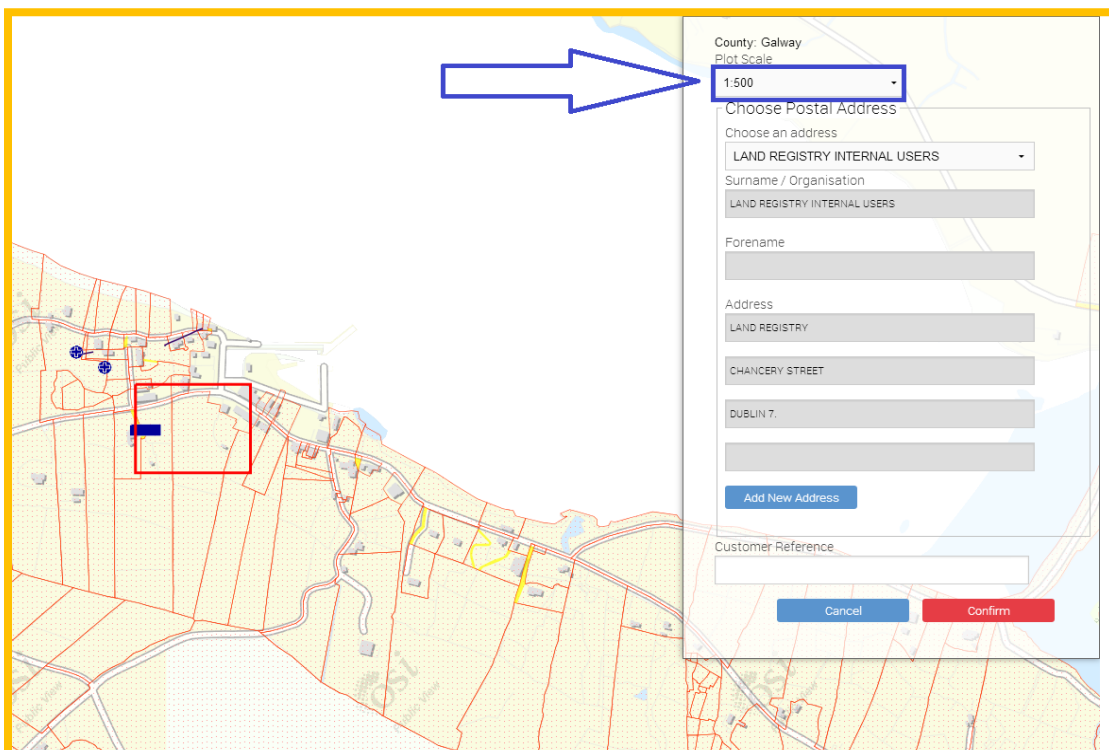


Figure 6 – Choose a scale to resize the red box accordingly

- By selecting the down arrow in the plot scale box a range of plot scales will be presented to the user.
- The range of plot scale are 1/500, 1/1,000, 1/2,500 and 1/5,000.
- For each given plot scale a different red bounding box will be presented to the user.
- One of the above plot scales must be selected.
- To order the map complete the address details for delivery.
- Click the confirm button to proceed.

County: Galway

Plot Scale

1:2500
1:500
1:1000
1:2500
1:5000

Surname / Organisation
LAND REGISTRY INTERNAL USERS

Forename

Address
LAND REGISTRY
CHANCERY STREET
DUBLIN 7.

Add New Address

Customer Reference

Cancel Confirm

Figure 7 – Enter other details and click Confirm to proceed

1.3 Official Map Search

When using the Official Map Search facility in www.landdirect.ie, account holders can search an area of the map by selecting the scale that the ITM map is to be printed. Depending on the scale chosen a different size bounding rectangle will display which enables the customer to include sufficient map detail in their map search. A demonstration on how to order an 'Official Map Search' can be found on www.landdirect.ie

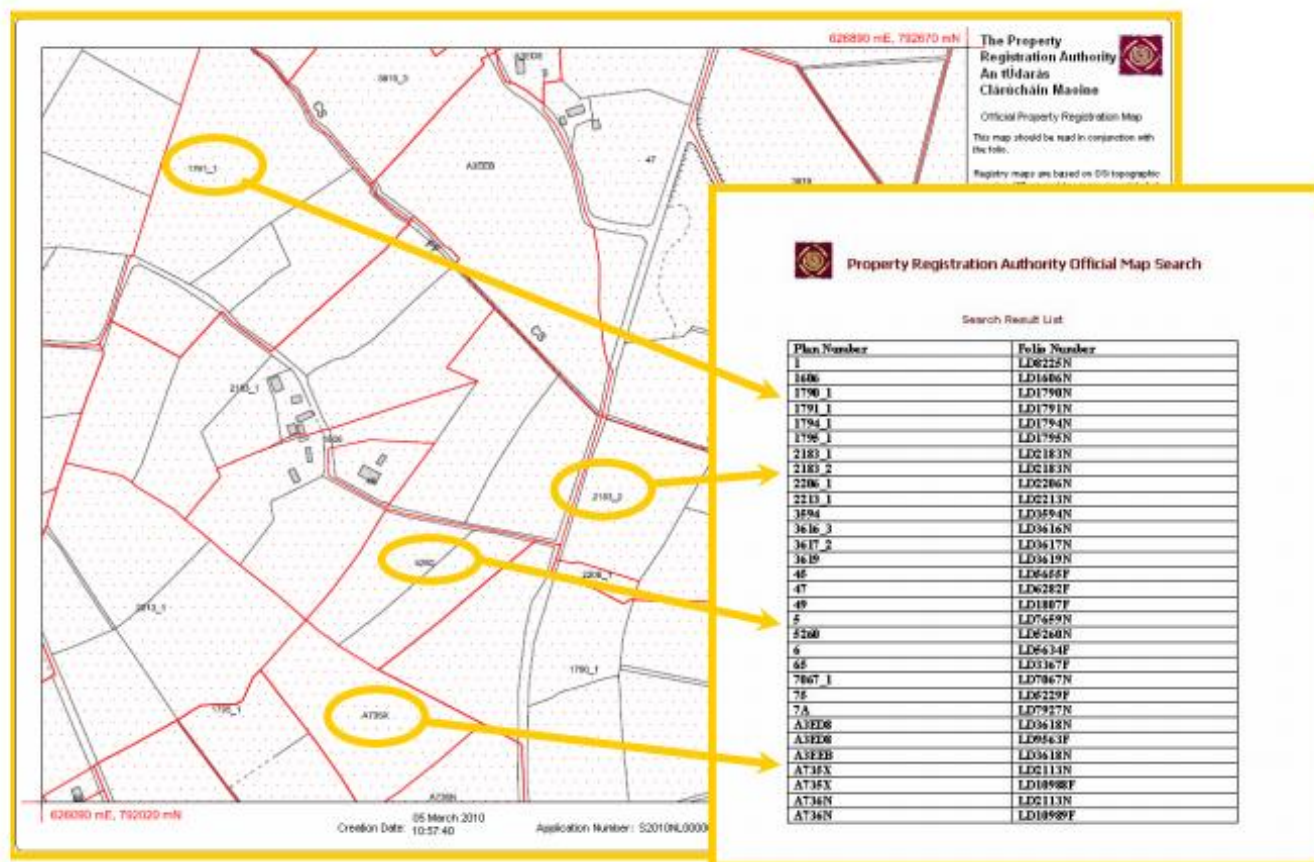


Figure 8 - Example of 1/2,500 Official Map Search and report listing Folios

Official Map Search can be ordered for printing at a selection of metric scales up to 1/500 scale. However, it is important to note that maps that have been enlarged from the original OSi published scale for the area cannot be expected to give a greater degree of accuracy than that of the original published scale.

The Official Map Search will be accompanied by a letter regarding the accuracy of maps which have been enlarged from their original scale. See Figure 2.



Property Registration Authority Official Search Map

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John Ryan
12 Capel Street
Dublin 1

Application Number: S2008NL001547M
Your Reference: OMS_1

Section 107(2) of the Act of 1964 (b) and Rule 190(b) of the LR Rules 1972 – 2009 (No.2) provide that any person may make an official search of a Registry map to ascertain whether a particular property is registered in the Land Registry.

This is to certify that the properties edged and highlighted in colour with a plan reference printed therein on the enclosed extract of the Registry map form part of registered land.

Properties on this extract of the Registry map that are not highlighted in colour appear to form part of unregistered land.

For a full list of registered properties showing the plan reference and Folio numbers, see attached 'Search Result List'

Hardcopy ITM maps that have been enlarged from the original OSi published scale for the area cannot be expected to give a higher degree of accuracy than that of the original scale.

An officer duly authorised by Property Registration Authority

Note: 1/5,000 and 1/10,000 scale maps may not be acceptable for subdivision purposes in hard copy form, unless the new property is entirely bounded by OSi topographic detail.

Please contact Ordnance Survey Ireland OSi for information regarding the scale and accuracy of their maps.

Date Printed: 09-JAN-2008

Application Number: S2008NLCK001547M

Figure 9 - Example of Official Map Search covering letter

1.3.1. How to order an Official Map Search.

- Use the navigation tools or search tools to zoom to area of interest.
- The zoom level must be at least 1/5,000 scale.
- Click on the "Official Map Search" tab on the right hand side of the screen.

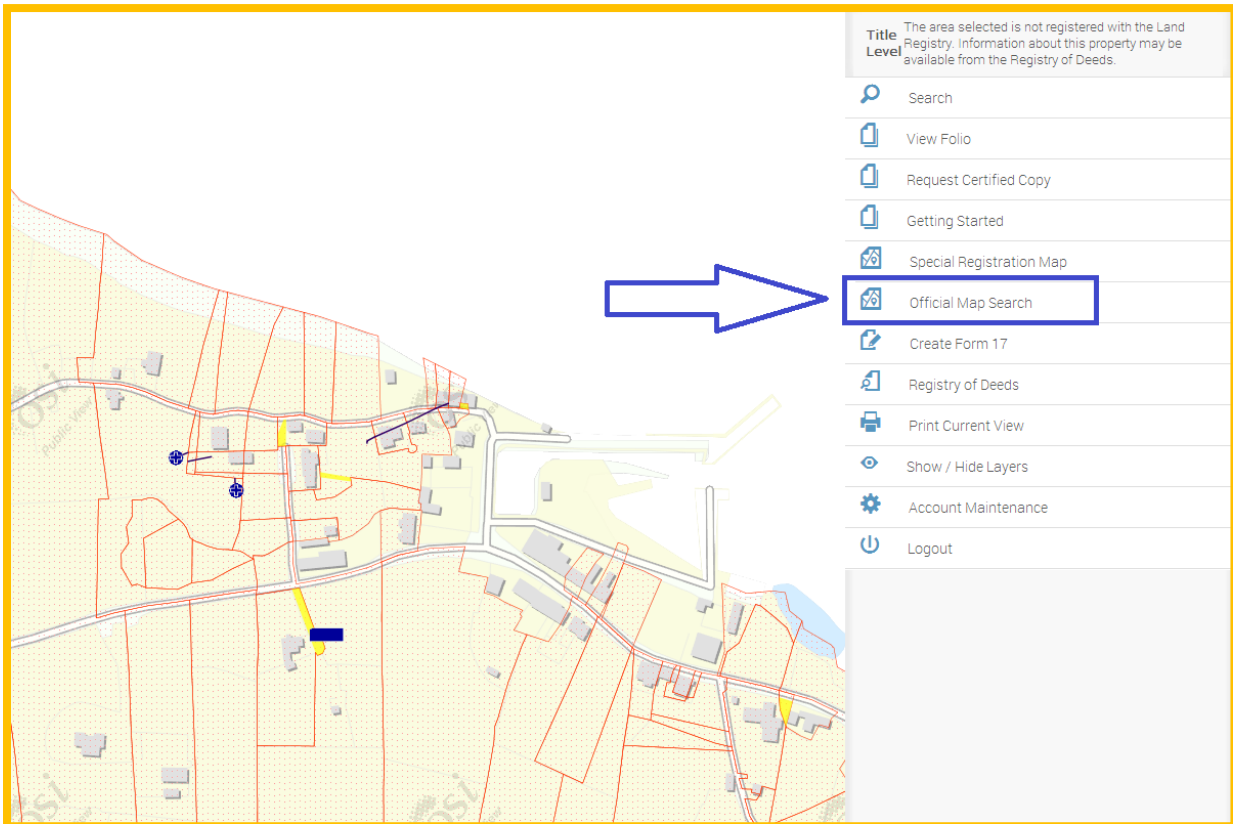


Figure 10 – choose 'Official Map Search' from menu

- The plot scale will automatically default to 1/500.
- The extent of the map data which the customer will receive is defined by the red bounding box as shown on the map.

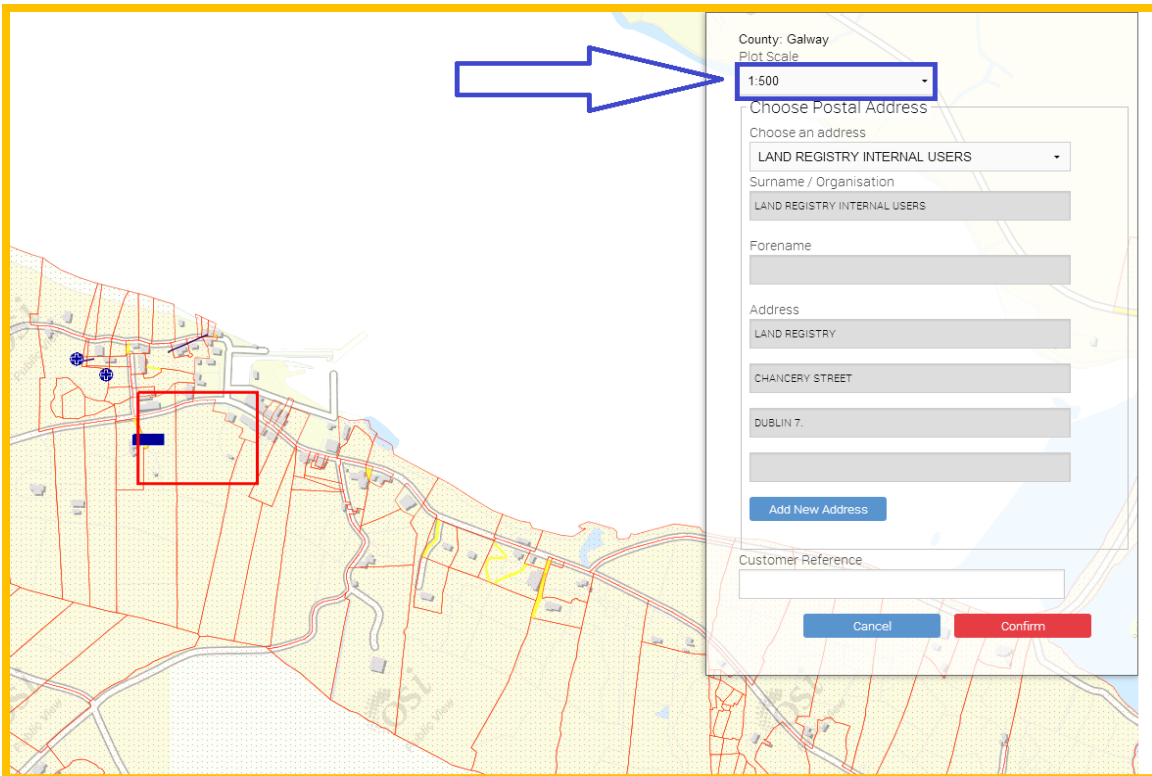


Figure 11 - Choose a scale to resize the red box accordingly

- By selecting the down arrow in the plot scale box a range of plot scales will be presented to the user.
- The range of plot scale are 1/500, 1/1,000, 1/2,500 and 1/5,000.
- For each given plot scale a different red bounding box will be presented to the user.
- One of the above plot scales must be selected.
- To order the map complete the address details for delivery.
- Click the confirm button to proceed.

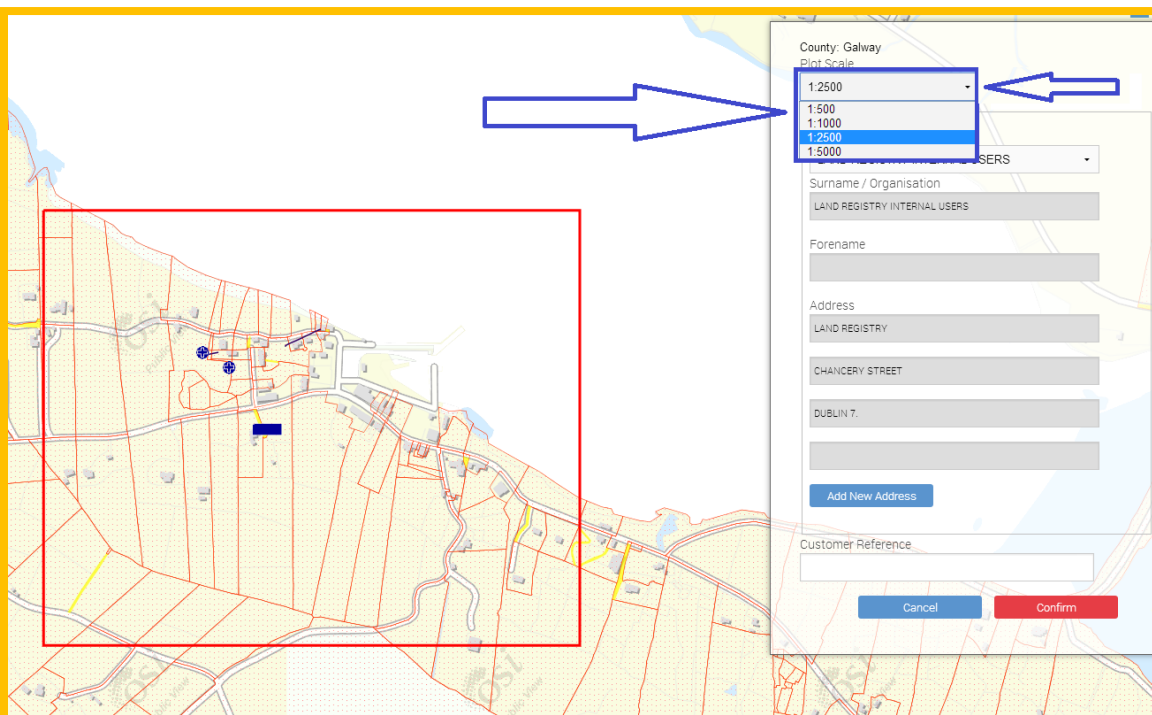


Figure 12 - Enter other details and click Confirm to proceed

1.4 Photocopies, scanned copies or screen captured images of PRA map(s) are not acceptable for registration purposes.

Although customers of www.landdirect.ie can capture a **screen image of the Registry map**, that image is not an official Property Registration map and should be **used for reference purposes only**.

The Land Registry is available to discuss special issues or circumstances relating to scale in the preparation of particular maps for registration purposes.