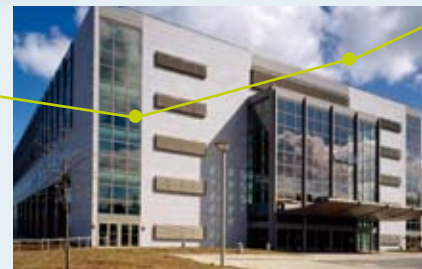




2005

# ANNUAL REPORT



Land Registry  
Registry of Deeds  
Clárann na Talún  
Clárann na nGníomha



Our Mission

Safeguarding the legal,  
social and economic  
fabric of property  
ownership



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## Overview

I am pleased to present the annual report for the Land Registry and the Registry of Deeds for 2005. This will be the last report to be published before the Property Registration Authority assumes responsibility for the activities of the organisation. At such a significant juncture in our long history – the Registry of Deeds having been established in 1707, will celebrate its Tercentenary next year and the Land Registry has been in existence since 1892 – it is perhaps timely to reflect on some recent achievements of the organisation and to view them in the context of our contribution to society generally.



That the Irish economy has grown remarkably in recent years is without question. From 1990 to 2005:

- GNP increased from €32 billion to €124 billion.
- Employment expanded by 71% from 1,159,700 to 1,980,600.
- Our population grew from 3.5m to more than 4m.

During this period of rapid growth and expansion one sector of the economy, the property market, has outshone all others. In recent years in excess of 80,000 new housing units per annum have been built and there have been fundamental changes in the mortgage market with new entrants to the market, new products and competitive interest rates all driving activity. Stamp Duty revenue grew from €276m to €2,200m – an increase of 697% – of which 95% is accounted for from real property transactions. Many commentators have referred to this growth in the property market as a 'property boom' and it is difficult to disagree with this description.

**Throughout this period of remarkable growth the Land Registry and the Registry of Deeds have been at the centre of – and indeed are in many ways an accurate barometer of – this growth and expansion.** The figures and statistics for the levels of activity in various areas throughout the Registries, as outlined in this report, illustrate this point. This growth and activity in the Registries can be clearly measured. The number of legal transactions alone, ('dealings') completed per annum in the Land Registry since 1990 has grown from 93,000 to 222,967 – **an increase of 129,967 or 140%.**





The secret of this success has been the Registries' ability to adopt a 'continuous change mode' approach, embracing and making best use of emerging technologies. Whilst considerable analysis and preparatory work leading to the successful implementation of modern information systems took place during the 1990's it is since the beginning of this 21st century that the substantial benefits for both customers and staff have become most evident.

The commencement of the Digital Mapping Project during 2005 was a significant step and when completed will form an essential element of the Registries' current technology 'jigsaw' or Information Systems programme. It is anticipated that this new system will have considerable and continuing benefits for the Registries' customers over the coming years and that the level of use of electronic services and customer satisfaction will continue to grow.

As an organisation we must ensure that Ireland is in a position to participate fully in international developments concerning real property. The considerable talents and commitment of the staff of the Registries have brought the organisation to its current excellent state of readiness for the beginning of yet another new era as we move towards electronic registration and electronic conveyancing with the obvious efficiencies such systems will bring.

The Law Reform Commission has undertaken a substantial project with the support of the Minister for Justice, Equality and Law Reform which will ultimately lead towards fundamental reforms in our Land and Conveyancing law. The Land Registry is pleased to have played an active part in this process, further details of which are referred to later in this report.

2005 was of course the year the Land Registry was chosen from more than 260 entries as the overall winners in the Best E-Government category at the Public Service Awards. Entries included the entire spectrum of the Public Sector in Ireland – Government Departments and Offices, the Universities, commercial Semi-State companies, Local Authorities etc. This highly prestigious recognition was the culmination of many years of planning and implementation involving a collaborative approach, which included our staff, our customers and other stakeholders and our technology partners.

In making their decision the independent panel of judges considered that the Registries had **'demonstrated outstanding commitment and innovation in its approach to implementing eGovernment services in Ireland'**.

This award was a timely recognition and a great compliment to all of the staff of the Registries who have contributed to the overall modernisation of our services and the major improved levels of productivity. The awards process provided a very credible independent benchmarking facility which enabled the Registries to be compared with the very best and the results were most heartening.

During 2005 the Registration of Deeds and Titles Bill was further advanced through the legislative process and it is expected that it will be signed into law during 2006.

It has been my privilege to have led the Registries since my appointment by Government to the historic role of Registrar of Deeds and Titles in 1990. I succeeded a line of distinguished legal gentlemen who had held this statutory position since 1891. The overriding mandate of this role has been 'the protection of the integrity of the Register' – a not inconsiderable challenge. I would like to take this opportunity to pay tribute to all those who gave of their considerable talents to upholding this important principal.

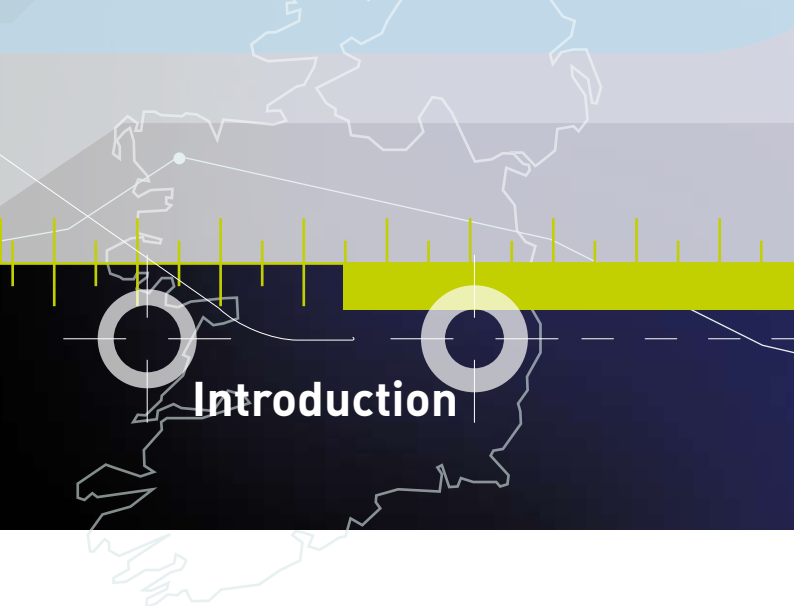
I wish also to record my sincere thanks to the Registries' Interim Board under the Chairmanship of Mr. Joe Moran, for their support and encouragement throughout the past years as the Registries went through a period of unprecedented change.

The year 2006 will be a year of historic change for the Registries as the planned new Property Registration Authority comes into being. I look forward to working with the Authority as Chief Executive with the continued support of our committed, talented and skilled staff, as we combine our energies to provide an efficient, reliable and cost effective property registration service, essential to our economy.



**Catherine Treacy**

Chief Executive and Registrar of Deeds and Titles



## Introduction



2005 proved to be a further record breaking year for the Land Registry and Registry of Deeds. The following statistics summarise the volume of activity for the main categories of work.

Dealings lodged grew from 197,922 to 211,167, an increase of 6.7%.

Dealings completed grew from 201,655 to 221,815, an increase of 10%. This resulted in some 450,000 registrations made. As a result the arrears of dealings on hands were reduced for the second successive year.

Registrations in the Registry of Deeds grew from 83,464 to 92,920 an increase of 11.3%

232,732 certified copy folios and filed plan maps were issued.

Customers undertook 1,044,073 transactions via our Electronic Access Service (EAS) during 2005, an increase of 35.7%

Electronic Applications for Registration (e-Form17) grew from 31,964 to 49,777, an increase of 55.7%.

In addition to the above the following matters of significance occurred during 2005.

Contracts were awarded for our Digital Mapping system and work commenced on the Project.

An order was made to extend compulsory registration to three additional counties. This was the first extension of compulsory registration since 1970.

The Form 3 threshold for first registration applications was increased to €1m.

The Registration of Deeds and Title Bill 2004 was advanced through the Oireachtas. The main aims of the Bill are to (a) Restructure and modernise land registration structures in the State through the establishment of the Property Registration Authority, (b) Update and streamline the law relating to Registration of Deeds and (c) Reform the law relating to the registration of title to land. It is expected that the Bill will be enacted in 2006.

## INTRODUCTION

The European Land Registry Association (ELRA), which was established in 2004, continued to grow with membership reaching 12 at the meeting hosted by Greece in May. Further jurisdictions have indicated their intention to join in the near future.

A formal decision to join the European Land Information Service (EULIS) was taken and it is expected that the Land Registry of Ireland will join towards the end of 2006.

## VOLUME OF TRANSACTIONS

In this section we have outlined the volume of activity in various categories of work and have provided the relevant comparative information for recent years.

**TABLE 1.0**      **LAND REGISTRY**

	Year	Intake	Output
Applications+	2005	215,613	226,668
	2004	202,540	205,815
	2003	189,808	177,247
	2002	158,783	157,915
Certification*	2005	352,820	360,487
	2004	384,850	352,029
	2003	302,849	314,899
	2002	248,774	249,327

+The figures for 'Applications' include dealings, Section 49 applications, First Registrations and Irish Land Commission Schedules. A single application could result in one or several registrations.

\*The figures for certification combine applications for Certified Copy Folios and Filed Plans, Land Certificates, Certificates of Charge, Certified copy Instruments and the results of Official Map Searches, which were certified and issued.



## INTRODUCTION

## OTHER SERVICES

During 2005 the number of searches completed by our staff and the number of documents provided for inspection over the internet and at our public counters grew considerably.

**TABLE 2.0 SEARCHES**

	2005	2004	2003	2002
Folio Inspections	712,652	510,279	-	-
Names Index Searches	207,689	155,013	-	-
Mapping Searches	71,138	66,040	-	-
Total	991,479	731,332	565,805*	495,000*

\*As our Document Imaging Project was only completed in 2004 the 'total' figures available for 2002 and 2003 are based on manual counts.

## REGISTRY OF DEEDS OUTPUT

**TABLE 3.0 REGISTRY OF DEEDS OUTPUT**

	2005	2004	2003	2002
Registrations	92,859	83,464	76,496	64,028
Searches	329,281	295,790	261,095	231,779
Official Copies	5,148	5,081	4,754	4,147

## THE GROWTH IN THE REGISTER

The total number of folios continued to grow during 2005 as the following figures indicate:

- 1,716,662 at 31/12/2005
- 1,647,679 at 31/12/2004
- 1,598,742 at 31/12/2003

Since the launch of ITRIS there has been an ongoing programme to data capture all folios. At the end of 2005 some 55% or 946,844 of the total number of folios had been fully digitised.



## Customer Service

### PUBLIC SECTOR TIMES eGOVERNMENT AWARDS

In February 2005 the Land Registry's 'Electronic Access Service' (EAS) was chosen as the winner of the Public Sector Times award in the Best central eGovernment category and also in the Best overall eGovernment category.

### INCREASED EFFICIENCIES

The programme of change and innovation in the Land Registry has resulted in considerable improvement in the quality of service offered by the organisation. In some areas of activity, delays have been completely eliminated e.g. inspections of folios and filed plans and the provision of a names index service. In others there has been a dramatic improvement in delivery of service.

In tandem with the increased usage of online services, the overall number of dealings completed - the main area of work for the Land Registry where over 80% of staff are employed - has also grown substantially. Since the launch of our new systems in 1999 and as a result of substantial process change, the total number of dealings completed annually has grown by 125% as the table below shows.

**TABLE 4.0**     **DEALINGS**

Year	Intake	Output
1999	132,999	98,479
2000	162,650	105,309
2001	156,379	146,554
2002	152,898	151,717
2003	184,585	171,601
2004	197,922	201,655
2005	211,167	221,815



## Information Systems



### ELECTRONIC TRANSACTIONS EXCEED 1 MILLION FOR THE FIRST TIME

As can be seen from the table below continued growth in both the level of activity and the number of subscribers to our online services was recorded in 2005.

The growth in both the volume of records and the additional services is fuelling considerably increased usage and this trend is likely to continue for the foreseeable future. By the end of 2005 we had reached a position where:

- 85% of the Land Registry's customer base are accessing some services through the EAS
- 85% of applications for some services are made on-line
- More than 4,000 business transactions per day were being conducted through the EAS
- 90% of these services are conducted fully on a self service basis



*Land Registry receives two awards at the Public Sector Times eGovernment Awards*

**TABLE 5.0 ELECTRONIC TRANSACTIONS**

	2000	2001	2002	2003	2004	2005
No of Subscribers	1,700	2,900	4,400	6,120	7,500	9,200
No of online transactions	123,943	159,807	274,561	497,560	769,058	1,044,073

## WEBSITE

The Land Registry homepage received 1,340,000 visits during 2005, which is a 44% increase on 2004.

The EAS homepage was accessed almost 800,000 times.

The Frequently Asked Questions (FAQ) Section of the site was re-launched in July and has already been accessed on more than 30,000 occasions during the first six months of its operation.

A Comment/Feedback facility was also added to the site which keeps a permanent record of customer comments and our responses. Some 400 comments/suggestions were received in this manner.

During 2005 we continued to add Irish Language content to our site, and more than 4,300 hits were received on the Gaeilge homepage.



*10,000th registered customer of landdirect.ie, Gary Daly, Solicitor, receives presentation from Catherine Treacy (Registrar) and John Deeney( Deputy Registrar) to mark the occasion*


 A graphic featuring a stylized map of the United Kingdom in the background. Overlaid on the map are two large, light-colored circles. A horizontal yellow bar spans across the middle of the image, partially obscuring the map. To the right of the yellow bar, there is a blurred image of a modern building with a glass facade, reflecting light. The text 'Digital Mapping' is written in a bold, white, sans-serif font, positioned below the yellow bar and to the left of the blurred building image.
 

## Digital Mapping

### DIGITAL MAPPING PROJECT

In 2005 the Land Registry awarded a series of major contracts to implement Digital Mapping technology as part of its current Integrated Title Registration Information System (ITRIS) across the organisation. The overall project, which includes an extensive programme to convert the Registry's existing paper map base into electronic form over a five year period has been a key item on the Land Registry's Information Systems strategy since 1991. A detailed Business Case had been prepared in late 2003 and early 2004 with approval to proceed granted by the Department of Finance on 31st May 2004. Following an extensive procurement process conducted according to International Public Procurement requirements, contracts for the development of the new system and data capture of existing paper maps were awarded in June 2005. The award of the two contracts will provide the Land Registry with a state-of-the-art solution which will place the organisation at the forefront of international land registration developments.

At present, the boundaries of the 2.4 million or so land parcels registered in the Land Registry, together with the extent of various rights such as wayleaves and pipelines, are retained and displayed on approximately 32,000 paper Map Sheets (mostly A0 in size) maintained by the organisation. The business objectives underlying the Digital Mapping project are to:

- Support the electronic storage and retrieval of mapping information and consequently, remove delays caused by the administration of paper-based maps allowing multiple, concurrent access to maps
- Enable an improved, more customer-focused service by reducing the turnaround time of applications, providing on-line access to map data via the Internet, assisting with the electronic lodgement of certain specific types of application
- Provide enhanced business continuity and disaster recovery capabilities
- Provide enhanced searching facilities including geographical and spatial-based searches
- Provide enhanced application tracking facilities on all lodged applications
- Enable the Land Registry to deliver its mandate under the 'Information Society Action Plan' / 'Electronic Government' programme
- Provide more extensive management information through caseload reporting and ad hoc querying tools
- Support the Land Registry in meeting its requirements under the Government's 'Strategic Management Initiative/Delivering Better Government' initiative





## DIGITAL MAPPING

- Assist the Land Registry to fulfil its role as a core participant in the Irish Spatial Data Initiative (ISDI).
- Enable the Land Registry to participate fully in international initiatives such as the European Land Information Service (EULIS).

Heretofore, customers wishing to inspect these maps and locate folio and ownership details from such maps had to visit the Registry offices in person. For the first time, customers using [landdirect.ie](http://landdirect.ie) will be able to conduct map searches over the internet and view the results and details from the comfort and convenience of their own computer.

The implementation of digital mapping technology will also provide extensive benefits to the internal operations of the Registry, resulting in further improvements in the quality of service provided by the organisation.

The new online maps service, which extends the existing range of on-line services already provided by the Land Registry through the EAS, is scheduled to go live early in 2006. During the first phase of the implementation, customers of the Land Registry will be able to conduct on-line searches of the Land Registry map across all counties in the country by selecting the geographical locators ('seed-points') which will be visible within their web browsers and the system will then retrieve the folio associated with that point. The seed-points will be overlayed on the current Ordnance Survey Ireland (OSi) Irish Transverse Mercator (ITM) map series and will also be linked to the GeoDirectory database jointly produced by An Post and OSi. The GeoDirectory data will be used to support a gazetteer function for locating property through addresses, on the new Land Registry system. The digitisation of the land parcels in each county commenced in 2005, with County Westmeath as the initial county. The remaining 25 counties will be digitised over the next five years.

Co-inciding with this implementation, it is also planned to rebrand the Electronic Access Service under the new banner of [landdirect.ie](http://landdirect.ie). This portal will then act as the central point for the entire range of services offered by the organisation.



## European associations

### EUROPEAN LAND INFORMATION SERVICE (EULIS)

The strategic objective of EULIS is to provide easy world-wide access to European electronic land and property information in order to promote and underpin a single European property market.

#### THE VISION FOR THE FUTURE IS THAT ULTIMATELY:

- customers will have ready access to information about individual properties registered by Land Registries throughout Europe;
- they will also have ready access to all necessary reference information on the land and property registration services provided, and the associated legal environment, in each European country; and
- all European land and property registration services will be readily accessible through a single portal. ([www.eulis.org](http://www.eulis.org))

EULIS participants and interested parties held their first Annual General Meeting on 9 December 2005 in Warsaw. The eight founding partners from Austria, Finland, England and Wales, Lithuania, Netherlands, Norway, Scotland and Sweden were joined at the AGM by prospective new partners from the Czech Republic, Germany, Iceland, Latvia, Northern Ireland, Poland, Slovakia, Spain and Ireland.

Delegates heard about the success of the original 'EULIS Demonstrator' project undertaken with support from the European Commission's eContent programme which was the first step towards implementing a common vision of a truly pan European Land Information Service.

The agenda included a demonstration of the first live service to be connected to the EULIS portal, together with presentations and progress reports on the programme's vision and goals, the proposed implementation process, market prospects, the business case, the marketing plan and future developments.

### EUROPEAN LAND REGISTRY ASSOCIATION

In our report for 2004 we outlined how the European Land Registry Association (ELRA) had been established with Ireland as one of the founding members. Its mission has been defined as

'The development and understanding of the role of Land Registration in real property and capital markets.'

During 2005 the association continued to grow and to develop policies and positions in a number of areas. These included contributions to EU Green papers on Succession and Wills and Mortgage Credit in the EU.

## European associations

A very successful conference was hosted by the Greek authorities in Crete in May and was followed by a further meeting in Brussels at which its new website was launched. Membership has continued to grow from the initial six founding jurisdictions to its current level of sixteen with interest also being expressed by a number of other jurisdictions. In addition to forming a most useful forum at which ideas can be discussed the association will play a significant role in keeping members informed on relevant developments at EU level.



Digital Mapping launch: Nick Snape (Laser-Scan), Seamus Gilroy (Proteus Solutions), Michael McDowell TD, Minister for Justice, Equality and Law Reform and Catherine Treacy, Chief Executive and Registrar of Deeds and Titles



## Reform and Modernisation

### REFORM AND MODERNISATION OF LAND AND CONVEYANCING LAW

During 2005 progress continued on the reform and modernisation of land and conveyancing law. The Land Registry invested substantial time and expertise in the preparation and drafting of new legislation to create the Property Registration Authority, to underpin the technical innovations that have been underway for some years, to revamp the legislation governing the Registry of Deeds, to implement recommendations of the Law Reform Commission and to introduce a range of changes to the existing Registration of Title Act 1964 which will bring about greater efficiencies. The introduction of this legislation was the culmination of many years work involving a range of Registry officials working closely with the Law Division of the Department of Justice, Equality and Law Reform and with the Office of the Attorney General and the Parliamentary Draftsman's office. The legislation is likely to be signed into law during the early part of 2006.

On the signing of the Property Registration Act into law many of the existing Rules governing the Registration of Title will become redundant. This will necessitate a complete review of the Rules for the Land Registry and, for the first time, the preparation of Rules in respect of the operation of the Registry of Deeds in order for the intent of the legislation to be implemented.

During 2005 two significant changes were made which will come into effect in 2006. Both will have a significant impact and signal clearly that it is now the firm policy of the Government to extend registration and complete the register within a reasonable timeframe. Compulsory registration will be extended to three additional counties - Westmeath, Longford and Roscommon - with effect from April 1st 2006 and will bring to six the number of counties in which registration is now compulsory. In making the Order the Minister stated: 'The making of this Order is the first extension of compulsory registration since 1969. I believe that the promotion and extension of registration of ownership of land is a critical factor as we move towards a system of e-conveyancing of land. I signalled my intentions with regard to the extension of compulsory registration during the Seanad debate on the Registration of Deeds and Title Bill and the making of the Order gives concrete expression to that intention.'

Solicitors, as officers of Court, have a unique position which has long since been recognised by the Land Registry. Consequently, a range of matters relating to registration are accepted when accompanied by a certificate from a solicitor. This is particularly valuable in the area of First Registration. The view of the Registry has been that where a professional practitioner has investigated the title, it is only sensible that the result of this effort should result in the registration of that title on the register on foot of an appropriate certificate. For many years solicitors and their representative body, the Law Society, had expressed the view that the threshold for which the Land Registry would accept certificates from solicitors was too low to ensure any meaningful level of certification. Accordingly, the Form 3 threshold for first registration applications was increased to €1m with effect from January 1st 2006.



## Provision of Information

### PRACTICE DIRECTIONS

A programme to revise all existing Practice Directions (PDs) and to re-publish them on our website has been underway for some time. Those revised during 2005 were published in a more user friendly manner with hyperlinks to relevant legislation, statutory instruments, forms etc.

Three revised PDs are now available. The revision of a further twelve is well underway and a number of new Practice Directions are also being drafted which will be published in due course. The revised Practice Directions are being re-numbered in the 2006 series.

Once a PD is published in the 2006 series the old version will be marked '*archived, superseded by PD No.... of 2006*'. It is anticipated that all of the existing PD's will be archived and replaced by the 2006 series during the coming year.

The value of this work can be gleaned from the fact that the first Practice Direction to be published in this manner, 'P.D. (2005) No. 15: Title by Adverse Possession to Registered Land', was accessed on more than 5,000 occasions.

While no set of practice directions can claim to be fully comprehensive we hope that publication of the revised series will be of assistance to persons who have occasion to avail of our services. The Practice Directions will form part of the Registries revised publication under Section 16 of the Freedom of Information Act 1997 & 2003.

Practice Directions are for guidance only and should not be regarded as legal interpretations. While reasonable care has been exercised in their compilation, there is no representation made as to their accuracy or completeness. The use of any information, which may be altered or updated at any time without notice, is at the sole risk of the user. Neither the Registrar of Deeds and Titles nor the Minister for Justice, Equality and Law Reform shall accept legal liability for any inaccuracy or omission in the information contained in the Practice Directions.





## Customer Charter



### SERVICE DELIVERY TARGETS – LAND REGISTRY

The service delivery targets for copy folios applied for via our Electronic Access Service (EAS) were achieved throughout 2005 and at times were exceeded.

Targets for the issue of copy folio/filed plans via the EAS were achieved in the third quarter - however, the output was 2% below target at year end.

Targets for completion of mapping searches were only achieved in a small number of counties during 2005. While the delays and turnaround times were not particularly significant, with the advent of our new Digital Mapping system it is anticipated that progress will be made in this area during 2006.

### SERVICE DELIVERY TARGETS – REGISTRY OF DEEDS

All of the service delivery targets set out in the Registry of Deeds Customer Charter were achieved throughout 2005.

### FREEDOM OF INFORMATION REQUESTS

One Freedom of Information (FOI) request was carried forward from 2004. A further 48 requests were received in 2005 of which 5 were granted, 1 was part granted, 4 were refused and 36 were withdrawn and dealt with outside of the FOI Acts. At the end of 2005, 3 cases were still live.

### EXTENSION OF FOI ACTS

During 2005 the office was notified of the Government decision to bring the Registration of Titles Rules Committee within the ambit of the FOI Acts.

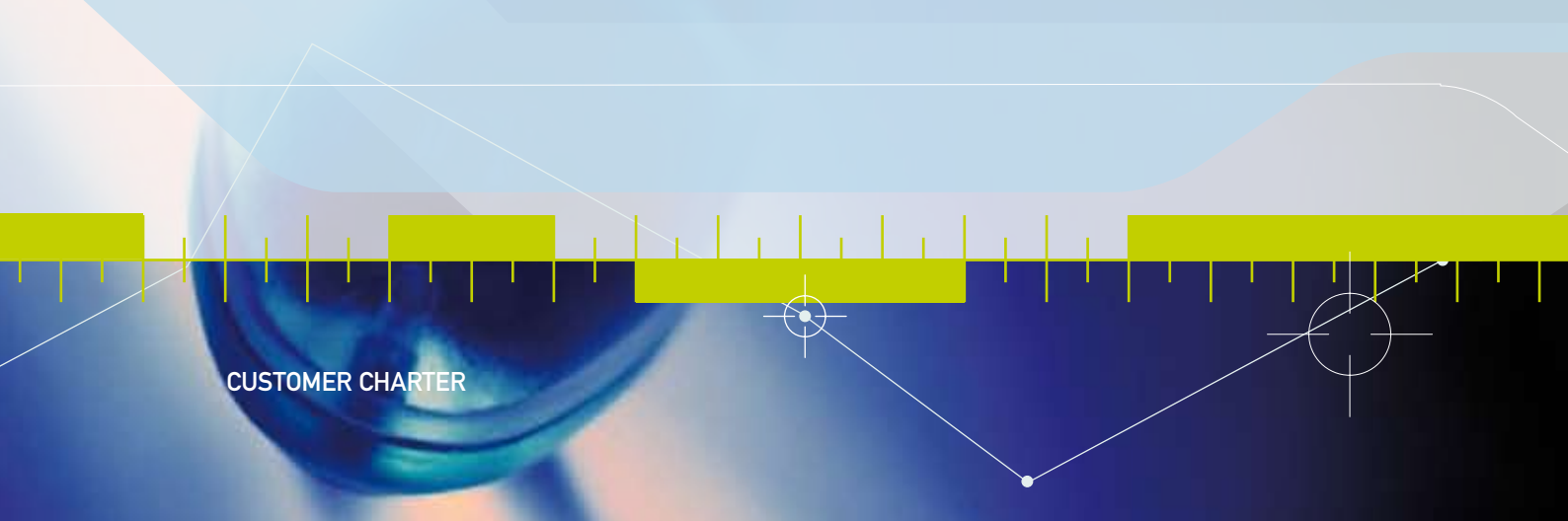
The FOI officer continued to represent the office at the Civil Service Users Network, FOI Network and the FOI Inter Departmental Working Group.

### COMPLAINTS PROCEDURE

8 complaints were received and dealt with under our complaints procedure in 2005.

### ACCESS TO OUR FACILITIES

Our website complies with Level A Conformance to the Web Content Accessibility Guidelines of the W3C.



## CUSTOMER CHARTER

A new facility to order copy instruments on line was made available during 2005.

A refurbishment project to improve access to our Chancery Street office is now underway. The project will include the opening of a wheelchair accessible entrance. Access facilities to the public areas inside the office and wheelchair accessible toilet facilities have been installed.

## SERVICE THROUGH THE IRISH LANGUAGE

### DRAFT SCHEME

Under Section 12 of the Official Languages Act the Minister for Community, Rural and Gaeltacht Affairs has requested that the Registries draw up a draft scheme for the provision of services in the Irish language. A working group was established with representatives from the various operational areas of the Registries. The group drew up a draft scheme based on Department of Gaeltacht guidelines. The advices of the Department of the Gaeltacht and of the Attorney General were sought regarding a number of legal issues in relation to the provision of the Register in Irish. This advice will be reflected in the scheme which will be published in 2006.

### IRISH LANGUAGE TRAINING

In September 2005 eight officers began a 2 year diploma course in Irish run by NUI, Galway. This will help us to meet with the obligation under the Official Languages Act to have a sufficient number of staff competent in the language.



## External Scrutiny



### PERFORMANCE VERIFICATION GROUP

During 2005 the Registries submitted two reports to the external Performance Verification Group (PVG) detailing the progress made on our Action Plan under Sustaining Progress. The PVG scrutinised the reports and verified their satisfaction with progress on the Registries modernisation programme. The PVG commented favourably on the Land Registry's success in being chosen as winner of the Irish eGovernment awards in the central eGovernment and overall best eGovernment categories.

### PARLIAMENTARY QUESTIONS

There were 159 Parliamentary Questions tabled by members of the Oireachtas and replied to and 155 letters/representations were received from members of the Dáil and Seanad and dealt with.

### CUSTOMER FOCUS GROUP

This forum for the Registries and its customers met on 4 occasions during 2005. These meetings provided a continuing opportunity for consultation on a range of issues and the dissemination of information on any changes planned or being introduced.

### SEMINARS

Registry officials participated in a large number of Seminars and training courses for solicitors and other customers during 2005 organised in co-operation with the Law Society, Bar Associations, other representative bodies and individual training organisations.

### VISITORS TO THE REGISTRIES

A range of visits to both Registries were hosted during 2005. Included in this were, separate delegations from Norway and Sweden - representing both legal and surveying communities - as well as a number of visitors from Northern Ireland, Scotland, England and Wales, Canada and South Africa. In addition the Registries continued to be represented at a number of European fora on land registration matters. In recent years with the growing use of the internet valuable contact and communications have become possible on a wide variety of topics of interest to the Registries.



## Human Resources

### STAFF NUMBERS

At the 31st December 2005 there were:

- 686 people, filling 634.15 legal, administrative and technical posts in the Registries
- 154 staff (22.5% of the workforce) were availing of work-sharing options
- 57 staff left the Registries in 2005 through resignations, retirements, transfers and career breaks

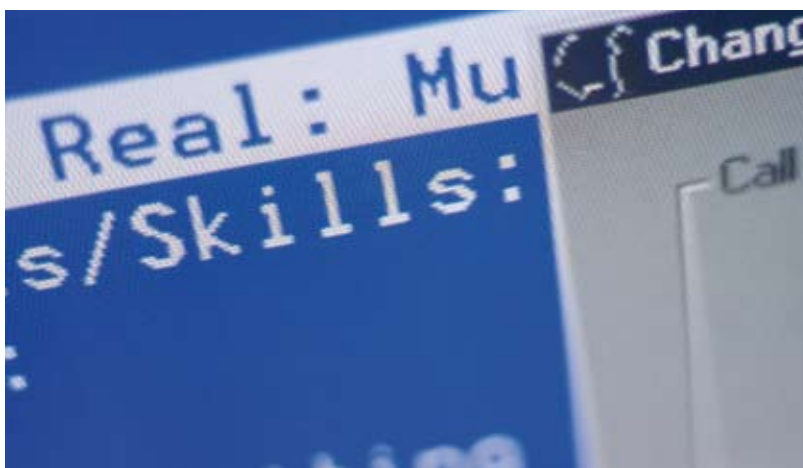
Recruitment of permanent and temporary staff was organised using the services of the Public Appointments Service.

The Registries continued to offer a range of work/life balance working arrangements to staff, including flexitime, work-sharing and term time leave.

### IDEAS COMMITTEE

During 2004 a sub-committee of the Registries Partnership Committee was established to provide a forum for staff to submit ideas and suggestions on how our services could be improved. 21 new ideas were received from 17 members of staff during 2005 and 25 ideas (including some which had been under consideration from 2004) were signed off.

In order to encourage staff to contribute to this process and to acknowledge the contribution of those who had done so it was decided to allocate funding from the Exceptional Performance Award allocation for 2004. The awards were presented to staff on the 16th December 2005.





## Financial Report

### INCOME

Fees received for the Registries by way of cash, cheques, revenue stamps etc. amounted to **€69.1m** in 2005 as against **€64.1m** in 2004. This was an increase of **€5m** or **8%** over 2004 revenues.

### EXPENDITURE

Actual expenditure from the Land Registry and the Registry of Deeds Vote for 2005 amounted to **€36.6m** (as against **€33.3m** for 2004 – an increase of **10%**) leaving an excess of income over expenditure of **€32.5m** (as against **€30.8m** for 2004).

Of the total sum of **€36.6m**, expenditure on salaries and overtime amounted to **€26.2m**; this represented **72%** of expenditure (as against **77%** during 2004). Expenditure on salaries during 2005 increased by **€600k**, or **2%** over 2004.

Total Current Expenditure for 2005 amounted to **€32.4m** as against **€31.2m** for 2004 (an increase of **€1.2m**).

Capital Expenditure for 2005 amounted to **€4.2m** as against **€2.1m** for 2004 (an increase of **€2.1m**).

When the following costs are included:

- **€2.5m** under Vote 7 - Superannuation and Retired Allowances
- **€3m** under Vote 10 - Office of Public Works (Current **€1.8m** and Capital **€1.2m**)
- **€3.4m** notional rents on State-owned properties

the total notional expenditure in 2005 increases to **€45.5m** and leaves a notional excess of income over expenditure of **€23.6m** for 2005 (as against **€21.2m** for 2004).

This total represents an increase of **€2.6m** or **6%** on 2004.

### SURPLUS/DEFICIT BASED ON ACCRUAL ACCOUNTING

As outlined, the Registries cash intake was **€69.1m** in 2005 and cash expenditure was **€36.6m** – a surplus of **€32.5m** in terms of cash flow. However this is not a true reflection of the Registries operating base as it excludes a number of costs related to allied services:

Notional costs for superannuation payments to retired employees, accommodation costs for six buildings and costs associated with services provided by other government departments – when these are taken into account the surplus of **€32.5m** drops to **€23.6m**.



Land Registry and Registry of Deeds fees are fixed by reference to the cost of providing all services. During 2005 the arrears of dealings were reduced and, accordingly, the prepayments are a credit figure under accruals. The fees paid in respect of the reduction in arrears of applications are assessed at €2.4m. It should be noted that there is no cash element for this sum accruing to the Registries as all fees are paid over, on receipt, to the Exchequer.

Taking this into account, there is a notional accrued surplus of €26m for 2005 as against €21.3m for 2004.

## FINANCE UNIT

During 2005 some 20,200 excess fee refunds to the value of €2.3m were issued to customers who overpaid fees.

The financial estimates were prepared and agreed. The Finance Unit contributed to the three-year multi-annual budget process and also provided financial information to the Interim Board on a regular basis during 2005.

## PROMPT PAYMENTS OF ACCOUNTS ACT 1997

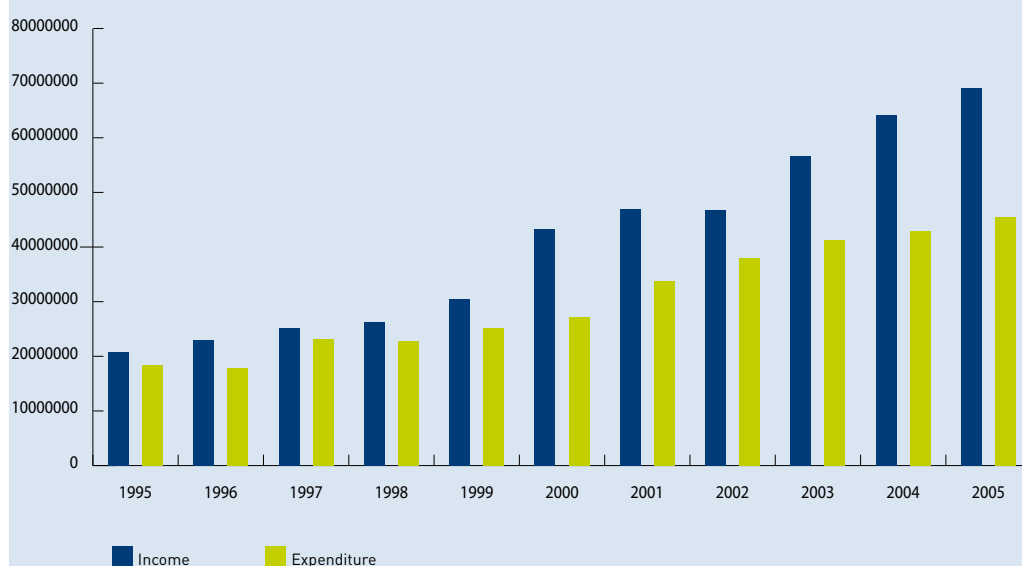
It is the policy of the Land Registry and Registry of Deeds to fully comply with the terms of the Prompt Payments of Accounts Act 1997. The Registries have procedures in place to ensure that all invoices are paid within the statutory time limit. While the procedures have been designed to ensure compliance with the Act, they only provide reasonable and not absolute assurance against material non-compliance with the Act.

In 2005 a total of 12 invoices incurred late payment penalties. The value of all invoices that were paid late amounted to €144,093. This represents 1.4% of the total payments falling within the terms of the Regulations. The total interest paid during 2005 resulting from late payments amounted to €226.

## FINANCIAL REPORT

TABLE 6.0 FINANCIAL SUMMARY 1995 TO 2005

	Income	Expenditure	Operational Surplus (Deficit)
1995	20,828,992	18,408,683	2,420,309
1996	22,928,402	17,914,884	5,013,518
1997	25,223,579	23,139,419	2,084,161
1998	26,318,600	22,715,105	3,603,495
1999	30,520,749	25,112,953	5,407,795
2000	43,241,436	27,101,290	16,140,146
2001	46,940,178	33,748,457	13,191,721
2002	46,756,661	37,926,803	8,829,858
2003	56,722,653	41,287,974	15,434,679
2004	64,069,840	42,903,579	21,166,261
2005	69,057,542	45,493,585	23,563,957





## Glossary of Terms

### **CERTIFIED COPY FOLIO AND FILED PLANS**

Each registered title is recorded on a particular folio. Collectively the folios make up 'The Register'. A folio sets out details of the property, the ownership of the property and details of any burdens, rights and charges which may affect the property. A Filed Plan is a plan or map of the property which may be attached to and associated with the folio.

### **CERTIFIED COPY FOLIO**

A copy of a folio on its own without a copy of the filed plan.

### **CERTIFIED COPY INSTRUMENT**

An Instrument is made up of all the title documents retained by the Land Registry following a particular registration. A certified copy can be issued to the parties involved in the registration or to a solicitor acting on their behalf.

### **CERTIFICATE OF CHARGE**

A Certificate of charge is a document which certifies the ownership of a charge registered on Part 3 of a folio.

### **DEALING**

Dealing is a generic term for the many categories of application for registration made to the Land Registry. A dealing can be one or several applications for registration made at the same time and traditionally have been numbered and counted as one.

### **ELECTRONIC ACCESS SERVICE (EAS)**


The EAS is the public interface to ITRIS (The Land Registry's Database of Ownership Records and Related Information) through which customers can locate, view and print folios and filed plan maps, obtain details of the applications pending in respect of folios and lodge applications for various services. These services are offered over the Internet through the web site [www.landregistry.ie](http://www.landregistry.ie)

### **EXAMINERS AND SECTION 49 APPLICATIONS**

Applications to register a title in the Land Registry for the first time involving examination of title are dealt with by professional legal staff (Examiners of Title). Section 49 applications - to acquire title based on 'adverse possession' - are dealt with by senior experienced staff and by Examiners of Title. Such applications are usually complex cases requiring detailed and time consuming investigation of title.

### **GROUND RENTS**

The Land Registry process applications from leaseholders who wish to 'buy out their ground rent' under the Landlord and Tenant Act 1978. When purchased the applicants can register or merge



## GLOSSARY OF TERMS

their interest in either the Registry of Deeds or the Land Registry as appropriate. While this area has been reducing in recent years over 75,000 such applications have been processed since 1978.

### INTEGRATED TITLE REGISTRATION INFORMATION SYSTEM (ITRIS)

ITRIS is the background electronic system which Land Registry staff use internally to process applications and to store folios and related casework information.

### LAND CERTIFICATES

A Land Certificate is a document issued by the Land Registry on request which certifies the ownership of a particular property and can be pledged as security. It is commonly - though perhaps somewhat inaccurately - referred to as the 'title deed' which is a description more correctly reserved for the documents held where the title to the property is not registered in the Land Registry.

### LAND COMMISSION CASES

Applications by the Land Commission to register Purchase Agreements and Vesting Orders are known as Land Commission cases or ILC Schedules.

### RAMIS

This is the acronym given to the Registry of Deeds Abstract Management Information System. It is the internal computerised system used to enter and store information following registrations in the Registry which then provides the results of searches.

### SEARCHES

In the business of conveyancing the term 'searching' can have a number of meanings. It can include the Land Registry and the Registry of Deeds and a number of other areas where searches can be undertaken by or on behalf of purchasers or mortgagors/mortgagees or other interested parties. Under this heading we are referring to searching in the Land Registry where a variety of 'search' types can be availed of:

- Names Index search. Where only the name of a registered owner is known and it is necessary to identify the folio or folios on which the ownership is registered.
- Folio inspection. This can follow on from a names index search or if the folio number is already known the folio can be inspected immediately.
- Map inspection. Where neither the name of the registered owner, the folio number or the plan number are known but the property can be identified on our map from which plan number and subsequently a folio number can be provided.
- Townland index search. This can be availed of where neither the name of the owner nor the folio number of the property is known but the plan reference is known - perhaps from inspecting our



## GLOSSARY OF TERMS

map or a map of an adjoining property. A townland index search will identify the folio number, which can then be inspected.

- An official map search. If a person can identify and mark an area on a suitable map and send it to the Land Registry an official map search can be undertaken to identify the folio number and owner of the property and the results can be certified to the applicant.

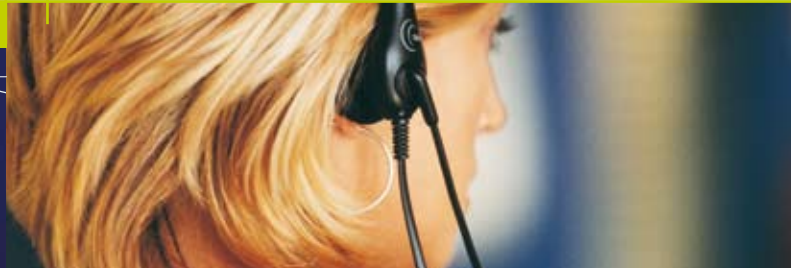
### VACATE

A vacate is a registration made in the Registry of Deeds where a lender acknowledges that the money due on a mortgage has been repaid.





## Contacts



### LAND REGISTRY

The central office of the Land Registry comprises four constituent offices:

#### 1: Chancery Street, Dublin 7

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.30am-4.30pm

- Geographic Work Groups for Counties Cavan, Donegal, Leitrim, Longford, Louth, Meath, Monaghan, Westmeath

#### 2: Block 1, Floor 1, Irish Life Centre, Lower Abbey Street, Dublin 1

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.30am-4.30pm

- Geographic Work Groups for Counties Kildare, Wicklow
- Ground Rents for all counties.

#### 3: Nassau Building, Setanta Centre, Nassau Street, Dublin 2

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.30am-4.30pm

- Geographic Work Groups for Counties Clare, Dublin, Galway, Mayo, Roscommon, Sligo.

#### 4: Cork Road, Waterford

Phone: (051) 303 000 or LoCall 1890 333 002

Public Office Open: 10.30am-4.30pm

- Geographic Work Groups for Counties Carlow, Cork, Kerry, Kilkenny, Laois, Limerick, Offaly, Tipperary, Waterford, Wexford.

### Registry of Deeds

Deals with all counties

Address: Henrietta Street, Dublin 1

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.00am-4.30pm.

### Ground Rents

Deals with all counties

Address: Block 1, Floor 1, Irish Life Centre, Lower Abbey Street, Dublin 1

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.30am-4.30pm.

[www.landregistry.ie](http://www.landregistry.ie)



Notes