



An tÚdarás Clárúcháin Maoine
Property Registration Authority

Applying for Bulk Data extractions

Guidelines and Application Form

February 2023



1. Background

These Guidelines set out the basis for data sharing in broad terms. Each case may give rise to specific questions in terms of Data Protection and Data Governance. The Data Protection Unit of the PRA is the initial point of contact for all such queries.

These Guidelines are a living document and will be updated from time to time. For any queries arising please contact:

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Data Protection Administrator
Email: BulkData@prai.ie
Phone: 01 804 8039

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Data Protection Manager
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2. Application Types

There are three provisions whereby a customer may submit an application to the Property Registration Authority (PRA) for data extracts from the Land Register. It should be noted that the provision of such data may be subject to certain terms and conditions and may involve the signing of an agreement or licence.

Applications to the PRA for data extracts may be made on the attached application form pursuant to one of the following application types:

- 1. Item 22 of the Land Registry Fees Order 2012 (S.I.380/2012)**
- 2. Public Sector Information Re-Use Regulations (S.I.525/2015)**
- 3. Specific Statutory Provision**



(1) Item 22 of the Land Registry Fees Order 2012 (S.I. 380/2012)

A full copy of the Land Registration (Fees) Order 2012 (S.I. 380 of 2012) is available on the PRA's website at www.prai.ie/statutory-instruments/.

To initiate the process parties must state the reason they require the data. They can contact BulkData@prai.ie directly. The fee is €120 plus €5 per folio/map extract provided.

Certain Public Sector Bodies are exempt under the Fees Order as follows:

*"8. No fee shall be chargeable in respect of an application for—
(d) registration by a Minister of the Government or the Commissioners of Public Works in Ireland where it is certified to the satisfaction of the Authority that the fee would otherwise be payable solely out of moneys provided by the Oireachtas;"*

(2) Public Sector Information Re-Use Regulations (S.I. 525/2015)

The Re-Use of Public Sector Information (PSI) Regulation 525/2015 provides that an application for data extracts can be made where the application does not involve any third party personal data. Personal data related to the applicant may be released. Please note that a fee will be payable for this service.

Bodies must state the reason they require the data, and they should contact BulkData@prai.ie directly to initiate the process.

If PRA data/material is provided under Public Sector Information Regulations (S.I. 525/2015), the terms and conditions relating to the use and re-use of said data, as set out at 1 to 4 below, apply:

- (1) The PRA data/material to which this agreement relates is supplied and released for re-use in accordance with the European Communities (Re-use of Public Sector Information) Regulations.
- (2) The access to and re-use of the PRA data by the customer is governed by the terms and conditions of Re-use of Public Sector Information (www.psi.gov.ie). Only anonymised and/or aggregated data can be provided under the PSI Licence.
- (3) Customers must ensure that they and their contractors and agents observe the restrictions on the use of the PRA data/material set out in this agreement.
- (4) Customers must also ensure that obligations under this agreement are passed on to their contractors and agents through the written terms under which any such PRA data/material is supplied to them.

For more information on the PSI Regulations SI 525/2015 please visit www.psi.gov.ie



(3) Specific Statutory Provision

Government bodies which are mandated by legislation to carry out certain tasks in the public interest may apply for data extracts from the Land Register, subject to certain terms and conditions and also subject to the provisions of the General Data Protection Regulation (GDPR). In such cases, the requesting body must specify the relevant authorising legislation and must sign an agreement in relation to the processing of the data in order to comply with the Data Protection Acts. The agreement will also detail the terms and conditions under which the data is provided.

To initiate the process bodies should apply, stating the relevant authorising legislation. They should contact BulkData@prai.ie directly.

The agreement sets out the terms and conditions under which the body has been given the data and the purposes for what the data should be used. Subject to the governing legislation there may be a fee payable for this service.

A Data Sharing Agreement will have to be agreed with the PRA before the data can be released. A signed copy of the agreement must be lodged in respect of each application. Applicants should allow time for approval of the agreement when submitting the application form.



3. Advisory note: Applying for Data Extracts from the Land Register

Before completing an application form please note the contents of this advisory note.

1. A **signed hard copy** of the completed application form should be forwarded to:

**Data Protection Unit,
Quality and Compliance,
Property Registration Authority,
Chancery Street,
Dublin 7**

2. Mapping guideline Appendix 7(b) Provision of Electronic Extract from Registry Map **must be** complied with. Please see <http://www.prai.ie/mapping-guidelines/>.
3. On receipt of the completed, signed application form you will be issued with an application number.
4. [For spatial searches] On receipt of the application number please forward the source geometry or Folio list, by email, to spatialquery@prai.ie **quoting the relevant application number**.
5. If a quotation is requested for the job, it will issue by email. The fee payable can only be calculated **after** the application form, together with the polygon geometry or Folio list, has been lodged.
6. A customer can obtain one update against the geometry used for a previous job at a **reduced rate**¹ if applied for within **three months** of the **original** request.

¹Reduced Rates applicable if a customer requests an update against the:

- **Same** geometry **within three months** of the **original** request under the Fees Order. The fee charged will be €40 (as “any other service”).
- **Same** geometry under PSI **within three months** of the original application. The fees will be based on the cost of extraction + 10%.

4. Standard Clauses in PRA Data Sharing Agreements

The following is a list of standard clauses that will be included in all PRA Data Sharing Agreements. Any recipient of bulk data will be bound by these constraints.

Customers (hereinafter “the requestor”) who are (electronically) supplied with PRA data/material (both spatial and non- spatial) should note the following:

1. The data contained in the accompanying electronic file is valid as of the date the query was processed in the Registry.
2. Property extents and ownership of Folios and other registrations, including charges, can change as a result of applications lodged before, on or after the date the data was compiled.
3. Users of this data must consult www.landdirect.ie to verify whether property extents or ownerships and other registrations have changed since the date this search was conducted.
4. Bulk delivery of electronic versions of Land Registry Folios is not included as part of this service.
5. All outgoing PRA data/material will be delivered via secure email or FTP as appropriate.
6. All geometry (and supporting text attribution) is projected in Irish Transverse Mercator (ITM).
7. Area Burdens, Line Burdens and Point Burdens (see PRA Mapping Guidelines Appendix 9) will not be included as part of the output from a spatial query, unless specifically requested at the time of application.
8. Areas that are not linked to a record may form part of ‘Unregistered Land’.
9. Multi-Storey registrations are not included in the geometry delivery, as they do not form part of PRA’s spatial data.
10. The delivered geometry may present plans that appear on more than one Folio.
11. The delivered geometry should always be read in conjunction with the accompanying text attribution.
12. The non-conclusiveness of the PRA boundary data/geometry/material.
13. The limitations in the data provided and they relate to:
 - a. Map scale;
 - b. The survey method of OSi base maps;
 - c. The survey method and quality of source application maps lodged for registrations purposes.

14. The data provided by the PRA shall be limited to the data required for the purposes of the stated legislation i.e. Folio reference number (and associated polygon geometry) of specified sites and, where requested, details of property ownership (i.e. names and addresses of registered owners).
15. The requestor must undertake to comply with Article 5 of the General Data Protection Regulation for information disclosed under this agreement.
16. The requestor, in all cases, will become the controller of the data, as defined in the GDPR, once the data is issued by the PRA.
17. The requestor must take all reasonable security measures to ensure that all PRA data/geometry/material which they hold, or are responsible for, is physically secure from unauthorised use or access.
18. The requestor shall accept responsibility for the information on successful delivery and apply appropriate security measures to the data/geometry/material held on behalf of the PRA and will protect such data/geometry/material from unauthorised access or disclosure, as per the agreed Data Sharing Agreement.
19. The PRA data/geometry/material must not be distributed, disclosed or shared to/with any person/third party without the agreement of the PRA. Access to data within the office of the requestor will be restricted to those persons approved by a senior responsible person and such designated members of staff required to carry out the necessary functions that will allow the data to be used.
20. The requestor will not disclose, share or otherwise provide PRA data/geometry/material received by it, in response to a request for data from a Department/public body/agency, or to any other public body or to any third party unless such disclosing, sharing or other provision falls within the requestor's official functions.
21. The requestor must ensure that they and their contractors and agents observe the restrictions on the use of the PRA data set out in this Data Sharing Agreement.
22. Where PRA data/geometry/material is to be processed by a contractor on behalf of the requestor, the requestor must ensure that obligations under this Data Sharing Agreement are passed on to their contractors and agents through the written terms under which the PRA data/geometry/material is supplied to them.
23. Any data breach including the unauthorised exposure or loss of information, including personal data must be reported to the Data Protection Officer in the PRA and the Data Protection Officer of the requestor as soon as possible after the incident. "Personal data" means data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller.

24. It is recognised that the impetus for this request comes from the Requestor and not the data subject.
25. Disclosure of information under this agreement will be on a once-off basis. Any subsequent request will require a separate Data Sharing Agreement.
26. The requestor should satisfy themselves, following a Data Protection Impact Assessment where deemed necessary, that they are compliant with Article 35 of the GDPR, taking into account the nature of the information requested.

Appendix A

Application Form

**Application for data extracts from the Land Register
(signed hard copy to be lodged in the PRA)**

PLEASE USE BLOCK CAPITALS IF FILLING OUT BY HAND

Type of application:

This application is made pursuant to: (Please select)

- 1. Item 22 of the Land Registry Fees Order 2012 (S.I. 380/2012)**
- 2. Public Sector Information Re-Use Regulations (S.I. 525/2015)**

[if 1 or 2 state clearly the nature of the request]

- 3. Specific Statutory Provision**

[quote the specific authorising Act, Section and subsection, and state clearly the nature of the request]

Please note that a Data Sharing Agreement will have to be agreed with the PRA before the data can be released. A signed copy of the agreement must be lodged in respect of each application. Applicants should allow time for approval of the agreement when submitting the application form.



Terms and Conditions:

Please note that the following terms and conditions apply:

- I, the undersigned, agree and accept that the data is provided subject to the contents of this application form.
- If this application is made by an agent or contractor for the principal requestor, the principal requestor is required to complete the authorisation statement below.

Requestor details

Application by the principal requestor

or

Application by an agent acting on behalf of the principal requestor

I, (Block capitals) _____ of _____ (organisation

name - hereinafter referred to as “the principal requestor”) hereby apply to be provided with the following electronic data from the PRA:

Postal address:

Email address for correspondence: _____

Phone: _____

Application by an agent acting on behalf of the principal requestor

I, (block capitals) _____ of _____

(name of company) of acting on behalf principal requestor, _____

(name of principal requestor) hereby apply to be provided with the following electronic data from the PRA:



Authorisation Statement

I, the principal requestor, hereby authorise the PRA to release data subject to the terms and conditions of this application.

Agent

Name of organisation:

Postal address:

E mail address: _____ (for delivery of the data by Cisco Secure Mail)

Phone : _____

Requested Information:

- | | | | | | |
|-----------------------------------|------------------------------------|---------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Carlow | <input type="checkbox"/> Cavan | <input type="checkbox"/> Clare | <input type="checkbox"/> Cork | <input type="checkbox"/> Donegal | <input type="checkbox"/> Dublin |
| <input type="checkbox"/> Galway | <input type="checkbox"/> Kerry | <input type="checkbox"/> Kildare | <input type="checkbox"/> Kilkenny | <input type="checkbox"/> Laois | <input type="checkbox"/> Leitrim |
| <input type="checkbox"/> Limerick | <input type="checkbox"/> Longford | <input type="checkbox"/> Louth | <input type="checkbox"/> Mayo | <input type="checkbox"/> Meath | <input type="checkbox"/> Monaghan |
| <input type="checkbox"/> Offaly | <input type="checkbox"/> Roscommon | <input type="checkbox"/> Sligo | <input type="checkbox"/> Tipperary | <input type="checkbox"/> Waterford | <input type="checkbox"/> Westmeath |
| <input type="checkbox"/> Wexford | <input type="checkbox"/> Wicklow | <input type="checkbox"/> All Counties | | | |

1. Specify the information to be disclosed:

2. Specify the purpose of the data-sharing:

3. Specify the function of the body concerned to which the purpose referred to in Question 2 Relates:

4. Specify how the information to be disclosed is to be processed following its disclosure:

5. Are property ownership details required? Yes No

6. Are polygon details required? Yes No

If yes, what format (for example GML/Shape/CAD):

Please note that for ‘Property Interest Register’ searches, the requestor must supply a list of the variation of names.

Preferred payment method: (Select as relevant)

Exemption for Fees

Is the application exempt from fees under Section 8 of the Land Registration (Fees) Order 2012.

Yes No

If yes, please specify:

Where no exemption applies payment can be made using one of the below methods:

from Landdirect account no. (insert landdirect account no.)

by Electronic Funds Transfer (EFT) by Credit Card

Name: _____

Phone: _____

Note: In the case of EFT or Credit Card, the PRA's Finance Unit will contact you directly. Please **DO NOT** include EFT or Credit Card details on this application form.



DECLARATION

I hereby declare that the information given in this form is correct.

Name: _____

Date: _____

Print Form

Clear Form

*From time to time the PRA will notify customers of policy and administration developments. Please indicate if you wish to be included in our customer notification email list. It should be noted that the customer notification email list will not be the sole available source of such information and inclusion on the list is not obligatory.

Yes I do wish to be included on the PRA's customer notification email list.