

Mapping Guidelines - Appendix 5(c)

Compulsory First Registration of Individual Apartments/Units in Multi-storey Developments (Pre 1st June 2011)

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1. Compulsory First Registration of individual apartments/units in multi-storey developments where the development was constructed prior to the 1st June 2011.

The following notes are intended as a guide to those engaged in the preparation of maps for the registration of apartments/units within multi-storey buildings (MSB) situate on unregistered land where the development was constructed prior to 1st June 2011. By adhering to these procedures and satisfying the Property Registration Authority (PRA) requirements applicants can avoid errors which could necessitate subsequent rectifications or mapping queries and help reduce delays within the PRA.

The following provisions will apply to applications relating to individual apartments/units, where no approved MSB plans exist. The application is to be treated as an '**exception**' to the general mapping requirements for multi-storey registrations as set out in **Mapping Guidelines Appendix 5(a) Mapping Procedure for Registration of Multi-storey Developments**.

It is important to note that applications containing maps prepared in accordance with Appendix 5(c) will require certification to the effect that the original development was constructed prior to the 1st June 2011. The date of the original lease will indicate whether the development was constructed prior to the 1st June 2011.

The PRA's preference is for a plan showing the entire floor level(s) on which the apartment/unit is situate. In the interest of efficiency and preserving the integrity of the PRA map record every effort should be made by the lodging party to source appropriate Floor Plans. If a floor plan is not available the 'Apartment/Unit Plan' must provide some context regarding its location within the building.

The Authority is always willing to consider special problems relating to a particular scheme. Special requirements can be discussed with the PRA prior to preparing MSB plans.

2. Preparing plans/drawings for multi-storey buildings (MSB)

- 2.1 In order to facilitate registration it will be necessary to lodge a '**Location Map**' and a '**Floor Plan**' or '**Apartment/Unit Plan**'.
- 2.2 The only textual information that is permitted on the face of the 'Floor Plan' or 'Apartment/Unit Plan' includes:
 - Map scale
 - Apartment/unit number
 - Floor level (as in Ground Floor, Second Floor etc.)
 - Co-ordinate information
 - Floor and ceiling height values
 - Address
- 2.3 All certification details, signatures, company logos and other ancillary information **must not** be placed on the face of the 'Location Map' and 'Floor Plan(s)'.
- 2.4 Shading and colour infill are not permitted on the 'Location Map' or 'Floor Plan(s)'.

- 2.5 The use of 'Masking/Correction Fluid' on either the 'Location Map' or the 'Floor Plan(s)' is not permitted.
- 2.6 Two sets of ITM co-ordinates **must** be supplied for both the 'Location Map' and the 'Floor Plans or 'Apartment Unit Plan' (see Figure 2).
- 2.7 The co-ordinate cross-hairs used on the 'Location Map' must be transposed up through the 'Floor Plans' or 'Apartment Unit Plan'.

3. The 'Location Map'

- 3.1 The 'Location Map' must show the outline/footprint of the building(s), in 'Blue', (and if/where necessary the curtilage of the site) plotted on any of the following:
 - An **original** Land Registry 'Special Registration Map' (**see Appendix 8(a)**)
 - An **original** Land Registry 'Title Plan' map (**see Appendix 8(a)**)
 - An **original** Land Registry 'Official Map Search' (**see Appendix 8(a)**)
 - An **original** OSi 'Land Registry Compliant Map' (**see Appendix 8(b)**)
 - A Computer generated map (**see Appendix 4**)
- 3.2 The map scale must be printed on the face of the 'Location Map' and the 'Location Map' must be true to scale.
- 3.3 1/5,000 and 1/10,000 scale maps should not be used.
- 3.4 It will only be necessary to mark the curtilage of the site where small external, surface level parcels such as car park spaces, bin spaces and gardens are included in the transfer/lease. In such cases the curtilage and the small external, surface level parcels should be delineated, in red, and uniquely identified on the 'Location Map' (see Figure 1).
- 3.5 If it is intended to register property at basement level and the basement area extends beyond the footprint of the building or the basement area is within the curtilage of the site but is shared by more than one building then the extents of the basement area must be plotted on the 'Location Map' by way of a dashed blue line (see Figure 1).

4. The 'Floor Plan'

If a full 'Floor Plan' is available please see Section 5 of Mapping Guidelines Appendix 5(a) *Mapping Procedure for Registration of Multi-storey Developments*.

5. The 'Apartment/Unit Plan'

Where construction of multi-storey developments took place before compulsory registration was enacted applicants may find it difficult to source floor plans that are suitable for registration purposes. In such cases the PRA is willing to accept an 'Apartment/Unit Plan' as a substitute to a full 'Floor Plan' in order to facilitate registration (see Figure 2). Examples of an 'Apartment/Unit Plan' include:

- A copy of the developers design drawing for the appropriate floor level
- A copy of the lease map
- A plan showing the individual apartment/unit

If lodging an 'Apartment/Unit Plan' the following provisions apply;

- 5.1 The 'Apartment/Unit Plan' **must** be plotted on a single A3 or A4 size sheet.
- 5.2 The 'Apartment/Unit Plan' **must** be plotted at a recognised metric scale.
- 5.3 The paper weight **must** be at least 100g/m².
- 5.4 If the intention is to register the apartment/unit as **freehold**, the apartment/unit **must** be shown outlined by means of a thin red line. If the intention is to register the apartment/unit as **leasehold**, the apartment/unit **must** be shown inlined by means of a thin red line. Other marking conventions will not be accepted (e.g. colour infill or shading).
- 5.5 A distinguishing unique reference (i.e. apartment/unit number) **must** be provided for the property unit (in black print).
- 5.6 The 'Apartment/Unit Plan' lodged **must** clearly indicate, on its face, the 'Floor Level' on which the apartment/unit is located. The following convention **must** be used Ground Floor, First Floor, and Second Floor etc.
- 5.7 The floor and ceiling height values of the Apartment/Unit, referenced to OS datum, if possible, **should** be provided. Where sloping boundaries are involved, a Min and Max height for the feature **should** be stated, if available.
- 5.8 A precise address, incorporating the 'Floor Level' **must** be furnished e.g.

*Apartment No 5,
Second Floor,
Block A,
Castle Court,
Malahide Road,
Artane,
Dublin 5.*
- 5.9 If the intention is to register either the **attic/airspace** or **soil/subsoil** levels of a building relevant floor plans must be lodged.
- 5.10 The stairwell should only be included with the level/floor situated immediately above the stairwell. (Footprint of stairwell to be shown on floor/level below sloping feature, explanatory text can be inserted to indicate the space as 'under stairwell').

- 5.11 Balconies and patios should be identified as such by inserting identifying text on the 'Floor Plan' or 'Apartment/Unit Plan'. Where such areas are not to be included with the property leased/transferred, care should be taken when marking the property boundaries to ensure that those areas are not enclosed within the red lines.
- 5.12 Computer generated maps/plans/drawings **must** be plotted to the minimum resolution of 300 dpi.

6 Under/Over archway registrations

Floor Plans need to be lodged in order to successfully register properties which incorporate elements of under/over archway design.

7 Registering property at basement level

- 7.1 Where small parcels such as car park spaces or bin spaces are included in the transfer/lease and are situated at basement level and are 'within' the building footprint, the extent of these parcels **must** be uniquely identified and delineated, in red, on a suitable 'Basement Level Plan'.
- 7.2 Where a basement extends into an area below the footpath a full basement plan showing the full extent of the basement together with the finished ceiling and floor levels will need to be prepared in order to facilitate registration. The basement plan must comply with the requirement as set out in Section 5 of Mapping Guidelines 5(a) **Mapping Procedure for Registration of Multi-storey Developments.**

8. Accuracy of mapped information

Responsibility for the accuracy of mapped information submitted to the PRA rests with the applicant. Care should be taken to ensure that the map and floor plan(s) accompanying applications accurately reflects the demised premises as depicted on the original Lease/Assignment/Conveyance map, or part thereof. To ensure that the boundaries submitted for registration reflect the applicant's intentions it is recommended that maps/plans be prepared and certified by a competent Land Surveyor, Architect or Engineer.

Failure to comply with the above requirements will result in the application being rejected or queried.

Specific queries regarding the preparation of MSB maps for Solicitor Certified First Registration applications may be forwarded to waterfordmsb@prai.ie

1st July 2021.

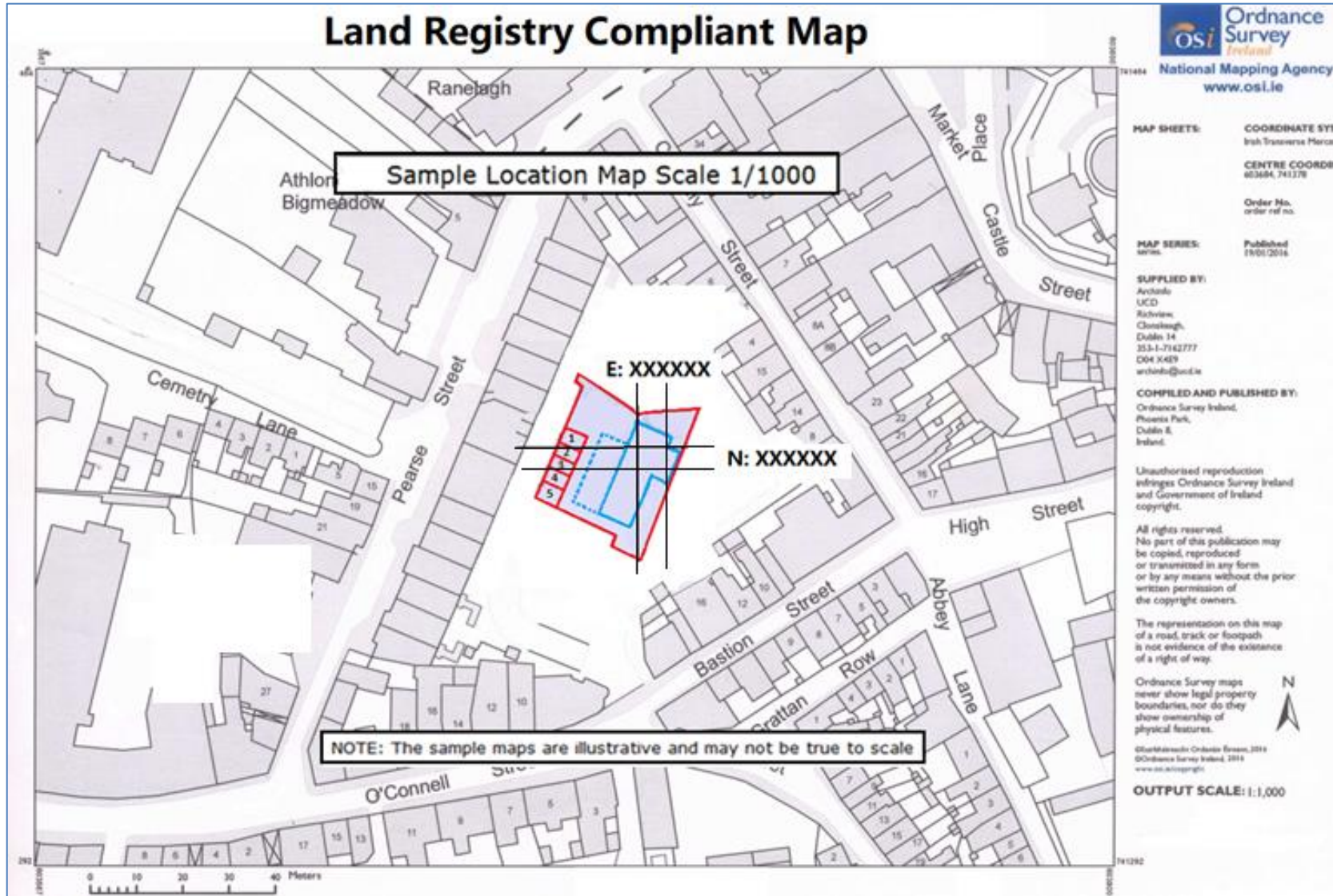


Figure 1 Location Map (sample)

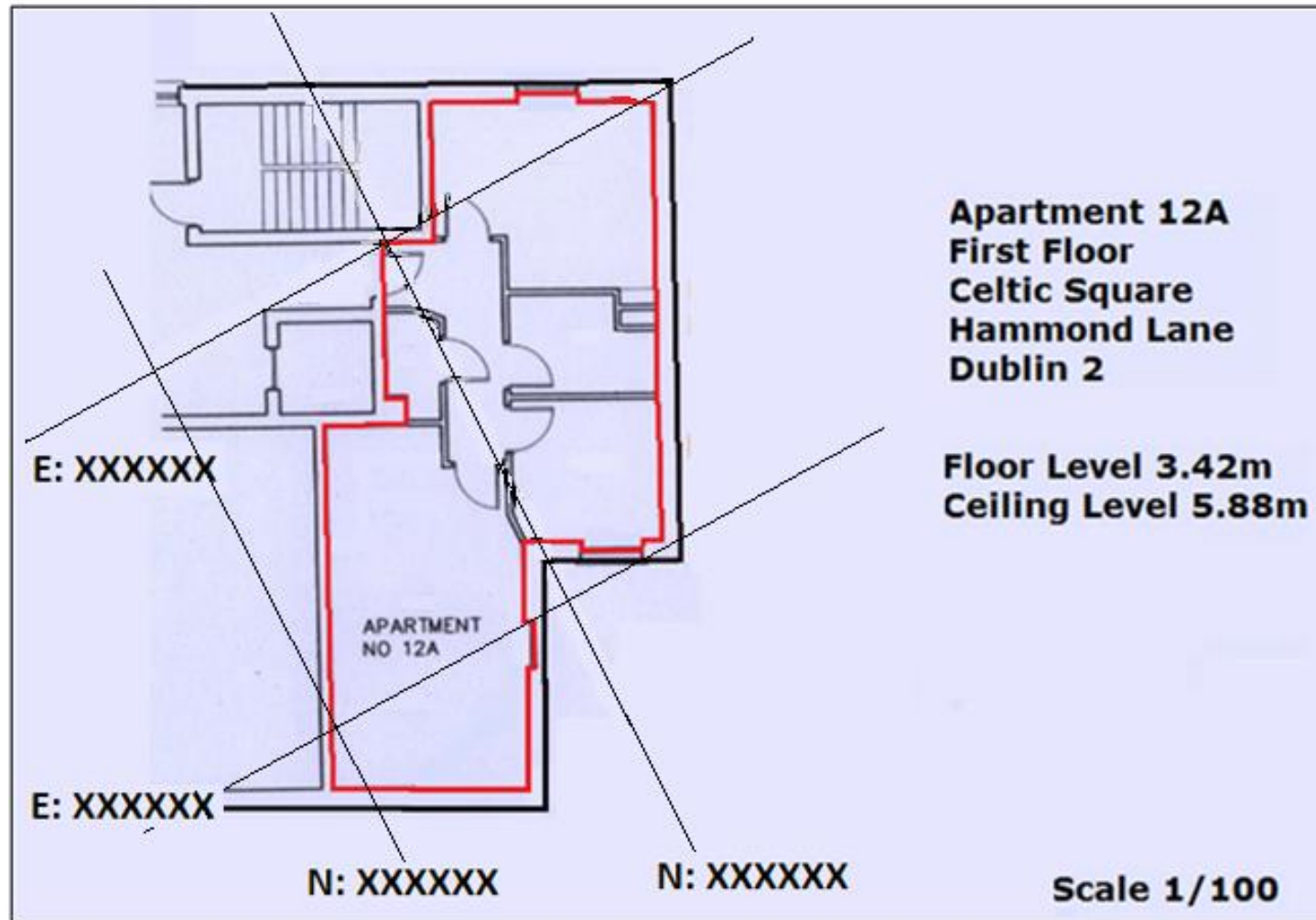


Figure 2 'Apartment/ Unit Plan' (sample)

Appendix A

Pre-lodgement checklist

Comment	Further Reading
The Location Map complies with the PRA requirements.	Section 3 Appendix 5(c)
Unauthorised text, certification details, signatures, Co logos has not been placed on face of the Location Map/ Floor Plans/Apartment/Unit Plan.	Section 2.3 Appendix 5(c)
Shading and colour infill has not be used on either the Location Map/ Floor Plans/Apartment/Unit Plan.	Section 2.4 Appendix 5(c)
Masking/correction fluid has not be used on either the Location Map/ Floor Plans/Apartment/Unit Plan.	Section 2.5 Appendix 5(c)
Adequate ITM coordinate information has been plotted on both the Location Map/ Floor Plans/Apartment/Unit Plan.	Section 2.6 Appendix 5(c)
The map scale has been quoted and that the Location Map is true to scale.	Section 3.2 Appendix 5(c)
The Location Map is plotted at an acceptable scale.	Section 3.3 Appendix 5(c)
Small surface level parcels such as car park spaces (if applicable) have been mapped on the Location Map.	Section 3.4 Appendix 5(c)
The curtilage of the site (if applicable) has been mapped on the Location Map.	Section 3.5 Appendix 5(c)
The Floor Plans or Apartment/Unit Plan comply with the PRA requirements.	Section 4 & 5 Appendix 5(c)
The Floor Plans or Apartment/Unit Plan have been plotted on a single A3 or A4 size sheet.	Section 5.1 Appendix 5(c)
The Floor Plans or Apartment/Unit Plan have been plotted at a recognised metric scale and are true to scale	Section 5.2 Appendix 5(c)
The Floor Plans or Apartment/Unit Plan have been printed on the correct paper.	Section 5.3 Appendix 5(c)
Apartments/Units have been shown inlined/outlined as required by means of a thin red line.	Section 5.4 Appendix 5(c)
All apartment/unit numbers have been provided in black print.	Section 5.5 Appendix 5(c)
The 'Floor Level' (i.e. Ground Floor, First Floor, Second Floor etc.) has been printed on the face of the Floor Plans.	Section 5.6 Appendix 5(c)
The Ground Floor, First Floor, and Second Floor etc. convention has been used.	Section 5.6 Appendix 5(c)
Floor and ceiling height values have been provided.	Section 5.7 Appendix 5(c)
The precise address for the Apartment/Unit has been provided	Section 5.8 Appendix 5(c)
Stairwell features have been properly displayed	Section 5.10 Appendix 5(c)
Attic/airspace plans (if applicable) have been adequately dealt with and plans prepared.	Section 5.9 Appendix 5(c)
Soil/subsoil plans (if applicable) have been prepared.	Section 5.9 Appendix 5(c)
Balconies and patios (if applicable) have been identified as such.	Section 5.11 Appendix 5(c)
Computer generated Floor Plans have been plotted at a minimum resolution of 300 dpi.	Section 5.12 Appendix 5(c)
Under/Over archway plans (if applicable) have been prepared.	Section 6 Appendix 5(c)
The basement level(s) (if applicable) has been mapped on the Location Map.	Section 7 Appendix 5(c)
Basement plans (if applicable) have been prepared.	Section 7 Appendix 5(c)