

# Mapping Guidelines - Appendix 3



## Mapping Procedures for Registration of Development Schemes

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“Approved scheme map” - The term approved scheme map means that the layout of the sites as depicted on the scheme map (and CAD file) lodged is drawn in such a way as to satisfy the Registry’s requirements regarding scale, relationship with OSi mapping, the boundaries of the sites are clearly marked and that the scheme does not conflict with adjoining registrations. **The term ‘approved’ does not indicate that the title to the sites has been examined or that application for registration of the individual sites will proceed.**

*The following notes are intended as a guide to solicitors and other practitioners acting for developers of housing schemes and industrial estates, road widening schemes, etc. Adherence to these procedures will aid the processing of Scheme Map Approval and the subsequent applications for registration.*

*In the context of these procedures a development of **Two** or more adjoining sites is deemed to be a scheme **where the total** number of sites in the development **will add up to Five or more sites**. A development of **Five** or more sites is deemed to be a scheme in all other cases.*

*The Authority will consider special problems relating to any particular scheme on a case by case basis.*

## **1 Procedure prior to first application for registration:**

1.1 Before the first application to transfer or lease a site from within the scheme is lodged, the solicitor for the vendor must send a drawing of the development to the Land Registry for approval. The scheme layout can be mapped on any of the following:

- A Registry ‘Special Registration Map’ **(see Appendix 8(a))**
- A Registry ‘Title Plan’ map **(see Appendix 8(a))**
- A Registry ‘Official Map Search’ **(see Appendix 8(a))**
- An OSi ‘Land Registry Compliant Map’ **(see Appendix 8(b))**
- A Computer generated map. **(see Appendix 4)**
- A CAD file with the geometry of the new property referenced to the OSi ITM coordinate reference system can be submitted in electronic form in compliance with the Registry’s CAD requirements **(see Appendix 7(a))**, together with a hard copy version that complies with the requirements as set out in **Appendix 4**.

**Note:** 1/5,000 and 1/10,000 scale maps may not be acceptable for subdivision purposes in hard copy form, regardless of whether they are original OSi or original Registry maps, unless the new property is entirely bounded by OSi topographic detail.

1.2 The original scheme map will be stamped approved and returned to the applicant.

1.3 Agreements between vendor and purchaser can now proceed based on the approved scheme map.

## **2 Mapping Requirements for Scheme Maps:**

- 2.1 The boundaries of each site in the scheme must be clearly shown in red. The line thickness should be 0.2mm. The site numbers must be shown in black ink. All individual parcels of land within the scheme area must be identified in this way, including those which are intended to be the subject of separate registration by Central and Local Authorities or State Sponsored Bodies. In order to avoid interpretation issues, properties comprising of more than one parcel e.g. a dwelling having a separate garage, parking area, refuse bin or storage area each parcel must be allocated distinguishing references on the scheme map.
- 2.2 Large schemes may be lodged on a phased basis.
- 2.3 It is the responsibility of developers and surveyors to verify that the layout of the development scheme is accurately mapped before the scheme map is submitted to the Registry for approval. **Scheme maps should never be drawn up before the sites are 'set-out' on the ground.**
- 2.4 Responsibility for the accuracy of the boundaries as marked on the scheme map rests with the applicant. To ensure that the boundaries submitted for registration reflect the applicant's intentions, it is recommended that maps submitted for registration should only be prepared and certified by a person with Land Surveying competencies.
- 2.5 **Note:** The Authority is always willing to consider special problems relating to scale in the preparation of maps for registration purposes.

## **3 Changes to Approved Scheme Layout:**

- 3.1 Where it is found necessary to change the layout of the sites within the development after the Scheme Map has been approved the old approved Scheme Map must be returned without delay together with a new revised Scheme Map (complying with requirements in Section 2 above).

If these procedures are to operate successfully, the co-operation of all parties is essential.