

Mapping Guidelines - Appendix 5(a)



Mapping Procedure for Registration of Multistorey Developments

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The Following notes are intended as a guide to Solicitors and other practitioners that are involved in the preparation of maps and floor plans of multi-storey blocks and for separate registrations within two-storey buildings. By adhering to these procedures applicants can avoid errors which could necessitate subsequent rectification and will help reduce delays within the Registry.

Please consult the MSB checklist at Appendix 6 and use it as a guide when preparing floor plans to ensure they satisfy Land Registry requirements.

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 the development plans.

1. Procedure prior to first application for registration

Where a development involves separate registration of apartments, flats, floors, retail units etc., floor plans must be submitted to the Land Registry for the following reasons:-

- (i) For a suitability check before the first application for registration is lodged.
- (ii) To clearly and unambiguously identify the boundary/extent of each unit.
- (iii) To provide a version of the plans that will become the Land Registry Map to enable registrations take place.

Where title to structural features is being transferred single line plots of the floor plans will suffice. See Fig 1.

NOTE: It is recognised that most floor plans are now derived from CAD files that consist of multi-line drawings representing structural features such as the buildings walls etc. The Land Registry can accept modified versions of multi-line drawings to eliminate the need for practitioners to prepare completely new drawings for registration purposes. See Fig 2 and MSB checklist at Appendix 6.

2. Registration of Title to Soil, Subsoil, Attic and Airspace

It is no longer necessary for practitioners to prepare plans for either the soil/subsoil levels or airspace level of the property, by default they will be considered to be excluded. This change is being introduced because the vast majority of multi-storey cases are leases where title excludes the structural features, soil/subsoil level and attic/airspace levels.

3. Sloping Boundaries

The standard MSB mapping system enables the Land Registry to show the extent of title to specific parcels of land or blocks of space where they are bounded by horizontal or vertical planes. However, where a sloping structure (stairs, ramp, roof etc.), marks the vertical extent of the title boundary the sloping feature (stairs/ramp) must only be fully drawn on the level situated immediately above the sloping feature, the footprint of the feature can be marked on the level below with explanatory text indicating the space is 'under stairwell'. The minimum and maximum height of the sloping feature can be indicated on the floor plans if necessary. See Fig 1 & Fig 2

4. Floor Plans and Location Map

MSB Development plans, whether single-line or multi-line plans, must consist of:

- One set of computer generated '**Floor Plans**' of all the floors within the building(s).
- One '**Location Map**'.

The original plots/printouts of the floor plans must have: -

- 4.1 Distinguishing unique references for each of the property units (in black print). Where a number of multi-storey blocks are involved in a single development scheme each property should be clearly and unambiguously identifiable within its correct block. See Fig 1 & Fig 2
- 4.2 The extent of all of the properties should be clearly marked, each apartment, unit etc. must be individually shown by means of a thin red line, or edged by means of a thin red line (outlined or inlined, whichever is most appropriate). See Fig 1 & Fig 2

Note: - Balconies and patios should be identified as such by inserting identifying text on the floor plans and, where such areas are not to be included with the property leased/transferred, care should be taken to ensure that those areas are not enclosed within the red lines when marking the property boundaries)

- 4.3 In addition to the '**Floor Plans**' each multi-storey development must be accompanied by one '**Location Map**' showing the footprint of the building(s) (and if/where necessary the curtilage of the site*) plotted on any of the following:
 - An original Registry 'Special Registration Map' (**see Appendix 8(a)**)
 - An original Registry 'Title Plan' map (**see Appendix 8(a)**)
 - An original 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**)

***Note:** It will only be necessary to mark the curtilage of the site where small parcels such as car park spaces, bin spaces and gardens are included in the transfer/Lease. In such cases the curtilage must be marked on the Ground Floor plan of the development only. See Fig 1 & Fig 2

- 4.4 The original version of the floor plans with all of the units highlighted in red will be returned to the applicant bearing a Land Registry stamp that indicates the Floor Plans and Location Map are suitable for registration purposes.

Negotiations between vendor and purchaser can now proceed using one-to-one copies of the Development Plan, provided such copies have the unit(s) clearly highlighted and show the Land Registry's date stamp indicating that the plans are suitable for registration purposes.

5. Mapping Requirements

The plots of the Development Plans must comply with the following requirements: -

- 5.1 Each floor or level within a building(s) must be plotted on a single A3 size sheet of stable drawing paper.
- 5.2 Plans are not required for either the attic/airspace or soil/subsoil levels of a building because registration of those levels will be dealt with by reference to description in the Deed and on the Folio.
- 5.3 Plans must be plotted at recognised metric scales. (It should be noted that paper size and not map scale is the governing requirement.)
- 5.4 The stairwell should only be included with the level/floor situated immediately above the stairwell. See Fig 1 & Fig 2 (Footprint of stairwell to be shown on floor/level below sloping feature, explanatory text can be inserted to indicate the space as 'under stairwell')
- 5.5 The floor and ceiling heights at each level must be stated. The heights shown on the floor plans will indicate the horizontal extent of the registration (unless stated otherwise).
- 5.6 Height values referenced to OS datum should be furnished and must be given for all horizontal boundaries within a building. Where sloping boundaries are involved, a Min and Max height for the feature can be stated.
- 5.7 Sufficient ITM coordinate information should be supplied to enable the location of each enlargement or floor plan of a building to be accurately established. ITM coordinate values must be supplied for each building within the development.

6. Requirements for registration of separate title to floors within a two-storey building

Simple registration where soil/subsoil goes with the Ground Floor premises and attic/airspace goes with the First Floor premises.

- 6.1 Original computer generated colour plot of the '**Floor Plans**' must be lodged, plotted to an appropriate metric scale together with a '**Location Map**' showing the footprint of the building(s) (see Section 4.3)
- 6.2 The extent of the properties should be clearly marked, each property apartment, unit etc., should be individually shown or edged by means of a thin red line.
- 6.3 In addition both of the above types of two storey registration must have: -
 - The Floor height reference to OSi datum for first floor must be stated.
 - Sufficient coordinate information must be supplied.

7. Other requirements for registration in Multi-storey Developments

- 7.1 It is essential that each instrument of transfer/lease should be accompanied by one-to-one copies of the acceptable Development Plan(s) with the property concerned clearly highlighted.
- 7.2 The **description** of the transferred/demised property **must clearly state in the deed of transfer or lease**, the building number (if applicable), the unit number, car space etc. and whether title to the structural features of the building are being included and (if unit is on ground level of building) whether title to soil/subsoil is included (or if unit is on top

level of building) whether attic/airspace is included.

8. Changes to original Layout

- 8.1 Where it is found necessary to change the layout of the development after the plans have been stamped suitable for registration purposes, the solicitor for the vendor should immediately notify the Land Registry of the change and return the old approved scheme map (or the amended level) without delay, together with a new edition of the layout or level showing the revised boundary locations. Failure to submit new maps as changes occur will cause grave difficulty and delay to both applicants and Registry.

9. Responsibility for the accuracy of mapped information submitted to the Registry rests with the applicant

- 9.1 To ensure that the boundaries submitted for registration reflect the applicant's intentions it is recommended that maps/plans be prepared and certified by competent Land Surveyors/Architects/Engineers in consultation with the Solicitor for the vendor.
- 9.2 If these procedures are to operate successfully, the co-operation of the developer, the builder, the architect and particularly the vendor's solicitor is essential.

10. Compulsory First Registration (CFR) of Individual Apartments in Multi-storey schemes

- 10.1 Arising under social housing provisions local authorities and others will find themselves in the position of being obliged to register isolated multi-storey units in existing buildings, which are hitherto unregistered.

Applicants should comply with the Registry's standard multi-storey requirements.

- 10.2 However, where this is not possible the following provisions will apply to applications relating to individual units, **where registration is compulsory:**

The application is to be treated as an exception to the general mapping requirements for multi-storey registrations.

It will be necessary to lodge:

- A '**Location Map**'
- A '**Floor Plan**'

The 'Location Map'

The location map must show the outline (footprint) of the building plotted on any of the following:

- An original Registry 'Special Registration Map' (**see Appendix 8(a)**)
- An original Registry 'Title Plan' map (**see Appendix 8(a)**)
- An original 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**)

The 'Floor Plan'

- The floor plan where the apartment is situated should be shown on a single A3 sheet where possible.
- The apartment should be uniquely identified (unit number in black) and extent of apartment outlined in red.
- The floor plan map should be plotted at an appropriate metric scale.
- The floor and ceiling heights for the apartment should be shown.
- ITM coordinate information should be given for the apartment.
- The weight of paper used should be at least 100g/m².
- In respect of computer generated maps the plans should be plotted to the minimum resolution of 300 dpi.

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 the following to facilitate registration:

- A copy of the developers design drawing for the appropriate floor level.

OR

- A copy of the 'Emergency Evacuation Plan'

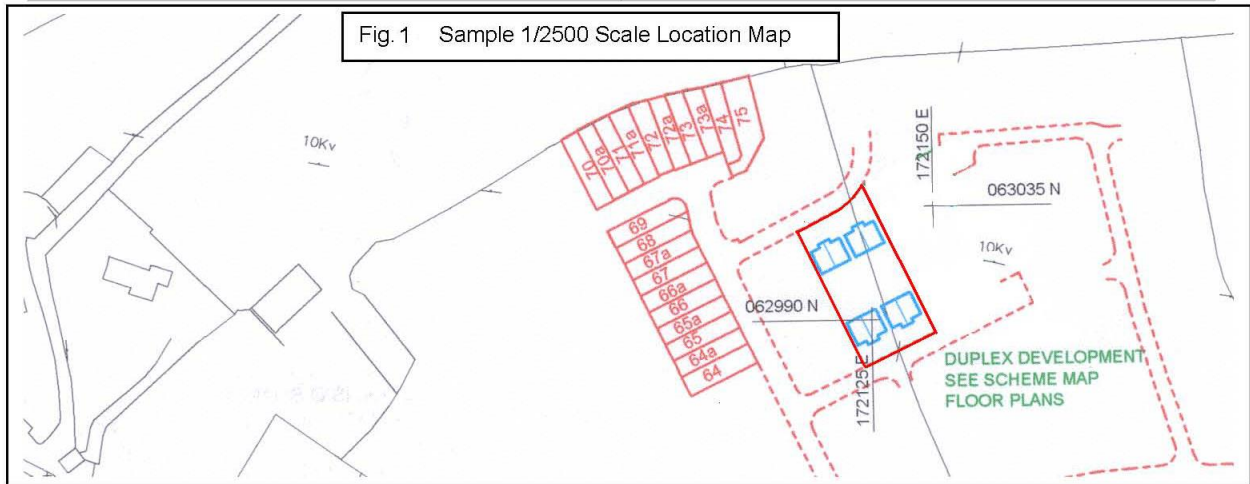
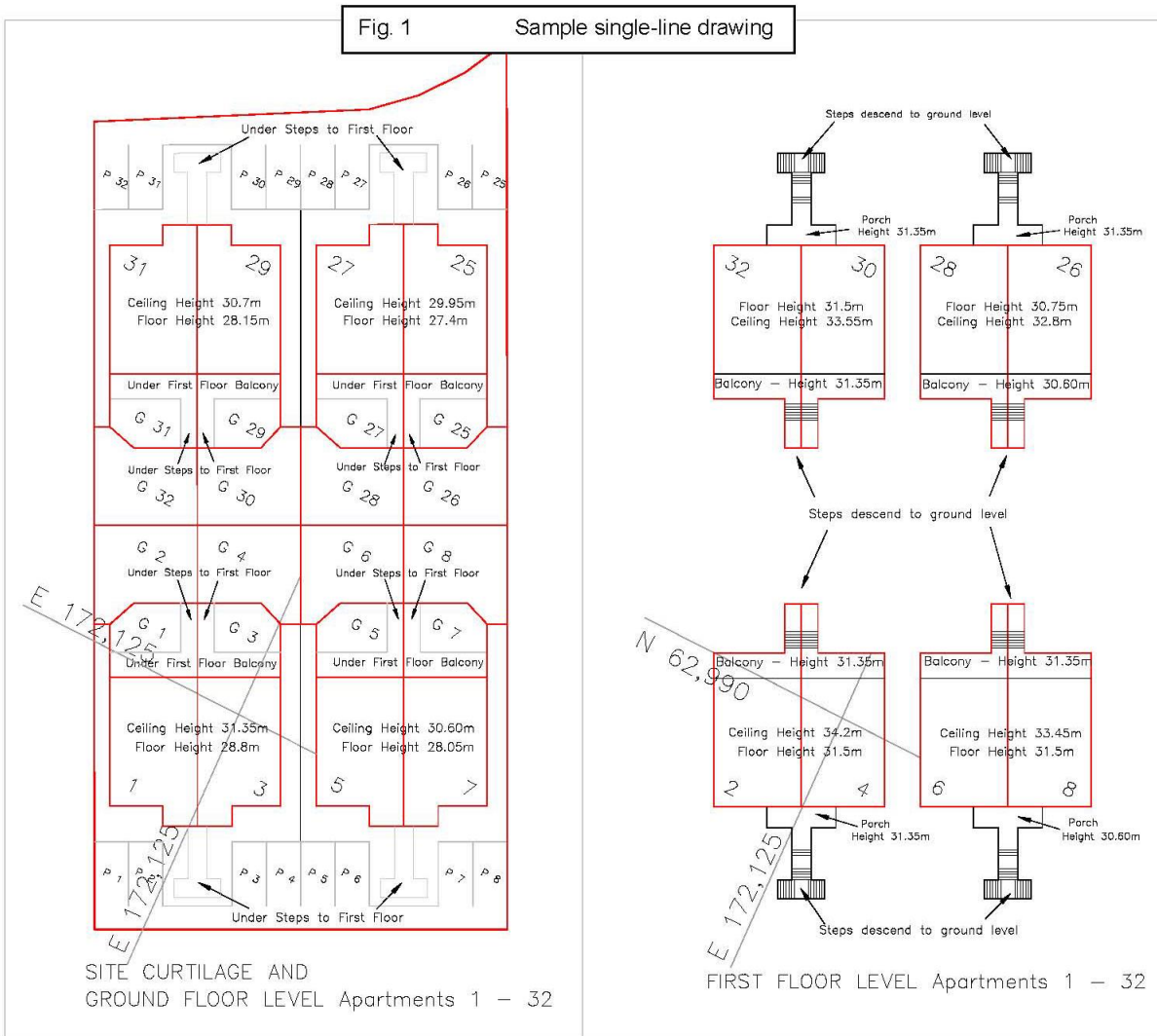
Most, if not all multi occupancy buildings now have an 'Emergency Evacuation Plan' map. The plans usually display the layout of each floor contained within the building which are normally mounted on a wall located near the entrance to the building and on each floor level. In cases where the said 'Emergency Evacuation Plan' map cannot be removed for photocopying a digital photograph of this plan may suffice.

Please note that it is important to furnish a **precise** address with the application.

e.g. Apartment No 5,
 Second Floor,
 Block A,
 Castle Court,
 Malahide Road,
 Artane,
 Dublin 5.

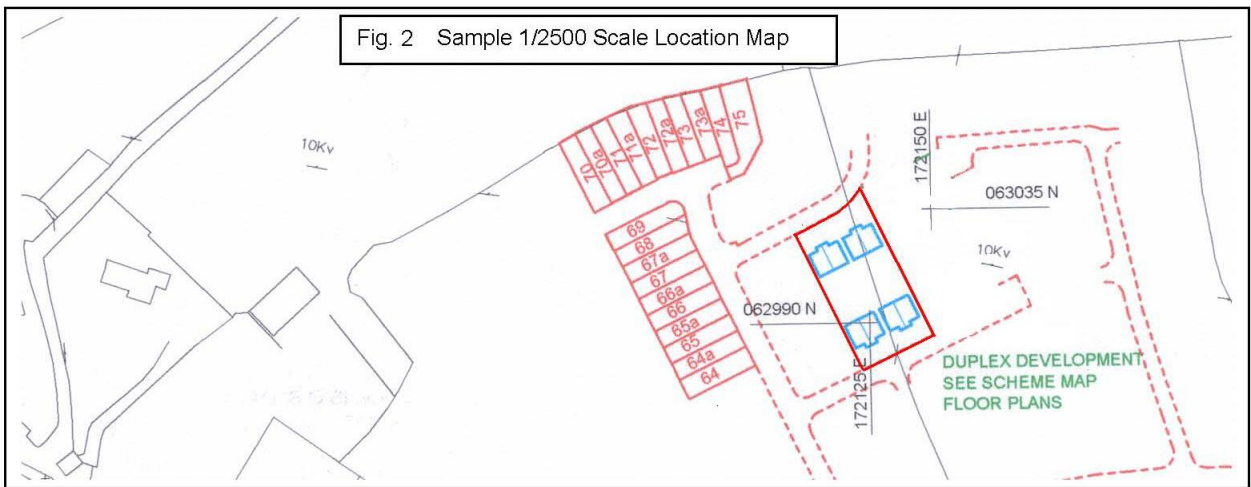
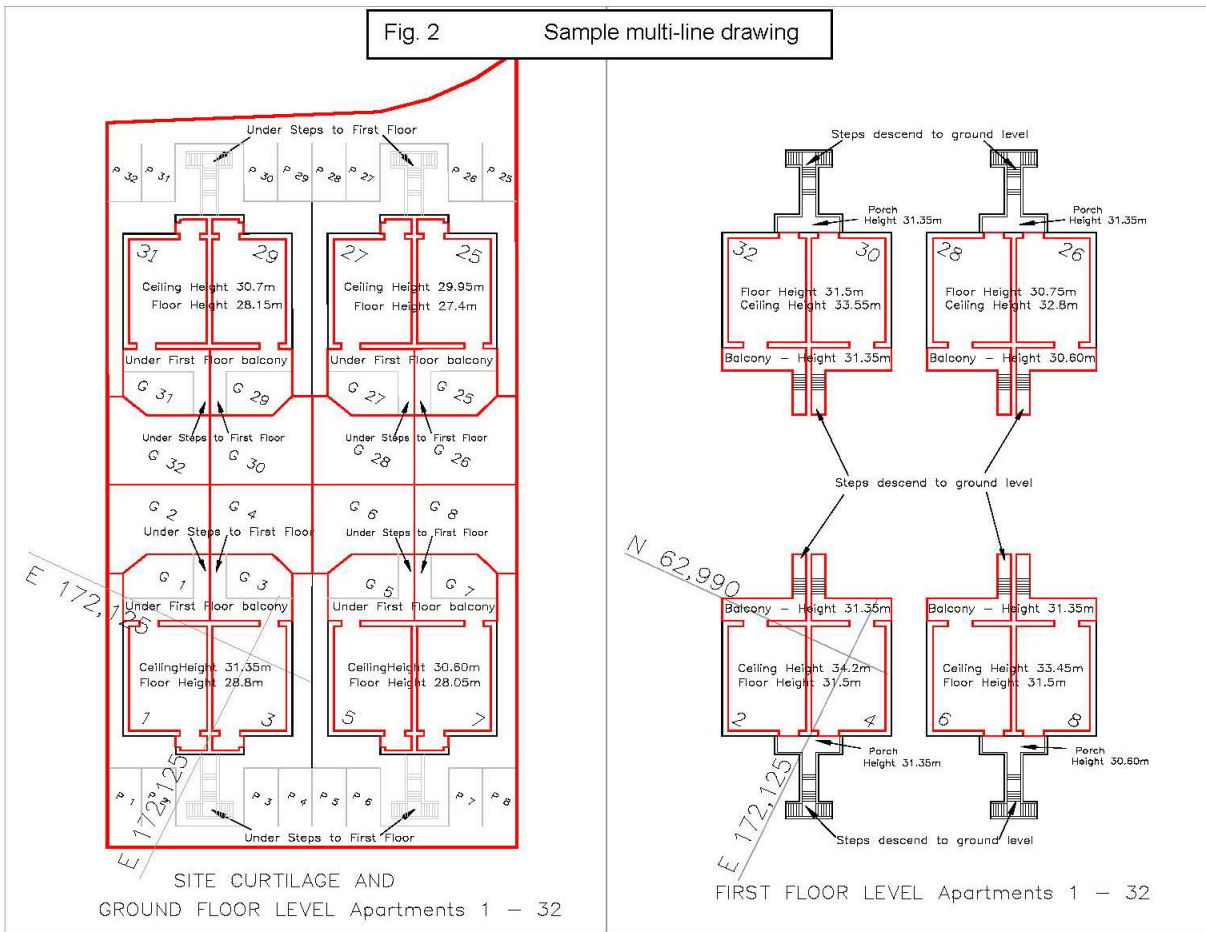
11. Under/Over archway registrations

- 11.1 The Registry does not require floor plans to register such properties, Folios will state whether the archway is included or excluded.
- 11.2 In the non-conclusive boundary system, the exact line or plane of the title boundary is left undetermined for boundaries located within buildings.



NOTE: The sample location maps and floor plans have been altered to fit the pages in this document and may not be true to scale

Figure 1 - Sample single-line drawing



NOTE: The sample location maps and floor plans have been altered to fit the pages in this document and may not be true to scale

Figure 2 - Sample multi-line drawing