

**Appendix 3**  
**Mapping Procedures for Registration of Development Schemes**

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## Appendix 3 Mapping Procedures for Registration of Development Schemes

“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.

- Drawings can be lodged as a CAD file which must also be accompanied by a computer generated hard copy. See examples attached to Appendix 4 and 7.
- An original OSi ‘Land Registry Compliant Map’
- An ITM coordinate Computer generated Map  
(Must include OSi digital topographic vector data)
- An original Registry ITM coordinate ‘Special Registration Map’ \*
- An original Registry ITM coordinate ‘Title Plan’
- An original Registry ITM coordinate ‘Official Map Search’ Map’ \*

\* The scale of the SRM and Official Search Map must be printed at the OSi published scale for the area **or** if necessary at one of the available large scale options - 1/1000 scale. 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.

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

### 2 Mapping Requirements for Scheme Map:

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. Where the property to be registered comprises more than one parcel, as for example, a dwelling having a separate garage, parking area, dustbin or storage site, each of these parcels must be given distinguishing references on the Scheme Map. Unless different references are given for separate parcels, difficulties will arise in the interpretation of applications.

## Appendix 3

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2.2 Applicants will be expected to use an original OSi ITM coordinate Map or an official PRA map plotted to a suitable scale.

2.3 New digital map products such as a '**Special Registration Map**' or maps produced as a result of an '**Official Map Search**' are also suitable for registration purposes. These products will be more suitable for registration purposes where properties cannot be unambiguously drawn on the current largest published scale OSi ITM coordinate map or Land Registry Title Plan map.

1.1.1. Customers can order '**Special Registration Map**' and '**Official Map Search**' to be printed at scales of 1/2,500, 1/1,000 from our website [www.landdirect.ie](http://www.landdirect.ie)

Note: The Registry is always willing to consider special problems relating to scale in the preparation of maps for registration purposes.

2.4 Large schemes may be lodged on a phased basis.

2.5 It is the responsibility of developers and surveyors to verify the position of physical boundaries against positions shown on the approved Scheme Map before the application for approval is submitted to the Registry. **Scheme maps should never be drawn up before the physical boundaries are 'set-out' on site.**

### 3 Changes to original Layout:

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

3.2 Responsibility for the accuracy of the boundaries given in documents lodged rests with the applicant. To ensure that the boundaries submitted for registration reflect the applicant's intentions, it is recommended that: -

3.2.1 The location of boundaries must be unambiguously defined and clearly 'set-out' on the ground before the scheme map is prepared

3.2.2 Maps submitted for registration should only be prepared and certified by a person with Land Surveying competencies.

If these procedures are to operate successfully, the co-operation of the developer, the builder, the surveyor, the vendor's and applicant's solicitor is essential.

