

APPENDIX 6 Checklist for Multi-storey Development Plans

If you can answer yes to all of the questions below, the location map and floor plan(s) submitted should be suitable for registration purposes.

1. Has ONE set of original colour plots of the floor plans been enclosed? (i.e. first generation computer plots) The colour plots should have the boundaries of the units/properties shown by means of a thin red line or edged (outlined or inlined) by means of a thin red line. (Please also omit superfluous details such as furniture, sanitary ware etc. from the floor plans. Architects legend should also be omitted from the colour plots as an image of this edition will become the PRA title plan).
 2. Has ONE location map been enclosed? The location map can be any one of the following:
 - a. An original OSi ITM 'Land Registry Compliant Map' or can be generated from an original OSi ITM digital map
 - b. A Registry 'Special Registration Map' (SRM)
 - c. An original Registry 'Title Plan'
 - d. A Registry 'Official Map Search' product. **See Appendix 7, 8(a), 8(b)**
 3. Is the curtilage of the site shown on the location map and on the ground floor plan?
 4. The curtilage of the site must be shown on the ground floor plan if the gardens, parking spaces etc are being allocated.
 5. Has the outline (footprint) of the building(s) been marked on the location map?
 6. Are each of the floor plans of each building/block shown on a single A3 sheet (where practicable)?
 7. Are all the units within the building(s) uniquely identified (unit numbers in black)? And, where multi-line plans are being lodged, are the property boundaries shown by means of a thin red line identifying what is to be included or excluded with the unit (i.e. internal or external walls)?
- Note:** - balconies and patios should be identified as such by inserting identifying text on the floor plans and, where such areas are not being 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)
8. Are the floor plans plotted at an appropriate metric scale? (Paper size to determine the scale)
 9. Are all the floor plans plotted at the same scale and is the scale shown on all of the plans?
 10. Is the full extent of all floors within the building shown? **(The soil/subsoil and attic/airspace levels do not need to be shown on the floor plans, as the property description in the deed/lease must now state whether those levels are included in the registration. The property description on the Folio will in future state if those levels are included in the registration if so described in Lease or Deed of Transfer).**
 11. Are the floor and ceiling heights above OSi datum at each level stated?
 12. Has sufficient ITM coordinate information been supplied?
 13. Is paper weight at least 100g/m²?
 14. If computer generated, have the plans been plotted to a minimum resolution of 300dpi?

Note: - Floor plans are not required for under/over archway registrations – In the non-conclusive boundary system, the exact line or plane of the title boundary is left undetermined for boundaries located within buildings.

This list represents some of the most common omissions found when assessing the suitability of maps submitted for Multi-storey developments.

Plans that have been amended or altered by use correction fluid will be rejected.

The list is not comprehensive and responsibility for ensuring that the documents presented for registration are in order rests with the applicant.

Please lodge one true-to-scale copy of the floor plans and location map with each dealing and ensure that the individual units are **clearly highlighted or marked** in accordance with **the acceptable map and the description** to deed of transfer or lease.

