

APPENDIX 1
Basic Requirements for Acceptance of Maps in Land Registry

Table of Contents

1	Requirements:	2
2	Other requirements:	2



APPENDIX 1

Basic Requirements for Acceptance of Maps in Land Registry

1 Requirements:

1.1 Boundaries submitted for registration must be clearly defined on any of the following:

- a) A Registry 'Special Registration Map'
- b) A Registry 'Title Plan' map
- c) A Registry 'Official Map Search'
- d) An OSi 'Land Registry Compliant Map'

For examples of the Registry's ITM maps, see Appendix 8(a) & (b)

- e) Computer generated maps. **See Appendix 4**
- f) A CAD file with the new property boundaries geometry referenced to the OSi ITM coordinate reference system can be submitted in electronic form in compliance with the Registry's CAD requirements (**For example of ITM CAD file, See Appendix 7**), together with a hard copy version that complies with the requirements set out in appendix 4.
- g) A copy of an approved scheme map (**See Appendix 3 & 7**).

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.

2 Other requirements:

- 2.1 Scheme Maps must be plotted from site surveys and must clearly show the reference number by which each holding or part thereof is to be identified in subsequent dealings and correspondence. **See Appendix 3 & 7**
- 2.2 Responsibility for the accuracy of the areas and 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:
 - a) The locations of boundary corners be unambiguously defined and clearly marked on the ground before the survey is carried out.
 - b) Maps submitted for registration be prepared and certified by competent Land Surveyors.
- 2.3 Two grid intersections with ITM coordinate values must be clearly printed at the lower left and upper right corners on all scheme maps and multi-storey maps submitted for registration.
- 2.4 The minimum hard copy map size must not be less than A4 and not larger than A3 and clearly display County and map scale.
- 2.5 Maps attached to original lease and counterpart/copy must be identical as to colour and scale.