

Mapping Guidelines - Appendix 1

Basic Requirements for Acceptance of Maps in the Land Registry

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1 Requirements:

1.1 Boundaries submitted for registration must be clearly defined 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)**
- 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**.
- A copy of an approved scheme map **(See Appendix 3 & 7(a))**.

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(a))**

2.2 Responsibility for the accuracy of the application map(s) lodged rests with the applicant. To ensure that the application map(s) submitted for registration reflect the applicant's intentions, it is recommended that:

- a) The locations of site 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 the County name and Map Scale.

2.5 Maps attached to original lease and counterpart/copy must be identical as to colour and scale.