



# Registration Mapping Guide 3

## Mapping procedures for registration of development schemes

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## 1. Introduction

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 applications and the subsequent applications for registration.

- 1.1 The term '**approved**' does not indicate that the title to the sites has been examined or that an application for registration of the individual sites will proceed.
- 1.2 The term '**approved scheme map**' means that the layout of the sites as depicted on the scheme map (or CAD file) lodged is drawn in such a way as to satisfy requirements regarding scale, relationship with Tailte Éireann Surveying mapping, the unambiguous marking of site boundaries and that the scheme does not conflict with adjoining registrations.
- 1.3 Any development of **five or more sites** is deemed to be a scheme. *Note: Where a development which will ultimately comprise five or more sites proceeds on a phased basis, sites of less than five in number within that development are deemed to be a scheme and require Land Registry approval to facilitate registration.*
- 1.4 For information on the mapping procedure for registration of multi-storey developments please refer to:
  - **Registration Mapping Guide 5(a)** (*Mapping procedure for multi-storey developments*)
  - **Registration Mapping Guide 5(b)** (*Transfers of common areas under the MUD Act 2011*)
  - **Registration Mapping Guide 5(c)** (*Compulsory first registration of individual apartments/units in multi-storey developments (Pre 1st June 2011)*)

## 2. Procedure prior to first application for registration

Before the first application to transfer or lease a site from within the scheme is lodged, the solicitor for the vendor must send **ONE** drawing of the development to Tailte Éireann Registration for approval. The scheme layout can be mapped on any of the following:

- An **original** Tailte Éireann 'Special Registration Map' (**Registration Mapping Guides 1 & 8**)
- An **original** Tailte Éireann 'Title Plan' (**Registration Mapping Guides 1 & 8**)
- An **original** Tailte Éireann 'Official Map Search' (**Registration Mapping Guides 1 & 8**)
- An **original** Tailte Éireann Surveying 'Land Registry Compliant Map'
- A Computer generated map (**Registration Mapping Guide 4**)
- A CAD file with the geometry of the new property referenced to the ITM coordinate reference system can be submitted in electronic form in compliance with our CAD requirements. (**Registration Mapping Guides 4 & 7(a)**).

### 3. Preparing the scheme map

- 3.1 1/5,000 and 1/10,000 scale maps should not be used in the preparation of hard copy scheme maps.
- 3.2 The boundaries of each site in the scheme must be clearly shown in red. 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.
- 3.3 The line thickness used to plot sites should be 0.2mm.
- 3.4 The site numbers must be shown in black ink.
- 3.5 In order to avoid interpretation issues, where properties are comprised of more than one parcel, e.g. a dwelling having a separate garage, parking area, refuse bin or storage area, each parcel must be allocated distinguishing references on the scheme map.
- 3.6 Large schemes may be lodged on a phased basis.
- 3.7 Certification details, signatures, company logos and other ancillary information **must not** be placed on the face of the scheme map.
- 3.8 Rights of way/shading and colour infill are not permitted on the scheme map.
- 3.9 The use of 'Masking/Correction Fluid' on the scheme map is not permitted.
- 3.10 Computer generated maps/plans/drawings **must** be plotted to the minimum resolution of 300 dpi.

### 4. Accuracy of mapped information

- 4.1 Responsibility for the accuracy of the boundaries as marked on the scheme map rests with the applicant. To ensure that the boundaries submitted for registration reflect the applicant's intentions, it is recommended that maps submitted for registration should be prepared and certified by a person with Land Surveying competencies.
- 4.2 It is the responsibility of developers to ensure that the scheme is accurately set out on the ground as per the approved layout. Failure to ensure that the scheme map accurately reflects the "As Built" scheme may result in queries, delays in registration, or costly future boundary amendments involving multiple parties.

## 5. Submitting maps and plans for approval

Before preparing a scheme map customers should be fully familiar with the contents of this Registration Mapping Guide. The steps set out below are designed to assist customers in making an application for approval.

- 5.1 For hard copy submissions lodge 1 copy of the 'Scheme Map'.
- 5.2 For CAD submissions please refer to **Registration Mapping Guide 7(a)**.
- 5.3 Refer to the pre-lodgement checklist (available at attached Appendix A, page 5).
- 5.4 Complete the Scheme Lodgement Form (available at attached Appendix B, page 6).
- 5.5 Lodge the fee for Scheme Map approval (Hard Copy submission €300 or CAD file submission €130).

## 6. After approval

- 6.1 The original versions of the scheme map will be returned to the applicant bearing our approval stamp.
- 6.2 Agreements between vendor and purchaser in respect of sites to be registered can now proceed based on the approved scheme map.

## 7. Changes to approved scheme layout

Where it is found necessary to change the layout of the sites within the development after the scheme map has been approved the old approved scheme map must be returned without delay together with a new revised scheme map (complying with requirements in Section 2 above).

In cases where change to the original layout is proposed and registrations of sites have already been completed or contracts signed on foot of maps depicting the original layout, attested consents from all affected parties **must** be obtained and submitted to Tailte Éireann Registration before approval of the amended layout can be granted.

If these procedures are to operate successfully, the co-operation of all parties is essential.

**Note:** Tailte Éireann Registration is always willing to consider special problems relating to the preparation of maps for registration purposes.

15<sup>th</sup> December 2023.

## Appendix A

### Pre-lodgement checklist

Comment	Further Reading
The scheme map complies with the T� Registration mapping requirements.	Section 2 of this guide
The map is true to scale	Section 2 of this guide
The scheme has been plotted at an acceptable scale.	Section 3.1 of this guide
The boundaries of each site in the scheme have been clearly shown enclosed by means of a thin red line.	Section 3.2 of this guide
The line thickness of the plotted sites has been set at 0.2mm.	Section 3.3 of this guide
The site numbers have be shown in printed in black.	Section 3.4 of this guide
Unauthorised text, certification details, signatures, Co logos has not been placed on face of the Scheme Map.	Section 3.7 of this guide
Rights of Way, Wayleaves, Pipelines have not been shown on the scheme map.	Section 3.8 of this guide
No colours or shading of any kind, apart from Red and Black, have been used on the scheme map.	Section 3.8 of this guide
Masking/correction fluid has not been used.	Section 3.9 of this guide
Computer generated maps have been plotted at a minimum resolution of 300 dpi.	Section 3.10 of this guide

## Appendix B

### Multistorey/Scheme Map(s) Lodged

**Details of Map(s):**

1. COUNTY:

ITM Coordinates X:         Y:

Folio Numbers:

Townland:

Development Name:

Block No:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Site/Apartment Numbers	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**Fees:**

2. Fees in respect of approval of a scheme map by the Registry

Where the Approval of a scheme map is the First such approval and the scheme map is lodged in electronic form - €130

Where the Approval of a scheme map is the First such approval and the scheme map is lodged in paper form - €300

Where the Approval is a revision of a scheme map lodged in either electronic or paper based form where the map was previously approved - €50

**Lodged by:**

3. Name:

Address:

Reference:  Contact Phone No:

email Address:

**Official Use Only**

Date Lodged        By Hand  By Post

Date Approved       Approved By

Date Returned        By Hand  By Post

Amount Payable  €130  €300  €50

Note - clicking the "Print Blank Copy" button will clear any inputted data from the form.

Validated Fees