



# Registration Mapping Guide 5(a)

## Mapping procedure for registration of multi-storey developments

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## 1 Introduction

The following notes are intended to guide those engaged in the preparation of maps and floor plans for the registration of apartments/units within multi-storey buildings (MSB) and for separate registrations within two-storey buildings, whether situated on **unregistered land** or **registered land**.

In the context of these procedures a MSB with **five or more** apartments/units is deemed to be a Multi-Storey Development and is subject to the approval process set out herein.

MSB developments of **less than five units** do not require **approved** floor plans. However, floor plans and location maps to be lodged with applications for the registration of units in developments of less than five units must comply with the requirements set out in this guide.

By adhering to these procedures and satisfying the requirements, applicants can avoid errors which could necessitate subsequent rectifications or mapping queries and help reduce processing delays.

For information on *Transfers of Common Areas under the Multi-Unit Developments Act 2011* please refer to **Registration Mapping Guide 5(b)**.

## 2 Procedure prior to first application for registration

A 'Location Map' and 'Floor Plans' must be submitted for approval for the following reasons:-

- To check the suitability of the 'Location Map' and 'Floor Plans' before the first application for registration is lodged.
- To clearly and unambiguously identify the boundary/extent of each apartment/unit.
- To provide a version of the plans that which will enable registrations to take place and become the Tailte Éireann Registration map.

Where title to structural features is being transferred single line drawings of the floor plans will suffice. See Figures 2 to 4.

**NOTE:** It is recognised that most floor plans are now derived from CAD files that consist of multi-line drawings representing structural features such as walls etc. Tailte Éireann Registration can accept modified versions of multi-line drawings to eliminate the need for practitioners to prepare completely new drawings for registration purposes.

### 3 Preparing plans/drawings for multi-storey buildings (MSB)

- 3.1 MSB plans, whether single-line or multi-line drawings, **must** consist of a '**Location Map**' and a set of '**Floor Plans**'
- 3.2 The only textual information permitted on the face of the 'Location Map' and 'Floor Plan(s)' includes:
- Map scale.
  - Apartment/unit number.
  - Floor level (as in Ground Floor, First Floor etc.).
  - Co-ordinate information.
  - Floor and ceiling height values.
- 3.3 All certification details, signatures, company logos and other ancillary information **must not** be placed on the face of the 'Location Map' and 'Floor Plan(s)'.
- 3.4 Shading and colour infill are not permitted on the 'Location Map' or 'Floor Plan(s)'.
- 3.5 'Masking/Correction Fluid' on either the 'Location Map' or the 'Floor Plan(s)' is not permitted.
- 3.6 Sufficient ITM co-ordinate information **must** be supplied for the 'Location Map' and 'Floor Plans'.
- 3.7 The co-ordinate cross-hairs used on the 'Location Map' must be transposed up through the 'Floor Plans'.
- 3.8 ITM co-ordinate values must be supplied for each building within the development.

### 4 The 'Location Map'

- 4.1 The 'Location Map' must show the outline/footprint of the building(s), in 'Blue', and if/where necessary the curtilage of the site plotted on any of the following:
- An **original** Tailte Éireann 'Special Registration Map' (**Registration Mapping Guide 8**)
  - An **original** Tailte Éireann 'Title Plan' map (**Registration Mapping Guide 8**)
  - An **original** Tailte Éireann 'Official Map Search' (**Registration Mapping Guide 8**)
  - An **original** Tailte Éireann Surveying 'Land Registry Compliant Map'
  - A Computer generated map (**Registration Mapping Guide 4**)
- 4.2 The map scale must be printed on the face of the 'Location Map' and must be true to scale.
- 4.3 1/5,000 and 1/10,000 scale maps should not be used.
- 4.4 Only mark the curtilage of the site where small external, surface level parcels such as car park spaces, bin spaces and gardens are included in the transfer/lease. In such cases the curtilage and the small external, surface level parcels should be delineated in red and uniquely identified on the 'Location Map'. Where small parcels are shown on the 'Location Map', a 1:1000 scale map may be required (see Fig 1).

- 4.5 If it is intended to register property at basement level and the basement area extends beyond the footprint of the building or the basement area is within the curtilage of the site but is shared by more than one building then the extents of the basement area **must** be plotted on the 'Location Map' by way of a dashed blue line (see Figure 1).

## 5 The 'Floor Plans'

- 5.1 Each floor or level within a building(s) **must** be plotted on a single A3 or A4 size sheet.
- 5.2 Plans **must** be plotted at recognised metric scales.
- 5.3 The paper weight **must** be at least 100g/m<sup>2</sup>.
- 5.4 If the intention is to register the apartment/unit as **freehold**, the apartment/unit **must** be shown outlined by means of a thin red line. If the intention is to register the apartment/unit as **leasehold**, the apartment/unit **must** be shown inlined by means of a thin red line. Other marking conventions will not be accepted (e.g. colour infill or shading).
- 5.5 Unique references (apartment/unit number) **must** be provided (in black print) for each of the units.
- 5.6 Each 'Floor Plan' lodged **must** clearly indicate, on its face, the 'Floor Level' on which the apartment/unit is located, and Block Number/Name, if applicable, and the address of the development. The following convention **must** be used: Ground Floor, First Floor, and Second Floor etc.
- 5.7 Sufficient ITM co-ordinate information **must** be supplied to enable the location of the floor plan of a building to be accurately established. ITM co-ordinate values must be supplied for each building within the development.
- 5.8 The floor and ceiling height values, referenced to OS datum, at each level, **must** be provided. Where sloping boundaries are involved, a Min and Max height for the feature can be stated.
- 5.9 Where a number of multi-storey blocks exist in a single development scheme each property **must** be clearly and unambiguously identifiable within its correct block.
- 5.10 The stairwell should only be included with the level/floor situated immediately above the stairwell. (Footprint of stairwell to be shown on floor/level below sloping feature, explanatory text can be inserted to indicate the space as 'under stairwell').
- 5.11 Balconies and patios should be identified as such by inserting identifying text on the floor plans and, where such areas are not to be included with the property leased/transferred, care should be taken when marking the property boundaries to ensure that those areas are not enclosed within the red lines.
- 5.12 Computer generated maps/plans/drawings **must** be plotted to the minimum resolution of 300 dpi.

## 6 Basements

If it is intended to register or occupy part or all of a basement area a plan of the entire basement level(s) must be lodged for approval. Listed below are some of the scenarios that may apply:

- 6.1 The extent of the basement area is identical, in plan, to the extent of the Ground Floor plan.
- 6.2 The extent of the basement area is NOT identical, in plan, to the extent of the Ground Floor plan but is fully contained within.
- 6.3 The extent of the basement area extends beyond the extent of the Ground Floor.
  - 6.3.1 The extents of the basement area must be plotted on the 'Location Map' by way of a dashed blue line (see Figure 1).
  - 6.3.2 A basement plan complying with the requirement as set out in Section 5 above **must** be lodged.
- 6.4 The basement area is within the curtilage of the site but is shared by more than one building.
  - 6.4.1 The extents of the basement area must be plotted on the 'Location Map' by way of a dashed blue line (see Figure 1).
  - 6.4.2 A basement plan complying with the requirement as set out in Section 5 above **must** be lodged.
- 6.5 Where a basement extends into an area below the footpath a full basement plan showing the full extent of the basement together with the finished ceiling and floor levels will need to be prepared in order to facilitate registration. The basement plan(s) must comply with the requirement as set out above.

## 7 Registration of Title to Soil, Subsoil, Attic and Airspace

It is no longer necessary for practitioners to prepare plans for either the soil/subsoil levels or airspace level of the property; by default they will be considered to be excluded as the vast majority of multi-storey cases are leases where title excludes the structural features, soil/subsoil level and attic/airspace levels. However, in cases where the soil/subsoil or attic/airspace levels are to be retained or transferred, relevant floor plans should be provided. (See Rule 29 of the Land Registration Rules 2012)

## 8 Sloping boundaries

The MSB mapping system enables Tailte Éireann Registration to show the extent of title to specific parcels of land or blocks of space where they are bounded by horizontal or vertical planes. However, where a sloping feature (stairs, ramp, roof etc.) marks the vertical extent of the title boundary, the feature must be shown fully only on the level situated immediately above. The footprint of the feature must be marked on the level below with explanatory text indicating that the space is e.g. 'under stairwell'. The minimum and maximum height of the sloping feature can be indicated on the floor plans if necessary.

## 9 Under/Over archway registrations

Floor Plans need to be lodged in order to successfully register properties which incorporate elements of under/over archway design.

## 10 Accuracy of mapped information

Responsibility for the accuracy of mapped information submitted to Tailte Éireann Registration rests with the applicant. To ensure that the boundaries submitted for registration reflect the applicant's intentions it is recommended that maps/plans be prepared and certified by a competent Land Surveyor, Architect or Engineer in consultation with the Solicitor for the vendor. If these procedures are to operate successfully, the co-operation of the developer, the builder, the architect and particularly the vendor's solicitor is essential.

## 11 Submitting maps and plans for approval

Before preparing either a Location Map or Floor Plan(s) 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.

11.1 Lodge 1 copy of the 'Location Map'.

11.2 Lodge 1 copy of the Multi-Storey Floor Plans.

11.3 Refer to the pre-lodgement checklist (available at Appendix A, page 12).

11.4 Complete the Multi-Storey Scheme Lodgement Form (available at Appendix B, page 13).

11.4 An application for Multi-Storey Scheme Map Approval commands a fee of **€300**.

## 12 After approval

12.1 The original versions of the Location Map and Floor Plans will be returned to the applicant bearing our approval stamp.

12.2 It is essential that each application for registration should be accompanied by one-to-one copies of the approved plans with the relevant property clearly identified thereon.

12.3 The description of the transferred/demised property must clearly state in the deed of transfer or lease, the building number (if applicable), the unit number, car space etc. and whether title to the structural features of the building are being included. If the unit is on the ground floor level of the building and the subsoil is included, this must be clearly stated in the deed/lease. Similarly, if the unit is on the top level of the building and the attic/airspace is included, this must be clearly stated in the deed/lease.

12.4 At the registration stage, the precise address of the apartment/unit, incorporating the 'Floor Level' **must** be furnished e.g. *Apartment No 5, Second Floor, Block A, Castle Court, Malahide Road, Artane, Dublin 5.*

### 13 Change to original layout

Where it is found necessary to change the layout of the development after the plans have been stamped suitable for registration purposes, the solicitor for the vendor must immediately notify TÉ Registration of the change and **return the original approved scheme map** (or the level(s), the subject of amendment) without delay, together with a new edition of the layout or level showing the revised boundary locations. Failure to submit new maps as changes occur will cause grave difficulty and delay to both future applicants and TÉ Registration.

**Where an unapproved amended floor plan is lodged with an application, the application will be rejected.**

In cases where change to the original layout is proposed and registrations of apartments/units 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 TÉ Registration before approval of the amended layout can be granted.

**Failure to comply with the above requirements will result in the application being rejected or queried.**

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

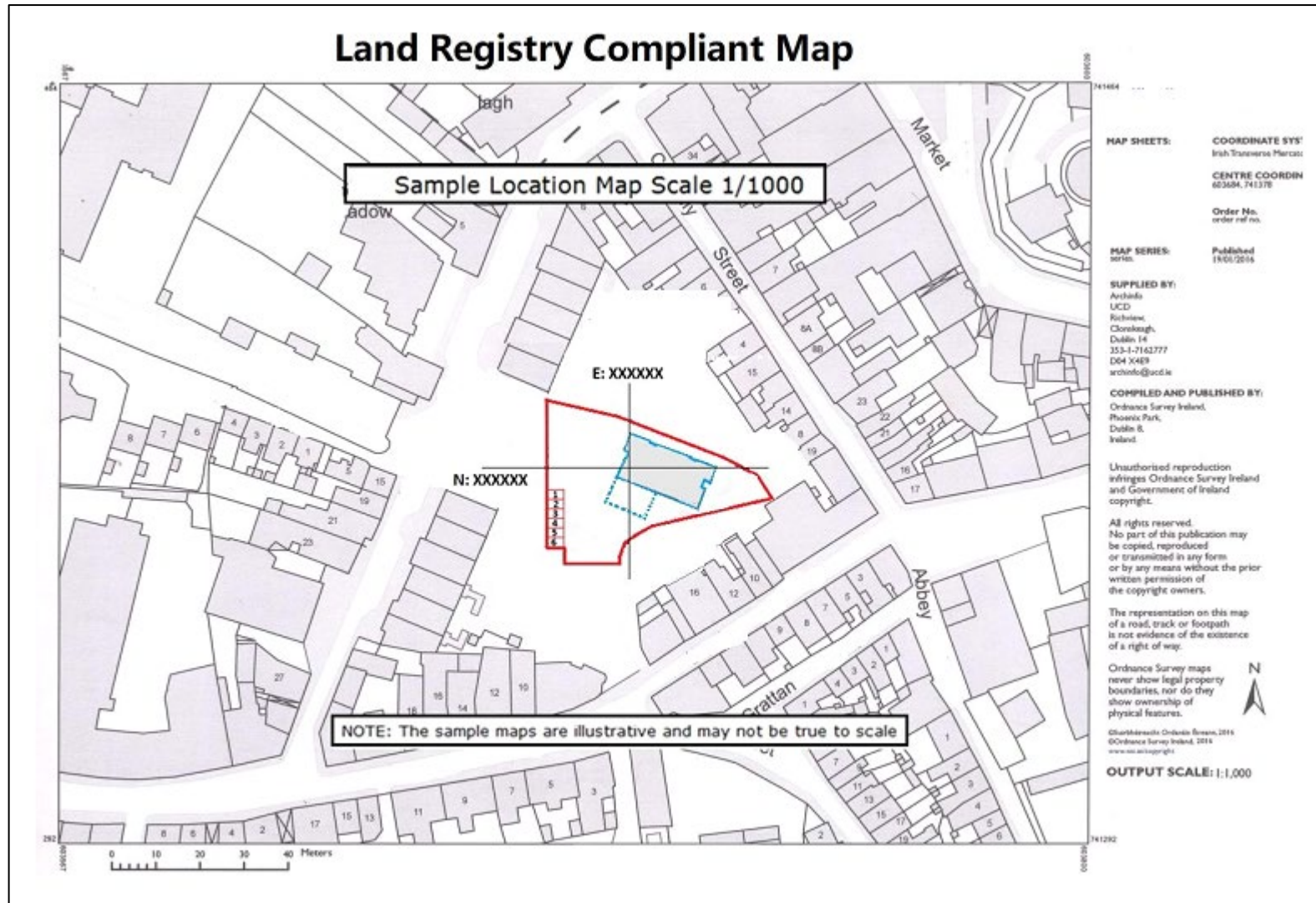
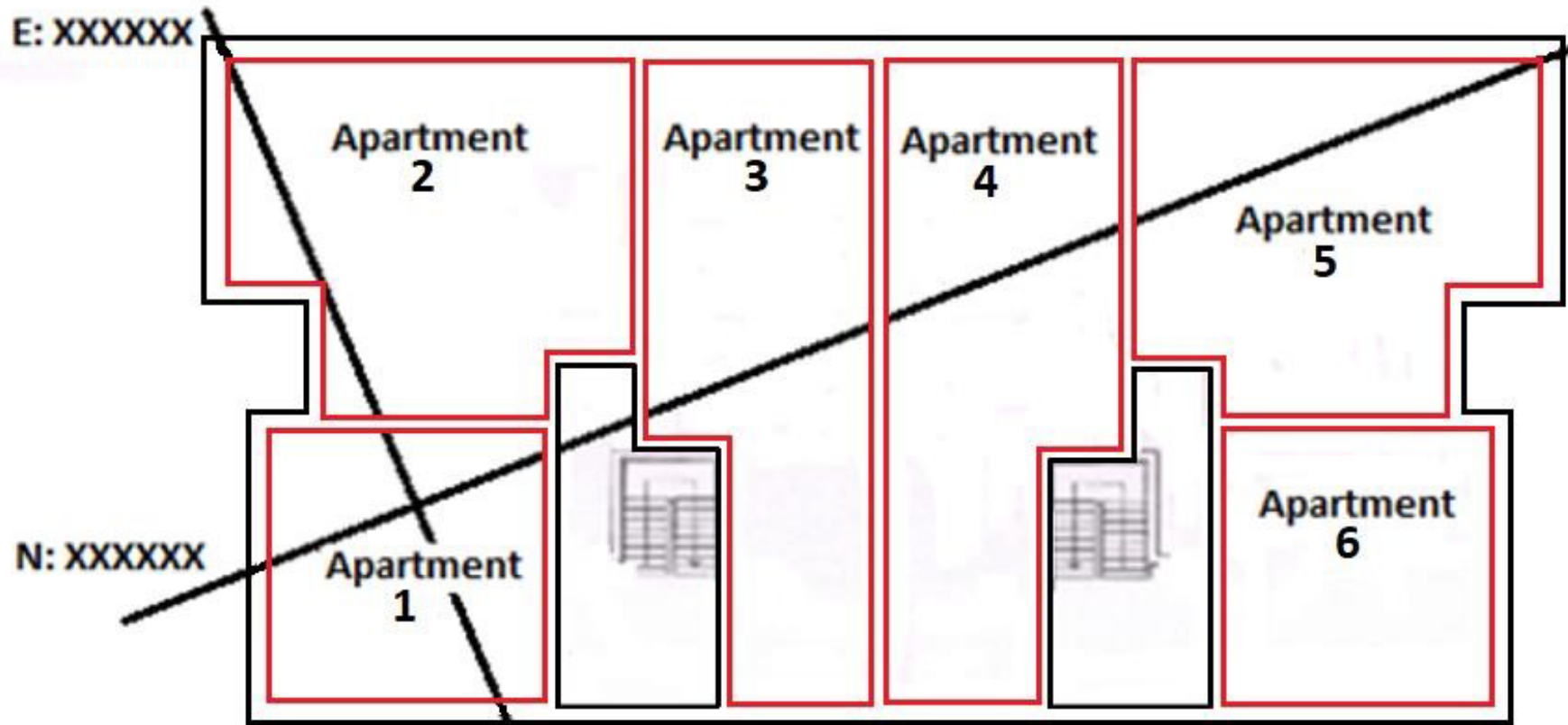


Figure 1 Location Map (sample)



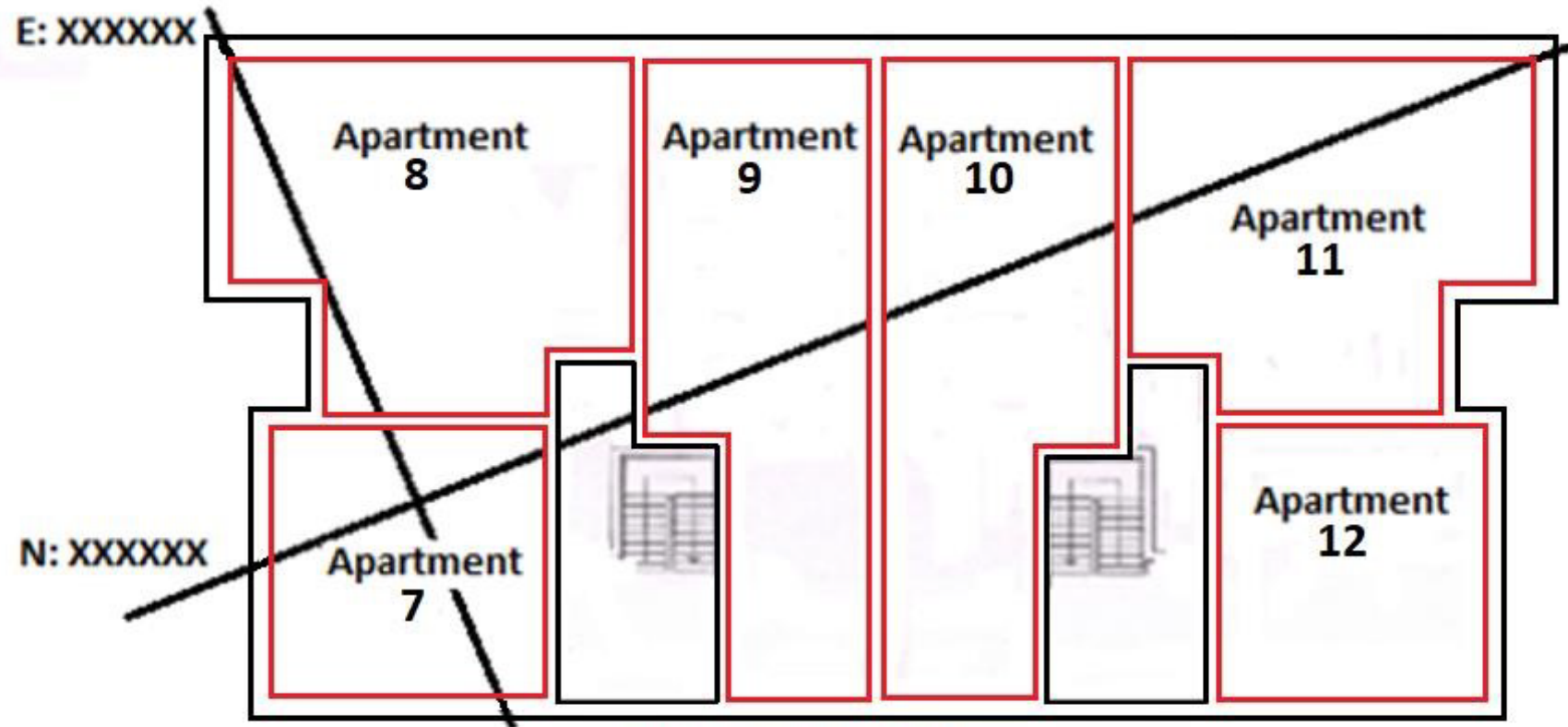


Scale 1/250

**GROUND FLOOR PLAN**  
Floor Level 33.00m  
Ceiling Level 35.40m



Figure 2 Ground Floor Plan (sample)



Scale 1/250

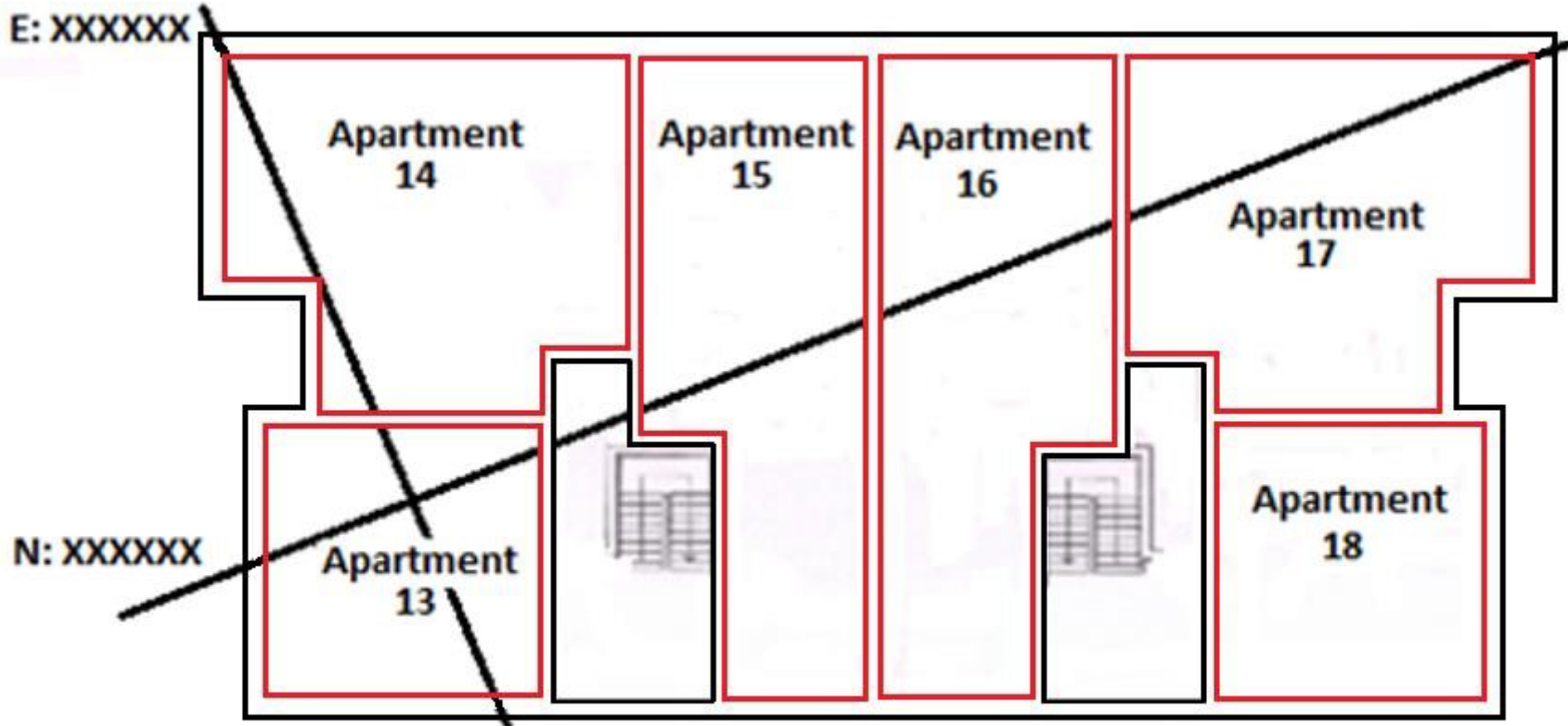
**FIRST FLOOR PLAN**

Floor Level 37.00m

Ceiling Level 39.40m



Figure 3 First Floor Plan (sample)



Scale 1/250

**SECOND FLOOR PLAN**

Floor Level 40.00m  
Ceiling Level 42.40m



Figure 4 Second Floor Plan (sample)

Appendix A  
Pre-lodgement checklist

Comment	Further Reading
The Location Map complies with the T� Registration requirements.	Section 3 of this guide
Unauthorised text, certification details, signatures, Co logos has not been placed on face of the Location Map or Floor Plans.	Section 2.3 of this guide
Shading and colour infill has not been used on either the Location Map or Floor Plans.	Section 2.4 of this guide
Masking/correction fluid has not be used on either the Location Map or Floor Plans.	Section 2.5 of this guide
Adequate ITM coordinate information has been plotted on both the Location Map and Floor Plans.	Section 2.6 of this guide
The Location Map has been plotted at an acceptable scale.	Section 3.2 of this guide
The map scale has been quoted and that the Location Map is true to scale.	Section 3.2 of this guide
Small surface level parcels such as car park spaces (if applicable) have been mapped on the Location Map.	Section 3.3 of this guide
The curtilage of the site (if applicable) has been mapped on the Location Map.	Section 3.3 of this guide
The Floor Plans comply with the T� Registration requirements.	Section 4 of this guide
Floor Plans have been plotted on a single A3 or A4 size sheet.	Section 4.1 of this guide
Floor Plans have been plotted at a recognised metric scale and are true to scale.	Section 4.2 of this guide
Floor Plans have been printed on the correct paper.	Section 4.3 of this guide
Apartments/Units have been shown inlined/outlined as required by means of a thin red line.	Section 4.4 of this guide
All apartment/unit numbers have been provided in black print.	Section 4.5 of this guide
The 'Floor Level' (i.e. Ground Floor, First Floor, Second Floor etc) has been printed on the face of the Floor Plans.	Section 4.6 of this guide
The Ground Floor, First Floor, and Second Floor etc. convention has been used.	Section 4.6 of this guide
Floor and ceiling height values, referenced to OS datum, have been provided.	Section 4.8 of this guide
Stairwell features have been properly displayed	Section 4.10 of this guide
Balconies and patios (if applicable) have been identified as such.	Section 4.11 of this guide
Computer generated Floor Plans have been plotted at a minimum resolution of 300 dpi.	Section 4.12 of this guide
The basement level(s) (if applicable) has been mapped on the Location Map.	Section 5 of this guide
Basement plans (if applicable) have been prepared.	Section 5 of this guide
Attic/airspace plans (if applicable) have been adequately dealt with and plans prepared.	Section 6 of this guide
Soil/subsoil plans (if applicable) have been prepared	Section 6 of this guide
Min and Max heights for sloping features have been furnished.	Section 7 of this guide
Under/Over archway plans (if applicable) have been prepared.	Section 8 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Site/Apartment Numbers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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