



**Tailte
Éireann**

Clárúchán, Luacháil,
Suirbhéireacht
Registration, Valuation,
Surveying

Applying for Bulk Data Extractions Guidelines and Application Form

May 2026

1. Background

These Guidelines set out the basis for data sharing in broad terms. Each case may give rise to specific questions in terms of Data Protection and Data Governance. The Data Protection Unit of Tailte Éireann (TE) is the initial point of contact for all such queries.

These Guidelines are a living document and will be updated from time to time.

For any queries, please contact the bulk data extraction team.

Email: registrationbulkdata@tailte.ie

2. Application Types

There are three provisions whereby a customer may submit an application to TE for data extracts from the Land Register. It should be noted that the provision of such data may be subject to certain terms and conditions and may involve the signing of an agreement or licence.

Applications to TE for data extracts may be made on the attached application form pursuant to one of the following application types:

- 1. Item 22 of the Land Registry Fees Order 2012 (S.I.380/2012)**
- 2. Public Sector Information Re-Use Regulations (S.I.525/2015)**
- 3. Specific Statutory Provision**

(1) Item 22 of the Land Registry Fees Order 2012 (S.I. 380/2012)

A full copy of the Land Registration (Fees) Order 2012 (S.I. 380 of 2012) is available on TE's website at [Land Registration Schedule of Fees \(Fees Order 2012\) - Tailte Éireann](#)

This option, Item 22, may be appropriate if not applying for data, under legislation. Parties must state the reason the data is required. The fee is €120 plus €5 per folio/map extract provided.

(2) Public Sector Information Re-Use Regulations (S.I. 525/2015)

The Re-Use of Public Sector Information (PSI) Regulation 525/2015 provides that an application for data extracts can be made where the application does not involve any third party personal data. Personal data related to the applicant may be released. Please note that a fee will be payable for this service.

On the application form, Bodies must state the reason they require the data.

If TE data/material is provided under Public Sector Information Regulations (S.I. 525/2015), the terms and conditions relating to the use and re-use of said data, as set out at 1 to 4 below, apply:

- (1) The TE data/material to which this agreement relates is supplied and released for re-use in accordance with the European Communities (Re-use of Public Sector Information) Regulations.
- (2) The access to and re-use of TE data by the customer is governed by the terms and conditions of Re-use of Public Sector Information (www.psi.gov.ie). Only anonymised and/or aggregated data can be provided under the PSI Licence.
- (3) Customers must ensure that they and their contractors and agents observe the restrictions on the use of the TE data/material set out in this agreement.
- (4) Customers must also ensure that obligations under this agreement are passed on to their contractors and agents through the written terms under which any such TE data/material is supplied to them.

For more information on the PSI Regulations SI 525/2015 please visit [Re-Use of Public Sector Information - data.gov.ie](#)

(3) Specific Statutory Provision

Government bodies which are mandated by legislation to carry out certain tasks in the public interest may apply for data extracts from the Land Register, subject to certain terms and conditions and also subject to the provisions of the General Data Protection Regulation (GDPR).

In such cases, *the requesting body must specify the relevant authorising legislation (Act, Section and Subsection)* and must sign an agreement in relation to the processing of the data in order to comply with the Data Protection Acts. The agreement will also detail the terms and conditions under which the data is provided.

The agreement sets out the terms and conditions under which the body has been given the data and the purposes for what the data should be used. Subject to the governing legislation there may be a fee payable for this service.

A Data Sharing Agreement will have to be agreed with TE before the data can be released. A signed copy of the agreement must be lodged in respect of each application. Applicants should allow time for approval of the agreement when submitting the application form.

3. Advisory note: Applying for Data Extracts from the Land Register

Before completing an application form please note the contents of this advisory note.

1. A soft copy (PDF) of the signed, completed application form and the source geometry or Folio list should be sent to registrationbulkdata@tailte.ie. Alternatively, a signed hard copy of the completed application form can be forwarded to:

**Bulk Data Extraction,
Spatial Data Unit,
Tailte Éireann,
Cork Road,
Waterford,
X91 FP98.**

2. If a quotation is requested for the job, it will issue by email. The fee payable can only be calculated after the application form, together with the polygon geometry or Folio list, has been lodged.
3. Mapping guideline **Appendix 7(b)** Provision of Electronic Extract from Registry Map must be complied with.
<https://tailte.ie/registration-mapping-guide-7b-provision-of-electronic-extract-from-the-registration-map-within-the-limits-set-by-tailte-eireann>
4. Please use the checklist to review your application before lodgement.

4. Standard Clauses in TE Data Sharing Agreements

The following is a list of standard clauses that will be included in all TE Data Sharing Agreements. Any recipient of bulk data will be bound by these constraints.

Customers (hereinafter “the requestor”) who are (electronically) supplied with TE data/material (both spatial and non- spatial) should note the following:

1. The data contained in the accompanying electronic file is valid as of the date the query was processed in the Registry.
2. Property extents and ownership of Folios and other registrations, including charges, can change as a result of applications lodged before, on or after the date the data was compiled.
3. Users of this data must consult www.landdirect.ie to verify whether property extents or ownerships and other registrations have changed since the date this search was conducted.
4. Bulk delivery of electronic versions of Land Registry Folios is not included as part of this service.
5. All outgoing T  data/material will be delivered via secure email or Tailte  ireann Fileshare as appropriate.
6. All geometry (and supporting text attribution) is projected in Irish Transverse Mercator (ITM).
7. Area Burdens, Line Burdens and Point Burdens (see TE Mapping Guidelines Appendix 9) will not be included as part of the output from a spatial query, unless specifically requested at the time of application.
8. Areas that are not linked to a record may form part of ‘Unregistered Land’.
9. Multi-Storey registrations are not included in the geometry delivery, as they do not form part of TE’s spatial data.
10. The delivered geometry may present plans that appear on more than one Folio.
11. The delivered geometry should always be read in conjunction with the accompanying text attribution.
12. The non-conclusiveness of the TE boundary data/geometry/material.
13. The limitations in the data provided and they relate to:
 - a. Map scale;
 - b. The survey method of TE National Mapping Division base maps;
 - c. The survey method and quality of source application maps lodged for registrations purposes

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14. The data provided by TE shall be limited to the data required for the purposes of the stated legislation i.e. Folio reference number (and associated polygon geometry) of specified sites and, where requested, details of property ownership (i.e. names and addresses of registered owners).
15. The requestor must undertake to comply with Article 5 of the General Data Protection Regulation for information disclosed under this agreement.
16. The requestor, in all cases, will become the controller of the data, as defined in the GDPR, once the data is issued by TE.
17. The requestor must take all reasonable security measures to ensure that all TE data/geometry/material which they hold, or are responsible for, is physically secure from unauthorised use or access.
18. The requestor shall accept responsibility for the information on successful delivery and apply appropriate security measures to the data/geometry/material held on behalf of TE and will protect such data/geometry/material from unauthorised access or disclosure, as per the agreed Data Sharing Agreement.
19. The TE data/geometry/material must not be distributed, disclosed or shared to/with any person/third party without the agreement of TE. Access to data within the office of the requestor will be restricted to those persons approved by a senior responsible person and such designated members of staff required to carry out the necessary functions that will allow the data to be used.
20. The requestor will not disclose, share or otherwise provide TE data/geometry/material received by it, in response to a request for data from a Department/public body/agency, or to any other public body or to any third party unless such disclosing, sharing or other provision falls within the requestor's official functions.
21. The requestor must ensure that they and their contractors and agents observe the restrictions on the use of the TE data set out in this Data Sharing Agreement.
22. Where TE data/geometry/material is to be processed by a contractor on behalf of the requestor, the requestor must ensure that obligations under this Data Sharing Agreement are passed on to their contractors and agents through the written terms under which the TE data/geometry/material is supplied to them.
23. Any data breach including the unauthorised exposure or loss of information, including personal data must be reported to the Data Protection Officer in TE and the Data Protection Officer of the requestor as soon as possible after the incident. "Personal data" means data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller.

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24. It is recognised that the impetus for this request comes from the Requestor and not the data subject.
25. Disclosure of information under this agreement will be on a once-off basis. Any subsequent request will require a separate Data Sharing Agreement.
26. The requestor should satisfy themselves, following a Data Protection Impact Assessment where deemed necessary, that they are compliant with Article 35 of the GDPR, taking into account the nature of the information requested.

Appendix A

Application Form

Application for data extracts from the Land Register

PLEASE USE BLOCK CAPITALS IF FILLING OUT BY HAND

Type of application:

Please select option 1,2 or 3 below:

- ☐ 1. **Item 22 of the Land Registry Fees Order 2012 (S.I. 380/2012)**
- ☐ 2. **Public Sector Information Re-Use Regulations (S.I. 525/2015)**

[if 1 or 2 state clearly the nature of the request]

- ☐ 3. **Specific Statutory Provision**

[quote the specific authorising Act, Section and subsection, and state clearly the nature of the request]

Please note that a Data Sharing Agreement will have to be agreed with TE before the data can be released. A signed copy of the agreement must be lodged in respect of each application. Applicants should allow time for approval of the agreement when submitting the application form.

Terms and Conditions:

Please note that the following terms and conditions apply:

- I, the undersigned, agree and accept that the data is provided subject to the contents of this application form.
- If this application is made by an agent or contractor for the principal requestor, the principal requestor is required to complete the authorisation statement below.

Requestor details

Please select as appropriate:

Application by the principal requestor (please complete

☐ paragraphs (1) & (3))

or

☐ **Application by an agent acting on behalf of the principal requestor**

(Please complete paragraphs (1), (2) & (3))

1. I, (Block capitals) _____ of _____ (organisation

name - hereinafter referred to as “the principal requestor”) hereby apply to be provided with the following electronic data from TE:

Postal address:

Email address for correspondence: _____

Phone: _____

2. **Application by an agent acting on behalf of the principal requestor**

I, (block capitals) _____ of _____

(name of company) of acting on behalf principal requestor, _____

(name of principal requestor) hereby apply to be provided with the following electronic data from TE:

Authorisation Statement

3.

I, the principal requestor, hereby authorise TE to release data subject to the terms and conditions of this application.

Agent

Name of organisation:

Postal address:

E mail address: _____

(for delivery of the data by Cisco Secure Mail)

Phone :

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Requested Information:

- | | | | | | |
|-----------------------------------|------------------------------------|---------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| ☐ Carlow | ☐ Cavan | ☐ Clare | ☐ Cork | ☐ Donegal | ☐ Dublin |
| ☐ Galway | ☐ Kerry | ☐ Kildare | ☐ Kilkenny | ☐ Laois | ☐ Leitrim |
| ☐ Limerick | ☐ Longford | ☐ Louth | ☐ Mayo | ☐ Meath | ☐ Monaghan |
| ☐ Offaly | ☐ Roscommon | ☐ Sligo | ☐ Tipperary | ☐ Waterford | ☐ Westmeath |
| ☐ Wexford | ☐ Wicklow | ☐ All Counties | | | |

1. Specify the information to be disclosed:

2. Specify the purpose of the data-sharing:

3. Specify the function of the body concerned to which the purpose referred to in Question 2 Relates:

4. Specify how the information to be disclosed is to be processed following its disclosure:

5. Are property ownership details required? ☐ Yes ☐ No

6. Are polygon details required? ☐ Yes ☐ No

If yes, what format (for example GML/Shape/CAD):

Please note that for 'Property Interest Register' searches, the requestor must supply a list of the variation of names.

Preferred payment method: (Select as relevant)

Exemption for Fees

Is the application exempt from fees under Section 8 of the Land Registration (Fees) Order 2012.

☐ Yes ☐ No

If yes, please specify:

Where no exemption applies payment can be made using one of the below methods:

☐ from Landdirect account no. (insert landdirect account no.)

☐ by Credit Card

☐ Other Payment Methods (Please Specify)

Name: _____ Phone: _____

Note: In the case of Credit Card or other payment methods, TÉ's Finance Unit will contact you directly. Please DO NOT include Credit Card or other payment method details on this application form.

Note: Once contacted, failure to pay for the search within 1 month may result in the application being abandoned.

DECLARATION

I hereby declare that the information given in this form is correct.

Name: _____

Date: _____

Print Form

Clear Form

Checklist

Application Type - Page 9

Have you selected the appropriate application type and stated the nature of the request?

If Specific Statutory Provision (SSP) - Have you quoted the relevant legislation (Act, Section, Subsection)?

Requestor Details - Page 11

Principal Requestor - Have you completed and signed parts 1 and 3?

Agent of the Principal Requestor - Have you completed and signed parts 1,2 and 3?

Authorisation Statement - Page 12

Have you included the email address for the delivery of the secured data?

Requested Information - Page 13

Have you populated parts 1 to 6?

Preferred Payment Method - Page 14

Have you selected the preferred payment method?

Has the appropriate person signed?

Declaration - Page 15

Have you signed and dated?

Lodge the completed application form & source geometry (Shape/CAD files)/
Folio list to registrationbulldata@tailte.ie