CHECKLIST:
APPLICATIONS FOR REGISTRATION

This checklist is for use in straightforward applications for registration of a registered or unregistered plot. It is a comprehensive, but not exhaustive list. See the **Guidance Notes** (GN) for additional information, and for specialities such as *a non domino* dispositions (prescriptive claimants). Please also see the One shot rule checklist at https://kb.ros.gov.uk/registration/guidance/pre-registration/one-shot-checklist

	Action	Done	Checked
A	**Deed for registration– Valid and registrable**		
A1	The deed is valid and registrable (see PSG Checklist for Valid and Registrable Deed)		
B	**Deeds and documents to be submitted (Unregistered Plots)**		
B1	**Deed** to be registered e.g. disposition		
B2	**Plan** and/or **full bounding description** identifying extent of plot (GN 2.2(iii))		
B3	The **descriptive writ** for the plot (GN 2.2(iv))		
B4	Any outstanding **heritable securities** (over the plot)		
B5	Deeds containing **rights** (including, if there is a burdened property, particulars of that property so far as known)		
B6	Deeds containing **burdens** (over the plot) (GN 2.2(vii))		
B7	Deeds in which **servitude rights** are constituted (over the plot)		
B8	Deeds or documents relating to **other encumbrances** e.g. core paths plans, public rights of way, tree preservation orders etc.		
B8	If necessary, plan or full description of any **lesser area** within plot over which a **registrable encumbrance** (e.g. burden) is constituted (GN 2.2(v))		
B9	Any other **material information** e.g. where a deed containing burdens includes a burden that is now extinguished (GN 2.2(viii))		
B10	**Application form** for the deed/plot of land to be registered (with all relevant questions answered) (see section G)[1]		
B11	Appropriate **fee** or satisfactory arrangements for payment (GN 2.2(ix))		
C	**Deeds and documents to be submitted (Registered Plots)**		

[1] The application form will be generated within Register Land and Property (RLP) or the Digital Submission Service.

Action	Done	Checked
C1 **Deed** to be registered narrating each **title number** to which the deed relates[2]		
C2 **Plan and/or full bounding description** identifying the extent of the plot, where over **part** of a registered plot		
C3 Any other **material information** e.g. where a registered proprietor has died and the survivorship destination has operated to give the surviving proprietor the legal right to grant the deed		
C4 **Application form** for the deed/plot of land to be registered (with all relevant questions answered) (see section G)[3]		
C5 Appropriate **fee** or satisfactory arrangements for payment		
D Additional documents for Voluntary Registration[4]		
D1 Owner's details and the **last recorded deed** in favour of the owner, as appropriate		
E Additional documents for Automatic Plot Registration		
E1 **Last recorded disposition or conveyance** in favour of the owner of the plot (GN 2.2(xii))		
E2 Any outstanding **heritable securities over the lease** (GN 2.2(xii))		
E3 **Deeds** affecting the **lease** (GN 2.2(xii))		
F Tenements and shared areas		
F1 Information sufficient to enable the Keeper to identify the **tenement steading** extent: ● Where the tenement steading is **already mapped** on the cadastral map – that fact (and the cadastral unit number if known) (GN 2.2(xiii)) OR ● Sufficient information such as a **plan** showing the extent of the steading (GN 2.2(xiii))		
F2 Sufficient information, such as a **plan** to enable any **common areas** to be mapped (GN 2.2(xiv))		
F3 Sufficient information, such as a **plan** to enable any **exclusive areas** (e.g. garden ground) to be mapped (GN 2.2 (xv))		
G Application Form[5]		
G1 All **questions** answered, including all necessary questions in Part B: ● Where **LBTT** is payable, LBTT submission **must** be made before submission of the application (GN 2.2 ((xvi)) ● Where granter is not the last registered proprietor, **links in title** question correctly answered (GN 2.2(xvii))		

[2] If the deed in question is being submitted at the same time as a disposition which induces registration, the title number will not be known. The Registers allow a "grace period" of 28 days after the disposition is submitted in which you do not need to give a title number for the other deed (eg standard security).

[3] The application form will be generated within Register Land and Property (RLP) or the Digital Submission Service.

[4] APR is triggered by certain deeds which affect an unregistered plot of land. These include the grant of a lease or sublease, the assignation of an unregistered lease with a term of more than 20 years, a notice of title over a standard security and standard security over a lease, among others. See section 24 of the 2012 Act.

[5] See Registers Guidance at https://kb.ros.gov.uk/registration/guidance/pre-registration/application-form-guide

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	Action	Done	Checked
	● **Burdens and servitude questions** are consistent with deeds submitted[6]		
G2	Correct **application type** selected[7]		
G3	Information in form **matches** information in deed: ● Names of parties ● Address and description of property ● Title number(s) ● Deed types		
G4	Application form **accompanies deed**[8]		
G5	Correct **fee** paid: FAS number for direct debit to be included in form		
G6	Where new burdens or servitudes are created, **dual registration** is being applied for		

[6] If there are burdens and servitudes affecting the plot, these questions should be answered "yes"

[7] First Registration (Deed over unregistered plot); Dealing of Whole (deed over whole of registered plot); Transfer of Part (Deed over part of registered plot); Voluntary Registration; Automatic Plot Registration.

[8] Both are submitted together through Register Land and Property (RLP) or the Digital Submission Service.