

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 Registration⁴		
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: <ul style="list-style-type: none"> • 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 Form⁵		
G1 All questions answered, including all necessary questions in Part B: <ul style="list-style-type: none"> • 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>

	Action	Done	Checked
	<ul style="list-style-type: none"> • Burdens and servitude questions are consistent with deeds submitted⁶ 		
G2	Correct application type selected ⁷		
G3	Information in form matches information in deed: <ul style="list-style-type: none"> • 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.