



EIR Property Search Service

Maps Policy

The Map:

- Must display clearly the land/property to be searched.
- If this is a rural area at least one road should be shown and identifiable to ensure a correct search is undertaken.

For the request to be accepted by the Council the following criteria must be met:

1. The map supplied should be an Ordnance Survey (OS) Map, with up to date and current land lines shown, especially if the land has been developed recently.
2. The map should show a clear outline of the area to be searched, eg. using a Red outline, so there is no doubt as to the boundary of the area.
3. The map must be of reasonable quality to identify roads, landlines, etc.
4. The map must be of a reasonable size and scale to allow Council staff to accurately record the boundary lines of the search.
5. Roads falling under Box C should be coloured in Blue or Green to denote this enquiry.

The following is **NOT ACCEPTABLE**:

1. An "x" (cross) located on a piece of land/field will be rejected.
2. Very old OS Maps which do not resemble the current land lines will be rejected.
3. Maps used for previous searches which outline areas, other than the one to be searched, e.g. more than one outline on the map submitted will be rejected.
4. Maps of poor quality which do not easily allow identification of the area or boundary lines of the search will be rejected.

NOTE:

Any inaccurate or out of date maps that do not meet the Council's service standard will result in the request for a Property Search being cancelled.

The onus and responsibility to obtain a suitable standard of map lies directly with the person/s or company wishing to enter into a contract with the Council to undertake the Search.

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