

Submission of Digital Plan Data - Frequently Asked Questions

How do I contact the GIS team?

We can be contacted via gis@ros.gov.uk for further details or help on the import process.

How do I know that the plan I'm using has been created using digital data?

Sometimes this is difficult to ascertain from simply looking at the plan. However, if the plan is complicated and covers a large area then it is worth contacting the agent to ask if it has been produced by a surveyor using CADD or GIS software. A template email is available.

Do I ask for GIS or CADD data from the agent for my house plot?

No, asking for digital data for small or simple plots will only delay the progress of the case.

How long does it take to process?

In most cases the GIS team will be able to load the data to the DMS as soon as they receive the data from the agent. However, if conversion and data cleansing are required a small delay may occur.

Should I send the Application case bag to the GIS team?

No, the case should be sent to standover until the IMP file is prepared.

How do I request the CADD/GIS data from the agent?

An email template is available for your use. You should also manage the request and receipt of the data from the agent.

How will the Agent send the data to me?

CADD/GIS file sizes are small enough that the Agent may simply email the data to you, or alternatively they may send it on a CD/DVD

Why can't the PDF version of the deed plan be used?

PDF (also JPEG, TIFF, GIF and PNG) are digital image formats. Only data can be loaded to the DMS/OPS and these are commonly held in CADD and GIS formats such as SHP, TAB and DXF.

Does this mean the GIS team have completed my Title Plan when the data is imported?

No. The imported data has been received from an external party and will not be digitised to the same criteria or have undergone the same levels of scrutiny as applied by colleagues. The imported data should therefore only be used as a guide or template to aid the preparation of Title Plan. Electronic data does not replace the deed plan and the Plans Settler will still need to carefully compare electronic data with deed plan. The deed plan is the definitive extent.

What should I do if imported data differs from the deed plan?

If imported data differs from the deed plan then it is the deed plan that takes precedence. We would not contact Agent if there is a discrepancy between deed plan and imported data. If deed plan extent differs from OS Map then Plans Settlers would go down current consider procedures.

Can't the plan just be scanned and imported to the DMS?

A scanned plan creates a digital image of a paper document. This image has no reference or scale to the British National Grid so therefore cannot be used within the DMS.

The deed plan is a floating shape. Can I still use the GIS team to import the data?

No; deed plan criteria and standards published in the Plans Manual and the Registration of Title Practice book should be maintained.

A number of references on the Deed Plan have not been recreated on the IMP file OR look different?

There are limitations in the data we can bring through to an IMP file from the SMILEX tool. However, the position and geometry will always be preserved from the CADD or GIS data. In particularly complex plans the GIS section will endeavour to make each reference as obvious as possible.

The Ordnance Survey (OS) map on my Deed Plan is different to that on the DMS OR the imported data does not sit on the OS Map as per the Deed Plan?

This could be due to two problems;

- (1) a difference in map editions
- (2) Positional Accuracy Improvement (PAI).

The Deed Plan and our DMS may be depicted as different versions of the OS Map. In these cases the CADD or GIS data will be imported in relation to the edition of map it was created on and not that shown on the DMS. Plans Settlers can view prior versions of maptiles through the DMS or contact Mapbase if an updated version of a maptile is required. However, as above, the imported data should only be used as a guide or template to aid the preparation of the Title Plan.

Publication Date - 28/09/10