

Submission of Digital Plan Data - Process

1. When faced with large or complex applications, the first step is to recognise if the plan has been created using either a CADD or GIS system.

If this is the case then the plan can be imported to the DMS. Importing data digitally to the DMS then allows you to save digitising time or quickly identify potential problems with adjoining registrations. CADD and GIS software are fairly new innovations and any deed plans drawn before 2005 will probably not be suitable.

2. Check with Plans RO1 that it is time/cost effective to requisition the digital data in the first instance.

3. Contact the submitting agent and ask for the CADD/GIS data used to create the plan. In most cases this will be held by the surveyor or mapping firm but all requests must go through submitting Agent in the first instance (see email template).

Please note it is important that the Agent is clear that this data does not supersede the paper deeds and that if we do not receive the data then we will plot from the deed plan.

4. If the Agent confirms that CADD/GIS data is available, put the case into standover until you receive the data from the agent.

5. When you receive the data, send it to the [GIS section](#) asking for it to be imported to the DMS. Please also include Title No. relating to the data.

6. The GIS team will import the data to the DMS as an IMP index, completing all DMS case notes and will notify you by email of the Index number used.

7. You can now use your IMP index as a template or reference for your Title Plan.

8. The GIS Team will archive original data so once the relevant application has been legally settled, please contact IT Service Desk to delete the IMP Index from the Index Layer. Under exceptional circumstances the IMP Index can remain on the Index Layer, e.g. where it is judged that it might assist in the future registration of other subjects in the vicinity. Check with Plans referral officer if in doubt.

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