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### Economic Commission for Europe

Committee on Housing and Land Management

#### Working Party on Land Administration

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Item 5 (b) of the provisional agenda

##### Programme of work for 2012–2013

##### Major trends in land administration

### Study on benchmarking of land-administration systems

#### *Summary*

During its meetings in 2010, the Bureau of the Working Party on Land Administration discussed and endorsed the idea of conducting a study of land-administration systems in the UNECE region for the purpose of establishing benchmarks.

Ireland agreed to be the lead country to conduct this study, in cooperation with a task force of land-administration experts from other countries.

This document outlines the purposes of the study and two questionnaires that will be distributed to the land-administration authorities of UNECE member States. It is intended to be the first step in a process that could result in the harmonized measurement of benchmarks for land administration systems on an ongoing basis, taking into account subregional and national institutional contexts.

## Introduction

1. During its meetings in 2010, the Bureau of the Working Party on Land Administration discussed and endorsed the idea of conducting a study to establish benchmarks for land-administration systems in the UNECE region. The study will be based on the responses to two questionnaires containing (a) questions on qualitative aspects of land-administration systems and (b) an updated version of the questions contained in the publication. Inventory of land administration systems in Europe and North America (2005). The delegation of Ireland agreed to be the lead country, and will work together with a task force of land administration experts from other countries.

2. The purpose of the study is to carry out a qualitative analysis of land-administration, land-registration and mapping systems in UNECE countries. It is intended to be the first step in a process that could result in the harmonized measurement of benchmarks for such systems on an ongoing basis, taking into account subregional and national institutional contexts<sup>1</sup>.

3. Benchmarking is recognized as having a key role to play in improving public-sector performance. A number of studies and reports have been undertaken that define and compare various aspects of land registration and administration. These include the Multilingual Thesaurus on Land Tenure of the United Nations Food and Agriculture Organization (FAO), the Glossary of Terms for the European Land Information Service (EULIS) as well as the UNECE Land Administration Guidelines and the UNECE Inventory of Land Administration Systems in Europe and North America.

4. Land registration, land administration and mapping services involve organizations from the public and the private sector to varying degrees in different national jurisdictions. Authorities often operate through partnerships with the private sector, outsourcing or providing direct access to consumers. Nevertheless, control and regulation of land administration falls within the sphere of the public sector and its operation is generally a public-sector function within the UNECE region.

5. Benchmarking of systems could provide a framework for improvement and technological innovation amongst land administration institutions resulting in enhanced services for citizens.

6. The UNECE Working Party on Land Administration believes that efforts are required to advance benchmarking and that it is a necessary exercise for many reasons. It would contribute to evaluating economic performance, stimulating innovation, converging information and registration systems, and promoting universal standards of good land administration. This survey begins the process by making a comparative analysis of land-administration, land-registration and mapping systems among all UNECE member States.

7. Complete submissions by member States are fundamental to the success of the study. The Working Party understands that the time required to fill in these questionnaires attentively is substantial. Whereas efforts will be made to provide sufficient time for countries to return the questionnaire, country delegates are requested to identify the

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<sup>1</sup> Efforts were made to avoid overlaps between the two questionnaires, while at the same time maintaining the format of the original *Inventory* for the purposes of comparison with previous editions. Therefore, qualitative aspects of the work of cadastres are not proportionally represented in questionnaire # 1. Officials are thus invited to further elaborate on qualitative aspects of the work of cadastre agencies in the sections marked "Comments or qualifications on the questions and responses" of questionnaire # 2

officials in charge of the different units of their land administration systems who could most accurately fill in each part of the questionnaire.

## Questionnaire # 1: Qualitative aspects of land-registration systems

### Preliminary

Country	
State/Jurisdiction	
Organisation	
Web address	
Contact person for information	
Job Title	
Address	
eMail Address	

### General definitions and clarifications

1. This survey relates to activity through the end of 2010 and all statistics should relate to 2010.
2. Where a particular date is required, the date applied should be the position as of 31 December 2010.
3. **“Actual”** means that the material is supported by verifiable statistics.  
**“Estimated”** is to be used where verifiable statistics are not available but a reliable estimate can be provided.
4. Where any of the following words are used, they will appear in **bold print**.  
**“Boundary or boundaries”** means the legal boundary to property as defined by vector information on a map.  
**“Days”** means working days.  
**“Digital map”** means a map held in electronic format recording boundary information at accuracy levels that are suitable to support land-administration requirements for recording title boundaries with precision. Such maps would have underlying topographic details of relevant physical features and be linked to the geodetic framework.  
**“Disaster recovery”** means having a capacity to implement a plan to recover and restore computer services (or paper records) in the event of a complete computer system or paper record loss.  
**“Informal settlement”** means property used for habitation where the occupier has no legal title.  
**“Land-administration agencies”** means all agencies/persons of the State or acting on behalf of the State (including but not exclusively the land registry) that are typically

required to provide information, certification, permission, surveying or registration services in relation to a purchase/sale of property.

**“Land registry”** means the agency/agencies with responsibility for the registration/recording of title, ownership, mortgages/charges/hypothecs, surveys (if appropriate) and boundary mapping and includes Registry of Deeds or the national cadastral agency, as appropriate.

**“Map”** means a map with a scale that is suitable for supporting land administration requirements for recording title boundaries with precision. Such maps would have underlying topographic details of relevant physical features and be linked to the national geodetic framework.

**“Non-registered”** means a title that may be legal but is not recorded in the office of the land registry. This includes cases where documentation has not been submitted for registration or where documentation has been submitted but registration in the land registry is delayed.

**“Ownership”** means the ownership of a single title. A single ownership may comprise a number of owners or a number of parcels or both.

**“Parcel”** means “a single area of land or more particularly a volume of space, under homogenous real property rights and unique ownership”.

**“Title(s)”** means the legal title to land. Land also includes a volume of space. A single title relates to the ownership of a particular property. A single title may be composed of one or more ownerships and may be formed by one or more parcels. There may be different layers of title to one parcel, in which case each title layer registered in the land registry should be counted as a separate title.

**“Title registers”** relates to the legal title which may, but does not necessarily, include the map. “Title registers” includes the registers of land, ownership and interests against land and the boundaries map and also includes cases where these are not all held in a single integrated register.

**“Transaction”** means all actions in the processing and registrations that result in a change in the register in the land registry/cadastral agency in respect of a single request such as a transfer of ownership and recording of any associated rights contained in the transfer deed. Each transaction such as a transfer of ownership, or a mortgage/charge/hypothec, or a cancellation of a mortgage/charge/hypothec should count as a single transaction, irrespective of the number of actual registration changes required.

## 1 System of Registration

1.1. Is your system based on civil court registration?

YES	
NO	

1.2. Is your system based on local or customary rights?

YES	
NO	

1.3. Is your system supported by title insurance?

YES	
NO	

1.4. Which of the following professions operate and which are regulated by legislation in the area of land administration in your jurisdiction?

Profession	Operates	Is regulated
Notaries		
Solicitors		
Land Surveyors		
Land Agents		
Licensed Conveyancers		
Estate Agents/Realtors		
Property Valuers		
Mortgage Brokers		
Town Planners		
Other (specify)		

Comments or Qualifications on the Questions and Responses

## 2. Coverage

2.1. Area of land registered

What percentage of the territory of the jurisdiction is registered in the **land registry**?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

**2.2. Unregistered property**

What percentage of all **titles** is held under **non-registered** arrangements?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

**2.3. Informal settlements**

What percentage of all property is held by way of informal settlements?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

<b>Comments or Qualifications on the Questions and Responses</b>							

**3. On-line Availability and Electronic Access****3.1. Availability of spatial information online**

What percentage of cadastre maps is available online?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

**3.2. Index map to titles**

What percentage of **titles** on the **digital map** is indexed by way of a link to the **title registers**?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

**3.3. On-line inspections of the title register**

What percentage of inspections of **title registers** is made on-line?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

**3.4. On-line inspections of the map/cadastre**

What percentage of inspections of **boundaries** on the map/cadastre is made on-line?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

**3.5. On-line applications for copies**

What percentage of applications for certified extracts of the **title registers** and map/cadastre is applied for on-line?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

Note: "applications applied for on-line" means that the application must be made electronically, paid for electronically (if a fee is payable), submitted to the land registry electronically and not require any paper application in support.

**3.6. Digitally certified extracts of the register**

What percentage of digitally certified extracts of the **title registers** and map/cadastre is processed paper free and issued electronically?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

Note: "Digitally certified extracts of the register" means that the certified copy is issued by the land registry in electronic format and no supporting paper document is required or issued.

**3.7. Electronic registration**

What percentage of **transactions** on the **register** is fully electronically processed?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

Note: "Fully electronically processed" means that the application for registration is made on-line, the fees are paid on-line and all of the processing is automated or automatic with no paper required at any stage of the process.

<b>Comments or Qualifications on the Questions and Responses</b>

**4. Status and Security**

**4.1. State guarantee of title**

What percentage of all **titles** in the jurisdiction is guaranteed by the **State/land registry** against loss from fraud or error?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

**4.2. Title insurance**

What percentage of all **titles** in the jurisdiction has a guarantee of title based exclusively on commercial (i.e. non-State) insurance?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							



**4.3. Court protection**

How many cases are taken against the **land registry**, including the number of decisions of the **land registry** that are appealed to Court? State the number of cases per 100,000 transactions processed during 2010.

Actual	
Estimated	

**4.4. Protection against mal-administration**

Are administrative actions of the **land registry** open to review by an independent State Ombudsman?

YES	NO

**4.5. Disaster recovery**

What is the timeframe required to recover a title registers and maps in the event of a loss of the title and/or map records?

< 48 hours	< 5 days	< 20 days	< 60 days	<1 year	>1 year

**4.6. Business continuity**

What would be the timeframe required to restore full customer services in the **land registry** in the event of a total loss of the title and map records or premises?

< 48 hours	< 5 days	< 20 days	< 60 days	<1 year	>1 year

**4.7. Customer charter and customer satisfaction ratings**

At what intervals does the **land registry** commission periodic customer satisfaction surveys?

< 1 year	1 year	2 years	3 years	>3 years	none

**4.8. Independent verification of reports and ratings**

Are **land registry** performance reports audited externally?

YES	NO

**4.9. Independent verification of reports and ratings**

Are land registry customer satisfaction surveys audited externally?

YES	NO

<b>Comments or Qualifications on the Questions and Responses</b>

**5 Taxes and Charges (as a percentage of the value of the property)**

**Clarifications**

If a figure or price is not fixed then state the range.

Assess fees and taxes on the averages charged, where applicable.

If a figure such as legal costs is negotiable, state the estimated average.

Express the figures, where appropriate, as a percentage of the purchase price for an average priced dwelling.

**5.1 Area of average dwelling**

What is the area (sq. metres) of an average-sized dwelling located in an average-priced suburban area of the largest city in your jurisdiction?

Actual	
Estimated	

**5.2 Average price of dwelling**

What is the average price for the purchase of a dwelling such as defined in question 5.1?

Actual	
Estimated	

**5.3 Purchase Tax**

What level of national/federal tax is payable for a transfer of the ownership of an average-priced dwelling as defined in question 5.2?

	Actual	Estimated
First time purchaser of existing dwelling		
First time purchaser of new dwelling		
Existing property owner purchasing existing dwelling		
Existing property owner purchasing new dwelling		

**5.4 Local taxes**

What additional municipal or local tax is payable for a transfer of ownership of an average-priced dwelling as defined in question 5.2?

Tax	
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**5.5 Title insurance**

What additional title insurance fee is typically paid on a transfer of ownership of an average-priced dwelling as defined in question 5.2?

Fee	
-----	--

**5.6 Overall registration and professional costs of property purchase**

What is the total registration fee (viz. **land registry** and all professional such as legal, notarial and survey fees) paid by both the seller and purchaser on a transfer of the ownership of an average-priced dwelling such as described in 5.2? Exclude taxes and assume that a subdivision is not necessary.

Actual	
Estimated	

### 5.7 Taxes and costs of property purchase

What are the total taxes, registration and legal fees paid by the purchaser and vendor for a transfer of the ownership of a dwelling of the type defined in question 5.6?

Actual	
Estimated	

### 5.8 Liability for recurring taxes

What level of recurring taxes (such as rates, poll tax, water charges, service charges etc.) are payable in respect of an average priced dwelling as defined in question 5.2?

Tax	
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Comments or Qualifications on the Questions and Responses

## 6. Fees ( € )

### 6.1 Register inspection

What is the fee for the inspection of a **title register**?

Fee		€
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### 6.2 Map/cadastral inspection

What is the additional fee (if any) for the inspection of a map/cadastral?

Fee		€
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### 6.3 Certified extract of a register/map

What is the fee for a certified copy of a **title register** and the associated map/cadastral?

Fee		€
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### 6.4 Registration of a charge/mortgage/hypothec

What is the fee for the registration of a mortgage/charge/hypothec on an average -priced dwelling as given in question 5.2?

Fee		€
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### 6.5 Registration of a transfer of ownership of existing dwelling

What is the fee for the registration of a transfer of ownership by sale of an average - priced dwelling not requiring a subdivision of a parcel?

Fee		€
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**6.6 Mapping a subdivision**

What is the additional fee to that given in response to question 6.5 (if any) for mapping the subdivision of a parcel on the map/cadastre in connection with the transfer of ownership of part of a parcel?

Fee		€
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**6.7 Surveys**

What is the survey fee (if any), additional to that given under question 6.6, for surveying the subdivision of a parcel on the map/cadastre in connection with the transfer of ownership of part of a parcel?

Fee		€
-----	--	---

**6.8 Cost recovery**

What percentage of the costs of the land registry is recovered by fees charged for its services?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

**Clarifications**

All fees should relate to the fee payable for dealing with an averaged priced dwelling as defined in questions 5.1 and 5.2.

“Surveys” in question 6.7 only relates to statutory surveys conducted by or directed by State authorities in connection with the sale and purchase of a premises.

<b>Comments or Qualifications on the Questions and Responses</b>

**7. Speed of Registration****7.1 Instantaneous access**

What percentage of inspections of the **title registers** and **map/cadastre** are available immediately on-line?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

**7.2 Time to obtain an extract of the register**

What is the average timeframe to obtain an officially certified extract of a **title register** or **map/cadastre**?

< 1 day	<2 days	<5 days	<10 days	<20 days	<60days	>60 days

**Clarification**

The time to obtain a copy of the register in question 7.2 should include the average timeframe required for delivery by post (if applicable).

**7.3 Registration of a mortgage/charge/hypothec**

What is the average timeframe to register a mortgage/charge/hypothec?

< 1 day	<5 days	<10 days	<20 days	<60 days	<200 days	>200 days

**7.4 Registration of a change of ownership to a full parcel**

What is the average timeframe to register a change of ownership to a full **parcel** (viz. a title to an existing property)?

< 1 day	<5 days	<10 days	<20 days	<60 days	<200 days	>200 days

**7.5 Registration of a change of ownership to part of a parcel**

What is the average timeframe to record a subdivision of a **parcel** and register the associated transfer of ownership?

< 1 day	<5 days	<10 days	<20 days	<60 days	<200 days	>200 days

**Clarifications**

The timeframe for registration in questions 7.3, 7.4 and 7.5 is the date the application is received in the land registry up to the date that the application is completed and the updated register in the land registry may be relied upon for inspection.

**7.6 Overall average timeframe to process a registration in the land registry**

What is the overall average timeframe to record a **transaction** in the **land registry** from the time of receipt of the application to the time that the updated register is available for inspection?

**Clarification**

If there are different timeframes for different types of registration, set out the overall average.

< 1 day	<5 days	<10 days	<20 days	<60 days	<200 days	>200 days

If there are different timeframes for different types of registration, set out the overall average.

<b>Comments or Qualifications on the Questions and Responses</b>

## 8 Activity

### 8.1 Application to register a transfer of ownership of a dwelling

What percentage of **transactions** in the **land registry** relates to dwellings (including houses, apartments and condominiums)?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

### 8.2 Application to register the ownership of part of a parcel

What percentage of **transactions** in the **land registry** relates to transfers of parts of **parcels** (viz. applications requiring subdivision of parcels)?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

### 8.3 Application to register a mortgage/charge/hypothec

What percentage of **transactions** in the **land registry** relates to mortgages/charges/hypothecs?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

### 8.4 Change of ownership on death

What percentage of **transactions** in the **land registry** relates to registrations by way of distribution of assets on the death of the owner?

	0%	<20%	21% - 40%	41% - 60%	61% - 80%	>80%	100%
Actual							
Estimated							

#### Comments or Qualifications on the Questions and Responses


## 9 Complexity and Automation

### 9.1 Manual land registry interactions – existing property

How many manual interactions are required with the **land registry** in order to investigate and register title for the transfer of an existing property?

Number of interactions	
------------------------	--

**9.2 Manual land registry interactions and procedures – new development**

How many manual interactions are required with the **land registry** in order to investigate and register the title for a subdivision and the transfer of part of a holding for a new development?

Number of interactions	
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**9.3 Manual State interactions and procedures – existing property**

How many manual interactions are required with all **land administration agencies** in order to investigate and register title on a transfer of an existing property?

Number of interactions	
------------------------	--

**9.4 Manual State interactions and procedures – new development**

How many manual interactions are required with all **land administration agencies** in order to investigate and register the title for a subdivision and the transfer of part of a holding for a new development?

Number of interactions	
------------------------	--

**9.5 Automated and manual State interactions and procedures – existing property**

How many interactions are required with all **land administration agencies** in order to investigate and register a title for the transfer of an existing property?

Number of interactions	
------------------------	--

**9.6 Automated and manual State interactions and procedures – new development**

How many interactions are required with all **land administration agencies** in order to investigate and register a title for the subdivision and the transfer of part of a holding for a new development?

Number of interactions	
------------------------	--

**Clarifications**

“manual interactions” in question 9.4 excludes processes or interactions that are fully automatic or automated. This would exclude any processes where applicants have immediate electronic access to all of the records or facilities required to perform the procedure.

Comments or Qualifications on the Questions and Responses

**10 Integrated Multipurpose Cadastre**

**10.1** Where registers exist for the following features, which of them are recorded on an integrated multipurpose register and/or a cadastre held in electronic format? This may include a common spatial data infrastructure.

	Integrated	Electronic
Boundaries and extent of property		
Index to lands		
Ownership of property		
Mortgages/charges/hypothecs		
Rights and burdens affecting property		
Short term tenancy agreements (less than 3-year agreements)		
Address gazetteer		
Postal code		
Community or small area registers		
Occupiers of lands (as distinct from owners)		
Planning permissions for development		
Building permits		
Land use		
Building register		
Land valuation register		
Purchase price of property for sales		
Land taxation liability and payments		
Building energy efficiency rating		
Building preservation orders		
Heritage properties and buildings classified for special conservation		
Archaeological status		
State lands		
Water rights		
Fishing rights		
Geological / seismological information		
Flood information		
Carbon trading		
Environmental status		
Public use		
Unused lands		
Census and population statistics		
Mining rights		
Inland waterways (canals, lakes, etc.)		
Utilities (gas pipes, electric cables, drains, sewerage, telecommunications networks, etc)		
Other (please indicate)		

## 11 Efficiency

### 11.1 Ownerships

What was the total number of ownerships on the **title registers** on 31 December 2010?

Actual	
Estimated	



**11.2 Transactions registered**

What number of transactions was registered in the **land registry** during 2010?

Actual	
Estimated	

**11.3 Staff in land registry**

What number of staff is engaged by the **land registry** (including staff of external contractors if work is outsourced) in boundary mapping/cadastral, land registration and associated support work? (Please express as the number of transactions completed per year in the **land registry** divided by the number of staff).

Actual	
Estimated	

**Clarifications**

“Associated support work” means staff involved in the delivery of information services, support of ICT, data cleansing, map update work and all other such support work required to maintain the registers and maps together with the support staff in administration in the organisation such as Human resources, Finance and Corporate Services.

“Staff in land registry/cadastral agency” in question 11.3 includes all staff involved in title registration and boundary related surveying but excludes staff involved in topographic or other non-boundary related mapping.

**11.4 Public Private Partnerships (PPP) arrangements**

What percentage of overall agency costs and fees for the **land registry** are the result of a PPP arrangement?

Actual	Costs (%)	Fees (%)
Estimated		

**Clarification**

“Overall agency costs and fees” in question 11.4 means the fees related to the agency/agencies involved in the registration/recording of title, ownership, mortgages/charges/hypothecs, surveys (if appropriate) and boundary mapping and associated information services and includes any costs resulting from PPP arrangements.

**11.5 Total operating costs**

What were the total operating costs for the **land registry**?

Actual	Costs (total)
Estimated	

**Clarification**

“Total operating costs” includes direct and indirect costs, such as charges for PPP arrangements, notional costs for rent to the State for premises and liability to the State for pensions of retired staff.

**11.6 Total fee income**

What was the total fee income received by the **land registry** in payment for its services?

Actual	Fee (total)
Estimated	

<b>Comments or Qualifications on the Questions and Responses</b>

**12 Gender Equality**

**12.1** Can men and women own land in the same manner?

Yes	
No	

**12.2** Can men and women devise (leave land in a will to beneficiaries of an estate on death) in the same manner?

Yes	
No	

**12.3** Have men and women the same inheritance rights?

Yes	
No	

**12.4** Have men and women the same rights of disposal over land?

Yes	
No	

**12.5** Are there any restrictions on the sale of land that do not apply equally to men and women?

Yes	
No	

If yes, please describe:

**12.6** Are there any restrictions on the ownership of land that do not apply equally to men and women?:

Yes	
No	

If yes, please describe:

- 12.7 Do rights to ownership of land alter on marriage in any manner that does not equally apply to men and women?

Yes	
No	

If yes, please describe:

Comments or Qualifications on the Questions and Responses

### 13 Appendix: Address register

- 13.1 Do you have official address system in your jurisdiction?

Yes <i>(If 'Yes', Please Complete questions 13.2-13.5)</i>	
No: if "No" go to question 13.6	

- 13.2 Please, describe your address system. *(Please specify)*

*(E.g. whether it hierarchically consists of name of town or local municipality, postal code, street or square name and house number)*


- 13.3 Which authority is responsible for registration of official addresses?

a) For physical persons: <i>(please specify)</i>	
b) For legal persons: <i>(please specify)</i>	

- 13.4 Which authority is responsible for determining and/or recording data about addresses?

Local authorities	
State administration	
Postal authorities	
Other <i>(please specify)</i>	

- 13.5 Does your jurisdiction have a code system for municipalities and streets?

YES	NO

**13.6** Do you have geo-referenced data for addresses in your jurisdiction?

YES <i>(If 'Yes', Please Complete question 13.7)</i>	
NO	

**13.7** Are geo-referenced data for addresses available in digital form?

YES	NO

**13.8** Does registration of land ownership in your registration system require recording the addresses of the owners?

YES <i>(If 'Yes', Please Complete questions 13.9-13.11)</i>	
NO <i>(If 'No', Please Complete question 13.12)</i>	

**13.9** Does registration of the new owner in your registration system require informing the previous owner about the change in ownership?

YES	NO

**13.10** Do you record the actual address of the owner or the address which is presented in the document which is the base for the transaction?

a) Actual address	
b) Address presented in the document which is the base for transaction <i>(If 'b', Please Complete question 13.11)</i>	

**13.11** How do you identify the actual location (address) of the owner?

*(Please specify)*


**13.12** How do you identify the location (address) of owner?

*(Please specify)*


<b>Comments or Qualifications on the Questions and Responses</b>

**Questionnaire # 2: Updated version of questions contained in UNECE publication “*Inventory of Land Administration Systems in Europe and North America, 4th edition (July 2005)*”<sup>2</sup>**

**1 Organization and government responsibility**

1.1 Please provide the contact details of all organizations responsible for land registration

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	

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<sup>2</sup> Officials are invited to elaborate on the qualitative aspects of the work of cadastre agencies in the sections marked as "comments or qualifications on the questions and responses."

1.2 Please provide the contact details of all organizations responsible for cadastral and topographical mapping

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	

**1.3** Please provide the contact details of all organizations responsible for land use

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	

Organisation	
Address	
Telephone	
Fax	
Web address	
eMail Address:	



## 2 Land-title registration

### 2.1 Do you have a system for recording land ownership?

NO		
YES If so, how is it recorded?	Register of title:	
	• by title number	
	• by parcel identifier	
	Register of deeds	
	Both (please, provide details)	
	Other records (please, provide details)	
How is the register record described/kept locally?		

### 2.2 Please indicate which of the following items are included in these records:

Purchase Price Paid	
Legal Rights	
Existence of Secured Loan	

### 2.3 Where is this system administered and maintained?

At a National Level	
At State or Province Level	
At Regional Level	
Other (please specify)	

### 2.4 How are the records kept?

In a computerised format (indicate percentage)	
As Paper / Manual Records	
As a Combination of Both	

### 2.5 Are the data open to public inspection?

By any member of the public without restriction	
By any member of the public With restriction in the level of access	
By professional parties only	
By other groups (please specify)	

**2.6** Is the system of property transfer/land registration guaranteed by the state?

NO	
YES (please provide brief details in the space provided)	

**2.7** Do you have a system to protect an application to record a change of ownership against another pre-dated transfer? (for instance by establishing priority rules for registration applications)

NO	
YES (please provide brief details in the space provided)	

**2.8** Last year (2010), what percentage of applications to the land title registry were to record a change in property ownership?

Actual	
Estimated	

**2.9** If records are maintained of the following information, please indicate the approximate number of properties transferred annually:

	Approximate number of properties transferred annually
From State ownership to the private sector	
Within the private sector	
How many mortgages were registered?	

**2.10** If records are maintained please indicate the:

	Approximate percentage of arable land in
Private ownership	%
State ownership	%
Of all arable in your country, what percentage is rented from the State?	%

**2.11** How is the work of land/title registration financed in your country?

By government funding	%
By fees for services	%
Other (please specify)	%
Total	100%

2.12 What is the total cost annually of:

	Total cost annually
Operating the land and title registration system in your country	€
Investing in the further development of land and title registration	€

2.13 Please list the main regulations or legislation under which land and title registration is administered in your country.


Comments or Qualifications on the Questions and Responses

### 3. National Topographical Survey of Physical Ground Features and Recording of the Area of Parcel Boundaries

3.1 Do you have a geodetic network to support land title registration in your country?

YES	NO

3.2 Does the title registration system require a map?

YES	NO

3.3 Does the land administration system use

A topographical map	
Other plans or maps indicating, for instance, ownership limits	
A combination of both	
A special cadastral map	

3.4 What percentage of the land mass in your country has been mapped?

< 25%	25% - 50%	51% - 75%	75% - 99%	100%

3.5 Which scales are used?

1:1000	
1:2000	
1:5000	
1:10,000	
1:50,000	
1:1000,000	
Other (please specify)	

3.6 Is this map held in digital format?

Not at all	
Partly (please specify what percentage)	(please indicate if digital information is held as raster or vector data)
Completely	(please indicate if digital information is held as raster or vector data)

3.7 Do you have a system for recording data on boundaries of ownership and parcels of land?

No	
Yes, integrated with the register of ownership	
Yes, as a separate system linked to the register of ownership	
Yes, as a separate system not linked to the register of ownership	
Other (please specify)	

3.8 Is this system administered and maintained:

At a national level	
At state or province level	
At regional level	
Other (please specify)	

3.9 What is the estimated total number of land parcels in your country?

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3.10 What was the total number of parcels recorded on the title registers on 31 December 2010?

Actual	
Estimated	

3.11 Does the governing legislation require that corner points are surveyed to determined new registered boundaries on new developments

YES	NO

**3.12** Are the registered parcel boundaries defined:

Precisely (by measurement from a framework of co-ordinates or geodetic reference)	
In general terms on a topographical map	

**3.13** Which, if any, of the following survey techniques are used:

Land surveys	
Aerial photogrammetry	
Other (please provide some details)	

**3.14** Are these data open to public inspection:

By any member of the public without any restrictions	
By any member of the public with restrictions at the level of access	
By professional parties only	
By other groups (please specify)	

**3.15** Are the map records held:

In a computerized format (indicate percentage coverage)	
As paper / manual records	
As a combination of both	

**3.16** To what extent are private companies used in surveying new boundaries?

Not used	
In conjunction with government employees	
Exclusively	

**3.17** How many separate parcels were surveyed as a result of physical changes during 2010?

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**3.18** How is the work of the national survey and recording of parcel boundaries financed in your country:

Government funding	%
Fees for services	%
Other (please specify)	%
Total	100%

**3.19** What was the total cost last year of:

	Total annual cost
Maintaining the national survey and recording parcel boundaries in your country	€
Investing in further developments	€

**3.20** Please list the main regulations or legislation under which the topographical cadastral survey or parcel and boundary recording is administered in your country:


Comments or qualifications on the questions and responses

#### 4 Record and Determination of Land Use and Classification of Attributes

**4.1** Do you have a standard land-use classification system?

YES	NO

**4.2** If yes, who is responsible for maintaining or amending the classification system:

National Ministry	
Regional or local government	
Research institute	
Other (please specify)	

**4.3** Does the classification system for land use identify the following:  
(write “y” for yes; “n” for no)

Residential	
Commercial/office	
Industrial	
Agricultural	
arable	
forest	
Other (please specify)	

**4.4** Do you have a unified system for collecting information on the distribution of land use for the whole country?

If 'Yes', please proceed to questions 4.4 - 4.8	
No, but we have plans to do so	
No, and we have no plans	
Other (please specify)	

**4.5** Where is this system administered and records maintained:

At national level by a Ministry?	
At national level by another organization, e.g. research institute?	
At state/province level?	
At regional or local level?	
Other (please specify)	

**4.6** To what extent is the country covered?

Complete census	
Sample of parcels	
Sample of points	
Other (please specify)	

**4.7** What method of data collection is used?

Mapping system	
Field surveying	
Photographic surveying	
Through another administrative system	
Other (please specify)	

**4.8** Are the data held:

In computerized format	
As paper/manual records	
As a combination of both	

**4.9** Are the data available for enquiry by the public?

YES	NO

**4.10** How is the maintenance of records of land use financed in your country?

Government funding	%
Fees for services	%
Other (please specify)	%
Total	100%

**4.11** What was the total cost in 2011 last year:

	Total annual cost
Maintaining the system of land-use classification	€
Investing in the further development of land-use classification	€

**4.12** Please list the main regulations or legislation under which land use recording is administered in your country:


Comments or qualifications on the questions and responses

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