

Annotated Form DB Checklist

Land Registry Determined Boundary Application - Practice Guide 40 Supplement 5

Section 1: Applicant + Property Details

- 1.1 Full name of applicant (matches registered owner)**
- 1.2 Title number under which application is made**
- 1.3 Property address (matches registered title)**
- 1.4 Daytime telephone / email for Land Registry queries**

Section 2: Plan Requirements (PG40 Supp 5 paras 4-7)

- 2.1 Plan scale: typically 1:500 or 1:1250**
- 2.2 North arrow (preferably to OS National Grid true north)**
- 2.3 Linear scale bar in metres**
- 2.4 Sufficient OS detail to identify the land (roads, buildings)**
- 2.5 Title boundary shown in red (with line width 0.5mm min)**
- 2.6 Determined boundary shown in green (with line width 0.5mm min)**
- 2.7 Each boundary point labelled with unique reference**
- 2.8 Coordinate table (OSGB36 eastings + northings to 3 decimal)**
- 2.9 Plan signed and dated by applicant + surveyor**

Section 3: Adjoining Owner Notifications (PG40 Supp 5 paras 9-12)

- 3.2 Serve Form DB notices on each (with 15-day reply window)**
- 3.3 Record all replies + any counter-proposals**
- 3.4 If objections received: refer to the First-tier Tribunal (Property Chamber)**
- 3.5 If consents received: attach as Schedule to Form DB**

Section 4: Surveyor Certification

- 4.1 Surveyor name + RICS / CICES membership number**
- 4.2 Firm name + Professional Indemnity insurance confirmation**
- 4.3 Date of survey and date of plan production**
- 4.4 Methodology statement (instrumentation + accuracy band)**