

Procedure for Transfer of title of open space lands to Council in accordance with Planning Act 2000.

Required from Developer:

The developer shall write a formal request letter addressing the Environment Department, Public Realm Planning Section, requesting to have the land taken-in-charge.

Full address to type on the letter:

Senior Executive Parks Superintendent,
Public Realm Planning and Projects Team,
Environment Water and Climate Change Department,
South Dublin County Council,
Tallaght,
Dublin 24.

This letter should be accompanied by the following five items in one package:

- (1) an accurate map to Land Registry Requirements(i.e Ordnance Survey map to scale of 1:1000) with lands to be transferred outlined in red thereon, also associated Folio numbers to be written on this map
- (2) evidence of the Vendor's title i.e. copy of Land Registry Folio or copy of Deeds if unregistered land etc.,
- (3) A separate letter of confirmation that the lands being transferred as outlined on the maps are contained within the relevant folios and/ or Deeds.
- (4) Draft Deed of Transfer (with proof of ownership and folio numbers attached)
- (5) As Constructed Drawings (showing all services – particularly where they traverse the open spaces)