

FEES FOR REGISTRATION AND INFORMATION SERVICES

This guide applies to applications for registration or recording of deeds or events in the public registers for which the Keeper of the Registers of Scotland is responsible, received on or after 22 January 2007. Also, to all requests for the provision of information from those registers, received on or after 1 June 2009.



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PAYMENT OF REGISTRATION AND RECORDING FEES

All applications for registration in the Land Register, or recording in the General Register of Sasines must be submitted with the appropriate fee. If the appropriate fee is not submitted the application may be cancelled.

All other services are invoiced.

METHODS OF PAYMENT FOR REGISTRATION AND RECORDING

Fees can be paid by cheque, cash or Direct Debit. Direct Debit is the only payment method for applications submitted using the Automated Registration of Title to Land system (ARTL). Direct Debit is the most efficient and cost effective way of paying registration fees. If you have any questions on using Direct Debit to pay for registration fees, please contact our Accounts Department on 0131 479 3633.

The guide is a summary. For further details, please consult the Fees in the Registers of Scotland Order 1995 as amended, the Community Right to Buy (Register of Community Interests in Land Charges) (Scotland) Regulations 2004 and the Agricultural Holdings (Fees) (Scotland) Order 2004, and the fees in the Registers of Scotland Amendment Order 2009.

1. FEES FOR REGISTRATION IN THE LAND REGISTER OF SCOTLAND AND THE GENERAL REGISTER OF SASINES

1.1. THE LAND REGISTER AND THE GENERAL REGISTER OF SASINES

- If your application to the Land Register or your deed submitted for recording in the Register of Sasines creates, transfers or varies an interest in land (other than a heritable security), such as a Disposition, or Grant of Long Lease, assignation of a Tenant's Interest in a Long Lease, is a Notice of Title or relates to completion of title, then a fee is payable on the amount of consideration or value of the property transferred or affected. See **1.2. Fees for Land Register Applications Creating or Transferring an Interest in Land or Recording of Conveyances in the Register of Sasines**
- If your application to the Land Register or your deed submitted for recording relates to the grant, variation or discharge of a heritable security, then fixed fees are payable. See **1.3. Fees for Registration and Recording of Heritable Securities and Related Deeds**
- For any other type of application to the Land Register for registration or noting or for recording a deed in the Register of Sasines, then fixed fees are payable. See **2. Miscellaneous Fees**

1.2. FEES FOR LAND REGISTER APPLICATIONS CREATING OR TRANSFERRING AN INTEREST IN LAND OR RECORDING OF CONVEYANCES IN THE REGISTER OF SASINES

Subject to a number of exceptions outlined on page 3, you should base your fee on the consideration for the interest created, transferred or varied or the value of the land affected by your application or deed, whichever is the greater. Please see Tables A and B. **Table B is only applicable to applications which will be submitted using Automated Registration of Title to Land (ARTL).**

Consideration or Value

		Table A Fee £	Table B Fee £ (ARTL only)
Not	£50,000	£30	£20
Exceeding	£100,000	£100	£75
	£150,000	£200	£150
	£200,000	£300	£225
	£300,000	£400	£300
	£500,000	£500	£375
	£700,000	£600	£450
	£1,000,000	£700	£550
	£2,000,000	£1000	£800
	£3,000,000	£3000	£2,500
	£5,000,000	£5000	£4,500
Exceeding	£5,000,000	£7500	£7,000

LAND REGISTER

Apply Table A where your application for registration in the Land Register is for:

- First Registration of an interest in land on Form 1; or
- registration of a Dealing with Whole on Form 2 (but not an assignment of a heritable security); or
- a Transfer of Part of a registered interest in land on Form 3; or
- registration of a dealing on Form 2 over a registered interest to create a liferent or an incorporeal heritable right, such as a servitude and will not be submitted for registration in the Land Register using ARTL.

Apply Table B to any of the foregoing where your application to the Land Register will be made using ARTL.

REGISTER OF SASINES

Apply Table A where the deed you submit for recording in the Register of Sasines is:

- a Disposition for no consideration; or
- a Disposition in implement of trust or other purpose; or
- a Notice of Title or decree completing title; or
- any other type of deed which creates or transfers an absolute right to heritable subjects, such as a Deed of Servitude.

EXCEPTIONS

Tables A and B do not apply to standard securities or deeds relating to standard securities. See **1.3. Fees for Registration and Recording of Heritable Securities and Related Deeds.**

In addition, special provisions apply in the following cases:

- **Grant of Long Lease** – the fee is still based on Table A in all cases, but the amount on which it is calculated is ascertained by multiplying the highest ascertainable rent payable in the first five years of the term by ten, adding this to any premium passing and then applying Table A
- **Assignment** – of the tenant's right in a long lease, the fee is still based on Table A or B (if your application can be made using ARTL), but the amount on which it is calculated is ascertained by multiplying the rent payable at the time of assignment
- **Completion of Title or Notice of Title of certain public bodies** – a fixed fee of £30 is charged per Title Sheet affected by the application or per Notice of Title whichever is appropriate
- **Excambion** or exchange of land – the fee is calculated based on the value of the interest in land to which each resulting application relates, irrespective of the total consideration for the excambion – apply Table A or B as appropriate
- **Operation of a Survivorship Destination** where a fixed fee of £30 is charged

- **Single Applications** to the Land Register affecting a number of Title Sheets are charged a fee under Table A on the consideration or value plus an additional fee of £30 for every Title Sheet affected other than the first
- **Single Transactions** which result in a number of applications to the Land Register and/or a deeds presented for recording in the Register of Sasines – a fee is charged based on the amount of the consideration, or the total value of the heritable interest created, granted or transferred, whichever is the greater, on the first deed or application presented, plus a fee of £30 for every related deed presented in the Register of Sasines and for every Title Sheet affected by a related application for registration in the Land Register.

1.3. FEES FOR REGISTRATION AND RECORDING OF HERITABLE SECURITIES AND RELATED DEEDS

LAND REGISTER

Where application is made for:

- (a) registration of the creation over a registered interest in land of a heritable security, i.e. a standard security; or
- (b) registration of any other dealing with a heritable security, such as a Discharge, Deed of Restriction, Deed of Variation, Ranking Agreement, or Deed of Postponement;

a fixed fee of £30 or, where application is made using ARTL, £20, is payable per Title Sheet affected by the application.

REGISTER OF SASINES

A fixed fee of £30 is charged for any deed which constitutes, transfers, postpones, corroborates or extinguishes a heritable security, for example where the deed is a

- Standard Security
- Discharge of Standard Security
- Deed of Restriction
- Deed of Variation

Please note that a memorandum fee of £30 will be payable for each additional County in which you request your deed to be recorded.

2. MISCELLANEOUS FEES

2.1 LAND REGISTER

- Application on Form 5 for noting of overriding interest etc. – £30 per Title Sheet affected
- Application on Form 9 for rectification of Land Register – £30
- Application to withdraw an application under rule 11 of the Land Registration (Scotland) Rules 2006 – £30
- Where an application is rejected by the Keeper under rule 13 of Land Registration (Scotland) Rules 2006 – £30

2.2 GENERAL REGISTER OF SASINES

- For any deed recorded in more than one County of the General Register of Sasines by Memorandum – £30 for each additional County

2.3. BOTH LAND REGISTER AND GENERAL REGISTER OF SASINES

1. Receipts under the Industrial and Provident Societies Act 1965

These are charged a fixed fee of £0.25

2. All other Applications or Deeds

Where an application is made for registration in the Land Register or recording in the General Register of Sasines of other deeds and events not specified above, for example:

- Tree Preservation Order
- Notice of Payment of Improvement or Repairs Grant
- Minute of Waiver, or Variation of a Title Condition
- Notice of Termination, Preservation or Converted Servitude
- Compulsory Purchase Order
- Notice of Potential Liability for Costs
- Application for Dual Registration of a constitutive deed or deed creating a servitude in terms of the Title Conditions (Scotland) Act 2003.

A fixed fee of £30 is payable per Title Sheet affected by the Land Register or per deed submitted in the General Register of Sasines.

3. CHANCERY AND JUDICIAL REGISTERS REGISTRATION FEES

• Register of Inhibitions & Adjudications	£15.00
• Register of Deeds & Protests, Judgements	£10.00
• Register of the Great Seal for a Charter of Incorporation	£250.00
• for a Charter of Novodamus or other Crown Grant of Land, Unsealed/Sealed	£60.00/£250.00
• for a Commission	£630.00
• Register of the Cachet Seal	£30.00
• Register of the Quarter Seal	£130.00

REGISTER OF COMMUNITY INTERESTS IN LAND (AGRICULTURAL TENANTS)

The Agricultural Holdings (Fees) (Scotland) Order 2004

The Community Right to Buy (Register of Community Interests in Land Charges) (Scotland) Regulations 2004

Registration Fees

• For an initial registration of a tenant's interest	£40.00
• For a subsequent registration of an existing or previously registered interest	£25.00

Fees for Extracts and Copies

• For each page of an extract or copy extract	£0.50
• (a) For a plan (A4 size) (black and white)	£2.00
• (b) For a plan (A4 size) (colour)	£5.00
• (c) For a plan (larger than A4 size) A fee being the full value of the work and materials involved	
• For the authentication of each extract	£4.00
• For the handling of second and subsequent extracts and for copies	£8.00

Note: The above extracting and copying fees are subject to the addition of VAT

OTHER FEES

• Certificate issued under the Civil Jurisdiction and Judgments Act 1982(a)	£30.00
• Certificate of Custody when a deed is retained for permanent preservation	£20.00

4. PROVISION OF INFORMATION FEES

Please note that VAT is payable on all chargeable Information Services.

4.1. LAND REGISTER OF SCOTLAND

	FEE
• For a search of the Application Record against a name, address, application or title number (per item searched for)	£1.80
• For a search of the Title Sheet against a name, address or title number	£1.80
• To view a Title Sheet affecting one interest in land	£1.80
• Per Index Map search	£1.80
• Per Property Price search (For each selected 6 month period)	Free

Note: If you search for a title number by name, address or title number and then view that title sheet, the fee charged is for viewing the title sheet only. Otherwise the search is charged for. There is no fee for a search that produces a nil result.

4.2. GENERAL REGISTER OF SASINES

	FEE
1. Presentation Book	
• Per search against a name, address or minute number (per item searched for)	£1.80
2. Minute Book	FEE
• Per search against a name, address or minute number (per item searched for)	£1.80
3. Search Sheet	FEE
• Per view of an individual Search Sheet	£1.80

Note: There is no fee for searching the indices of persons or places. Nor will a fee be charged for a search that produces a nil return.

• Information from a deed or document in the Land Register Archive – for each deed or document	£8.00
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4.3. CHANCERY AND JUDICIAL REGISTERS

Books of Council and Session

• For a search in the Register of Deeds or the Register of Judgments against a name, a pursuer/petitioner, a defender/respondent or a judgment number (per item searched for)	£1.80
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Register of Inhibitions and Adjudications

• For each group of up to 6 names or fewer searched against in the Register of Inhibitions	£1.80
• For provision of a copy of the daily minutes (per day)	£19.50
• For a search against a specified minute number in the Register of Inhibitions	£1.80

Note: A search includes a print disclosing relevant entries if requested within 7 working days of the date of the original search.

Register of Community Interests in Land

• For an online search of the Register of Community Interests in Land	Free
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Register of Sites of Special Scientific Interest (SSSI)

• For an online search of the Register of SSSI	Free
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4.4. FEES FOR EXTRACTS AND COPIES

Extracts

An extract is an authenticated copy of a deed. As such, it is equivalent to the original recorded deed and can be used in lieu of the original on all occasions.

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|---|-------------------------|
| • Provision of a plain or duplicate copy deed* | £8.00 |
| • Provision of a certified copy or official extract of deed* | £15.00 |
| • Provision of an Office Copy* | £15.00 |
| • Provision of extract from the National Archives of Scotland | £5.00
(plus NAS fee) |
| • For the handling of second copies or extracts requested at the same time as the first** | £8.00 |

***Note: These fees are fixed and charged irrespective of the length of the deed requested. **Note: VAT is payable on the extracts, including the first.**

NOTE 1 – REGISTER OF DEEDS (BOOKS OF COUNCIL AND SESSION).

If a deed is registered in the Books of Council and Session, the original deed is retained for safe keeping and one extract is returned in its place.

NOTE 2 – SASINE PUBLICATION EXTRACTS

Publication extracts are available for any deed recorded in the Register of Sasines. An extract ordered at a later date will cost £15.00 with additional extracts ordered at the same time charged at £8.00 each.

NOTE 3 – PRESERVATION WRITS

Any deed presented for recording in the Register of Sasines, which is noted for preservation, or preservation and execution, on the Sasine Application Form, shall be held to be registered simultaneously in the Register of Sasines and the Books of Council and Session.

In this case, prepayment does apply.

NOTE 4 – EXTRACTS

An extract ordered at a later date will cost £15.00 with additional extracts ordered at the same time charged at £8.00 each.

4.5. LAND REGISTER REPORTS

Fees for Land Register Reports are as follows:

Type of Report	Fee
Form 10	£ 28.50
Form 11	£ 16.50
Form 12	£ 28.50
Form 13	£ 16.50
Form 14	£ 28.50
P16	£ 28.50
P17	£ 28.50
Combined Form 10 and P16	£ 41.00
Combined Form 12 and P17	£ 41.00

Note: The fees for the above continue to include the provision of a hard copy report. If a duplicate hard copy report is required there is an additional fee of £7 for each report.

4.6. MISCELLANEOUS SERVICES

	Fee
Information on sales by consideration	£ 450 per month for the whole of Scotland*
Information on land values	£622 per month for the whole of Scotland*
Information on transactions relating to a creditor or legal agent**	£100 per month or per quarter
Data set of registration county boundaries	£100
Provision of minutes of General Register of Sasines	£252 per month
Report on postcode sectors	£105 per month or per quarter

* Information on a per Registration County basis is also available at a reduced fee. See website for further information.

** Only available for your own firm or organisation.

All the forms listed above are available electronically. eForms is a free service that can be accessed by visiting our website at ros.gov.uk/eforms

Paper copies of the forms can be obtained from Customer Services
Tel: 0131 659 6111 Ext 5133. These forms are free of charge.

For further details contact the eServices Helpline on 0845 607 0160

Please tell us if:

- You need help in understanding the information that we give.
- You would like the information in a different format, including audio cassette, large print or in Braille.

We can provide language translation and interpretation services.

Any queries regarding this information should be directed to the Customer Service Centres:

EDINBURGH

Erskine House, 68 Queen Street, Edinburgh
EH2 4NF
Tel. 0845 607 0161 Fax. 0131 200 3932

GLASGOW

9 George Square, Glasgow, G2 1DY
Tel. 0845 607 0164 Fax. 0141 306 4424
email: customer.services@ros.gov.uk

Textphone users can contact us on 0845 607 0168. The Customer Service Centres are open to the public from 8.30am to 4pm Monday to Friday.

Both centres have wheelchair access and hearing loops.

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