

Application for cadastral procedure – instructions

On the form below, you can apply to change a property or form a new property unit, clarify boundaries and more. Applying entails a cost, and we charge for our work from the time the application is received by Lantmäteriet (the Swedish Mapping, Cadastral and Land Registration Authority). We suggest you start by reading these instructions, so that the application you submit is as complete as possible.

Before you submit an application

There are a few things you will need to check before submitting your application. For example:

- Is there a detailed development plan for the area? If so, this controls how the land may be used.
- Do you need planning permission or any similar permission for what you are seeking to do?
- Is the area covered by shoreline protection?

Information should be obtained from the municipality about these issues.

Please submit the following with your application:

Sketch map – almost always needed

Please include a sketch map with the application in order to clarify what you would like to have done. For example if the application concerns:

- dividing up a property, (subdivision or partition),
- transferring land between properties (reallotment),
- establishing a new legal right (such as easements),
- clarifying boundaries (property definition or special boundary marking),
- form a new joint facility for a road or a bridge, for example.

You are welcome to draw a map yourself or copy an old map and mark on it what you would like to change.

Purchase contract, deed of purchase or deed of gift – if the land in question has already changed owners

Has the land recently changed owners via a purchase or gift? If so, send us something that shows this to be the case, such as a signed purchase contract or deed of gift.

The document must be a certified copy (see below) or the original document.

If the purchase concerns part of a property, the document must not be more than 6 months old. If it has been more than 6 months since the purchase, enter a new date and sign alongside the new date.

It is also possible to apply for changes without first completing a land transaction. In such cases, we work together to resolve any issues during the course of the work, such as whether one property owner should pay compensation to another property owner.

Agreements or other contracts between owners – if they already exist

The document must be a certified copy (see below) or the original document. It may be, for example, that you have agreed on compensation between the owners. If you have not made an agreement, we will sort out what is required during the course of the work.

Consent from a spouse

Sometimes the spouse of a property owner has to authorise a purchase contract or an agreement, for example, which is submitted along with the application. This may be the case, for example,

- if a property owner is married, and their spouse is *not* also a joint owner of the property;
- if the property is *not* private property;
- if there is *no* marriage contract.

If this is the case, you will need to include signed consent from your spouse, either as a separate document or incorporated into the document of purchase, document of gift or agreement.

If you are unsure whether consent is needed in your particular case, you can wait to send it in, and we will clarify the issue once an administrator has been assigned to your case.

Prior approval or planning permission from the municipality – if you want to erect a new building in an area where there is no detailed development plan.

A copy will suffice. It does not need to be certified.

Shoreline protection exemption from the municipality or county administrative board – if you want to erect a new building in an area where shoreline protection applies

A copy will suffice. It does not need to be certified.

Power of attorney – if you are applying on behalf of someone else

The power of attorney must be the original document or a certified copy (see below).

Certified copies – how to certify original documents

Make a copy of the original document. Ask someone to certify that the copy is identical to the original.

For the person who is to certify the document:

Write 'certified' on the copy and sign it. You thereby certify that it is exactly like the original, and that nothing was changed when the copy was made. To do this, you need to look at both the original and the copy.

How much will it cost?

The cost depends on how much time we need to spend working on the case. Often the cost will be in the region of SEK 50 000 to SEK 100 000, sometimes significantly more. When an administrator starts working on your application, you will be able to get a rough estimate of how much it might cost and who will have to pay.

You can read more on our website, www.lantmateriet.se/en/, about how we charge and see some examples of pricing.

We charge for all of our work on the application and the measures you are applying for, **irrespective of the final outcome**, including whether:

- what you are applying for is feasible
- what you are applying for is not feasible
- you withdraw the application.

The work we charge for starts immediately when we receive your application. For example, we need to check whether you have the right to apply for changes to the property and whether the application contains everything needed. Even if you were to withdraw your application immediately, the cost would be at least SEK 6 500-18 500 (cost as at 01/02/2023).

If it turns out that what you have applied for is not feasible, it is usually the applicant or applicants who have to pay for the work we have already done.

Who should make the application?

If the application concerns a property jointly owned by several people, all of the owners will need to sign the application and provide their contact details. This applies even if, for example, a married couple owns a property together. One exception to this is when a property is to be divided up by partitioning. Where this is the case, one of the owners can apply for partitioning even if not all of them want it. But if the owners agree, everyone should sign.

Sometimes **several properties** are affected by a measure. In these cases, it is a good idea for the owners of as many of the properties concerned as possible to sign the application. Doing so allows the work to proceed more smoothly, and this can reduce the cost and the time it takes to get a decision.

In some cases, the owners of a property can make an application on their own even if other properties are affected, such as in cases which involve:

- forming a joint facility,
- transferring land between properties,
- establishing, amending or removing a right (easements),
- clarifying boundaries, etc.

Does it concern a subdivision? Where this is the case, the application can be made either by the owner of the property or by the person who has bought or received part of a property in order to subdivide it.

Personal data and confidentiality

Lantmäteriet stores personal data. If you would like to learn more about how we process your personal data, please contact Lantmäteriet's customer service on +46 771-63 63 63. Please be aware that all documents submitted to Lantmäteriet become a public document which generally means they can be disclosed in accordance with the principle of openness. Do you have a protected identity or another reason for information to be kept confidential? If so, call Lantmäteriet's customer service before submitting information or documents.

Contact details for Lantmäteriet

Telephone number for Customer Service Centre: 0771-63 63 63. Office hours: Monday-Friday 09:00-16.00

Website: www.lantmateriet.se/en/

Address: Lantmäteriet Fastighetsbildning, SE-801 82 Gävle, Sweden

Application for cadastral procedure

Property/properties which the application applies to, for example Torp 1:2

Municipality and county where the property is located, for example Gävle
Gävleborg

What do you want to do?

Please tick the measure(s) that best describe what you want to do. You can apply for several things at the same time. Please also describe what you want to do in your own words on the next page.

- form a **new property unit** from part of a property (subdivision)
 - At the same time, we request that mortgage deeds on the property (mortgages, pledged as security for loans) should not apply to the new property. (If you do not know whether this is relevant, we will clarify it later on.)
 - transfer land** between properties, move borders (reallotment)
 - combine properties** into one, if the properties are owned by the same people (amalgamation)
 - divide a property currently jointly owned by several people** so that each of them gets their own new property, for example (partition).
 - form a new three-dimensional property, **3D property**

 - create a right** to use a space, such as a road, utilities or wells, on someone else's property (official easements, reallotment)
 - amend or remove a right** (official easements, reallotment)

 - establish the boundaries of a property** (property definition)
 - establish** the rights and obligations that apply to an **easement** or **joint facility** (property definition)
 - demarcate boundaries more clearly** and place more boundary markings on the ground, for example where boundary markings have disappeared (special boundary marking)
-

create a right for a facility that is already in place or that you are planning to build, for example, a sewer or drain, road, bridge or well. The right shall enable the owners of several properties to use the facility and confer an obligation to jointly manage it (joint facility).

change a joint facility (review)

form a joint property association to look after the new or changed **joint facility**

Please describe in more detail what you want to have done

Describe in your own words as accurately as possible what you want to have done and why. If you run out of space, you can add more information on a separate piece of paper.

Land use and any buildings

What is the purpose of the changes you are applying for? (You can tick multiple boxes.)

to build a private dwelling

to increase or decrease the size of a privately owned property (without building a new dwelling)

to develop a commercial or publicly owned property, for industrial or residential purposes, for example

to develop or change agricultural or forestry use

to develop public services, such as schools, public spaces, nature reserves

Are you going to build something new?

No. Yes. If yes, please specify:

to develop public infrastructure, such as roads, railways, utilities (not private individuals)

to jointly own, use and manage a sewer or a private road, for example (joint facility)

other – please specify:

Documents in the application

Please tick the boxes for what you are including with the application. The documents you need will depend on what you are applying for. Please see the section **Please submit the following with your application.**

a sketch map illustrating the desired measure

purchase contract, deed of purchase or deed of gift

agreement or contract between owners

consent from a spouse

planning permission or prior approval

shoreline protection exemption

power of attorney for a representative

documents showing authorisation to represent an organisation

other – please specify:

Costs – who is going to pay?

Lantmäteriet charges for all of its work from the date of receipt of the application. Lantmäteriet usually decides who should pay what. Those involved can also agree on how to share the costs here in the application or at a later date.

Does anyone want to take it upon themselves to cover the cost of Lantmäteriet's work?

No.

Yes, the full cost of Lantmäteriet's work will be paid by (name and property):

Yes, we have agreed to share the costs as follows:

If an organisation is to pay, what reference should appear on the invoice?

Recipient of the file

When Lantmäteriet's work has been completed and we have made a decision, we will send the decision to everyone involved. We will then collect all of the documents relating to the case into a file and send it by email to **one** designated recipient.

Who should we send the file to? Name and email address:

If you are unable to receive the file by email, please inform the administrator at a later date.

Contact details and signatures

INFORMATION ABOUT THE APPLICANTS

Everyone supporting the application should sign it and provide their contact details. If there is not enough space for everyone's details, please add the additional information and signatures on a separate piece of paper. Signatories will be known as **applicants**. If a property is owned by several joint owners, normally all of the owners should fill in their details and sign. Please also see the section **Who should make the application?**

If you are the **representative** of an applicant, first fill in the details of the person you represent, followed by your own details. By your name, write who you are representing and attach a power of attorney.

Property	Owner's first and last names
Personal identification number	Home address
Workplace address or other daytime address	Daytime telephone number
Email address	
Signature and date	Print name

Property	Owner's first and last names
Personal identification number	Home address
Workplace address or other daytime address	Daytime telephone number
Email address	
Signature and date	Print name

Property	Owner's first and last names
Personal identification number	Home address
Workplace address or other daytime address	Daytime telephone number
Email address	
Signature and date	Print name

Property	Owner's first and last names
Personal identification number	Home address
Workplace address or other daytime address	Daytime telephone number
Email address	
Signature and date	Print name

We are supplying the contact details of other applicants on a separate piece of paper.

Information about other affected properties, people or organisations which the applicants are aware of

Please provide information about other properties, people and organisations you are aware may be affected by what you are applying to do. They can be **property owners, buyers, agents or others who have rights to the properties** (for example, tenants or easement holders).

You only need to fill in the information you already have or can easily obtain, such as name, telephone number and cadastral reference if you know it. Lantmäteriet will also investigate who else may be affected by the application and contact them.

We use the data to provide information to those affected and to collect the information we need to make decisions.

Property (If the person concerned has a role other than property owner, state what it is, for example 'has an easement for a road').	Owner's first and last names (for organisations, give the organisation's name, contact person's name and title)
Personal identification number or organisation number (if you know it)	Home address
Workplace address or other daytime address	Telephone number
Email address	

Property (If the person concerned has a role other than property owner, state what it is, for example 'has an easement for a road').	Owner's first and last names (for organisations, give the organisation's name, contact person's name and title)
Personal identification number or organisation number (if you know it)	Home address
Workplace address or other daytime address	Telephone number
Email address	

We are supplying the contact details of other people affected on a separate piece of paper.