

Tips for preparing and completing an application for a cadastral procedure

Would you like to form a new property unit, alter an existing property unit, define boundaries, or make changes to a joint facility such as a road, carpark or bridge? In which case, you need to apply for a cadastral procedure.

To make an informed decision, find out what applies!

A cadastral procedure entails a good deal of work, time and cost as it is important that we can both secure ownership and establish who owns what in Sweden. It also creates value, for example, if you have purchased or plan to sell land, need clarity about the exact position of boundaries, or want to use a property unit as security when applying for a bank loan. We charge for both reviewing your application and also for subsequent investigation and implementation of the measures that you have applied for. This is why it is advisable to go through the information provided below and on our website before you submit your application.

Things to do or check before you submit your application

- Is there a detailed development plan for the area? If so, then this regulates how the land can be used. Information can be obtained from the municipality where the property unit is located.
- If you want to construct a new building in an area where there is no detailed development plan, then you need to check if an advance notice or building permit is required. Consult with the relevant municipality.
- Is the area subject to shoreline protection? The municipality or the County Administration Board can provide the answer to this. These are also the bodies that can, if applicable, grant exemption from shoreline protection. An exemption is required if you want to construct a new building within a shoreline protection area.
- Has the land recently changed owners through either a purchase or gift? If this is the case, then it is important to attach the document of purchase or a deed of gift, either as an original or an authenticated copy. The document of purchase or deed of gift must not be more than 6 months old.
- Are there agreements or contracts between the owners? If so, then they must be attached to the application as an original or authenticated copy. The agreements or contracts must not be more than 6 months old.
- If it is possible, make sure you are in agreement with the other property owners that are affected by the cadastral procedure before submitting an application. The costs involved can be more substantial if the parties involved are not in agreement regarding the contents of the application, how any potential compensation should be paid, or the allocation of expenses.

Remember to submit all relevant material and documentation together with your application, for example an advance notice, building permit, exemption from shoreline protection, document of purchase, deed of gift, agreements etc. Make sure to know which documents need to be submitted as an original, an authenticated copy or a copy.

How to submit an application

You can submit an application via our **e-service** or with a **paper application form**. More than one applicant can be included regardless of how you apply. If you use our e-service and there are several of you applying together then the signatory must have a power of attorney for each of the other applicants.

APPLICATION VIA OUR E-SERVICE

The easiest way to submit an application is through our e-service. Here you can apply for the most common forms of cadastral services, for example, dividing a property unit, transferring land between property units, or managing rights.

- You can attach documents digitally. Either scan or photograph the original documents, for example a document of purchase, building permit or map.
- Before submitting you must sign the application, this can be easily done with e-identification. A power of attorney for any eventual co-applicants must be attached.

We start to charge once you have submitted and confirmed your application. Firstly, for the time it takes to review your application, and then for our continued work with investigation and implementation of the requested measures.

APPLICATION VIA A PAPER APPLICATION FORM

It is also possible to submit an application using a paper application form. Follow all of the steps in the application and read the instructions carefully.

- Please note that in certain municipalities there is a municipal cadastral authority. In this case the form should be submitted to them. [See which office you should send your application to: addresses to our offices](#). If there is not a municipal cadastral authority in your municipality, then the application should be sent to the Swedish Mapping, Cadastral and Land Registration Authority, Lantmäteriet.
- If you are sending your application to Lantmäteriet, send it to: Lantmäteriet Fastighetsbildning, 801 82 Gävle, Sweden.
- It is not possible to submit an application via e-mail, as we require the original copy of the application.

Those included in the application

If the application is for a property unit with more than one owner, then all of the owners need to apply and provide their contact details. This also applies to, for example, married couples who own a property unit together. An exception from this is when a property unit is to be divided by partitioning, that is to say co-ownership is terminated, and the property unit is divided amongst the owners. In this situation, one of the owners can apply for partitioning even if all of the owners are not in agreement. However, if the owners are in agreement, then they should all be applicants. If you apply via our e-service only one owner can sign the application. If there are several of you applying together then a power of attorney for each of the other applicants, who are not the signatory, must be drawn up and attached.

Processing times

As our services are in high demand, there can be a waiting period before your application is reviewed by one of our case officers. It is also at this point that you will be informed regarding if the requested measure can be implemented and approximately how long it can be expected to take.

[You can see here the current averages for our processing times](#)

Costs

We charge for the time it takes to review your application, and then for our continued work with investigating and implementing the requested measures.

We start by confirming that you have the legal right to apply for the changes to the property unit and if your application is complete. The cost depends on how much time we require to process the application.

Often, the total cost for a cadastral procedure is in the range of SEK 50 000 to 100 000, sometimes significantly more. When a case officer commences the processing of your application, you can get an approximate estimate of the costs entailed and who is liable for the costs.

Even if your application is denied or if you withdraw your application, you will still be charged for the costs connected to our review and initial assessment. This is normally in the range of SEK 6 500 to 18 500. If it is not possible to implement the measures requested, it is the property owner who is the signatory on the application who must pay the costs entailed.

[Obtain information about fees we charge and cost estimates](#)

Other things to bear in mind

If you are summoned to a meeting, it is important that you attend in order to safeguard your interests. At such a meeting you will receive information regarding your application and be given the opportunity to present your wishes in the matter. If you are unable to attend the meeting, you have the possibility of sending someone else to represent you, as long as that person has power of attorney.

You may also need to be present during fieldwork when we carry out an on-site inspection and measurements.

Lantmäteriet sends invoices during the course of the process and always sends a final invoice upon completion.

Once a cadastral procedure is completed

- Has a property unit changed ownership? In that case, the new owner needs to apply for registration of ownership.
- When the cadastral procedure is completed, you will receive a decision. You have the right to appeal against this decision, information about how to appeal can be found in the decision document. Generally, an appeal must be submitted within four weeks of a decision.

We look forward to receiving your application!