

Fast Track Acceptance Criteria

This Appendix sets out the criteria which a Fast Track Request must meet in order to be accepted. The criteria are as follows:

1	Number of deeds / plans: the number of title deeds and/or plans submitted in respect of the Request is no more than five (5). Fast Track cannot be provided where the number of title deeds and/or plans exceeds five (5).
2	Digital plans only: all plans submitted in respect of the Request are in a digital format. Fast Track cannot be provided where there is a requirement to submit hard copy plans.
3	<p>Digital data quality: the quality of any digital data submitted in respect of the Request is adequate, meaning:</p> <p>GIS data must be supplied to RoS as follows:</p> <ul style="list-style-type: none">• All spatial data must be in either the GeoJson file format or ESRI shape file format.• When submitting shape file data, the following files must be included: *.prj, *.dbf, *.shp, *.shx.• All data must be spatially referenced and projected to the correct datum and projection. All shape files must be submitted with a .prj file defining this projection and coordinate system. The correct datum and projection to use are as follows (and as further detailed at http://epsg.io/27700): <p>Datum: OSGB1936 Projection: OSGB 1936 / British National Grid Geodetic CRS: OSGB 1936 Ellipsoid: Airy 1830 Prime meridian: Greenwich</p> <ul style="list-style-type: none">• All spatial data must be topologically correct (no gaps or overlaps).• The shape file must be of polygon geometry type and consist of one or more polygon features.• The shape file attribute table (.dbf) should individually identify and correspond to the deed plan.• The shape file must contain a single entry in the .dbf for each polygon. No multipart features will be accepted.• The data should be created using Ordnance Survey MasterMap topography layer as the base map. It is not necessary to submit a separate feature or shape file depicting the base map. However, it can assist RoS in resolving temporal base map conflicts. <p>Fast Track cannot be provided where the digital data quality is inadequate.</p>
4	<p>Arbitrary shape: If the plan submitted with the Request contains an arbitrary shape, it is also accompanied by digital data.</p> <p>Fast Track cannot be provided where a plan contains an arbitrary shape unless also accompanied by digital data.</p>

5	<p>OS map deviations: If the Request relates to an area of ground which significantly deviates from the defined boundaries of the OS map, it is also accompanied by digital data.</p> <p>Fast Track cannot be provided where a Request relates to such an area unless also accompanied by digital data.</p>
6	<p>Large areas of ground: If the Request relates to an area of ground which is of twenty five (25) hectares or more, it is also accompanied by digital data.</p> <p>Fast Track cannot be provided where a Request relates to such an area unless also accompanied by digital data.</p>
7	<p>Requires more time: the attributes (such as size, complexity or volume) of the Information and/or Subjects relating to a Request are not likely to require more time to review than Same Day Period for Completion allows.</p> <p>Fast Track cannot be provided where, as a result of the aforementioned attributes, more time is likely required to review the Request than Same Day Period for Completion allows for. Examples of attributes which may require more time to review include the following:</p> <ul style="list-style-type: none"> • where Subject of the Request: <ul style="list-style-type: none"> ○ is an industrial estate; ○ is a shopping complex; ○ is a shipyard; ○ is or relates to the foreshore; ○ is or relates to the seabed; ○ is or relates to a body of water such as a river, burn, loch or estuary.