



## Lands & Survey Department

### Publication Scheme

*Produced in accordance with the Deputy Governor's Code of Practice*

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#### 1. About the Publication Scheme

Every public authority covered by the Freedom of Information Act has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Lands & Survey Department to making information available to the public as part of its normal business activities.

The Lands & Survey Department will:

- specify the information held by the Department, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the Department and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;

- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public; and
- regularly review and update the information made available under this scheme.

## **2. Information that may be withheld**

The Lands & Survey Department will generally not publish:

- information in draft form;
- information that is not held by the Lands & Survey Department or which has been disposed of in accordance with a legally authorized disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Act or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted<sup>1</sup> form, wherever it is practical to do so, indicating which exemptions apply.
- Information that is sold on a commercial basis as part of the Department's business operations

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Act expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Lands & Survey Department's (or another organization's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

## **3. Methods of access**

Information available under our publication scheme will usually be accessible through the methods described below.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

*Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

#### Online

Many of our documents are published electronically on [www.caymanlandinfo.ky](http://www.caymanlandinfo.ky) and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility. If you are still having trouble locating information listed under our scheme, please contact us on +1 345 244 6642 or [Caymanlandinfo@gov.ky](mailto:Caymanlandinfo@gov.ky).

Information in this document that are in blue are hyperlinked to specific pages in this document, to our website, email addresses or to external sites.

#### Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at [foi.lsu@gov.ky](mailto:foi.lsu@gov.ky) or [landsurv.info@gov.ky](mailto:landsurv.info@gov.ky) to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

#### Phone

Documents listed in the publication scheme can also be requested by telephone. Please call +1 345 244 3420 to request information.

#### Post

All information listed in the publication scheme will usually be available in hard copy (for a fee). Requests may be addressed to:

The Director  
Lands & Survey Department  
PO Box 120  
Grand Cayman KY1-9000  
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

#### Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

#### Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact us on +1 345 244 3420.

The Lands & Survey Department will adhere to its obligations under section 10 of the FOI Act and any requirements relating to disability or discrimination when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Lands & Survey Department is legally required to translate any information it will do so.

In certain circumstances published information may only be available for viewing in-person. Inspection rooms are available during the operating hours of our counter service, 9.30am-4pm on business days.

#### **4. Fees and charges**

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Lands & Survey Department strives to ensure that fees and charges are clearly explained and kept to a minimum.

Fees may be charged for providing information in paper copy. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the Lands & Survey Department offers for sale. These publications are charged at the price indicated in Appendix 1, plus actual postage costs as charged by the Cayman Islands Postal Service.

##### Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (color; any size).

##### Postage costs

The Lands & Survey Department will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *Section 7: Categories of information*.

#### **5. Requests for information outside the Publication Scheme**

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Lands & Survey Department has received your payment.

Information held by the Lands & Survey Department that is not published under this scheme can be requested in writing by letter, by email to [foi.lsu@gov.ky](mailto:foi.lsu@gov.ky) or completion on an [FOI Request Form](#). Your request will be considered in accordance with the provisions of the FOI Act.

## 6. Complaints

The Lands & Survey Department aims to make our publication scheme easy to use and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme please contact the [Director, Lands and Survey Department](#) and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from our Compliments and Complaints section on our [website](#).

You have legal rights to access information under the Freedom of Information Act and a right to complain to the Ombudsman if you are dissatisfied with our response.

Ombudsman Cayman Islands,  
5th Floor, Anderson Square,  
64 Shedden Road,  
George Town, Grand Cayman

PO Box 2252,  
Grand Cayman KY1-1107,  
CAYMAN ISLANDS

Telephone: +1 345 946 6283  
Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)

## 7. Categories of information

- [About Us](#)
- [Strategic Management](#)
- [Finance & Administration](#)
- [Policies & Procedures](#)
- [Lists & Registers](#)
- [Our Services](#)

## ABOUT US

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**Name of Public Authority**  
[Lands & Survey Department](#)

**Ministry**  
[Ministry of District Administration & Lands \(DAL\)](#)

**Principle Officers**  
Chief Officer, Ministry of District Administration & Lands (DAL) – Wilbur Welcome

[Director](#), Lands & Survey Department – Jon Hall

[Chief Surveyor](#) – Michael Whiteman

Chief Valuation Officer – Uche Obi

Registrar of Lands – Sophia Williams

### ***Information Manager***

Angeleta Wilson-Daley  
[foi.lsu@gov.ky](mailto:foi.lsu@gov.ky) / Tel: +1 345 244-3420

Judith Witter (Deputy)  
[foi.lsu@gov.ky](mailto:foi.lsu@gov.ky) / Tel: +1 345 244-3420

## **Organization and Functions**

The Lands & Survey Department is part of the Ministry of District Administration & Lands (DAL) (Ministry) in the Cayman Islands Government. It comprises several sections linked by a common dealing and involvement in land and is staffed by over 60 people.

### ***Finance & Administration***

The Administration & Finance Section provides administrative and financial support for all the other sections including Survey, Valuation & Estates, Land Registry and NGIS.

- **Receptionist Duties** - Provides daily receptionist and customer service duties. We are committed to providing our customers with an exceptional customer service experience during visits to our offices to conduct business.
- **Administrative Sub-section** - Provides prompt administrative duties for Lands & Survey Sections, thus providing them quality time to practice, research, and develop their core functions.
- **Finance Section** - Provides essential services to ensure that all financial business functions are completed, including the daily collection of registry fees, document fees, and payment for myriad products, documents and services as well as daily lodgments.

Collating and reporting of daily, monthly, quarterly and annual financials are submitted and disseminated to The Director, Heads of Section, and the Chief Financial Officer (CFO) in the Ministry to assist them in making informed and effective decisions.

### ***National Geographic Information Systems (NGIS) - Development & Production***

The NGIS Section comprises two teams of trained GIS professionals with combined expertise in analysis, programming, database administration, cartography, application development and data maintenance.

The NGIS Development team is responsible for developing new and innovative methods for delivering the department's GIS and data services to government and the private sector. The team builds GIS, land information systems and information technology-related solutions, tools, services and applications for both web and desktop environments

Underpinning the day-to-day work of the department, the NGIS/NGIS Production team maintains the wide array of databases necessary for map production and database query. One of the key roles performed is parcel database maintenance based on daily input from the Land Registry. The database comprises over 30,000 parcels and undergoes constant updates and edits to ensure that the latest land information is always available for map products, registry document services and data-driven applications.

The NGIS Section offers many products and services, including:

- Creation and maintenance of the National GIS for the Cayman Islands
- Delivery of interactive mapping, data and document services via the web
- Producing standard and customized cartography
- Programming customized GIS & Land Information software
- Consultancy for a variety of clients to leverage GIS for their individual needs
- Listing parcels and owners for planning applications
- Street address location
- Spatial data creation, manipulation and maintenance for the public and private sectors
- Caymap training

### **Land Registry**

The Cayman Islands Land Registry records the details of all land ownership information in the Cayman Islands. The Registrar of Lands is responsible for the maintenance of Land Registers and Registry Maps, both of which are governed by the Registered Land Act, Registered Land Rules, and Strata Titles Registration Act and Strata Titles Registration Regulations. All Land Registers and associated documents are public records, allowing full transparency in the ownership transactions. Viewing and printing of Land Registers and Registry Map information together with the inspection of parcel files all attract a statutory fee.

In addition to the registration of land transactions, the Land Registry also undertakes the following services, for which a fee may be payable:

- Provision of Land Registry information to the general public, including copies of the Land Register and Registry Maps, and supporting documentation;
- Maintenance of an electronic Application Book of all documents presented for Registration;
- Provision of general searches including properties owned by a particular person or entity;
- Maintenance of a Register of Powers of Attorneys appointed to act in property transactions;
- Maintenance of a Strata Plan Registry, including the By-Laws (if any) of a Strata;
- Issuance of Land and Lease Certificates (now broadly obsolete);
- Assist with the preparation and witnessing of Land Registration Instruments.

### **Lands Office (Cayman Brac)**

The Lands & Survey Department has a satellite office on Cayman Brac, staffed with a Land Registry Officer and a Land Survey team. This office provides Land Registry and surveying services for Cayman Brac and Little Cayman. Surveys for the private sector are also undertaken in the Sister Islands on a normal fee basis.

### **Survey**

The Chief Surveyor heads the Survey Section and holds statutory powers that empower him to direct, supervise and control all surveys, including the authentication of legal cadastral surveys. He regulates the land surveying practice and is the authority for the preparation and publication of the official maps of the Cayman Islands.

The Survey Section provides surveying services to core government and statutory bodies in Grand Cayman. The Cayman Brac office provides services to both the Government and private sectors in Cayman Brac and Little Cayman.

Cadastral surveying is the process of mapping property boundaries to provide an unambiguous definition of the parcel extent and to maintain the Registry Maps. A legal requirement in the registration process, they can only be undertaken by Licensed Land Surveyors and Government Surveyors in accordance with the Land Surveyors Act and Land Survey Regulations for the purposes of the Registered Land Act.

In addition to legal surveys, the Survey Section carries out other types of surveys such as: Control Densification, Topographical, Engineering, Road, Volumetric and Hydrographic. The Cayman Islands is a coordinate-based, not a measurement-based system. Technological advancement in survey instrumentation, computer processing power and software developments have effectively positioned the Department as a leader in surveying expertise and consultancy.

### **Valuation & Estates Office**

The Valuation & Estates Office (VEO) provides a comprehensive range of professional valuation and real estate services to Government. It comprises a professional team of Chartered (Valuation) Surveyors who are members of the Royal Institution of Chartered Surveyors (RICS).

The VEO undertakes the following functions:

- **Stamp Duty** - The assessment and adjudication of land and buildings for Stamp Duty purposes under the Stamp Duty Act and Land Holding Companies Share Transfer Tax Act.
- **Valuation** - All valuations on behalf of CIG for various purposes including Financial Reporting, the acquisition and disposal of property
- **Compulsory Acquisition & Compensation** - The VEO, acting as agent for the National Roads Authority, provides compensation estimates for road schemes. In accordance with the Provisions of the Roads Act (2005 Revision), the VEO negotiates and settles claims with land owners affected by new road schemes.
- **Acquisition of Property and Leases** - The VEO acquires land and buildings for the government by way of negotiated agreement and sometimes by compulsory acquisition in accordance with the Lands Acquisition Act. Also, the VEO procures all rented accommodation for government departments.
- **Disposal and Letting of Crown Land** - All Crown property that is surplus to government requirements is sold or let by the VEO to the private sector. The sale is completed in accordance with the Governor (Vesting of Lands) Act.
- **Management** - The VEO manages the Crown Estate of owned and leased properties, carrying out lease renewals and rent reviews for other government departments, Ministries & Portfolios and deals with licenses, rights of way & easements.
- **General Property Advice** - The VEO is responsible for providing general professional property advice to Government Departments, the Statutory Authorities, Ministries and Portfolios.

### **Contact Information**

<b>Mail:</b>	Lands and Survey Department PO Box 120 Government Admin Building Grand Cayman KY1-9000 Cayman Islands	
<b>Phone:</b>	+1 (345) 244 3420	
<b>Department E-mails:</b>	General Enquiries Land Registry Land Registry Search Request Survey Valuation & Estates Office Mapping/GIS FOI Caymanlandinfo/Caymap Finance Section	<a href="mailto:landsurv.info@gov.ky">landsurv.info@gov.ky</a> <a href="mailto:registry.info@gov.ky">registry.info@gov.ky</a> <a href="mailto:landregsearch@gov.ky">landregsearch@gov.ky</a> <a href="mailto:survey.info@gov.ky">survey.info@gov.ky</a> <a href="mailto:valuation.info@gov.ky">valuation.info@gov.ky</a> <a href="mailto:mappinginfo@gov.ky">mappinginfo@gov.ky</a> <a href="mailto:foi.lsu@gov.ky">foi.lsu@gov.ky</a> <a href="mailto:caymanlandinfo@gov.ky">caymanlandinfo@gov.ky</a> <a href="mailto:lsufinance@gov.ky">lsufinance@gov.ky</a>
<b>Website:</b>	<a href="http://www.caymanlandinfo.ky">www.caymanlandinfo.ky</a>	
<b>Contact Us: (web form)</b>	<a href="https://www.caymanlandinfo.ky/Contact-Us">https://www.caymanlandinfo.ky/Contact-Us</a>	

<b>Location and hours</b>	<b>Matters handled</b>
<p>Lands &amp; Survey Department Government Administration Building 133 Elgin Avenue George Town Grand Cayman Cayman Islands</p> <p>Opening Hours: Office: 8.30am – 5pm, Monday – Friday</p> <p>Land Registry &amp; Map Counter: 9.30am – 4pm, Monday - Friday</p>	All matters
<p>Brac Lands Office District Administration Building 19 Kirkconnell Street P.O. Box 229 Cayman Brac, KY2-2101 Cayman Islands</p> <p>Opening Hours: Office 8.30am – 5pm, Monday – Friday</p> <p>Land Registry Counter 9.00am – 4.30pm, Monday - Friday</p>	Land Registry & Survey. Limited Map sales.

## Boards and committees

<b>Land Surveyors Board</b>	<b>Meetings</b>	<b>Minutes</b>
Chairman Michael Whiteman MRICS  Secretary Courtney Young  Members Roland Bodden Kenross Conolly	Meetings held 2-4 times a year, not open to the public.	Not currently available

### **Frequently asked questions**

A full list of [Frequently Asked Questions](http://www.caymanlandinfo.ky) can be found at [www.caymanlandinfo.ky](http://www.caymanlandinfo.ky).

- **Can a Company own or lease land/property?**

The ownership of land or property is permitted subject to restrictions on ownership under the [Companies Act](#).

Land or property may not be purchased or leased if the company is incorporated outside of the Cayman Islands, unless the company has been registered as a 'Foreign Company' under section 204 of the Companies Act.

If a company is subsequently struck off the Companies Register (for non-payment of dues or in breach of other Companies requirements), then property held will be vested (transferred) to the Minister with responsibility for Finance for the benefit (through sale or management) of the Cayman Islands Government.

- **How can I find out who owns a property?**

If you know the Block and Parcel number of the property, you can obtain ownership information for a fee starting from CI\$5.00. To obtain a copy of the Land Register from our offices, attract a fee of CI\$14.00 for an uncertified copy or CI\$20.00 for a certified copy.

If you do not know the Block and Parcel number you can identify the property on the Registry Map which is available at our offices. From this a Block and Parcel number can be established, and ownership details can be established as detailed above.

- **How quickly after signing must I submit my documents?**

Documents should be submitted to the Lands & Survey Department immediately after completion of the transaction and no later than 45 days after the date of first signature. If a document has been signed overseas, the 45 day submission period commences when the document is received in the Cayman Islands. Applicants should ensure that proof of arrival of the documentation is retained.

Late Submission penalties will apply for both the payment of [Stamp Duty](#) and [Registration](#) if submitted late.

- **Is Stamp Duty payable on the amount I have paid for a property or the Market Value?**

Stamp Duty is payable on the higher of the consideration (the amount you pay) or the Market Value. The Lands & Survey Department has a team of experienced Chartered Valuation Surveyors who assess the Market Value of all property sales within the Cayman Islands. Should your property be worth more than you are paying for it one of our Surveyors will contact you to request further information, or notify you of the re-assessment value.

- **My Company is Caymanian owned, will my company benefit from the Stamp Duty discounts & waivers?**

Interests in property held in the name of a Company do not qualify for reduced rates of Stamp Duty, regardless of the ownership of the company.

It is essential that a company remains registered and all the fees are paid up to date or it will be struck off and ownership of all property assets held by the Company in the Cayman Islands will vest to the Financial Secretary

- **I am a Caymanian first time buyer. Am I entitled to a waiver of Stamp Duty?**

You may qualify for a reduced rate of Stamp Duty, but only when the property is for your first owner-occupied dwelling and provided that the Market Value is below certain CI\$ thresholds. To benefit from the waiver you need to apply to the Ministry of Finance office at the Government Administration Building.

- **The Government has taken part of my land to build a road. Am I entitled to any compensation?**

You will be entitled to compensation provided the loss suffered exceeds the increase in value of the retained land due to the scheme.

- Who can claim compensation

Any person having an interest in any portion of land affected by the Government's intention

- **How do I make a claim for compensation?**

A notification letter will be sent by Lands & Survey to your registered address after the publication in the Cayman Islands Government Gazette of the requisite plan (Boundary Plan or Prescribed Composite Map) and notice. It will include two compensation forms and a guide to compensation. The first form (Part A) is to notify the Lands & Survey Department that you intend to make a claim, and the second (Part B) is to make the actual claim. These forms are also available online in the Document Library..

- **When can I make a claim**

The Notice of intention to make a claim for compensation (Form A) must be submitted within 90 days from the publication of the Section 3 declaration stating the Government's intention to construct the road.

The claim for compensation (Form B) must be submitted any time after the Section 3 declaration is published but no later than one year after the proposed road is declared as a public road by the publication of the Section 5 declaration in accordance with the Law.

- **When am I entitled to the compensation**

You are entitled to the compensation after the NRA enter the land once Section 6 Notice is published in the Cayman Islands Gazette. This notice from the Governor authorises the National Roads Authority (NRA) to enter the land to begin construction 15 days after it is issued.

Please contact a [Valuation Officer](#) at the Lands & Survey Department and we will be pleased to advise you how to obtain professional representation and how to recover reasonable costs.

## **STRATEGIC MANAGEMENT**

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*Administering the Lands & Survey Department's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the Department's functions and responsibilities; obtaining legal advice from external sources.*

### **Governance**

The following laws govern the Lands & Survey Department. All laws can be accessed on the Cayman Islands Government Online Legislation website at [legislation.gov.ky](http://legislation.gov.ky).

- Companies Act (2022 Revision)
- Data Protection Act (2021 Revision)
- Development & Planning Act (2021 Revision)
- Development & Planning Regulations (2022 Revision)
- Financial Regulations (2021 Revision)
- Freedom of Information Act (2021 Revision)
- Freedom of Information (General) Regulations (2021 Revision)
- Government Fees Act (2016 Revision)
- Governor Vesting of Lands Act (2005 Revision)
- Land Acquisition Act (1995 Revision)
- Land Adjudication Act (1997 Revision)
- Land Holding Companies Share Transfer Tax Act (2022 Revision)
- Land Holding Companies Share Transfer Tax Regulations
- Landlord & Tenant Act (1998 Revision)

- Land Surveyors Act (1996 Revision)
- Land Surveyors Regulations (2018 Revision)
- Land Title Settlement Act (1979)
- Limitation Act (1996 Revision)
- Money Laundering Regulations (2015 Revision)
- Prescription Act (2018 Revision)
- Public Management and Finance Act (2020 Revision)
- Registered Land Act (2018 Revision)
- Registered Land Rules (2018 Revision)
- Residential Tenancies Act (not yet enacted)
- Roads Act (2005 Revision)
- Roads Naming & Numbering Act (2019 Revision)
- Roads Regulations (1998 Revision)
- Settled Land Act (1998 Revision)
- Stamp Duty Act (2019 Revision)
- Stamp Duty Regulations (2006 Revision)
- Strata Title Registration Act (2013 Revision)
- Strata Title Registration Regulations (2013 Revision)
- Succession Act (2021 Revision)

Case Law from the Roads Assessment Committee and Grand Court on land related matters is selectively published on [www.caymanlandinfo.ky](http://www.caymanlandinfo.ky).

### **Corporate management**

*High-level documents that plan and evaluate the work of the Lands & Survey Department*

- 2019 Management Briefing Document - Stamp Duty: Lands & Leases
- 2015 OAG Report: National Land Development and Government Real Property
- 2010 Internal Audit of Cash handling
- PoCS HR Audit 2010
- Statistics 2006-2012
- 2006 Internal Audit Follow Up Report (on 2003 Audit)
- 2003 Internal Audit Report on Stamp Duty on Transfers of Land
- 2002 Auditor General's Value for Money Report on Road Compensation

## **FINANCE & ADMINISTRATION**

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*Administering the Lands & Survey Department's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.*

### **Financial management**

*Documents relating to the administration of the Lands & Survey Department's monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.*

- Departmental budget
- Tenders & recently awarded contracts

## **Administration**

*Documents relating to other administrative functions carried out within the Lands & Survey Department – including buildings, equipment & vehicles; communications; human resources; information & technology management.*

- [Job Vacancies](#)
- [Organisational Chart](#)
- [Press releases](#)
- Staff pay and grading structures

## **POLICIES & PROCEDURES**

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*Current written protocols used by the Lands & Survey Department for carrying out functions, activities and delivering services. Most documents are available in pdf format and can be accessed via the appropriate category in our [Document Library](#).*

### **General**

- [Complaints-handling procedure](#)

### **Land Registry**

- Land Registry Procedure Manual (published 2010)

### **Valuation & Estates Office**

- Acquisition Procedure (Re. 2013)
- Compensation – Guidance on the payment of professional fees (2009)
- Disposal Procedure (Rev 2013)
- Guide to Compulsory Purchase and Compensation under the Roads Act (2005 Revision)
- Office Space Benchmarking Policy (2009)
- Stamp Duty Policy – Chattels (2006)
- Workplace Design Standards (May 2010)

### **Data Protection**

- [L&S Privacy Statement \(2020\)](#)
- [L&S Data Protection Policy \(2020\)](#)

### **FOI**

- [L&S FOI Policy & Procedures \(Version 2 - 2020\)](#)

## **LISTS & REGISTERS**

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*Information held in registers required by law and other lists or registers relating to the functions of the Lands & Survey Department.*

- Land Register. Fees apply for inspection of the Register.
- Strata Register. Fees apply for inspection of the Register.
- [Licensed Land Surveyors](#)
- 2016 Real Estate Asset Valuation

- [FOI disclosure log](#)

## **OUR SERVICES**

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*This category provides detailed information about the services offered and activities carried out by Lands & Survey, to fulfil its high-level functions and responsibilities.*

### **GIS**

- [Map Requests](#)
- [Buffermap Quote](#)
- [Street Addressing](#)
- [Web Subscription](#)
- [Parcel Change History](#)

### **Land Registry**

- Visit our [Document Library](#) for Prescribed Land Registration Forms
- [Registry Document Tracking](#)

### **Valuation & Estates Office**

- Visit - [Valuation Section](#) for list of available services

### **Department Forms**

- All forms are available in our [Document Library](#)

## Appendix 1 – Schedule of Fees, Services & Duties

### Schedule of Fees, Services & Duties

<b>LANDS AND SURVEY EXECUTIVE REVENUE FEE SCHEDULE</b>			
<b>Section of Law</b>	<b>DESCRIPTION</b>	<b>UNIT \$</b>	<b>COST</b>
<b>Registered Land Act (2018 R)</b>	<b>LAND REGISTRY FEES:</b>		
Registered Land Rules (2018 R)	Application for Land Certificate	50.00	
Registered Land Rules (2018 R)	Application for Lease Certificate	50.00	
Registered Land Rules (2018 R)	Application for Declaration of Lost or destroyed Certificate under Section 34	50.00	
Registered Land Rules (2018 R)	Application to inspect a register for each register inspected	5.00	
Registered Land Rules (2018 R)	Application for an Official Search (Stay of Registration)	50.00	
Registered Land Rules (2018 R)	Application for a Copy of Any Register or Instrument (for every sheet copied) Certified	10.00	
Registered Land Rules (2018 R)	Application for a Copy of Any Register or Instrument (for every sheet copied) Uncertified	7.00	
Registered Land Rules (2018 R)	Application for a Copy of any Filed Plan (for every sheet copied) if Certified	20.00	
Registered Land Rules (2018 R)	Application for a Copy of any Filed Plan (for every sheet copied) if Uncertified	10.00	
Registered Land Rules (2018 R)	Opening of Strata Registers (per strata parcel opened)	50.00	
Registered Land Rules (2018 R)	Copy of Schedules, Documents or Maps appended to Instruments (per sheet) if Certified	10.00	
Registered Land Rules (2018 R)	Copy of Schedules, Documents or Maps appended to Instruments (per sheet) if Uncertified	1.00	
Registered Land Rules (2018 R)	Application to fix a Boundary under Section 18 (1) (\$100.00 per hour or part thereof, plus expenses)	100.00	
Registered Land Rules (2018 R)	Application for an instrument to be prepared by the Registry	50.00	
Registered Land Rules (2018 R)	Application for an instrument to be prepared in the Registry which in the opinion of the Registrar requires substantial addition or variations from the prescribed form	Such fee not exceeding \$150.00 as the Registrar may assess	
Registered Land Rules (2018 R)	Strata Plan Registration (Strata Plan)	50.00	
Registered Land Rules (2018 R)	Amendment to Strata Plan (per amendment)	50.00	

Registered Land Rules (2018 R)	Amendment or Variation of Strata By Laws	50.00
Registered Land Rules (2018 R)	Destruction of a Strata	50.00
Registered Land Rules (2018 R)	Registration of Document - Appointment of Guardian (Court Order)	50.00
Registered Land Rules (2018 R)	Application for opening of New Land Registers (per parcel)	50.00
Registered Land Rules (2018 R)	Search of Land Registry Owners Index (per owner)	25.00
Registered Land Rules (2018 R)	Survey Plan (Copy per sheet)	10.00
Registered Land Rules (2018 R)	Witnessing of Land Transaction	50.00
Registered Land Rules (2018 R)	Registration of Document - Conversion of Title	50.00
Registered Land Rules (2018 R)	Registration of Document - Conversion of Title & Preparation	100.00
Registered Land Rules (2018 R)	Registration of Document - Inhibition	50.00
Registered Land Rules (2018 R)	Registration of Document - Removal of Inhibition	50.00
Registered Land Rules (2018 R)	Registration of Document - Rectification of Register	50.00
Registered Land Rules (2018 R)	Registration of Document - Restriction	50.00
Registered Land Rules (2018 R)	Registration of Document - Removal of Restriction	50.00
Registered Land Rules (2018 R)	Registration of Document - Title Acquired by Possession by Virtue of the Limitation Act (1996 R).	50.00
Registered Land Rules (2018 R)	Registration of Document - Proprietor by Transmission	50.00
Registered Land Rules (2018 R)	Registration of Document - Transfer by Personal Representative	50.00
Registered Land Rules (2018 R)	Registration of Document - Charge Order (GCR 0.50, r.1A (2))	50.00
Registered Land Rules (2018 R)	Registration of Document - Discharge of Charge Order (GCR 0.50, r.1A (2))	50.00
Registered Land Rules (2018 R)	Registration of Document - Caution (without stamp duty)	50.00
Registered Land Rules (2018 R)	Registration of Document - Caution (with stamp duty)	50.00
Registered Land Rules (2018 R)	Registration of Document - Withdrawal of Caution	50.00
Registered Land Rules (2018 R)	Registration of Document - Charge	50.00
Registered Land Rules (2018 R)	Registration of Document - Discharge of Charge	50.00

Registered Land Rules (2018 R)	Registration of Document - Collateral Security Charge	50.00
Registered Land Rules (2018 R)	Registration of Document - Substitute Security Charge	50.00
Registered Land Rules (2018 R)	Registration of Document - Transfer of Charge	50.00
Registered Land Rules (2018 R)	Registration of Document - Variation of Charge	50.00
Registered Land Rules (2018 R)	Registration of Document - Easement	50.00
Registered Land Rules (2018 R)	Registration of Document - Power of Attorney	50.00
Registered Land Rules (2018 R)	Registration of Document - Revocation of Power of Attorney	50.00
Registered Land Rules (2018 R)	Registration of Document - Lease	50.00
Registered Land Rules (2018 R)	Registration of Document - Removal of Lease	50.00
Registered Land Rules (2018 R)	Registration of Document - Surrender of Lease	50.00
Registered Land Rules (2018 R)	Registration of Document - Transfer of Lease	50.00
Registered Land Rules (2018 R)	Registration of Document - Partition	50.00
Registered Land Rules (2018 R)	Registration of Document - Transfer of Land	50.00
Registered Land Rules (2018 R)	Registration of Document - Transfer of Land (Natural Love & Affection)	50.00
Registered Land Rules (2018 R)	Registration of Document - Grant of Profit	50.00
Registered Land Rules (2018 R)	Registration of Document - Release of Grant of Profit	50.00
Registered Land Rules (2018 R)	Registration of Document - Restrictive Agreement	50.00
Registered Land Rules (2018 R)	Registration of Document - Release of Restrictive Agreement	50.00
Registered Land Rules (2018 R)	Registration of Document - Sub-Lease	50.00
Registered Land Rules (2018 R)	Registration of Document - Severance of JP	50.00
Registered Land Rules (2018 R)	Registration of Document - Substituted Charge	50.00
Registered Land Rules (2018 R)	Registration of Document - Transfer of Sub-Lease	50.00
Registered Land Rules (2018 R)	Registration of Document - Registrar's Order	50.00
Registered Land Rules (2018 R)	Registration of Document - Deletion on Death of a Joint Proprietor	50.00

Registered Land Rules (2018 R)	Registration of Document - Dedication of Public Right of Way	50.00
Registered Land Rules (2018 R)	Registration of Document - Removal of Injunction	50.00
Registered Land Act (2018 R) Section 39 (1-3)	Late Registration Fee	\$50.00 after each period of 45 days or part thereof
Registered Land Rules (2018 R)	Registry Map (Certified)	30.00
Registered Land Rules (2018 R)	Registry Map (Uncertified)	15.00
Registered Land Rules (2018 R)	Registry Map Extract (Certified)	10.00
Registered Land Rules (2018 R)	Registry Map Extract (Uncertified)	5.00
<b>Section of Law</b>	<b>STAMP DUTY - LAND/LEASE INSTRUMENTS</b>	<b>UNIT COST \$</b>
<b>Stamp Duty Act (2019 R) SCHEDULE</b>	Where a transaction is in US\$, the consideration is first converted by multiplying the US\$ amount by 0.84 and the 7.5% Stamp Duty Fee is calculated based on this CI\$ amount. However, if the customer chooses to pay in US\$ it is converted back using 0.82.	
<b>AGREEMENT OR MEMORANDUM OF AGREEMENT (1) (a) (ii) and (b)</b>	Purchase Agreement - where the right to possession is conferred or derived, Transfer of Land.	7.5% of Total consideration or market value whichever is higher.
<b>ASSIGNMENT (1)(c)</b>	Assignment - where the right to possession is conferred or derived	(7.5% of market value in CI\$ or consideration whichever is higher).
<b>CONVEYANCE OR TRANSFER OF ANY IMMOVABLE PROPERTY</b>	<b>CONVEYANCE OR TRANSFER - LINKED PROPERTY TRANSACTIONS</b>	
Conveyance or Transfer (1)	Where the total value of the linked property is \$300,000 or less.	3% of Total consideration or market value whichever is higher of the total

		linked property transaction
Conveyance or Transfer (2)	Where the total value of the linked property is more than \$300,000 or less.	7.5% of Total consideration or market value whichever is higher of the total linked property transaction
Conveyance or Transfer (3)	Where the total value of the linked property is more than \$300,000 and there is an agreement to convey or transfer the bare land in the first part of the linked property transaction.	3.75% of Total consideration or market value whichever is higher of the total linked property transaction and payable within 45 days of the date the agreement is first signed by the buyer.
Conveyance or Transfer (4)	Where the total value of the linked property is more than \$300,000 and there is the conveyance of the <b>second part</b> of the linked property transaction.	3.75% of Total consideration or market value whichever is higher of the total linked property transaction and payable within 45 days of the date the conveyance or transfer is first signed by the buyer.
Conveyance or Transfer	<p>First Time Caymanian</p> <p>In cases where property is transferred to a single person who is Caymanian – in areas excluding SMB and ‘GT Commercial’ Consideration / Market Value less than CI \$400,000 (Dwelling) / CI \$150,000 land</p> <p>In cases where property is transferred to two (2) or not more than ten (10) persons who are Caymanian</p>	\$0.00

	– in areas excluding SMB and ‘GT Commercial’ Consideration / Market Value less than CI \$500,000 (Dwelling) / CI \$3000,000 land	
Conveyance or Transfer	<p>First Time Caymanian – In cases where property is transferred to a single person who is Caymanian</p> <p>In areas excluding SMB and ‘GT Commercial’ Consideration / Market Value between CI\$400,000 to CI\$500,000 (Dwelling) / between CI\$150,000 to CI\$200,000 land</p> <p>In cases where property is transferred to two (2) or not more than ten (10) persons who are Caymanian</p> <p>In areas excluding SMB and ‘GT Commercial’ Consideration / Market Value between CI\$500,000 to CI\$600,000 (Dwelling) / between CI\$300,000 to CI\$350,000 land</p>	2% of Consideration or Market Value
<b>LEASE OR AGREEMENT FOR A LEASE OF IMMOVABLE PROPERTY OR ANY INTEREST THEREIN:</b>	LEASE OR AGREEMENT FOR A LEASE OF IMMOVABLE PROPERTY OR ANY INTEREST THEREIN. (All written leases must be presented for assessment of Stamp Duty, regardless of length)	
Lease or Agreement (a)	For a lease term over 30 years	Ad valorem Duty plus duty assessed on Transfer of Land on the value of the premium
Lease or Agreement (b)	For a lease term of 30 years or less where a <b>premium is payable</b>	(7.5% of market value in CI\$ or consideration whichever is higher).
Lease or Agreement (c) (i)	Leases not exceeding 5 years in length (including any options to extend)	5% of average annual rent or Market Rent, whichever is higher

Lease or Agreement (c) (ii)	Leases exceeding 5 years but not exceeding 10 years in length (including any options to extend)	10% of average annual rent or Market Rent, whichever is higher
Lease or Agreement (c) (iii)	Leases exceeding 10 years in length but not exceeding 30 years in length (including any options to extend)	20% of average annual rent or Market Rent, whichever is higher
Sec (22) Interest to be Charged upon Instruments Remaining Unstamped	* <b>Late Penalty Fee</b> - for late stamping or non-stamping of any instrument which is required to be stamped (first month or part of a month).	10% per annum for the first month or part of a month
Sec (22) Interest to be Charged upon Instruments Remaining Unstamped	* <b>Late Penalty Fee</b> - for late stamping or non-stamping of any instrument which is required to be stamped (exceeding first month).	20% per annum thereafter upon the total amount of the duty so remaining unpaid
	<b>OTHER STAMP DUTY INSTRUMENTS</b>	
<b>AGREEMENT OR MEMORANDUM OF AGREEMENT (1) (a) (i)</b>	Purchase Agreement of any land or strata title - no right to possession is conferred or derived	100.00
<b>ASSIGNMENT (1)(a)(i)</b>	Assignment - no right to possession	200.00
<b>POWER OF ATTORNEY (5)</b>	Power of Attorney	50.00
<b>CONVEYANCE OR TRANSFER OF ANY IMMOVABLE PROPERTY - Sec 9,(a)(b)</b>	Conveyance or Transfer of Land - Natural Love & Affection	50.00
<b>MORTGAGE</b>	<b>MORTGAGE:</b>	
Mortgage (a)(i)	- being a debenture or a legal or equitable mortgage or charge of immovable property where the sum secured is \$300,000 or less	1% of the sum secured
Mortgage (a)(ii)	- being a debenture or a legal or equitable mortgage or charge of immovable property where the sum secured is more than \$300,000 whether initially or after further advance	1.5% of the sum secured
Mortgage (b)(i)	- being a legal or equitable mortgage or charge of movable property (not including a debenture but including a bill of sale). (Submitted By Bank)	1.5% of the sum secured

Mortgage (b)(ii)	- special debenture - movable property	Fee not to exceed \$500.00
Mortgage (c)	- being a collateral, auxiliary, additional or substituted security by way of further assurance where the principal or primary security under paragraph ( a ) has been duly stamped.	50.00
Mortgage (d)	-being a release of Mortgage or immovable property whether by way of transfer, surrender, discharge or other instrument.	50.00
<b>RELEASE OR RENUNCIATION</b>	Release or Renunciation of any property	6.00
<b>SETTLEMENT</b>	Settlement or Declaration of Trust (not being a will, or an instrument charged with ad valorem duty).	40.00
<b>WITHDRAWAL OF CAUTION</b>	Withdrawal of Caution	50.00
<b>Sec (22) Interest to be Charged upon Instruments Remaining Unstamped</b>	<b>*Late Penalty Fee</b> - for late stamping or non-stamping of any instrument which is required to be stamped (first month or part of a month).	10% per annum for the first month or part of a month
<b>Sec (22) Interest to be Charged upon Instruments Remaining Unstamped</b>	<b>*Late Penalty Fee</b> - for late stamping or non-stamping of any instrument which is required to be stamped (exceeding first month).	20% per annum thereafter upon the total amount of the duty so remaining unpaid

<b>LANDS AND SURVEY ENTITY REVENUE FEE SCHEDULE</b>	
<b>DESCRIPTION</b>	<b>UNIT COST \$</b>
Express Land Registry Fee (\$50.00 per application/instrument)	50.00
GPS Licenses Fees (Per Year)	1,650.00
Customized Search of Land Registry Data	\$125.00 per hour
Estate Management Fees	\$125.00 per hour
<b>Mapping Services Fees</b>	
Aerial Photography (Digital, Zone A1) per sq km	200.00
Aerial Photography (Digital, Zone A2) per sq km	150.00
Aerial Photography (Digital, Zone B) per sq km	125.00

Aerial Photography (Digital, Zone C) per sq km	100.00
Atlantic Hurricane Tracking Map (17x22)	15.00
Aerial Photography print (11x17)	45.00
Aerial Photography print (24x36)	55.00
Aerial Photography print (36x48)	65.00
Aerial Photography print (36x60)	75.00
Aerial Photography print (8.5x11)	40.00
Aerial Photography - Cayman Brac (24x36)	50.00
Aerial Photography - Grand Cayman (36x60)	75.00
Aerial Photography - Cayman Islands (36x60)	100.00
Aerial Photography - Little Cayman (24x36)	50.00
Aerial Photography - Western Grand Cayman (36x60)	50.00
Buffer Map (11x17)	30.00
Buffer Map Notification Labels (Additional)	0.40
Buffer Map Parcel Owners (emailed)	25.00
Buffer Map Notification Form (each)	1.00
Buffer Map Notification Label (each)	1.00
Buffer Map Owner Information (each)	5.00
Cayman Islands Antique Map	50.00
Cadastral Index Map - Cayman Brac (24x36)	50.00
Cadastral Index Map - Cayman Islands (36x60)	100.00
Cadastral Index Map - Grand Cayman (36x60)	75.00
Cadastral Index Map - Little Cayman (24x36)	50.00
Electoral Division Map (8.5x11)	40.00
Electoral Division Map (11x17)	45.00

Electoral Division Map (24x36)	60.00
Electoral Division Map (36x48)	100.00
Electoral Division Map (36x60)	125.00
Fixed Boundary Survey	10.00
General Boundary Survey	10.00
General Map - Cayman Brac (24x36)	50.00
General Map - Cayman Islands (60x36)	100.00
General Map - Grand Cayman (60x36)	75.00
General Map - Little Cayman (24x36)	50.00
General Map - Western Grand Cayman (36x60)	50.00
Ivan Flooding Map - Grand Cayman (40x28)	30.00
Ivan Flooding Map - Grand Cayman (42x60)	50.00
Nations of the Caribbean (36x48)	50.00
Nations of the Caribbean & Central America Map (36x48)	50.00
Prescribed Composite Map	10.00
Pictometry (Digital, Oblique, Zone A1)	225.00
Pictometry (Digital, Oblique, Zone A2)	200.00
Pictometry (Digital, Oblique, Zone B)	175.00
Pictometry (Digital, Oblique, Zone C)	150.00
Pictometry print (11x17)	30.00
Pictometry print (24x36)	60.00
Pictometry print (36x48)	150.00
Pictometry print (36x60)	200.00
Pictometry print (8.5x11)	40.00
Registry Map Block (AutoCAD DXF file)	250.00

Registry Map Parcel (AutoCAD DXF file)	150.00
Registry Map Block (AutoCAD DXF file) (per block)	250.00
Registry Map Parcel (AutoCAD DXF file) (per parcel)	150.00
AutoCAD DXF/DWG file (per block/per feature) (requires Registry Map Block)	25.00
AutoCAD DXF/DWG file (per parcel/per feature) (requires Registry Map Parcel)	15.00
Satellite Imagery print (36x60) (GC only)	75.00
Satellite Imagery print (8.5x11) (GC only)	40.00
Satellite Imagery (GC only) (Digital)	150.00
Customized Map print size (8.5x11) Base price	15.00
Customized Map print size (11x17) Base price	20.00
Customized Map print size (24x36) Base price	30.00
Customized Map print size (36x48) Base price	40.00
Customized Map print size (36x60) Base price	50.00
Customized Map with Aerial	25.00
Customized Map with additional features (each)	5.00
Street Map - Grand Cayman (96x48)	100.00
Site Map (24x36)	25.00
Street Map - Cayman Brac & Little Cayman (24x36)	50.00
Street Map - Cayman Brac (11x17)	50.00
Street Map - Little Cayman (24x36)	50.00
Shaded Relief Map (11x17)	45.00
Shaded Relief Map (24x36)	55.00
Shaded Relief Map (36x48)	65.00
Shaded Relief Map (36x60)	75.00
Shaded Relief Map (8.5x11)	40.00

Terrain - Grand Cayman (36x48)	50.00
Topo Drawing derived from LiDAR data (18x24)	50.00
<b>GIS Web Receipts (Caymap/Land Registry Subscription Fees) (Per Year)</b>	
Caymap Platinum	11,000.00
Caymap Platinum Additional	3,850.00
Caymap Gold	6,500.00
Caymap Gold Additional	1,625.00
Caymap Survey	5,500.00
Caymap Survey Additional	1,375.00
Caymap Silver	4,500.00
Caymap Silver Additional	1,125.00
Caymap Bronze	3,000.00
Caymap Bronze Additional	750.00
Caymap Editor	2,500.00
Land Registers Subscription	3,000.00
Land Registers Additional Subscription	750.00
Registry Map Extract Subscription	1,000.00
Registry Map Extract Additional Subscription	250.00
Reduced Registry Map Subscription	750.00
Reduced Registry Map - Additional	187.00
<b>Note: Payment for Caymap/Land Registry Subscriptions can be made for 3, 6, or 12 months. If paying for 3 or 6 months a surcharge fee equivalent to 10% of the per year cost is added.</b>	

<b>GIS Applications (Caymap Extended Subscription Fees) ( Per Year)</b>	
Corporate Data Subscription - (Caymap Enterprise)	23,000.00
Caymap Platinum Enterprise (requires the purchase of a Caymap Platinum license)	5,000.00
CAD Data	5,000.00
Basemap Package	2,500.00
<b>Rentals:</b>	
Rentals Other Properties (Cayman Prep - Per Month)	2,000.00
Rentals Other Properties (Cable & Wireless-Per Year)	24,287.15
Magnum Jewellers Ltd (Craft Market) (Per Year)	60,000.00

#### **NGIS Professional Fee Schedule**

	<b>Cost per hour</b>
GIS Developer	125.00
GIS Production Supervisor	125.00
GIS Production	75.00

#### **Survey Section Fee Schedule Grand Cayman**

	<b>Cost per hour</b>
Chief Surveyor	300.00
Senior Geomatician	200.00
Geomatician	150.00
Survey Technician	100.00
Field Assistant	75.00
Cadastral Quality Assurance Officer	200.00
Cadastral Quality Assurance Assistant	150.00

#### **Cayman Brac**

	<b>Cost per hour</b>
Geomatician	80.00
Field Assistant	40.00