

# INSTITUTION OF SURVEYORS OF UGANDA

## PROFESSIONAL FEES FOR GEOMATICS PROFESSIONALS/ LAND SURVEYORS IN UGANDA

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## 1. INTRODUCTION

The document is intended to provide guidelines to scale of fee charged by Practicing Geomatics Professionals for services rendered.

The total charges will vary from one job to another depending on: -

- Personnel: The number of the personnel required in the Survey field party for any job varies from job to job depending on the magnitude of the work.
- Site Locations/ Accessibility: Time to perform the fieldwork varies with the distance to, and the difficulty in reaching, the property corners necessary to complete the fieldwork.
- Duration: the more time one takes in the field to complete an assignment, the more costs they incur thus increasing the cost of the project.
- Survey Instruments/ Equipment required to perform the job: These equipment are hired most of the time.
- Boarding or lodging facilities/Accommodation: Depending on the location of the site, some regions are generally expensive.
- Official dues/ Processing costs (official dues, taxes): Dues have to be paid to different respective Government Departments such as Department of Mapping and Surveys, Uganda Revenue Authority.
- Information search (Government offices): availability of information and records. Records search can be affected by the amount of parcels involved including the number of past transactions.
- Availability of Survey Monumentation and Evidence of Monumentation: Availability of control or benchmarks help the surveyor retrace the original survey. For a surveyor to easily trace the control points physically on ground can be an effective aid to the Land surveyor especially prior to the field work. Absence of them may increase the difficulty in retracing the original survey.

- Transport costs: When the client is not providing transport, the Land Surveyor has to cater for hire of vehicle and maintenance and fuel.
- Size of job: An irregular shaped parcel has more corners to survey than a rectangular shape containing the same area.
- Stakehold engagement i.e local authorities, leaders, LCI committee, Police: A Land Surveyor cannot work without the consent of the local authorities and these people need facilitation.
- Boundary and occupation problem/dispute: Complexity in Subdivision of land, the land may require a survey of the entire section in which the land being surveyed lies, regardless of the area of the parcel. In some areas a survey of more than one section is required, depending on the location of the parcel, and available control.
- Liability of exposure of the surveyor plus equipment: The life of a surveyor is always at a risk depending on location and type of occupancy on the land.
- Nature of job
- Topography, Terrain and Negotiation: A level piece of land is easier to survey than a hilly or mountain parcel. The Land Surveyor will usually ask if you would allow them to “clear a line” in bushy areas. This makes possible a line of sight for the field work. Shrubs, flowers and trees on home sites are normally not disturbed, but might need additional fieldwork to work around them. Working in a developed area is also equally difficult.
- Time of year and weather conditions: this is especially in cases where there are heavy rains and very sunny days.

However, the underlying principle is to have uniform approach to calculating costs.

The advantage of having a scale of fees include: -

- Harmonization of Land Survey/Geomatics professional fees.
- Assist the Surveyor to work out a charge that is fair to himself and to the Client.
- The law demands that professional charges be made available to the Public.
- To be in line with other related built environment professions such as Architects, Engineers, Valuation Surveyors, Quantity Surveyors, and Environmentalists etc.

## **2. CLASSIFICATION OF GEOMATICS SERVICES**

Surveying is a diverse profession with branches. The fees herein refer to the common types of land surveying services offered in Uganda today.

The uncommon services are left to open negotiations between the service provider and the Client.

Common types of Surveys include:

### **a) Cadastral Survey**

These have been categorized according to the land tenure systems in the country include: -

- i. Mailo (includes; subdivision and opening boundary surveys in both urban and rural/remote areas).
- ii. Leasehold (includes; New surveys, subdivision and opening boundaries surveys in both urban and rural/remote areas).
- iii. Freehold (Customary is now converted to freehold) (includes; New surveys, subdivision and opening boundaries surveys in both urban and rural/remote areas).

- b) Engineering survey – route surveys (roads, pipelines, powerlines), building surveys, site plan survey, engineering design survey, precise deformation and monitoring survey, structural survey, industrial survey, utility survey, etc. Engineering Surveys also include: Hydrographic and Marine Surveys, Mining Surveys.
- c) Geodetic Survey.  
These are categorized to include: -
  - i. Control Traverse Survey, Triangulation fixation,
  - ii. Precise GPS control Survey
  - iii. Precise Levelling.
- d) Aerial Survey and Photogrammetry to include flight planning, aerial photography and generation of maps from them, photo-control survey, photo interpretation, plan plotting, DTM formation, close range photogrammetry.
- e) Remote Sensing and Image Analysis which includes the acquisition, processing and interpretation of satellite imagery for different purposes such as monitoring wetlands, forest cover, land use and land use cover change, physical planning purposes, mapping, monitoring environment e.t.c.
- f) Geographical Information Systems (GIS) which deals with the management of spatial datasets.

### **3. CONDITIONS OF ENGAGEMENT**

The Surveyor will be expected to: -

- a) Develop a brief to the assignment
- b) Execute fieldwork and office computations
- c) Present a report with agreed outputs/ deliverables which include those listed in part (4).
- d) Manage and own the process of the survey.

### **4. FORMS OF THE GEOMATICS PROFESSIONAL'S FINAL PRODUCT**

- i. Survey Report
- ii. Certified surveying prints (Deed Plans)

- iii. Topographic map.
- iv. Strip maps, profiles and cross sections in case of route surveys.
- v. Charts and graphs
- vi. Volumes of earthworks
- vii. A report in case of boundary opening and other types of surveys when required.

## **5. CATEGORIES OF GEOMATICS CHARGES**

- a) Preliminary Documentation
- b) Site visit/ Reconnaissance
- c) Awareness & Sensitization
- d) Material Costs
- e) Administrative Costs
- f) Professional fees
- g) Transport costs
- h) Per Diem
- i) Statutory fees
- j) Instrumentation
- k) Terrain difficulty
- l) Arbitration and court hearing
- m) Overheads
- n) Value Added Tax

## **6. GEOMATICS JOB COSTING**

**See Excel Table attached for a to e**

- f) Professional Fees

Rates have been quoted in United States dollars due to fluctuations in the Uganda Shilling. This would eliminate the necessity to revise the rates more often as would be the case if they were in Shillings. Where necessary, prevailing exchange rates would apply to convert to Uganda Shillings.

These fees have been defined according to the different membership levels as defined by the Institution of Surveyors of Uganda which include:

1. **Fellow** will be a Registered member with the Surveyors Registration Board, has attained the age of thirty five, holds a Professional Qualification acceptable by ISU, 5 years post qualification experience, a principal in a professional firm or a senior partner or holding a senior position in a Government or public body and has made an outstanding contribution to the profession.
2. **Professional Member** will be a Registered member by the Survey Registration Board and has attained the age of twenty one and above, holds a Professional Qualification acceptable by ISU, a Professional Associate Member with practical experience acceptable by ISU.
3. **Professional Associate** will be the age of twenty one and above, holds a Professional Qualification acceptable by ISU, a Graduate Member for two years post qualification with practical experience acceptable by ISU.
4. **Graduate** will be the age of twenty one and above, has obtained graduate or equivalent membership of another professional body approved by the ISU Council or has obtained a basic degree in one of the branches of Geomatics as approved by Council.
5. **Technician** will be the age of twenty one and above, has obtained a technician's qualification (Diploma) in the Geomatics Profession as approved by ISU Council with 0-4 years of professional experience.
6. **Senior Technician**  
This is a person with an ordinary diploma in surveying from a recognized technical institution in Uganda and Technician Member of Uganda Institution of surveyors of Uganda with over four (4) years of professional experience.
7. **Survey Assistant** will be the age of eighteen and above with an Advanced Level Certificate and basic training in land surveying from a recognized institution.

**Table 1: Hourly Rates for Land Surveying Services**

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Conditions of Engagement and Scale of Professional charges for Geomatics Professional Services



S/ No	Personnel/Designation	Daily Rates in US \$	Hourly Rates in US\$	Monthly Rates in US\$
1	Fellow	400	50-60	
2	Professional Member	320	40-50	
3	Professional Associate	280	35-40	
4	Graduate	240	30-35	
5	Technician	160	20-30	
6	Survey Assistant	20	5-8	

### **g) Transport**

i) Car mileage rating at US \$ 0.5 per km.

Transport cost =  $(K1 + (K2 \times D)) \times 0.5$ ,

Where K1 = Trunk distance return

K2 = Total daily running distance (km)

D=Number of days

Other particulars to consider are: -

- Vehicle hire, Fuel, Oil, Maintenance & Driver

ii) Air transport

When a journey is made by air, the transport and travelling charge shall be the cost of first class air fares.

### **h) Per Diem**

The per diem is supposed to cater for lodging, feeding, and communication requirements for the survey team while away from their duty stations.

**Table 2: Per Diem fees**

S/No	Personnel/Designation	Rates per night (US \$)	
		Cities and Municipalities	Minor towns and trading centres
1	Fellow	100	60

2	Professional Member	80	50
3	Professional Associate	60	40
4	Graduate	50	35
5	Technician	40	30
6	Survey Assistant	30	20
7	Driver	25	20

i) **Statutory Fees**- in line with Ministry of Lands, Housing and Urban Development (MZO SERVICE COSTS). Refer to appendix (in Tables 5, 6 & 7)

**j) Instrumentation**

**Table 3: Instrumentation Fees**

S/No	Types of Instruments	Daily Hiring Rates (US \$)
1	DGPS (Precision set)	125
2	GPS (Hand held set)	5
3	Total station	40
4	Electronic Theodolite/EDM	40
5	Level set with accessories	35
6	Optical Theodolite/steel band	22
7	Laser scanner	125
8	Laser Distance meters	10

**k) Terrain difficulty**

Where it is necessary for a surveyor to use his own labour to cut or clear in any of the following conditions, an extra topographic charge shall be charged as follows:

**Table 4: Terrain difficulty**

S/No	Topography	Extra charge per 100 meter (US \$)
1	Hilly area	25
2	Light bush or long grass	25
3	Medium bush	60
4	Heavy bush	120
5	Built up area	50
6	Unhealthy area	120

- i) Where, by prior arrangement, the land owner supplies the labour for cutting and clearing no additional charges shall be made if such cutting and clearing is carried out to the satisfaction of the surveyor, who shall be entitled to charge for the delay to survey operations at the hourly rates set out in sub paragraph (a), of this Schedule, when he necessarily exercises personal supervision of the operations herein before described;
- ii) Where the landowner, having agreed to undertake cutting and clearing, fails to do so, the surveyor may at his discretion charge under both of sections (3) and (4) of this sub paragraph (f).

### **l) Arbitration and court hearing**

- i) Fees for attending tribunal and hearing proceedings shall be as follows:

First day- \$500 minimum

Second day onwards- charged at an hourly rate. Refer to Table 1.

- ii) Fees for attending court proceedings shall be as follows:

First day- \$1,000 minimum

Second day onwards- charged at an hourly rate. Refer to Table 1.

### **m) Overheads**

A rate of 2% Percentage of the total project cost or the total above (a) to (k).

### **n) Value added Tax**

This is a Government tax presently rated at 18%.

**o) Administrative costs**

This will be 0.5 % of the project total cost

**NB. Material Costs**

The costs depend on the market prices at the time of executing the surveys. The Geomatics Professional should justify the quantities stated in his/her quotation to the satisfaction of the Client.

- Survey mark stones
- Timber
- Iron Rods
- Cement, Sand and gravel
- Paint and brushes
- Stationary and consumables like pens, cartridges.

The corner charge for every beacon, the co-ordinates of which are necessary to establish the consistency and areas of the figure surveyed, shall be \$7 for each beacon.

The beacon placing / fixing charge shall be:-

- i) For each beacon fixed or placed in such a manner that its check is necessarily in-corporated in the course of other measurements or observations required for subsequent survey ..... \$18
- ii) For each beacon fixed or placed in such a manner that its check necessitates additional measurements or observations not required for any subsequent survey ..... \$36

The beaconing charge shall be, in addition to the fees set out herein before in this paragraph, payable at the following rates:-

- i) For every angle-iron set in concrete ..... \$24
- ii) For every iron pin set in concrete underground..... \$18
- iii) For every iron pin set in concrete .....\$12
- iv) For every iron pin not set in concrete ..... \$6

Provided, that, where excavation of coral or other rock is made for the proper erection of any items specified in the paragraphs (i), (ii) and (iii) of this subparagraph, an additional charge of 75% of beaconing charge be made.

The unhealthy areas charge shall be an increase of 25 per cent added to the charges prescribed by this paragraph.

## **8. MODE OF PAYMENT**

a i) The charges prescribed in this schedule shall be payable as to 90 per cent of the cost on completion of the survey and the plan being deposited with the Director of Surveys, and the remaining 10 per cent shall be payable when the survey has been approved by the Director of Surveys.

Provided that when accepting a survey commission a surveyor may require the payment of a deposit against eventual charges to be raised in connection with the survey.

ii) In cases where no plan is necessary 90% of the cost shall be payable before commencement of the survey and 10% shall be payable on completion of field survey.

(b) In large surveys, the surveyor shall be entitled to progress payment at monthly intervals throughout the period of the survey, and such payment shall be at the rate of 90 per cent of the value of the work done, and shall be computed in accordance with the appropriate scale in this Schedule.

(c) When a surveyor is unable, owing to his client's instructions, to complete either the survey or the plan, he shall be entitled to payment of the full value of the work completed, plus 10% of the cost of the whole project being withdrawal charges.

## APPENDIX

**Table 5: Department of Surveys and Mapping**

No.	Service	Time (Working Days)	Cost (US \$)
1	Issuance of Instruction to Survey (I/S)		\$3
2	Check and process a file for surveyed land/plot upto issuance of Deed Plans / Prints	10	3,000/= per job; 150/= per point measured
3	Issuance of Deed plans	5	\$4 per set (Small Size) \$7 to \$12 per set (Big Size)
4	Provision of site plan/working print	1	\$3
5	Provision of hard copy Map/chart	1	\$5
6	Provision of an electronic version of a map/chart	1	\$4
7	Provision of a copy of Map Cartridge	1	\$5
8	Provision of Aerial Photographs	2	\$7 (per 5 copies)
9	Provision of print out satellite image	2	\$13
10	Provision of a Cadastral standard sheet on film	2	\$13
11	Provision of Report on Boundary Opening for dispute resolution	10	No Cost
12	Approval of a Land subdivision/ mutation	5	\$9
13	Respond to any mapping/surveying queries	5	No Cost

**Table 6: Department of Land Administration**

No.	Service	Time (Working Days)	Cost (UG Shs)
1	Processing upcountry instructions to prepare land titles (both leasehold and freehold)	10	<ul style="list-style-type: none"> <li>●Registration fee: 10,000/=</li> <li>●Issue of certificate of title: 20,000/=</li> <li>●Assurance of title 5% of premium or 20,000/= incase of freehold</li> <li>●Preparation of lease: 20,000/=</li> </ul>
2	Provide technical advice in writting	10	No Cost
3	Give consents to tranfer	3	<ul style="list-style-type: none"> <li>● Consent fee: 20,000/=</li> <li>● For each additional plot: 5,000/=</li> </ul>
4	Processing extantions on expired initial leases and renewal of expired leases	20	<ul style="list-style-type: none"> <li>●Registration fee: 10,000/=</li> <li>●Preparation of lease: 20,000/=</li> <li>●Issue of certificate of title: 20,000/=</li> <li>●Assurance of title: 20,000/=</li> <li>●Extension/application fee: 20,000/=</li> </ul>
5	Processing of extensions of running leases	10	<ul style="list-style-type: none"> <li>●Registration fee: 10,000/=</li> <li>●Extension/application fee: 20,000/=</li> </ul>
6	Processing Variation of terms lease/change of User after approval from controlling Authority and National Physical Planning Board	7	<ul style="list-style-type: none"> <li>●Registration fee: 10,000/=</li> <li>●Variation fee: 20,000/= (Premium and Ground Rent must have been assessed and paid by the client)</li> </ul>
7	Processing conversions from customary tenure to freehold	10	<ul style="list-style-type: none"> <li>●Registration: 10,000/=</li> <li>●Assurance of titles: 20,000/=</li> <li>●Issue of certificate: 20,000/=</li> <li>● Application fee: 50,000/=</li> </ul>
8	Processing sub divisions	7	<ul style="list-style-type: none"> <li>●Registration: 10,000/=</li> <li>●Assurance of titles 20,000/= per title</li> <li>●Issue of certificate 20,000/= per title</li> <li>● Application fee: 20,000/=</li> </ul>
9	Conversions from leasehold to	10	<ul style="list-style-type: none"> <li>●100,000/= for Urban areas</li> </ul>

	freehold		<ul style="list-style-type: none"> <li>• 40,000/= for rural areas</li> <li>• Registration fee: 10,000/=</li> <li>• Issue of certificate of title: 20,000/=</li> <li>• Assurance of title: 20,000/=</li> <li>• Application fee: 20,000/=</li> </ul>
10	Process grant of leasehold & freehold	15	<ul style="list-style-type: none"> <li>• Preparation of lease: 20,000/=</li> <li>• Registration: 10,000/=</li> <li>• Issue of certificate of title: 20,000/=</li> <li>• Assurance of title: 20,000/=</li> <li>• Application fee: 20,000/=</li> </ul>
	Issuance of search report on information from the Land Administration Registry on ownership, status of Land, plot number	3	<ul style="list-style-type: none"> <li>• Search fee: 10,000/=</li> <li>• Perusal fees: 5,000/=</li> </ul>
11	Processing of certified document after receiving the relevant land file	1	<ul style="list-style-type: none"> <li>• Search fee: 10,000/=</li> <li>• Perusal fee: 5,000/=</li> <li>• Certificate per page: 2,000/=</li> </ul>
12	Issuance of search report for information in the map record office to establish status of the land	10	Search fee: 10,000/=
13	Processing building plans	10	Search fee: 10,000/=

**Table 6: Department of Land Registration/ Office of Titles**

No.	Service	Time (Working Days)	Cost (UG Shs)
1	Conduct a physical /personal search on the registered piece of land.	1	10,000/= per search
2	Issue a search letter	2	10,000/= per letter
3	Register Transfers on certificate of Title	5	<ul style="list-style-type: none"> <li>• Stamp duty: 1% of the value of the land.</li> <li>• Registration fees: 10,000/=</li> </ul>



4	Register a Mortgage	3	<ul style="list-style-type: none"> <li>Stampduty: 0.05% of the mortgage sum;</li> <li>Registration fees: 10,000/=</li> <li>Persual 5,000/= and 2,000/= for extra copy</li> </ul>
5	Release a Mortgage	5	<ul style="list-style-type: none"> <li>Stampduty: 5,000/=</li> <li>Registration fees: 10,000/=</li> </ul>
6	Remove and expired Mortgage	40/30*	<ul style="list-style-type: none"> <li>Registration fees: 10,000/=</li> </ul>
7	Lodgement of a caveat	1	No cost
8	Register a Caveat	2	<ul style="list-style-type: none"> <li>Stampduty: 10,000/=</li> </ul>
9	Remove a Caveat (based on requests by another party other than the person who placed it)	70/60*	<ul style="list-style-type: none"> <li>Stampduty: 5,000/=</li> <li>Registration fees: 10,000/=</li> </ul>
10	Withdraw a caveat (based on requests by the person who placed it)	5	<ul style="list-style-type: none"> <li>Stampduty: 5,000/=</li> <li>Registration fees: 10,000/=</li> </ul>
11	Lodgement of a court order	1	No Cost
12	Register court order /decrees	1	10,000/=
13	Rectify the Register(with notice)	40/21*	No Cost
14	Rectify the Register (without notice)	5	No Cost
15	Register Administrators or executors of a will on Certificate of Title	5	<ul style="list-style-type: none"> <li>Registration fees: 10,000/=</li> </ul>
16	Issue of certificate of Title upon subdivision	10 - 20	<ul style="list-style-type: none"> <li>Registration fees: 10,000/=</li> <li>Title charge per new certificate: 10,000/=</li> </ul>
17	Issue Condominium Certificates of title	10	<ul style="list-style-type: none"> <li>Registration fees: 10,000/=</li> <li>Title charge: Ug 10,000/= per each condominium certificate of title</li> </ul>
18	Issue Special Certificate of Title(to replace owner's copy)	45/30*	<ul style="list-style-type: none"> <li>Stamp duty: 10,000/=</li> <li>Registration fees: 15,000/=</li> <li>Gazettement fees: 120,000/=(paid to Uganda Printing &amp; Publishing</li> </ul>

			Corporation)
19	Issue Substitute Certificate of Title(to replace registry copy)	10	No Cost
20	Issue new leasehold & Freehold Certificates of Titles	10	Registration fee: 10,000/=
21	Extend a lease on certificate of titles (For running lease)	5	Registration fee: 10,000/=
22	Renew a lease on certificate of title (For running lease)	10	●Stamp duty is paid as to 1% of the revised rent.
23	Preparation of a Variation	5	Preparation fee: 10,000/=
24	Register Variation of a Lease	5	●Stamp duty: 10,000/= for 2 copies of variation lease document ●Registration fees: 10,000/=
25	Preparation of surrender of a lease	5	Preparation fee: 10,000/=
26	Surrender of a lease	10	● Stamp duty: 5,000/= ●Registration fees: 10,000/=
27	Register certificates of re-possession & Purchase of certificates of title	5	Registration fee: 10,000/=
28	Register correction of errors on certificates of Titles brought by client	5	Registration fees:10,000/=
29	Amendment to the register	30/21*	No cost
30	Register change of names & address	5	Registration fees: 10,000/=
31	Acknowledgement of receipt of communication to office of Titles / Department of Land Registration	2	No Cost

**Note:**

- a) All payments attract an additional bank charge which is currently 2,500/=
- b) Fees charged by the Department are provided for under the Law in the Twenty - Second Schedule of the Registration of Titles Act CAP 230
- c) Where an instrument of Lease, Sublease or Mortgage is lodged in triplicate, an additional fee of Ug Shs 2,000/- is charged
- d) On Lodgement of any instrument or other document whose purpose is to deal with or effect more than one Certificate of Title, Mortgage or Lease, for each entry after the first one, Ug Shs 5,000/= is charged
- e) For perusal of Power of Attorney, a Memorandum and Articles of a limited liability company, rules or byelaws of a charter or other written constitution of a corporate body, an additional Ug Shs 5,000/= is charged.