

For directions, notes and fees see overleaf

Insert name and address of registering authority in space below

Register of local land charges

Requisition for search and official certificate of search

Requisition for search

(A separate requisition must be made in respect of each parcel of land except as explained overleaf)

An official search is required in Part(s) _____ of ⁽¹⁾ the register of local land charges kept by the above named registering authority for subsisting registrations against the land [defined in the attached plan] ⁽²⁾ described below.

Description of land sufficient to enable it to be identified

Name and address to which certificate is to be sent

Signature of applicant *(or his solicitor)*

Date

Telephone number

Reference

Enclosure

Cheque/Money Order/Postal Order/Giro

Official certificate of search *(to be completed by authorised officer)*

It is hereby certified that the search requested above reveals
No subsisting registrations ⁽³⁾

Signed _____

or the.....registration(s) described in the Schedule
hereto ⁽³⁾ up to and including the date of the certificate.

On behalf of _____ ⁽⁴⁾

Date

1 Delete if inappropriate. Otherwise insert Part(s) in which search is required.

3 Delete inapplicable words. (The parts of the Schedule should be securely attached to the certificate and the number of registrations disclosed should be inserted in the space provided. Only Parts which disclose subsisting registrations should be sent.)

2 Delete if inappropriate. (A plan should be furnished in duplicate if it is desired that a copy should be returned.)

4. Insert name of registering authority.

Directions and notes

1. This form and the duplicate should be completed and sent by post to or left at the office of the registering authority.
2. A separate requisition for search should be made in respect of each parcel of land in respect of which a search is required except where, for the purpose of a single transaction, a certificate is required in respect of two or more parcels of land which have a common boundary or are separated only by a road, railway, river, stream or canal.
3. 'Parcel of land' means land (including a building or part of a building) which is separately occupied or separately rated or, if not occupied or rated, in separate ownership. For the purpose of this definition an owner is the person who (in his own right or as trustee for any other person) is entitled to receive the rack rent of land, or, where the land is not let at a rack rent, would be so entitled if it were so let.
4. The certificate of the result of an official search of the register refers to any subsisting registrations, recorded against the land defined in the application for search, in the Parts of the register in respect of which the search is requested. The Parts of the register record:

Part 1	General financial charges
Part 2	Specific financial charges
Part 3	Planning charges
Part 4	Miscellaneous charges
Part 5	Fenland ways maintenance charges
Part 6	Land compensation charges
Part 7	New towns charges
Part 8	Civil aviation charges
Part 9	Opencast coal charges
Part 10	Listed buildings charges
Part 11	Light obstruction notices
Part 12	Drainage schemes charges

5. An office copy of any entry in the register can be obtained on written request and on payment of the prescribed fee.

Fees

In England, fees payable to registering authorities for local land charge services under the Local Land Charges Act 1975 (other than the fee for a personal search of the local land charges register) are set by individual registering authorities and the fee for a personal search of the local land charges register is set out by the Lord Chancellor. In Wales, these fees are set by the National Assembly for Wales.

Information about the fees should be obtained from the relevant registering authority.

CON 29 Enquiries of Local Authority (2016)

PLANNING AND BUILDING REGULATIONS

1.1 Planning and building decisions and pending applications

Which of the following relation to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements?

- a planning permission
- a listed building consent
- a conservation area consent
- a certificate of lawfulness of existing use or development
- a certificate of lawfulness of proposed use or development
- a certificate of lawfulness of proposed works for listed buildings
- a heritage partnership agreement
- a listed building consent order
- a local listed building consent order
- building regulations approval
- a building regulation completion certificate
- any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme?

1.2 Planning designations and proposals

What designations of land use for the property, or the area, and what specific proposals for the property, are contained in any existing or proposed development plan?

ROADS AND PUBLIC RIGHTS OF WAY

Roadways, footways and footpaths

2.1 Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:

- highways maintainable at public expense
- subject to adoption and, supported by a bond or bond waiver
- to be made up by a local authority who will reclaim the cost from the frontagers
- to be adopted by a local authority without reclaiming the cost from the frontagers

Public rights of way

- 2.2 Is any public right of way which abuts on, or crosses the property, shown on a definitive map or revised definitive map?
- 2.3 Are there any pending applications to record a public right of way that abuts, or crosses the property, on a definitive map or revised definitive map?
- 2.4 Are there any legal orders to stop up, divert, alter or create a public right of way which abuts, or crosses the property not yet implemented or shown on a definitive map?
- 2.5 If so, please attach a plan showing the approximate route.

OTHER MATTERS

Apart from the matters entered on the registers of local land charges, do any of the following matters apply to the property? If so, how can copies of relevant documents be obtained?

3.1 Land required for public purposes

Is the property included in land required for public purposes?

3.2 Land to be acquired for road works

Is the property included in land to be acquired for road works?

3.3 Drainage agreement and consents

- Is the property served by a sustainable urban drainage system (SuDS)?
- Are there SuDS features within the boundary of the property? If yes, is the owner responsible for maintenance?
- If the property benefits from a SuDS for which there is a charge, who bills the property for the surface water drainage charge?

3.4 Nearby road schemes

Is the property (or will it be) within 200 metres of any of the following?

- the centre line of a new trunk road or special road specified in any order, draft order or scheme
- the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road, or duel carriageway
- the outer limits of construction works for a proposed alteration or improvement to an existing road involving (i) construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one or more additional traffic lanes
- the outer limits of (i) construction of a new road to be built by a local authority, (ii) an approved alteration or improvement to the existing road involving the construction of a subway, underpass, flyover, footbridge, elevated road, or duel carriage way or (iii) construction of a roundabout (over than a mini roundabout) or widening by construction of one or more additional traffic lanes
- the centre line proposed route of a new road under proposals published for public consultation
- the outer limits one (i) construction for a proposed alteration or improvement to an existing road involving of a subway, underpass, flyover, footbridge, elevated road, or duel carriage way, (ii) construction of a roundabout (over than a mini roundabout) or widening by construction of one or more additional traffic lanes, under proposals published for public consultation

3.5 Nearby railway schemes

- Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?
- Are there any proposals for a railway, tramway, light railway, or monorail within the Local Authority's boundary?

3.6 Traffic schemes

Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths which are named in boxes B and C and are within 200 metres of the boundaries of the property?

- permanent stopping up or diversion
- waiting or loading restrictions
- one way driving
- prohibition of driving
- pedestrianisation
- vehicle width or weight restriction
- traffic calming works including road humps
- residents parking controls
- minor road widening or improvement
- pedestrian crossings
- cycle tracks
- bridge building

3.7 Outstanding notices

Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in response to any other enquiry in this form?

- building works
- environment
- health and safety
- housing
- highways
- public health
- flood and coastal erosion risk management

3.8 Contravention of building regulations

Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in building regulations?

3.9 Notices, orders, directions and proceedings under Planning Acts

Do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following?

- an enforcement notice
- a stop notice
- a listed building enforcement notice
- a breach of condition notice
- a planning contravention notice
- another notice relating to breach of planning control
- a listed building repairs notice
- in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation
- a building preservation notice
- a direction restricting permitted development
- an order revoking or modifying a planning permission
- an order requiring discontinuance of use or alteration or removal of building or works
- a tree preservation order
- proceedings to enforce a planning agreement or planning contribution

3.10 Community infrastructure levy (CIL)

- Is there a CIL charging schedule?
- If yes, do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following:-
 - a liability notice?
 - a notice of chargeable development?
 - a demand notice?
 - a default liability notice?
 - an assumption of liability notice?
 - a commencement notice?
- Has any demand notice been suspended?
- Has the Local Authority received full or part payment of any CIL liability?
- Has the Local Authority received any appeal against any of the above?
- Has a decision been taken to apply for a liability order?
- Has a liability order been granted?
- Have any other enforcement measures been taken?

3.11 Conservation area

Do any of the following apply in relation to the property?

- the making of the area a conservation area before 31 August 1974
- an unimplemented resolution to designate the area a Conservation Area

3.12 Compulsory purchase

Has any enforcement order or decision been made to compulsorily purchase or acquire the property?

3.13 Contaminated land

Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property)?

- a contaminated land notice
- in relation to a register maintained under section 78R of the Environmental Protection Act 1990
 - a decision to make an entry
 - an entry
- consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice

3.14 Radon gas

Do records indicate that the property is in a "Radon Affected Area" as identified by the Health Protection Agency?

3.15 Assets of Community Value

(a) Has the property been nominated as an asset of community value? If so:-

- Is it listed as an asset of community value?
 - Was it excluded and placed on the "nominated but not listed" list?
 - Has the listing expired?
 - Is the Local Authority reviewing or proposing to review the listing?
 - Are there any subsisting appeals against the listing?
- (b) If the property is listed:
- Has the Local Authority decided to apply to the Land Registry for an entry or cancellation of a restriction in respect of listed land affecting the property?
 - Has the Local Authority received a notice of disposal?
 - Has any community interest group requested to be treated as a bidder?

Notes:

- References to the provisions of particular Acts of Parliament or Regulations include any provisions which they have replaced and also include existing or future amendments or re-enactments.
- The replies will be given in the belief that they are in accordance with information presently available to officers of the replying local authority, but none of the local authorities or their officers accept legal responsibility for an incorrect reply, except for negligence. Any legal responsibility for negligence will be owed to the person who raised the enquiries and the person on whose behalf they were raised. It will also be owed to any other person who has knowledge (personally or through an agent) of the replies before the time when he purchases, takes a tenancy of, or lends money on the security of the property or (if earlier) the time when he becomes contractually bound to do so.
- This form should be read in conjunction with the guidance notes available separately.
- 'Area' means any area in which the property is located.
- References to the Local Authority include any predecessor Local Authority and also any Local Authority committee, sub-committee or other body or person exercising powers delegated by the Local Authority and their 'approval' includes their decision to proceed. The replies given to certain enquiries cover knowledge and actions of both the District Local Authority and County Local Authority.
- Where relevant, the source department for copy documents should be provided.

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If you are applying for an electronic search, you need only supply one copy of the form and plan. If you are submitting a paper-based search, the form and plan must be submitted in duplicate. Please type or use BLOCK LETTERS

A.

Local authority name and address

Search No: _____

Signed: _____

On behalf of: _____

Local authority/private search company/member of public
(include as appropriate)

Dated: _____

B.

Address of the land/property

UPRN(s):

Secondary name/property:

Primary name/property:

Street:

Locally/village:

Town:

Postcode:

C.

Other roadways, footways and footpaths in respect of which a reply to enquiries 2.1 and 3.6 is required (maximum 3 roads):

D.

Fees

£ _____ is enclosed/is paid by NLIS transfer
(delete as appropriate)

Signed:

Dated:

Reference:

Telephone No:

Fax No:

E-mail:

E.

Please reply to:

DX Address

Notes

- A. Enter name and address of appropriate Local Authority. If the property is near a local authority boundary, consider raising certain enquiries (e.g. road schemes) with the adjoining local authority.
- B. Enter address and description of the property. Please give the UPRN(s) (Unique Property Reference Number) where known. **A duplicate plan is required for all searches submitted directly to a local authority.** The search may be returned if land/property cannot easily be identified.
- C. Enter name and/or mark on plan any other roadways, footways and footpaths abutting the property (in addition to those entered in Box B) to which a reply at enquiries 2.1 and 3.6 is required.
- D. Details of fees can be obtained from the local authority, your chosen NLIS channel or search provider.
- E. Enter the name and address/DX address of the person or company lodging or conducting this enquiry.