

Information Note on personal searches of the Land Charges Register

The Good Practice Guidance for Local Authorities and Personal Searches was published in January 2008. The guidance states that as good practice local authorities should publish certain information on how they accommodate a personal search of the Land Charges Register.

Our information is as follows:

All the information required to answer enquiries to a search are held at South Holland District Council with the exception of Highways information.

For the relevant information please contact:

Building Control Section – 01775 761161 or bcadmin@sholland.gov.uk

Environmental Information – 01775 761161 or pollution@sholland.gov.uk

Highways Information – 01522 552222

All other information is held by the Local Land Charges Team; 01775 761161 or landcharge@sholland.gov.uk.

Our register is predominantly held in electronic format and much of the publicly available information is published on our website. Some of our information does however remain in paper format.

In order to conduct a personal search we require a name and contact details of the requestor, a site address and a copy of a plan clearly marking the proposed address. We are happy to receive these either in paper format or electronically via email. We also require a minimum of 24 hours notice to ensure the paper based information needed to conduct the search is 'booked' and available for use.

The fee for a personal search is currently £11 per search. Appointments should be made by contacting the Land Charges Team direct on 01775 764445 and arranging a mutually suitable time to conduct the appointment. We will always endeavour to accommodate the most suitable time for the person requesting the appointment. All appointments will be conducted during normal office hours of 8.30 – 5.15 Monday to Thursday and 8.30 to 4.45 on a Friday.

For more information or to make any comments or suggestions please contact Christian Mycock, Land Charges Manager on 01775 761161.

