

Property Search Information - Guidance to Personal Search Agents

Undertaking Personal Searches of the Local Land Charges Register

Access to Information for the CON29R (Enquiries of the Local Authority)

This information note has been issued in line with the Communities and Local Government Delivering Property Searches Good Practice Guidance for Local Authorities and Personal Searchers (January 2008).

**Local Land Charges Section
South Holland District Council
Council Offices
Priory Road
Spalding
Lincolnshire
PE11 2XE**

landcharge@sholland.gov.uk

March 2009

1. Personal Searches of the Local Land Charges Register

We will continue to run our current system for carrying out a personal search as this system is well embedded and works well for both personal search companies and the local authority.

Personal search appointments can be booked during the hours 9.00 to 11.00 and 2.00 till 4.30, Monday to Friday. Although as many of our existing personal searchers are aware we aim to be as flexible and accommodating as possible in order to assist the personal search companies.

The requirements for booking a personal search are:

- A least 24 working hours notice of the request
- Provide details of each single property address to be searched
- Provide one copy of a suitable and clear plan for each search – with the property to be searched clearly marked
- Provide the name and contact details (including telephone number) of the particular Personal Search Agent

Plans should be faxed to the Local Land Charges Team at 01775 762937 or preferably emailed to landcharge@sholland.gov.uk.

If a booked appointment is no longer required you are asked to advise the Local Land Charges Team accordingly (Tel: 01775 764445). The appointment slot can be then made available to other service users.

The statutory search fee for a personal search is £11, plus £1 for every extra parcel of land (to a maximum of 16 parcels). Payment can be made by cash, cheque, credit or debit cards. Cheques should be made payable to South Holland District Council.

Other Public Registers

Not all public registers relating to properties are maintained by the Local Land Charges Team and it is the responsibility of the Personal Search Agent or individual wishing to view such information to make contact direct with the relevant registering authority in order to make arrangements to inspect the records held. The contact details of the relevant organisations are listed below in the attached schedule of charges and access arrangements and also at the personal search area here at the council offices.

If you have any comments on the personal search appointment system or any issue in connection with land charges and searching the register, please contact Christian Mycock, Planning Support Officer on 01775 764831.

2. Access to Information for the CON29R – Enquiries of Local Authority Form

To comply with Government guidance issued in January 2008 and the Home Information Pack regulations, South Holland District Council is committed to providing access to the data held by the Council that is required to complete the CON29R Enquiries of the Local Authority form from 6 April 2009.

All the information held by the Council, which is not held on Statutory Registers that are publicly available, including Building Control Notices and Contravention of Building Regulations, will be made available. This information can be obtained from the various relevant sections listed below.

Private companies may only use this information to enable them to sell on a fully completed search that is compliant with the Home Information Pack (HIP) Regulations and contains the same information as one provided by the Council. The private sector companies do not have permission to re-use this information.

If you require this service, please contact the Local Land Charges Team on telephone (01775 764445). You will be required to submit a plan for each property at the time of making the request. The request can be faxed to the Local Land Charges Team at 01775 762937 or preferably emailed to landcharge@sholland.gov.uk.

All requests for unrefined data must be accompanied by the relevant payment for element requested (detailed below). We will then process the application and have the relevant information available when the personal search appointment is attended. Where a personal search appointment is not attended we will produce a print out of the results and send this either via email or post.

The fee charged for data enables the Council to recover its reasonable costs for providing the information on a cost recovery basis.

Information that is statutorily available free of charge to the public has not been included and you should continue to gather this information by examining public registers.

These arrangements will be reviewed on a regular basis and any amendments made to the procedures as and when necessary.

CON29R Enquiries of the Local Authority (2007 Edition) QUESTION	Register or Information Available	Requirements for Appointment or Access to Information	Cost of Access (if any) - £
1. PLANNING & BUILDING REGULATIONS 1.1. Planning and Building Decisions and Pending Applications (a) – (e)	(a) to (e) This information is publicly available via our website or at PC terminals at customer services. Please visit www.sholland.gov.uk	Website available 24 hours. Customer services opening hours are 8.45 – 5.15 Mon to Thurs, 8.45 to 4.45 Fri.	Available free of charge
(f) – (h)	(f) – (h) Information is available via Building Control Team	A request must be submitted to the Building Control Team at bcadmin@sholland.gov.uk Building Control will process the information and make available at the personal search appointment.	£4.00
1.2. Planning Designations & Proposals	This information is available by consulting the South Holland Local Plan	The South Holland Local Plan is available on the South Holland District Council website: www.sholland.gov.uk . A copy of the Local Plan is also available in the Local Land Charges office.	Available free of charge

<p>2. Roads</p>	<p>This information is available by contacting Lincolnshire County Council.</p>	<p>Contact Lincolnshire County Council for details of how this information can be accessed:</p> <p>Highways Searches 4th Floor Lincolnshire County Council City Hall Beaumont Fee LINCOLN</p> <p>Tel: 01522 552222</p>	<p>Contact Lincolnshire County Council direct for details of any fees payable.</p>
OTHER MATTERS			
<p>3.1. Land required for Public Purposes</p>	<p>This information is available by consulting the South Holland Local Plan.</p>	<p>The South Holland Local Plan is available on the South Holland District Council website www.sholland.gov.uk. A copy of the Local Plan is also available in the Local Land Charges office.</p>	<p>South Holland Local Plan available free of charge</p>
<p>3.2. Land to be acquired for Road Works</p>	<p>This information is available by contacting Lincolnshire County Council.</p>	<p>Contact Lincolnshire County Council for details of how this information can be accessed:</p> <p>Highways Searches 4th Floor Lincolnshire County Council City Hall Beaumont Fee LINCOLN Tel: 01522 552222</p>	<p>Contact Lincolnshire County Council direct for details of any fees payable.</p>

3.3. Drainage Agreements and Consents	<p>This information is available by contacting Geodesys Limited</p> <p>Agreement or consents may also be registered on the Local Land Charges Register</p>	<p>Geodesys PO Box 485 HUNTINGDON PE29 6YB DX 123730 HUNTINGDON Tel: (01480) 323889 Website: www.geodesys.com</p>	<p>Contact Geodesys direct for details of any fees payable.</p>
3.4. Nearby Road Schemes and 3.5. Nearby Railway Schemes and 3.6 Traffic Schemes	<p>This information is available by contacting Lincolnshire County Council.</p>	<p>Contact Lincolnshire County Council for details of how this information can be accessed:</p> <p>Highways Searches 4th Floor Lincolnshire County Council City Hall Beaumont Fee LINCOLN</p> <p>Tel: 01522 552222</p>	<p>Contact Lincolnshire County Council direct for details of any fees payable</p>
3.7. Outstanding Notices	<p>This information is available via the Land Charges Team</p>	<p>A request must be submitted to the Local Land Charges Team together with the appropriate fee.</p>	<p>£5.58</p>
3.8. Contravention of Building Regulations	<p>Information is available via the Local Land Charges.</p>	<p>A request must be submitted to the Local Land Charges Team together with the appropriate fee</p>	<p>£4.24</p>

3.9. Notices, Orders, Directions and Proceedings under Planning Acts	Information is available via the Local Land Charges.	A request must be submitted to the Local Land Charges Team together with the appropriate fee.	£4.24
3.10. Conservation Area	Information is available on the South Holland Local Plan and on our website.	The South Holland Local Plan is available on the South Holland District Council website: www.sholland.gov.uk . A copy of the Local Plan is also available in the Local Land Charges office.	Available free of charge
3.11. Compulsory Purchase	Information is available via the Local Land Charges Team.	A request must be submitted to the Local Land Charges Team together with the appropriate fee.	£5.65
3.12. Contaminated Land	Information is available via the Environmental Health Team	A request must be submitted to the Environmental Health team by emailing pollution@sholland.gov.uk	Available free of charge
3.13. Radon Gas	Contact the Health Protection Agency	During Nov' 2007, the Health Protection Agency (HPA) and the British Geological Survey (BGS) jointly launched a new radon dataset for England and Wales. This dataset provides a radon	Contact the Health Protection Agency.

		<p>probability banding for each individual property with a valid postal address. This estimated radon potential can be obtained through the following website for a small fee (www.ukradon.org)</p> <p>Alternatively a simplified version of the new dataset has been published as the Indicative Atlas of Radon in England and Wales. This shows the highest probability banding for each 1km grid square. The simplified version can be found at www.hpa.org.uk</p>	
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Breakdown of the total package fee in relation to each request for access to property records:

Question	Cost per Question - £
1.1 (f) to (h)	4.00
3.7	5.58
3.8	4.24
3.9	4.24
3.11	5.65
Total payable for each property	23.71