

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 <sup>(1)</sup> the register of local land charges kept by the above named registering authority for subsisting registrations against the land [defined in the attached plan] <sup>(2)</sup> 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 <sup>(3)</sup>

Signed \_\_\_\_\_

*or the.....registration(s) described in the Schedule hereto <sup>(3)</sup> up to and including the date of the certificate.*

On behalf of \_\_\_\_\_ <sup>(4)</sup>

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.