

The duplicate of this form must also be completed:
a carbon copy will suffice

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 the register of local land charges kept by the above-named registering authority for subsisting registrations against the land [defined in the attached plan and]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

It is hereby certified that the search requested reveals no subsisting registrations³

or the _____ registrations described in the Schedule hereto³ up to and including the date of this certificate.

Signed

On behalf of

_____ Date

To be completed by authorised officer

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

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

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.)

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 scheme 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

Official search (including issue of official certificate of search)

in any one part of the register	£1.70
on the whole of the register	£4.40

and in addition, but subject to a maximum additional fee of £13.00 in respect of each parcel above one, where several parcels are included in the same requisition (see notes 2 and 3 above) whether the requisition is for search in the whole or any part of the register	70p
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Office copy of any entry in the register (not including a copy or extract of any plan or document filed by the registering authority)	£1.20
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Office copy of any plan or other document filed by the registering authority	Such reasonable fee as may be fixed by the registering authority according to the time and work involved.
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All fees must be prepaid