

Introduction

Anyone who has bought a house will, though they may not know it, have used the Council's Local Land Charges Service.

The Service maintains the Local Land Charges Register – a record of Planning Approvals, Planning notices, General and Specific Financial Charges, Listed Buildings and Ancient Monuments and Special Areas of Conservation.

From 1 June 2007 new regulations mean that every property marketed will be required to have a Home Information Pack. A search of the Local Land Charges register (an LLC1) and enquiries of a local authority (Con 29 part 1) are two of the items that MUST be included in the pack. These two documents form the Official LA Local Land Charges search along with optional enquiries which are authorised as a discretionary document depending on need.



Why do we need the Local Land Charges Service?

When you buy or re-mortgage a property, your Solicitor will carry out a Local Land Charges Search for you. Your Building Society or Bank will want to know, for example:

- that the property is served directly by a public road and you don't need to go over any private land to access the property.
- that the property has all the necessary Planning and Building Regulations permissions.

Our job is to maintain an accurate record of all the relevant issues which might affect a property and, when a search is requested, quickly and accurately report on what, if any, those issues are.

What we offer

We aim to provide a responsive and effective service in a number of ways.

1. Full LLC1 and Con 29 searches

- can be submitted electronically via NLIS or on paper by post or the DX system.
- a standard search (LLC1 and Part 1 Con 29 questions) will be completed and returned within 10 working days of receipt, although our normal turnaround time is 3 working days.
- Non-standard searches (LLC1 and Con 29 with Part II and/or additional questions) – we will aim to complete and return these within 10 working days of receipt, although as with standard searches they are normally turned around within 3 working days.

2. LLC1 Search Only

- can be submitted electronically or on paper by post or the DX system.

- will be completed and returned within 10 working days of receipt, although our normal turnaround time is 3 working days.

3. Personal Search

You can arrange to come to the offices to see and get copies of the entries of the Local Land Charge Register either yourself or through one of the companies who carry out personal searches.

These can be booked by post, electronically, fax or telephone and an appointment will be made for 24 hours from receipt of a clearly outlined ordnance survey plan. Please be aware that there is a statutory fee for this service.

We will also

- reply to letters within 10 working days
- return phone calls within 1 working day
- provide advice on search fees, forms, plans etc.
- deal with enquiries in a helpful and courteous manner.

Unfortunately we cannot

- supply copies of the LLC1 or Con 29 forms **or**
- supply copies of Ordnance Survey maps for copyright reasons.

Nor do we hold details of who owns property. Further information on this can be obtained by contacting the Peterborough District Land Registry on 08709 088063.

How to help us help you

We cannot process incomplete searches so to help us deal quickly and efficiently with the request we need:

- for full searches, two copies of a current ordnance survey plan clearly showing the property to be searched. Or in the case of electronic searches, a map clearly outlined on your application screen.
- for personal searches, when arranging the appointment, one copy of a current map/plan clearly showing the property to be searched.
- the correct forms properly completed and correct fees.

How to get help and advice

You can get help and advice in one of the following ways:

Write to: Local Land Charges Service
The Grange, Nutholt Lane
Ely, Cambs
CB7 4PL

or phone: 01353 665555

or email: lorraine.hogg@eastcambs.gov.uk

or paula.holmes@eastcambs.gov.uk

Normal Council Office hours are 8:45am – 5pm
(4:30pm on Fridays)

Further information about Council Services is available on our Web site at:

<http://www.eastcambs.gov.uk>

If things go wrong

If you are not happy with the service you have received, please let us know quickly so we can try to put things right.

Speak to the Local Land Charges section or speak or write to:

Jeanette Thompson

Head of Legal Services

(at the Council Offices) 01353 616372

or email: jeanette.thompson@eastcambs.gov.uk

Your complaint will be acknowledged in 2 working days and investigated with a reply in writing within 10 working days. If we need longer for any reason we will let you know within 10 working days when you can expect a detailed reply from us.



A leaflet describing our complaint procedure is available from the Council Reception.

Further help

If you require this document in different formats (e.g. Braille, large print, audiotape/CD or other languages) please contact the councils' main reception or email translate@eastcambs.gov.uk

Local Land Charges Property Searches

