



Local Land Charges Search Request Form

This form covers **all** search requests. Please provide full details, description of the property to be searched against and a plan showing precise boundaries.

In each section indicate the search type and show the fee required. Enter the total fee on the last page together with your choice of payment.

Email your requests to locallandcharges@eaststaffsbc.gov.uk

| Your Details | |
|--|--------|
| Name * | |
| Address * | |
| Are you a Limited Company? ** | Yes/No |
| If No, please list partners names ** | |
| Your Reference | |
| telephone number | |
| Email address *** | |
| <p>* For invoice purposes if you request to pay via Monthly Account - please provide your full postal address and name of person the invoice should be addressed to. If we already hold this information it is not necessary to provide again. ** Details required to set up a Monthly Account – an account is available to customers requesting searches over the value of £100.00 during any calendar month. *** Required if you prefer your search returned electronically.</p> | |

| Official Local Authority Search Requests | | | |
|--|--|---|--|
| Description of property/land to be searched against (For identification purposes please supply a plan of the site to be searched) | | | |
| Residential Searches | | Commercial Searches | |
| Full Residential Search @ £85.00 LLC1 & Con29 form (includes Vat on Con29 element of search only) | | Full Commercial Search @ £157.00 LLC1 & Con29 form (includes Vat on Con29 element of search only) | |
| Residential LLC1 Search @ £25.00 (Vat not applicable) | | Commercial LLC1 Search @ £55.00 (Vat not applicable) | |
| Residential Con 29 Search @ £60.00 (Vat included) | | Commercial Con 29 Search @ £102.00 (Vat included) | |

| | |
|-----|---|
| Fee | £ |
|-----|---|

| Con 29 Optional Questions Residential and Commercial Search | | |
|--|-------------------------------------|---|
| Description of property/land to be searched against (For identification purposes please supply a plan of the site to be searched) | | |
| | | |
| Con 29 Optional Questions @ £16.80 each (Vat included) | 4 | Road proposals by Private Bodies |
| | 5 | Advertisements |
| | 6 | Completion Notices |
| | 7* | Parks and Countryside |
| | 8* | Pipelines |
| | 9 | Houses in Multiple Occupation |
| | 10 | Noise Abatement |
| | 11 | Urban Development Areas |
| | 12 | Enterprise Zones, Local Development Orders & BIDS |
| | 13 | Inner Urban Improvement Areas |
| | 14 | Simplified Planning Zones |
| | 15 | Land Maintenance Notices |
| | 16 | Mineral Consultation and Safeguarding Areas |
| | 17 | Hazardous Substances Consents |
| | 18 | Environmental and Pollution Notices |
| | 19 | Food Safety Notices |
| | 20 | Hedgerow Notices |
| | 21* | Flood Defence and Land Drainage Consents |
| 22* | Common Land & Town or Village Green | |

| | |
|-----|---|
| Fee | £ |
|-----|---|

***Please Note:**

If you require Con 29 optional questions 7, 8, 21 or 22 we recommend you purchase at the same time as a full search or a full Con 29 to avoid an additional administration fee. If you decide to purchase these questions separately, you will need to contact Staffordshire County Council direct, who will confirm the exact fee payable.

| Con 29 Questions Individual Requests | | | |
|---|--|---|--|
| Description of property/land to be searched against (For identification purposes please supply a plan of the site to be searched) | | | |
| Residential Requests | | Commercial Requests | |
| Q.1.1.a-i Planning decisions @ £5.28 (Vat included) | | Q.1.1.a-i Planning decisions @ £21.12 (Vat included) | |
| Q.1.1.j-l Building regulations @ £2.16 (Vat included) | | Q.1.1.j-l Building regulations @ £11.76 (Vat included) | |
| Q.1.2 Planning designations and proposals Details available from www.eaststaffsbc.gov.uk | | Q.1.2 Planning designations and proposals Details available from www.eaststaffsbc.gov.uk | |
| Q.2.1 Roads Q.2.2 – Q.2.5 Public rights of way Q.3.2 Land to be acquired for road works Q.3.3 Drainage matters Q.3.4 Nearby road schemes Q.3.6 Traffic schemes Details available from Staffordshire County Council www.staffordshire.gov.uk | | Q.2.1 Roads Q.2.2 – Q.2.5 Public rights of way Q.3.2 Land to be acquired for road works Q.3.3 Drainage matters Q.3.4 Nearby road schemes Q.3.6 Traffic schemes Details available from Staffordshire County Council www.staffordshire.gov.uk | |
| Q.3.1 Land required for public purposes @ £1.80 (Vat included) | | Q.3.1 Land required for public purposes @ £3.60 (Vat included) | |
| Q.3.3 Drainage matters Details available from www.eaststaffsbc.gov.uk | | Q.3.3 Drainage matters Details available from www.eaststaffsbc.gov.uk | |
| Q.3.5 Nearby railway schemes Details available from www.staffordshire.gov.uk | | Q.3.5 Nearby railway schemes Details available from www.staffordshire.gov.uk | |
| Q.3.7 Outstanding notices @ £2.04 (Vat included) | | Q.3.7 Outstanding notices @ £4.08 (Vat included) | |
| Q.3.8 Contravention of building regulations @ £1.80 (Vat included) | | Q3.8 Contravention of building regulations @ £3.60 (Vat included) | |
| Q.3.9 Notices, orders, directions and proceedings under Planning Acts @ £2.28 (Vat included) | | Q.3.9 Notices, orders, directions and proceedings under Planning Acts @ £4.56 (Vat included) | |
| Q.3.10 Community infrastructure levy @ £2.40 (Vat included) | | Q.3.10 Community infrastructure levy @ £4.80 (Vat included) | |
| Q.3.11 Conservation area Details available from www.eaststaffsbc.gov.uk | | Q.3.11 Conservation area Details available from www.eaststaffsbc.gov.uk | |
| Q.3.12 Compulsory purchase @ £1.80 (Vat included) | | Q.3.12 Compulsory purchase @ £3.60 (Vat included) | |
| Q.3.13 Contaminated land @ £1.80 (Vat included) | | Q.3.13 Contaminated land @ £3.60 (Vat included) | |
| Q.3.14 Radon gas Details available from www.ukradon.org | | Q.3.14 Radon gas Details available from www.ukradon.org | |
| Q.3.15 Assets of community value @ £2.40 (Vat included) | | Q.3.15 Assets of community value @ £4.80 (Vat included) | |

| | |
|-----|---|
| Fee | £ |
|-----|---|

| Personal Search Requests | |
|--|--|
| Description of property/land to be searched against (For identification purposes please supply a plan of the site to be searched) | |
| | |
| Personal Search to view the Local Land Charges(LLC) Register and Planning Public Register @ no fee | |
| Personal Search Procedure: Following receipt of your email the LLC Team will prepare the personal search. When ready we will email you to let you know the search can be viewed at the Customer Service Centre (CSC), Market Place, Burton upon Trent, Staffordshire, DE14 1HA. You will be issued with a reference number you will need to quote on your arrival at the CSC before access is provided. The search will be made available to view in an electronic format at the CSC for a period of 10 days. The CSC is open Monday, Tuesday, Thursday and Friday 9.00am to 5.00pm, Wednesday 9.45am to 5.00pm and Saturday 9.00am to 1.00pm. | |

| | | | |
|-----------|---|---------------------------|--|
| Total Fee | £ | How do you intend to pay? | |
|-----------|---|---------------------------|--|

Please ensure you inform us how you intend to make payment, otherwise this will delay the request being processed.

You can make payment in several ways:

Monthly Account: An account is available to customers requesting searches over the value of £100.00 during any calendar month. You can open a monthly account by supplying us with the relevant information at the beginning of this form. Invoices are sent out at the beginning of each month. Any non payment of fees within the terms of the invoice will result in no further work being carried out until the account is settled in full.

Cheques: make cheque payable to 'East Staffordshire Borough Council' and submit directly to us by post together with your search request form.

Card Payment: to make a card payment, telephone (01283) 508738 between 9.00 and 12.00 quoting details of when search request was submitted, together with address of search/es you are paying for.

Cash: is not accepted.

BACS: details are:

Sort code: 16 – 14 – 70

Account Number: 10028206

Account Name: ESBC General a/c

Reference number: Local Land Charges (LLC) and search address

Contact Details:

Local Land Charges Team

Address:

East Staffordshire Borough Council,

PO BOX 8045,

DE14 9JG

Phone: 01283 508738

Email: locallandcharges@eaststaffsbc.gov.uk