

## How to Request an Online Search

There are four stages / pages to the Online form. After each stage press the 'Next' button displayed at the bottom of the page. There is the option to cancel and exit the online form at any point or use the 'back' button if you want to change or review the form at any stage.

### Stage One - Personal Details

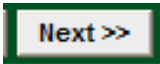
Type in your title / name and or company name

Using the 'Complete Address from Postcode' button will populate the address part of the form

Complete Address from Postcode

For private individuals in the mandatory field **\*Company\*** put in your house name or type in 'private search'.

Next >>

Press the  button to proceed to the next stage

### Stage Two – Search Criteria

Select Commercial Search or Residential Search by clicking on the radio button



A Commercial Search is one carried out on a property, building or land that is not a domestic/residential dwelling.

A Residential Search is for those properties used solely for residential occupation.

Select search options

Fees are displayed in the 'Total Cost' box

- |        |  |
|--------|--|
| LLC1   | is the requisition for official search of the Land Charge register.  |
| CON29R | contains many 'warning' questions, the answers to which cannot be found on statutory registers. (Enquiries of Local Authority 2007)  |
| CON29O | contains optional question road proposals, public paths, byways, advertisements, notices, parks, pipelines, multiple occupation, noise abatement and urban development / enterprise zones. (Enquiries of Local Authority 2007 edition) |
| CON29R | if a full search is not required you can select a group of questions, separately priced. Questions are divided into planning, highways and environment enquiries.  |

Choose the search questions you require – all the questions included on the CON29R and CON29O will be displayed when selected.

Box C should only be completed where CON29 enquiry 2 (roads) is requested.

Box E No longer required

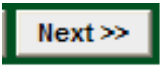
(HIP) The Home Information Pack was suspended 20 May 2010. Energy performance certificate will still apply. It is the householders responsibility to provide EPC.

Additional Enquiries please enter the number of additional enquiries by using drop down arrow. Text boxes will appear for you to type in your question. One question per box.

Address/Location of search area

address of property or search area (a plan with the search area marked in red must accompany any search request).

The option to attach a plan is directly after the location address of the search

Press the  button to proceed to the next stage

### Stage Three – Printout

**Draft Print** - will give you a print out of the search request. You may go back at this stage and alter any of the search criteria.

**Pay Online** - to return the form electronically click the 'Pay Online' button

Follow the on screen instructions to make your payment. If you cancel the transaction at this stage it will take you back to stage three of the online form.

If you haven't attached a location plan electronically you will need to fax, email or post one to the Land Charge section immediately or your request cannot be actioned.

**Print and Return** – you will be given an option to save the form as a pdf document before printing

### Stage Four – Completed Form ---- Form Closed

Detail of where to return the printed form with your payment and location plan with the boundary of the search area marked in red.

If a payment or plan does not accompany the search enquiry, we cannot action the request.

**Form Closed** – the form reference number will be displayed.

We will return our response electronically when an e mail address is provided unless other arrangements have been agreed with the Land Charge service.