**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)*

**Description of land sufficient to enable it to be identified**

**Name and address to which certificate is to be sent**

**Official certificate of search** *(to be completed by authorised officer)*

**Official Number**

* (To be completed by the registering authority)*

*Delete if inappropriate.*

1. 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 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.