



Local Land Charges Register Personal Search Procedure

This information note has been issued in line with the Communities and Local Government Delivering Property Searches Good Practice Guidance for Local Authorities and Personal Searchers (January 2008).

Personal searches can be conducted by appointment during normal office hours:

Monday, Tuesday, Thursday & Friday: 9am – 12pm & 2pm – 5pm (last appointment 4pm)

Wednesday: 10am – 12pm & 2pm – 5pm (last appointment 4pm)

Appointments are for 1 hour duration, with an unlimited number of searches per appointment

Persons wishing to book a Personal Search of the Local Land Charges Register must call the Local Land Charges office (01427 676624) and:

1. Provide the name and contact details (including telephone number) of the person wanting to visit the office including the search agency they represent.
2. Give a minimum of 1 working day notice
3. Send by fax or email, details of each single property address to be searched together with one copy of a suitable and clear plan – with the property to be searched clearly marked

Plans should be faxed or emailed to the Local Land Charges Team prior to the appointment on 01427 675169 or localandcharges@west-lindsey.gov.uk

On arrival at the Council Offices, the personal searcher **must** book in at main reception and get a visitor badge, whilst reception will inform our office of your arrival.

- There is no fee to search the Local Land Charges register.
- A personal search agent is not permitted to photograph, scan or make any other form of electronic copy of the Local Land Charges Register. There is a right for members of the public to inspect Local Land Charges Register. There is no right to take copies in any way and you are likely to be in breach of copyright under The Copyright, Designs and Patents Act 1988.
- On the written request of any person and on payment of the prescribed fee, the personal searcher shall be supplied with an office copy of any registration or any document, map or plan deposited with, or filed by, that authority in connection with a registration.
- Free access to the Planning Register is available via <https://www.west-lindsey.gov.uk/my-services/planning-and-building/view-applications-decisions-and-appeals/>
- Highways information is held by Lincolnshire County Council.

If you would like a copy of this document in another format; e.g. Large, clear print, audio, Braille or in another language, please contact the Local Land Charges office on 01427 676624.