

## **PERSONAL SEARCH/ENQUIRIES OF THE LOCAL AUTHORITY**

### **INFORMATION NOTE**

**UPDATED 21<sup>ST</sup> APRIL 2009**

Hart District Council's Local Land Charges section operates in accordance with the "Good Practice Guidance for Local Authorities and Personal Searches" issued by the Department of Communities and Local Government January 2008.

#### **Personal Searches of the Local Land Charges Register**

A personal search is an inspection of the Local Land Charges Register and can be carried out by anyone upon payment of the fee. The current statutory fee is set at £11.00.

An appointment system is in operation between the hours of 09:30 – 12:30 and 14:00 – 16:00. Each appointment is of 30 minutes duration and the appointment time is for one property only. In order to make an appointment you should telephone 01252 774275. All appointments are on a 'first come, first served basis'. A plan is required with the area of land to be searched clearly identified at least 24 hours prior to your appointment time.

Please note that at least 24 hours notice should be given of cancellation of an appointment, otherwise you will be charged the full personal search fee.

Should you wish to receive a hard copy of the search report then please request this at the Payment Desk at the time of your appointment. An additional fee of £14.00 is payable for this service. Any comments, suggestions or complaints about our personal search service should be made in writing to Teresa Desoisa, Senior Support Officer, Local Land Charges, Hart District Council, Civic Offices, Harlington Way, Fleet, GU51 4AE.

### CON 29 R Enquiries of the Local Authority (2007)

Enquiry No	Department	Fee	Access to Data	Notes
1.1 (f) – (h)	Building Control	£12.50*	Letter/Email: building control@hart.gov.uk	Response within 10 working days
3.7 (a)	Building Control	£12.50*	Letter/Email: building control@hart.gov.uk	Response within 10 working days
3.7 (b), (c), (d), & (f)	Environmental Health	£25.00	Contact Environmental Health – 01252 774421	Public Register of Notices available by appointment only. Please contact 01252 774421
3.8	Building Control	£12.50*	Letter/Email: building control.hart.gov.uk	Response within 10 working days
3.9	Local Land Charges	£33.00	By appointment at Local Land Charges department at Hart District Council – tel 01252 774275	
3.11	Local Land Charges	£33.00	By appointment at Local Land Charges department at Hart District Council – tel 01252 774275	
3.12	Environmental Health	£27.00 (written response, plus see note below)**	Email: neil.hince@hart.gov.uk	Public Register available to view by appointment only. Please contact 01252 774421
3.13	Environmental Health	£12.50 (written response)	Email: <a href="mailto:neil.hince@hart.gov.uk">neil.hince@hart.gov.uk</a>	Separate enquiry can also be made to <a href="http://www.ukradion.org">www.ukradion.org</a> where a property specific radon report can be commissioned on payment of a fee.

#### Notes:

\* Fee is for information from July 2002. A separate fee of £40.00 is payable for information pre July 2002.

\*\* EIR charges may apply. Please contact Environmental Health direct.

## **FREE STATUTORY INFORMATION:**

The following information/registers relating to the **Local Enquiries (CON29R) Search** are available free of charge on the Council's website [www.hart.gov.uk](http://www.hart.gov.uk).

Planning Register; Local Plan; Register of Enforcement Notices, Stop Notices and Breach of Conditions Notices

## **INFORMATION ONLY AVAILABLE FROM SOURCES OTHER THAN HART DISTRICT COUNCIL**

### **Highways**

Separate enquiries should be made of Hampshire County Council regarding information/registers for highways. Contact details:

Highway Land Charges Searches, Highways and Transport Performance Team, Hampshire County Council, Environment Department, Sheridan House, 40-43 Jewry Street, Winchester, Hants, SO23 8RY (email address: [land.charages@hants.gov.uk](mailto:land.charages@hants.gov.uk))

### **Drainage**

Separate enquiry should be made of Thames Water. Contact details:

Thames Water, Blake House, Manor Farm Road, Reading, (tel: 0118 923 6656)

**STATEMENT IN ACCORDANCE WITH SI NO. 3248 - THE LOCAL AUTHORITIES (ENGLAND) (CHARGES FOR PROPERTY SEARCHES) REGULATIONS 2008 – REGULATION 9.1**

In accordance with The Local Authorities (England) (Charges for Property Searches) Regulations 2008 the Council has estimated its charges for providing access to property records, by taking into account the estimated cost of the Local Land Charges Service. For current search charges please see above.

**N.B.** It should be noted that the above Regulations have only recently been introduced. The financial year 2009/2010 is therefore the first year that search requests will be subject to them. Although we have been as accurate as we can with estimated numbers, actual numbers will be monitored and the above amended to reflect variations throughout the year.

**CON 29 Groupings**

<u>Dataset</u>	<u>Planning &amp; Building Regulations</u>	<u>HDC</u>	
		<u>Est Cost per Enquiry</u>	
1.1 F-H	Sections 'a-e' are web based Building Regulations Applications etc	12.50	
	<u>Roads</u>		
2	Roadways, footways and footpaths		Hampshire County Council
	<u>Other Matters</u>		
3.1	Land required for Public Purposes		Hampshire County Council
3.2	Land to be acquired for road works		Hampshire County Council
3.3	Drainage Agreements & Consents		Thames Water
3.4	Nearby Road Schemes		Hampshire County Council
3.5	Nearby Railway Schemes		Hampshire County Council
3.6	Traffic Schemes		Hampshire County Council
3.7	<u>Outstanding Notices</u>		
3.7a	Building Works	12.50	
3.7e	Highways		Hampshire County Council
3.7b	Environment		
3.7c	Health & Safety		
3.7d	Housing		
3.7f	Public Health	25.00	
3.8	Contravention of Building Regulations	12.50	

3.9	Notices,orders,directions and proceedings under Planning Acts	33.00	
3.10	Conservation Area	0.00	website
3.11	Compulsory Purchase	33.00	
3.12	Contaminated Land	27.00*	
3.13	Radon gas	12.50	

\* EIR charges may apply. Please contact Environmental Health direct.