



# Land Charges Service Guide

## Land Charges

**If you are buying a property within the Flintshire area, as part of the conveyancing process, an application is usually made to the Local Land Charges office to provide financial and other information relating to charges, notices and local authority matters which affect the building(s) or plot of land.**

Land and property searches can be carried out by Local Authorities, private search firms and members of the public.

## What information will the search contain?

There are various searches available. However, a Local Land Charges Search usually comprises two elements, an LLC1 form plus a CON29 form, normally referred to collectively as a 'full', 'standard', or 'official' search. Please note that the search will not include information about neighbouring property. If you have concerns about an adjoining piece of land, you can raise an additional enquiry (price below).

### **LLC1**

A requisition for search and official certificate of search: This requests information from the Local Land Charges Register, which the Land Charges Section is required to keep by law, about all local land charges registered against a property within Flintshire. This search covers a host of matters, including planning permissions, tree preservation orders, grants, conservation areas and enforcement notices. The Local Land Charges office compile and certify the result of this search which is fully indemnified by the Council's insurers.

### **CON29 'Enquiries of the Local Authority'**

A list of standard enquiries to a local authority: This contains a list of 22 set questions on matters which are not necessarily covered by the LLC1 search, such as refused or pending planning applications, building control history, road schemes and notices.

It is recommended that a full Local Land Charges Search (LLC1 & CON29) be carried out to obtain the maximum amount of fully indemnified information.

## CON 290 'Optional Enquiries of local authority'

This is a set of optional questions which your solicitor can advise on asking, according to the type of property/land you are buying. For example, on CON290 you can ask about any common land and pipelines affecting your property.

### Solicitor's Own Enquiries

If you wish to enquire about any Local Authority matter which is not covered in an LLC1 or CON29 or CON290, you can raise a specific enquiry. For example, you may wish to enquire about the planning history of a neighbouring piece of land.

### Drainage Searches

These are dealt with by Welsh Water or United Utilities ([www.con29drainagewater.co.uk](http://www.con29drainagewater.co.uk))

## Requesting a search

The Local Land Charges section at Flintshire County Council offer the following services:

**1. Full LLC1 and CON29 Search:** You can email or post us your applications using your own forms or our downloadable search request form. Two plans must be enclosed with all applications together with the correct fee. Searches can also be obtained from the National Land Information Service (NLIS) website ([www.nlis.org.uk](http://www.nlis.org.uk)). Through NLIS, solicitors and licensed conveyancers can access official land and property searches from designated core information providers electronically. Data providers include all Local Authorities in England and Wales, Land Registry, the Coal Authority and several water companies. The information is distributed by NLIS channels to solicitors and licensed conveyancers.

Please note that a free refresher search service is available with a full residential LLC1 and CON29 Search. The application must come from the original applicant and be for the same site and must be received within 6 months of the completion date of the original. Contact Local Land Charges for further information.

**2. Search of the Local Land Charges Register (Code REG)**

### Search of the Local Land Charges Register (REG)

This service has been free since the 2nd August 2010 following an amendment to the Local Land Charges Rules 1977.

Appointments for searches of the Register are available during normal office hours and a minimum of 10 working days' notice is required before an appointment. Any one company can undertake a maximum of 5 Local Land Charges Register searches per appointment. When the appointment is booked initially you must provide at least one of the addresses you intend to search, which must be followed up immediately by email confirmation with the site plan. The remaining 4 addresses may be sent later but must be received

by us a MINIMUM OF FIVE WORKING DAYS before your appointment. Local Land Charges will ensure that the Register has been maintained and is up to date, until a spatial search facility can be offered.

A clearly marked plan and address must be emailed to us to confirm the appointment. Please note you will be unable to carry out an accurate search if we have not received a plan at least 5 working days prior to the appointment time. When emailing your confirmation, please include the following information: (1) Your business address and telephone number; (2) Date and time of appointment; (3) Description of addresses to be searched; (4) Search type, using code REG; (5) Clear, unambiguous, plans for all searches.

Each company will be given an agreed time slot in which to note down all Register entries relating to a property from a computer in the Main Reception area.

We would request that you adhere to the agreed timeframe to be fair to other users.

## Fees and payment

Following HMRC's recent decision that CON29R and CON29O products submitted to the local authority are considered to be subject to VAT at the standard rate of 20%, effective from 31 March 2017 our fees for the CON29R and CON29O are as below. The statutory LLC1 Official Certificate of Search is unaffected by this change.

Search Request Type	Application Fee (excl VAT)	VAT @ 20%	Total Fee Payable (incl VAT where applicable)
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LLC1 only (whole part of register)	£6.00	None	<b>£6.00</b>
Full Official Search	£97 (LLC1 Element £6.00) (CON29 Element £91.00)	None £18.20	<b>£115.20</b>
CON29 Enquiries only	£91	£18.20	<b>£109.20</b>
CON29 Optional Enquiries (each)	£9.00	£1.80	<b>£10.80</b>
Applicant's own Additional Enquiries (each)	£19.50	£3.90	<b>£23.40</b>
Additional Parcels of Land (Each)	£11.00 (LLC1 Element £1.00) (CON29 Element £10.00)	None £2.00	<b>£13.00</b>
Expedited Fee (Official Search)	£23.00	£4.60	<b>£27.60</b>

Our current turnaround time is 10 working days; 2 working days for an expedited search. Payment can be made by cheque payable to Flintshire County Council, debit/credit card or by BACS. Please contact the Land Charges Section on 01352 702333/4/5 or email [land.charges@flintshire.gov.uk](mailto:land.charges@flintshire.gov.uk) for further information. Please note, we do not offer payment accounts.

### **Search Cancellation Policy**

Our policy is that we will only accept cancellation of a search if we have not started processing it.

### **Office hours and location**

Our normal office hours are Monday to Friday 9.00 am to 5.00 pm. The office address where public records are held is Main Reception, Ty Dewi Sant, St David's Park, Ewloe, Flintshire, CH5 3FF.

## Contact information

For Lead Mining Searches, contact the Flintshire Record Office, The Old Rectory, Hawarden, CH5 3NR. Tel 01244 532364.

For Drainage Enquiries, visit [www.con29drainagewater.co.uk](http://www.con29drainagewater.co.uk)

For replies to CON290 Enquiries, please submit the CON290 Enquiry form to Land Charges. The cost of each Enquiry is £10.80 (inclusive of VAT).

To inspect the Common Land and Town and Village Green Register, contact the Council's Conveyancing Section on 01352 702312.

## Land Registry/Land Ownership

For enquiries about land ownership within the Flintshire area, please visit the Land Registry website in ([www.gov.uk/government/organisations/land-registry](http://www.gov.uk/government/organisations/land-registry))

For enquiries about Council owned land, contact the Council's Legal Services Section at County Hall, Mold on 01352 702315 or 01352 702312

## Further information

To obtain CON29 forms contact [www.shaws.co.uk](http://www.shaws.co.uk) or [www.oyezstore.co.uk](http://www.oyezstore.co.uk). Alternatively use our [downloadable request form](#).