

Leeds City Council - Local Land Charges

Optional Enquiries (Con29 O) Questions:

Question 4	Road proposals by private bodies
Question 5	Public paths or byways
Question 6	Advertisements
Question 7	Completion Notices
Question 8	Parks and Countryside
Question 9	Pipelines
Question 10	Houses in multiple occupation
Question 11	Noise Abatement
Question 12	Urban Development Areas
Question 13	Enterprise Zones
Question 14	Inner Urban Improvement Areas
Question 15	Simplified Planning Zones
Question 16	Land Maintenance Notices
Question 17	Mineral Consultation Zones
Question 18	Hazardous Substances Consents
Question 19	Environmental and Pollution Notices
Question 20	Food Safety Notices
Question 21	Hedgerow Notices
Question 22	Common Land, Town and Village Greens

For further information on the exact nature of these questions please refer to CON290 Optional enquiries of local authority (2007) or telephone the Local Land Charges team on 0113 2474015/6.

GUIDANCE ON PAYMENT OF SEARCH FEES

There are 4 methods of payment available:

1. By cheque payable to Leeds City Council via DX or post
2. By credit/debit card over the telephone 0113 247 4015/6
(applicants should state on the submitted Search Enquiry Form that payment has been made by this method).
3. By BACS to Leeds City Council
Sort Code 57-12-72 A/C 00000000 LCC Ref 82/281/933/00
National Westminster Bank, City Office, 8 Park Row, Leeds LS1 5HD
4. By cash payable to a member of staff in the Local Land Charges Office
(Room G13 West, Civic Hall).

Applicants should sign the **Undertaking to Pay** before submitting a request by email or by fax.

Search reports will only be sent out on receipt of payment.

Local Land Charges will be pleased to confirm the amount payable prior to submission.

Please note that we do not take payment 'on account' in respect of future search submissions and only the payment relating to searches actually submitted will be accepted.

ADDITIONAL GENERAL INFORMATION

Addresses

The address to be searched against should be inserted in Box B. This should be as full as possible and include a Post Code. If no specific postal address is possible e.g. if searching on a piece of land, then please submit as 'Land/Buildings at.....'.

Other Roadways etc (Box C)

Please insert any additional roads, footpaths etc that you require the answers for. Our Street Registry will not answer speculative terms such as 'All adjoining'. If you do not know the name of a road/footpath simply shade the area on your plan and refer to it in Box C as e.g. Roads coloured Blue on attached plan.

Plans

A plan is required for each search. If the property is part of a new development then in addition to the plot plan a Land Registry plan/location plan may be required.

Search Extents

This office has a fully computerised GIS based search system. The area to be searched that you submit (**this should be outlined in red on your plan**) is copied exactly into our system. For this reason the plan should be up to date. Once processing of the search has begun no amendments to the 'extent' are possible and the applicant would have to submit a new search.

Submission of Cheques relating to Search Enquiry Forms

When Search Enquiry Forms are submitted by email or by fax (and the applicant is paying by cheque) please do not send in an additional copy of the Form with your payment. Please just submit a compliment slip quoting the Official Search Reference or the address of the property it relates to in addition to your cheque.

Method of Response

The response method is entirely down to you – please indicate on the Form which method you would like. Please note that only one method will be used e.g. if you select 'By Email' then you will not receive a paper copy through the post/DX.

Search Copies

Local Land Charges/Leeds City Council is not responsible for searches going 'astray' in the postal service/DX. The results are dispatched by LCC in good faith and should they not be delivered the client must submit the copy search fee (£5.00) for a second copy.

It is the responsibility of the applicant to ensure the correct postal address, DX number or fax number is inserted into the relevant section of the Search Enquiry Form.

With regard to requests for emailed results, please ensure (especially where the return address differs from the submitters address) that the email address is correctly typed.