

FROM 01 AUGUST 2007

Charnwood Borough Council is currently operating in accordance with the 2005 "Personal Searches Guidance for Local Authorities and Personal Searchers".

Where information does not form part of a statutory register, public document or record, we are working towards making more of that information available as soon as is practical.

We await any resultant guidance or policy decisions that may arise from the Government Consultation document on access to information. We also await the outcomes of the work currently being undertaken into the three OFT options for a charging regime for access to/the provision of information that is currently being undertaken on behalf of Central Government in response to the December 2006 OFT report in to the Property Searches Market.

GUIDELINES FOR PERSONAL SEARCHES

Normal Opening Hours are Monday – Thursday 9.00 – 5.00pm and Friday 9.00 – 4.30pm

A Personal Search may be booked by calling 01509 634993, 634994 or 634995.

When you book a Local Land Charges Search 24 hours notice is preferred. Every effort to accommodate your requirements will be made. There is no limit to the number of personal searches that any one company or person can do in a booking.

When you book your personal search the following information will be required:-

The name of the Personal Search Company or individual.

The address of the property/land to be searched against. A Clear plan should be faxed to 01509 231260 marked for the attention of Land Charges.

Date and time you would like to come.

The current fee for a personal search in the Local Land Charges Register is £11.00 for one parcel. Additional joining parcels are a £1.00 per parcel (subject to a maximum of £16.00). Copies of Agreements are £17.00. Copies of Planning Permissions are £5.00. Fees may be paid by cash, cheque (made payable to Charnwood Borough Council) or postal order.

Charnwood Borough Council is no longer an agent for the water authorities. Enquiries should be forwarded to Severn Trent Water on 0115 9627269.

Enquiries regarding Highway matters should be forwarded to Leicestershire County Council.

A personal searcher or any member of the public is entitled to inspect public registers. These include the following:-

Planning register and register of enforcement notices, stop notices and breach of condition notices (section 69 and 118 of the Town and Country Planning Act 1991).

Register of public sewer maps (section 199 and 200 of the Water Industry Act 1991)

Register of publicly adopted highways (Section 36(7) of the Highways Act 1980)

Hazardous substances consent register (section 28 of the Planning (Hazardous Substances) Act 1990).

Registers of litter control area and street litter control notices (section 95 of the Environmental Protection Act 1990)

Noise Abatement Zone register (Control of Pollution Act 1974)

Public rights of way register (section 57(5) of the Wildlife and Countryside Act 1981)

Registration schemes register (houses in multiple occupation) section 349 of the Housing Act 1985 as amended by section 69 of the Housing Act 1996)

Please note that the following information that is shown in response to the Con 29 Enquiry form is not available by an inspection of publicly available records:-

Building Regulation Approval, Building Regulation Completion Certificates and Certificates of compliance of a replacement window, roof light, roof window or glazed door.

Information in respect of roads, footpaths or footways other than if they are maintainable at public expense.

Land required for public purposes.

Land to be acquired for road works

Drainage agreements and consents

Nearby Road Schemes

Traffic schemes

Outstanding Notices relating to building works, environment, health and safety at work, housing, highways or public health.

Infringement of Building Regulations

Some notices, orders directions and proceeding under Planning Acts

Compulsory Purchase

Part of the contaminated land information

Radon Gas

Please address any comments, suggestions or complaints to Mr D Dalby, Democratic Services Manager, Charnwood Borough Council, Council Offices, Southfields, Southfields Road, Loughborough LE11 2TN

