

LOCAL LAND CHARGES SECTION - PERSONAL SEARCHES POLICY

Aim: To provide an efficient and fair service to all Personal Searchers whilst maintaining an efficient service for full searches to all other customers and fulfilling the Council's statutory function of maintaining the Local Land Charges Register.

1. Appointments

In order to provide an efficient and fair service to all personal searchers we operate an appointment system. Appointments are available three times a day, Monday to Friday. Appointment times are 9.30 am to 10.15am, 11am to 11.45am and 2.30pm to 3.15pm, on a first come basis.

Appointments must be made with a minimum of 24 hours notice and a plan must be provided before the day of the appointment, if additional information is required to complete the Con 29R we would need the plan 48 hours prior to the appointment. Each Personal Searcher can book a maximum of **six properties per appointment**, additional searches can be added providing a plan has been received 24 hours prior to the appointment (48 hrs if additional information required). If you know you are going to be late for your appointment please notify us, by telephone on 01603 212050, as soon as possible. Appointments must be booked by telephoning 01603 212050

2. Plans

A plan must be provided for each property, with the boundaries clearly marked and the area hatched, including any garages, parking spaces, etc.
Plans can be faxed to us on 01603 213015 or emailed to landcharges@norwich.gov.uk.

3. Fees

Charges for personal searches are currently suspended. Con29R enquiries will be supplied at a cost of £5 administration charge and 80p per part question (please refer to Information Note 3).

4. Cancellations

Any cancellations must be made by 5pm on the day prior to your appointment otherwise the full fee will remain payable.

5. What we will provide – these are current but may be subject to change.

On arrival you will be given a plan showing the area we have searched, on which will be written a list of Planning numbers, going back to 1948, if the site is in a Conservation area or a Smoke area.

The Section will provide you with access to the Local Land Charges Register.

Planning Decisions 1961 – 2007, **1.1 (a) – (e)** on the Con 29R, can be viewed on the computer at 2nd Floor Reception, City Hall. For information prior to 1961, please contact Land Charges on 01603 212050 or ask a member of the team during your visit.

From 2006 – to date, Planning Applications are available on the web site www.norwich.gov.uk

The Local Plan, 1.2 on the Con 29R, can be viewed at 2nd Floor Reception, City Hall, or at www.norwich.gov.uk. Under A – Z select Local Plan, Local Development Plan, Adopted Local Plan, Proposal maps and insert the post code of the property.

Public Registers, other than the Highways Register, are sited in the Land Charges office.



INVESTOR IN PEOPLE

6. Additional Information

Drainage questions should be referred to **Geodesys Ltd. (Anglia Water), Spalding, Lincs. Tel 01480 323889**

Building Control questions should be referred to CNC - www.cncbuildingcontrol.gov.uk.

Highways/Traffic information - please contact Jamie Platten 01603 212909. The cost for the information is £21

7. Contact Details

The Local Land Charges Section can be contacted by:

- phone on 01603 212050
- email on Landcharges@norwich.gov.uk
- fax on 01603 213015

8. Office Location and Opening Hours

Norwich City Council is situated in City Hall, St. Peters Street, which is in the City centre.

Normal opening hours are Monday to Friday 0845 – 1300 and 1400 – 1700

9. Compliments, Comments and Complaints Procedure

If you have any Compliments, Comments or Complaints about our service, please contact Tina Bailey or write to the Local Land Charges Section, Norwich City Council, City Hall, St. Peters Street, Norwich. NR2 1NH. DX 5278

10. About the Information Notes

Attached are three information notes providing further information regarding sources of information used in response to the Con 29R forms.

The first information note contains details of Con 29R enquiries which are not answered by this authority.

The second information note contains details of Con 29R enquiries answered by this authority but are not available through an inspection of a public register.

The third information note contains information and costs of information that can be obtained from the Land Charges Section with the request for a Personal Search.

INFORMATION NOTE 1

Details of Con 29R enquiries which are not answered by this authority but the information can be obtained as detailed below.

A. DRAINAGE INFORMATION

Enquiries about drainage should be made of the local sewerage undertaker. For the district of Norwich City Council this is **Geodesys Ltd, PO Box 70, Spalding, Lincs PE11 1DB**.

3. Other Matters

3.3 Drainage Agreements and Consents

Do either of the following exist in relation to the property-

- (a) An agreement to drain buildings in combination into an existing sewer by means of a private sewer.
- (b) An agreement or consent for (i) a building or (ii) extension to a building on the property, to be built over, or in the vicinity of a drain, sewer or disposal main.

B. BUILDING CONTROL

Enquiries should be made to www.cncbuildingcontrol.gov.uk for the following responses:

1.1 Building Regulations

- f) Building Regulations Approvals
- g) Completion Certificates
Approved Inspector
- h) Any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme:

3.3 Drainage Agreements and Consents

Do either of the following exist in relation to the property-

- (a) An agreement to drain buildings in combination into an existing sewer by means of a private sewer.
- (b) An agreement or consent for (i) a building or (ii) extension to a building on the property, to be built over, or in the vicinity of a drain, sewer or disposal main.

Informative:

Enquiries about drainage should also be made of the local sewerage undertaker: Geodesys Ltd, PO Box 70, Spalding, Lincs PE11 1DB

3.7 Outstanding Notices

- (a) Building Works

3.8 Contravention of Building Regulations as above

INFORMATION NOTE 2

Below are details of Con 29R enquiries available for Highways/Transport, c/o Mr Jamie Platten, Tel: 01603 212909, a plan is required. There is a charge, of £21, for this information.

- 2. Roads, footways and footpaths (a) - (d)
- 3. Other Matters
 - 3.1 Land required for Public Purposes
 - 3.2 Land to be acquired for Road Works
 - 3.4 Nearby Road Schemes (a) – (f)
 - 3.5 Nearby Railway Schemes
 - 3.6 Traffic Schemes Approved But Not Yet Implemented (a) – (l)
 - 3.7. Outstanding Notices (e)
 - 3.11. Compulsory Purchase

INFORMATION NOTE 3

Below are details of Con 29R enquiries available from Land Charges, a form that needs to be sent with the plan, is attached.

- 3.7.1 Outstanding Notices (b) (c) (d) and (f)
- 3.9 Notices, Orders, Directions and Proceedings under Planning Acts. (a) – (n)
- 3.10 Conservation Area (b)
- 3.12 Contaminated Land (b) (i) and (c)

The cost of the above is £5 administration fee plus an additional 80p for each part requested.

A total of £21.80, to respond to all of the above.

PSC

Property Address.....Date/Time

Additional responses for Con 29R

**Fee: £5 administration charge in addition to 80p per part question.
£21.80 in total.**

Please delete any part questions that are not required.

3.7 Outstanding notices

- (b) environment
- (c) health and safety
- (d) housing
- (e) public health

3.9 Notices, orders, directions and proceedings under Planning Acts -

- (a) enforcement notice
- (b) stop notice
- (c) listed building enforcement notice
- (d) breach of condition notice
- (e) planning contravention notice
- (f) another notice relating to breach of planning control
- (g) listed building repairs notice
- (h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation.
- (i) building preservation notice
- (j) direction restricting permitted development
- (k) order revoking or modifying planning permission
- (l) an order requiring discontinuance of use or alteration or removal of building or works.
- (m) tree preservation order
- (n) proceedings to enforce a planning agreement or planning contribution.

3.10 Conservation area

- (b) an unimplemented resolution to designate the area a conservation area.

3.12 Contaminated land

- (b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990
 - (i) a decision to make an entry.
- (c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protections Act 1990 before the service of a remediation notice.