



## **EAST DEVON DISTRICT COUNCIL**

### PROPERTY SEARCH GUIDE

ACCESS TO LAND AND PROPERTY INFORMATION GUIDE (LLC, CON29R and CON29O SEARCHES)

SCHEDULE OF FEES  
(Effective from 1<sup>st</sup> April 2009)

## **Introduction**

East Devon District Council have produced this guidance for customers to enable them to request and carry out full property searches relating to Con29R, Con29O and Local Land Charge (LLC) data. If you have any specific concerns, comments or queries please contact Nick Russell, Local Land Charges Supervisor or one of the land charges team on 01395 571532.

## **Opening Hours/ Bookings**

Our aim is to be open to all our customers and provide all information for the Con29 and Local Land Charges Register to personal searchers and members of the public in the same time scale as we provide our Official searches.

The Council offices are open from 8:30am to 5.00pm, Monday to Friday.

We now offer an email service, at no additional cost, where you can order all your Con29R and O search data through an electronic booking form, which can be downloaded from our website. We aim to reply to all enquiries within three working days, providing the search request is received by 12am. If you wish to view the Local Land Charges Register in person, appointments can be made at 11.00am, 2.00pm and 3.00pm Monday to Friday. After requesting an appointment for a personal search of the LLC register please make sure you send us a good quality plan. The LLC search for your property will be left at reception for your appointment time where you can either make copies of the entries or take away a copy of a registration at £1.50 per entry.

Please remember it is important to note that any information received must not be used directly in compiling a search; it is the information you are purchasing in order to reply to the questions. If you wish to purchase an Official Council produced search that can be used directly as part of a HIP or your finished pack, please submit both an LLC1 and Con29R Form.

If you have any queries relating to our search policy and guidance, you can contact us at: [lcharges@eastdevon.gov.uk](mailto:lcharges@eastdevon.gov.uk) or telephone 01395 571532.

## **Submitting Search Requests**

Bookings for a personal search of the LLC Register in person should be made 72 hours in advance; we require details of your name, contact number, email address and the full address of the property to be searched together with details of the questions you wish to raise. In order to carry out preparatory work, we require a legal copy of a plan to be emailed, with the search boundary clearly marked in red, 24hrs prior to your appointment. All plans submitted should be up-to-date Ordnance Survey maps or similar standard. We will reject poor quality or very old plans.

Please email [lcharges@eastdevon.gov.uk](mailto:lcharges@eastdevon.gov.uk)

## **Paying For email Searches**

It is Council policy not to send any search results back without payment. We can take payment over the phone by debit/credit card or we can accept a posted cheque.

We are constantly trying to improve the service we provide and will be looking into setting up invoice accounts with our customers within the near future.

## **Personal Search of the Local Land Charge Register in person**

When arriving for your appointment, please report to Reception upon payment of the correct fee (£11 per search + £1 per additional parcel) they will hand you your search results for you to copy.

While East Devon District Council staff will provide access to the relevant records kept in the form required by legislation, it is the responsibility of the person submitting the personal search to clearly outline the property to be searched. It is not the Councils policy to issue anything in writing to a Personal Searcher, unless ordered by email. Personal Searchers should therefore have some knowledge of Local Land Charges and/or governing legislation.

You must take all the information you need for your search during your visit. Further information will not be provided or questions answered about a personal search over the telephone. After you have completed your search, any further access to the Local Land Charges Register will require a new appointment for each search and payment of the relevant fee.

Information held on Public Registers – Some information relating to questions on the Con29R is available free of charge from statutory registers. If data is publicly available free of charge, the table that follows below gives details of where the information can be accessed. Alternatively, for a fee, Local Land Charges can do the work for you and extract the information on your behalf.

Information held on non public registers. If data is not publicly available it can be obtained for a fee from Local Land Charges via email. The Authority does not hold unrefined property search data; the equivalent refined data is made available on a cost recovery basis only in line with CLG's 'Local Authority Property Search Services – Costing and Charging Guidance'.  
A pdf report extracted from our software, based on your search boundary, will be emailed when all enquiries have been answered.

You can ask questions singly or in any combination. Some data sets are held by Devon County Council and some Con29 questions will require data held by both East Devon District Council and Devon County Council. If you would like only information from Devon County Council please contact Devon County Council direct for details of data sets they hold by them. Information requested via East Devon District Council is automatically sent to Devon County Council. We offer this service as a convenient way of accessing all con29 data through our 'one stop shop' service.

## FEE Schedule

Please note: An admin fee of £14.80 is chargeable for every search request received that includes Con29 information, regardless of how many questions are selected. E.g. Request for info one off fee of £14.80 + 1.1f-h = £6.40 Total fee = £21.20

E.g. Request for info one off fee of £14.80 + 1.1f-h = £6.40 + 2 a-d = £ 2.70 + 3.1 £0.10 + 3.3 a-b = £0.20 Total fee = £24.20

Enquiry	Registers/Information Available for inspection	Cost	Notes
<p><b>1. PLANNING AND BUILDING REGULATIONS</b></p> <p><b>1.1. Planning and Building Decisions and Pending Applications</b></p> <p>Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications -</p> <p>(a) a planning permission;</p> <p>(b) a listed building consent;</p> <p>(c) a conservation area consent;</p> <p>(d) a certificate of lawfulness of existing use or development;</p> <p>(e) a certificate of lawfulness of proposed use or development;</p> <p>(f) building regulations approval;</p> <p>(g) a building regulation completion certificate; and</p> <p>(h) any building regulations certificate or notice issued in respect of work carried out</p>	<p>1.1 (a – e)</p> <p>The Planning Register can be inspected free of charge. Data from 1974 to date is available to view via Public Access on the EDDC website <a href="http://www.eastdevon.gov.uk">www.eastdevon.gov.uk</a> follow the links to Planning/Public Access. A Help Guide is available within Public Access. Public Access can also be viewed on the PCs in reception area. The council do not hold any planning data prior to 1974.</p>	Publicly available - free of charge.	
	<p>1.1 (a – e)</p> <p>Alternatively a tailored report can be purchased from Local Land Charges. Our response will include the Devon County Council planning data held on our systems (if applicable).</p>	£6.40	Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.
	<p>1.1(f – h)</p> <p>At the moment Building Control records are not publically available. Records are available for inspection via Local Land Charges. A printed report</p>	£6.40	Enquiries must be submitted to Local Land Charges together with the appropriate fee.

<p>under a competent person self-certification scheme?</p>	<p>will be produced from our computer system, based on your search area which can be emailed to you once completed.</p>		<p>Replies will normally be available within 3 working days.</p>
<p><b>1.2. Planning Designations and Proposals</b>  What designations of land use for the property or the area, and what specific proposals for the property, are contained in any existing or proposed development plan?</p>	<p>The Local Plan can be viewed free of charge on the EDDC website <a href="http://www.eastdevon.gov.uk">www.eastdevon.gov.uk</a> or a hard copy is available for inspection at the reception area at the Knowle, Sidmouth; or... (see below).</p>	<p>Publicly available free of charge</p>	
	<p>Alternatively a report based on your search area can be purchased from Local Land Charges.</p>	<p>£1.10</p>	<p>Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.</p>
<p><b>2. ROADS</b>  Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:  (a) highways maintainable at public expense;</p>	<p>Data for this question can be obtained from Devon County Council direct; or...(see below).</p>	<p>Please contact Devon County Council direct.</p>	

<p>(b) subject to adoption and, supported by a bond or bond waiver.  (c) to be made up by a local authority who will reclaim the cost from the frontages; or  (d) to be adopted by a local authority without reclaiming the cost from the frontages?</p>	<p>Alternatively, a response containing data held by Devon County Council can be purchased from East Devon District Council Local Land Charges, when ordering other information or by itself.</p>	<p>£2.70</p>	<p>Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.</p>
<p><b>3.1. Land required for Public Purposes</b>  Is the property included in land required for public purposes?</p>	<p>At the moment records are not currently publically available. Records are available for inspection via Local Land Charges. A printed report will be produced from our computer system, based on your search area which can be emailed to you once complete.</p>	<p>£0.10</p>	<p>Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.</p>
<p><b>3.2. Land to be acquired for Road Works</b>  Is the property included in land to be acquired for road works?</p>	<p>Data for this question can be obtained from Devon County Council direct for a fee. Or... (see below).</p>	<p>Contact Devon County Council direct for current fees</p>	
	<p>Alternatively, a response containing data held by Devon County Council can be purchased from East Devon District Council Local Land Charges.</p>	<p>£0.90</p>	<p>Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.</p>

<p><b>3.3. Drainage Agreements and Consents</b> Do either of the following exist in relation to the property-</p> <p>(a) An agreement to drain buildings in combination into an existing sewer by means of a private sewer; or</p> <p>(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?</p>	<p>At the moment records are not currently publically available. Records are available for inspection via Local Land Charges. A printed report will be produced from our computer system, based on your search area which can be emailed to you once completed.</p> <p>Please also contact: Conveyancing Services, South West Water, Peninsula House, Rydon Lane, Exeter, EX2 7HR Tel: 01392 443115, DX119851 Exeter 10 Fax 01392 442726</p>	<p>£0.20</p> <p>Contact SW Water direct for current fees</p>	<p>Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.</p>
<p><b>3.4. Nearby Road Schemes</b> Is the property (or will it be) within 200 metres of any of the following -:</p> <p>(a) the centre line of a new trunk road or special road specified in any order, draft order or scheme;</p> <p>(b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway;</p> <p>(c) the outer limits of construction works for a proposed alteration or improvement to an existing road, involving (i) construction of a roundabout (other than a mini roundabout); or (ii) widening by construction of one or more additional traffic lanes;</p>	<p>Data for 3.4 (a) to (f) can be obtained from Devon County Council some data is not held on public registers and will incur a charge. Please contact Devon County direct. Or... (see below).</p>	<p>Please contact DCC for current fee.</p>	
	<p>Alternatively a report containing the data relevant to your search area can be purchased from East Devon District Council Local Land Charges.</p>	<p>£3.20</p>	<p>Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.</p>

<p>(d) the outer limits of (i) construction of a new road to be built by a local authority; (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; or (iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes;</p> <p>built by a local authority; (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; or (iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes;</p> <p>(e) the centre line of the proposed route of a new road under proposals published for public consultation; or</p> <p>(f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; (ii) construction of a roundabout (other than a mini roundabout); or (iii) widening by construction of one or more additional traffic lanes, under proposals</p>			
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published for public consultation?			
<p><b>3.5. Nearby Railway Schemes</b> Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?</p>	At the moment records are not currently publically available in a separate format. However records are available for inspection within the planning data held on the public access site. Alternatively a printed report will be produced from our computer system, based on your search area which can be emailed to you once completed.	£0.25	Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.
<p><b>3.6. Traffic Schemes</b> Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in Box B) which abut the boundaries of the property-</p> <ul style="list-style-type: none"> <li>(a) permanent stopping up or diversion;</li> <li>(b) waiting or loading restrictions;</li> <li>(c) one way driving;</li> <li>(d) prohibition of driving;</li> <li>(e) pedestrianisation;</li> <li>(f) vehicle width or weight restriction;</li> <li>(g) traffic calming works including road humps;</li> <li>(h) residents parking controls;</li> <li>(i) minor road widening or improvement;</li> <li>(j) pedestrian crossings;</li> <li>(k) cycle tracks; or</li> <li>(l) bridge building?</li> </ul>	Data can be obtained from Devon County Council directly. Or... (see below).	Please contact DCC direct	
	Alternatively a report containing the data relevant to your search area can be purchased from East Devon District Council Local Land Charges.	£6.80	Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.

<p><b>3.7. Outstanding Notices</b> Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule:-</p> <ul style="list-style-type: none"> <li>(a) building works;</li> <li>(b) environment</li> <li>(c) health and safety;</li> <li>(d) housing;</li> <li>(e) highways; or</li> <li>(f) public health?</li> </ul>	<p>At the moment records are not currently publically available. Records are available for inspection via Local Land Charges. A printed report will be produced from our computer system, based on your search area which can be emailed to you once completed.</p>	<p>£1.90</p>	<p>Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.</p>
<p><b>3.8. Contravention of Building Regulations</b> Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?</p>	<p>Records are not currently available on a public register. Records are available for inspection via Local Land Charges. A printed report will be produced from our computer system, based on your search area which can be emailed to you once completed.</p>	<p>£0.20</p>	<p>Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.</p>
<p><b>3.9. Notices, Orders, Directions and Proceedings under Planning Acts</b> Do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following:-</p> <ul style="list-style-type: none"> <li>(a) an enforcement notice;</li> <li>(b) a stop notice;</li> <li>(c) a listed building enforcement</li> </ul>	<p>3.9 (a) - (n) Records are available for inspection via Local Land Charges. A printed report will be produced from our computer system, based on your search area which can be emailed to you once completed.</p>	<p>£2.80</p>	<p><b>NOTE:</b> Schedule 8 of the HIP Regulations states in part 1 Section 2(3) that paragraphs 6 – 18 of the Regulations (Con29 questions 3.1 – 3.13) only relate to matters which are not entered onto the appropriate Local land</p>

<p>notice;</p> <ul style="list-style-type: none"> <li>(d) a breach of condition notice;</li> <li>(e) a planning contravention notice;</li> <li>(f) another notice relating to breach of planning control;</li> <li>(g) a listed building repairs notice;</li> <li>(h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation;</li> <li>(i) a building preservation notice;</li> <li>(j) a direction restricting permitted development;</li> <li>(k) an order revoking or modifying planning permission;</li> <li>(l) an order requiring discontinuance of use or alteration or removal of building or works;</li> <li>(m) a tree preservation order; or</li> <li>(n) proceedings to enforce a planning agreement or planning contribution?</li> </ul>			<p>Charges Register. 3.9. relates primarily to notices at the “decision to issue” stage. During the “serving of the notice process” these notices will rarely, if ever, be revealed on any public register.</p>
<p><b>3.10. Conservation Area</b> Do the following apply in relation to the property-</p> <ul style="list-style-type: none"> <li>(a) the making of the area a Conservation Area before 31 August 1974; or</li> <li>(b) an unimplemented resolution to designate the area a Conservation Area?</li> </ul>	<p>(a) can be viewed free of charge at the reception desk.</p>	<p>Publicly available free of charge</p>	<p>Please ask for pre 1974 conservation areas folder.</p>
	<p>Alternatively a full response (a and b) can be purchased from Local Land Charges</p>	<p>£0.20</p>	<p>Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be</p>

			available within 3 working days.
<p><b>3.11. Compulsory Purchase</b> Has any enforceable order or decision been made to compulsorily purchase or acquire the property?</p>	Records are not currently available on a public register. Records are available for inspection via Local Land Charges. A printed report will be produced from our computer system, based on your search area which can be emailed to you once completed.	£3.20	Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.
<p><b>3.12. Contaminated Land</b> Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property):- (a) a contaminated land notice; (b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990:-     (i) a decision to make an entry; or     (ii) an entry; or (c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice?</p>	<p>To make an appointment to view the register free of charge please contact the Environmental Health department on 01395 516551 (Access to information is free but any follow up enquiries would incur a charge with regard to cost).</p> <p>A full response can be purchased from East Devon District Council Local Land Charges. A printed report will be produced from our computer system, based on your search area which can be emailed to you once completed.</p>	<p>Publicly available free of charge</p> <p>£1.05</p>	Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.

<b>3.13. Radon Gas</b> Do records indicate that the property is in a “Radon Affected Area” as identified by the Health Protection Agency?	Searches can be carried out via the UK Radon website or the HPA website <a href="http://www.hpa.org.uk">www.hpa.org.uk</a> (a fee will be charged). Or ... (see below).	Contact direct	
	Alternatively a response can be purchased from East Devon District Council Local Land Charges.	£0.20	Enquiries must be submitted to Local Land Charges together with the appropriate fee. Replies will normally be available within 3 working days.

### Con290 Fees

All enquiries must be emailed into [lcharges@eastdevon.gov.uk](mailto:lcharges@eastdevon.gov.uk) using the electronic booking sheet downloadable from [www.eastdevon.gov.uk](http://www.eastdevon.gov.uk).

#### Con 290 (Optional Enquiries)

- Question 4 = £6.40
  - Question 5 = £4.50
  - Question 6 = £6.40
  - Question 7 = £1.80
  - Question 8 = 20p
  - Question 9 = 50p
  - Question 10 = £1.05
  - Question 11 = £1.05
  - Question 12 = na\*
  - Question 13 = na\*
  - Question 14 = na\*
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Question 15 = na\*  
Question 16 = £1.00  
Question 17 = £2.70  
Question 18 = 20p  
Question 19 = £1.05  
Question 20 = £1.05  
Question 21 = 20p  
Question 22 = £.4.50

\*No fee as data does not exist in East Devon District Councils area.

If a Con290 form is sent separately from a full search there is an administration fee of £14.80 on top of the questions asked above

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