

## **A GUIDE TO PERSONAL SEARCHES**

Any person may make a personal search of the Local Land Charges Register.

A 'personal search' allows you to visit the Council Offices at Riverside House, Milverton Hill, Leamington Spa, to examine the Local Land Charges Register, and gather the information needed. The Register contains details of planning permissions, orders and other restrictions or obligations that bind successive owners of land, such as financial charges. It is your responsibility to ensure that the information you gather is correct.

### **Booking an Appointment**

- Appointments may be made during office hours (08.45 am - 16.30 pm) by telephoning 01926 456607.
- Appointment times are between 10 am-12 pm, and 2.00 pm–3.30pm.
- No more than four addresses may be searched on in a single visit per day.
- At the time you make the appointment, you will be required to fax a location plan to the Land Charges Section, fax no. 01926 456609.
- Requests for replies to CON29R questions must be made at the time of booking your appointment.

### **Your Appointment**

- A member of the Local Land Charges Team will show you the index card containing the land charges entries, which you will need to note down.
- A receipt will be given for your cheque/cash payment.
- A computer monitor is available in the Reception area to view planning applications and building regulations approvals on the Council's website.
- A copy of the Local Plan, and a list of adopted roads will be available at Reception, upon request.
- Please ask Reception staff to contact the relevant department if you require answers to specific CON29R questions. Each department will have been notified of the time of your appointment, and of the CON29R questions requested.
- Highways related matters are the responsibility of the Warwickshire County Council, and you should contact the Highways Searches Team, PO Box 43, Shire Hall, Warwick, CV34 4SX, DX 723360 Warwick 5, or Tel. 01926 735675.
- CON29R Questions 2(b)-(d), 3.2, 3.4, 3.5, 3.6, 3.7(e) & 3.11 will be answered by submitting a request to the above address at Warwickshire County Council. There is an overall charge of £23 for answering these questions, payable to Warwickshire County Council.
- A copy of the Definitive Map of public paths and byways is available for consultation free of charge at Barrack Street Library, Warwick.

### Access for CON29 Questions

A personal searcher or any member of the public is entitled to inspect the following public records free of charge:-

- Planning Register - available on website/plotting sheets
- Enforcement & Stop Notices Register, and Breach of Conditions Notices Register - Planning Dept. (Enforcements)
- List of highways maintainable at public expense – Reception
- Local Plan - Reception
- Tree Preservation Orders and Hedgerow records – Planning Dept./Reception
- Information on Building Regulations is available free of charge on the Council's website.

### Fees for CON29R questions

To complete the CON29R questions, information is available from the relevant departments for the following cost recovery fees:-

- Qu. 3.1 Planning £1.78
- Qu. 3.7 (a) - Building Control - £1.78
- (b), (c) & (f) Environmental Health - £1.78 per question
- (d) Private Sector Housing - £1.78
- Qu. 3.8 Building Control £1.78
- Qu.3.9 Planning £4.94
- Qu.3.10 Planning £1.78
- Qu.3.11 Planning, Highways £1.78
- Qu. 3.12 Environmental Health £ 1.78

Total payable to Warwick District Council for answers to the above questions £22.74

Please contact us for any further information or advice on Land Charges matters at the following address:

Local Land Charges Section,  
Warwick District Council  
Riverside House  
Milverton Hill,  
LeamingtonSpaCV32 5HZ  
DX 29123 Leamington Spa 1  
Tel. 01926 456607  
E-mail: [landcharges@warwickdc.gov.uk](mailto:landcharges@warwickdc.gov.uk)