# Local land charges

A guide for anyone who is entering into the conveyancing process.

This guide explains the Council's input into the conveyancing process and what you should expect to receive from the Council following the submission of a Local Authority Search.

# What is a Local Authority Search?

A Local Authority Search is a search of property history. It takes place when a property is changing hands is usually done by solicitors acting on behalf of the purchasers. Searches are submitted to us and we provide information about planning applications, building regulation applications, enforcement activity, conditions or other charges on the property or land being sold.

# Where do I get the forms from?

The forms LLC1, CON29 and CON29O are all available from any legal stationers, however your solicitor will hold copies of these relevant forms.

Alternatively we have created an easy to use Quick Search Form. This is a shortened version of the official LLC1 and CON29 forms. The form is available online at: www.birmingham.gov.uk/landcharges

#### How much does it cost?

The search fee for both residential and commercial searches is £75. Additional information may be charged for.

### What type of searches are there?

#### The Search of the Register (Form LLC1)

This statutory procedure reveals any planning, environmental, financial or highway restrictions (charges) on property or land. The charges are held in registers, which we maintain.

#### Enquiries of Local Authorities (CON29)

This contains a list of 16 set questions, and includes information on property history, building regulations and infringements, nearby road and traffic schemes, contaminated land, and outstanding notices.

### Optional Enquiries (CON290)

This search form includes a section for optional enquiries, for example the location of pipelines and public footpaths, and parking restrictions. Optional Enquiries may be submitted with your standard search enquiry or separately. There is an additional fee of £10 for each Optional Enquiry.

# How can I find further details once I receive my search results?

All searches have an information sheet detailing the contact details of the departments who have provided the information on your search.

W e can also provide copies of the documents revealed in a search which will usually be returned within 2 working days of receiving your request.

### How do I submit my forms?

We are happy to receive searches by all channels. However it is quicker and easier to submit them electronically to us. For further advice visit: www.birmingham.gov.uk/landcharges

# Can I use an electronic data provider?

Yes, we are happy for you to use the following data providers to submit your searches.

#### The National Land Information Service (NLIS)

The NLIS hub connects solicitors and licensed conveyancers directly to land and property information held by Local Authorities and search official data providers.

Visit www.searchflow.co.uk for more information.

#### Severn Trent Searches

They provide the official CON29DW drainage and water enquiry and, working directly with Local Land Charges, are able to provide fast and efficient Local Authority searches across the Severn Trent region. Visit **www.severntrentsearches.com** for more information.

#### **TM Property Searches**

Are an independent private company which has introduced competition to the electronic search market. Your solicitor can order an official search from the TM Property Searches website and it will be delivered back electronically, via the simple and intuitive website. Visit www.tmgroup.co.uk for more information.

### How long does it take?

We aim to reply to standard residential searches within 3 working days. Industrial premises and areas of land can take longer.

# What details do I need to provide with my search?

For a property or a site with a numbered postal address it is not essential to submit a plan with your search enquiry, but it is always advisable to submit one, to ensure accuracy. For all other property, you must submit a plan.

# Can you provide Environmental Searches?

Yes, this information is available from The Environmental Protection Unit. They offer the following search reports to those wishing to find further information on a property in Birmingham:

- Home Buyers Report £45 This search includes a review of the current priority of a site under the City Council's contaminated land strategy.
- Professional Search Report £85 This search includes a review of the current priority of a site under the City Council's contaminated land strategy. We will also search our records for answers to more specific questions requested by the enquirer, for example information on nearby closed landfill sites, industrial processes, private water supplies, radon gas and the availability of site investigation reports.

Visit www.birmingham.gov.uk/
environmentalsearch for more information.

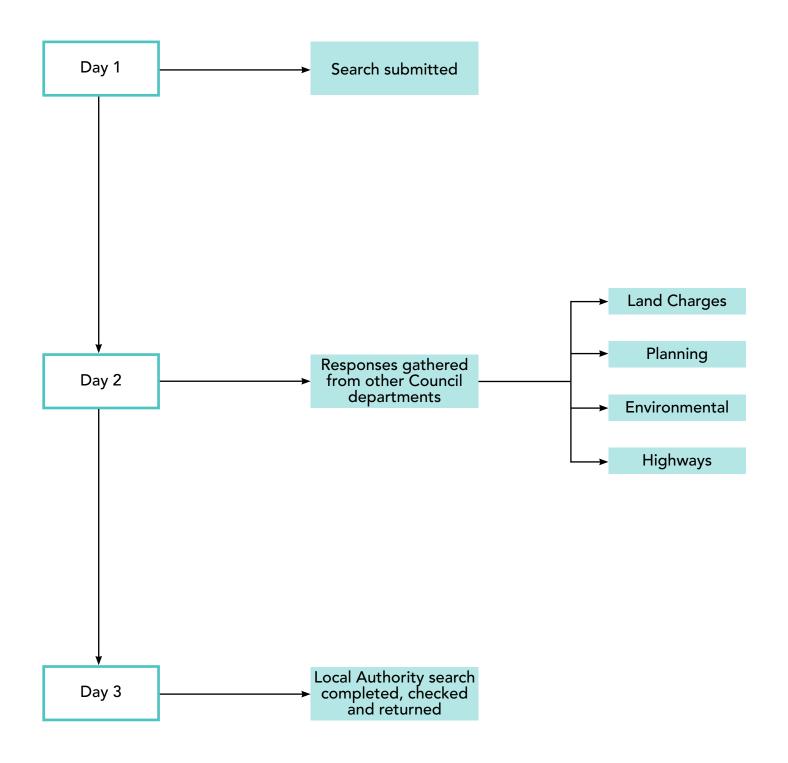
#### Do you provide drainage information?

No, this information is held by Severn Trent Water.

## Do you have details of property ownership?

No, this is dealt with by Coventry District Land Office.

# How the process works



# Getting in touch



The quickest and easiest way of getting in touch.

#### Web:

Information on Local Land Charges: birmingham.gov.uk/landcharges

General planning advice: birmingham.gov.uk/planning

Tell us what you think of our services. It's always good for us to hear when things go right but it's also important to hear if we get things wrong.

birmingham.gov.uk/yourviews

#### E-mail:

All other planning advice including Conservation, Listed Buildings and Tree Preservation Orders:

planningandregenerationenquiries@birmingham.gov.uk

# Call

Local Land Charges: (0121) 303 4839 Textphone (Minicom): (0121) 303 3992

#### Post

Local Land Charges PO Box 28 Birmingham B1 1TU

#### Other useful contacts

#### Highways enquiries

E-mail: highways.searches@birmingham.gov.uk Telephone: (0121) 675 3615/3611/3613

Post: PO Box 14439, Birmingham B2 2JE.

#### **Building Regulations - Acivico**

E-mail: building.consultancy@acivico.co.uk

Telephone: (0121) 675 7006

#### **Environmental enquiries**

E-mail: contaminatedland@birmingham.gov.uk

Telephone: (0121) 303 9956/9957

Post: 581 Tyburn Road, Birmingham B24 9RY.

#### Houses in multiple occupation and charges made under the Housing Acts

E-mail: houenforcement@birmingham.gov.uk

Telephone: (0121) 303 4009

Post: Private Rented Services, PO Box 16589, Birmingham, B2 2.ID.

# Housing Grants, Construction and Regeneration Act 1996

Telephone: (0121) 303 5870

Post: Independent Living, Old Wyndcliff School, Little Green Lane, Birmingham B9 5BG.

#### Financial charges

E-mail: revenues.CIS@birmingham.gov.uk

Telephone: (0121) 303 5530

Post: Central Income Section, Shared Services Centre, PO Box 4092, Birmingham B4 7AD.

For a copy of this guide in large print, another language or other alternative format, please contact us at:

planning and regeneration enquiries@birming ham.gov.uk





