



Buckinghamshire County Council

Transport for Buckinghamshire

County Hall • Walton Street • Aylesbury • Buckinghamshire • HP20 1UY

Email: landcharges@buckscc.gov.uk Fax: 01296 382394 DX 97401 Aylesbury 2

Buckinghamshire County Council

Transport for Buckinghamshire

ACCESS TO PROPERTY RECORDS POLICY

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Introduction

Welcome to Buckinghamshire County Council's access to property records policy. The objective of the policy is to explain how to conduct a personal search of the local land charges register as well as gain access to information and/or registers in order to complete a local enquiries search.

We have tried to explain all the procedures that you will need to follow in order to gain the information we provide. We have strived to keep the procedures as simple as possible for everyone in order to encourage the continued relaxed and flexible relationship that has been established over the years.

With the introduction of access to information, the County Council Land Charges Section now provides a one-stop facility through the District Councils in Buckinghamshire. Information is also available direct from the County Council at County Hall. By operating this facility we believe that the section can meet all your needs quickly and efficiently, and prevent unnecessary trudging from one council department to another which we hope will help to keep everyone's costs down.

The aim of the one-stop shop facility is to continue to provide an efficient and fair service to all personal searchers whilst maintaining an effective service for full searches to other customers and fulfilling the Council's statutory function of maintaining the local land charges register.

Section One: Access to Property Records for the Completion of a CON29R

Access to property records for the completion of a CON29R or for an alternative purpose can be conducted by anyone. Some of the information that is sought can be found on statutory public registers whilst other pieces of information can be purchased.

The procedure for gaining access to the property records is set out below, whilst the attached Schedule of Registers/Information for a local enquiries search (CON29R) lists where information can be viewed/obtained and any charges payable, question by question.

Schedule of Registers/Information for Local Enquiries Search

The intention of the Schedule of Registers/Information for Local Enquiries Search is to provide a question by question list of where the information is held, whether it is available publicly or not, and if charges apply.

The schedule needs to be used in conjunction with the procedures outlined below where the information is either available at a charge from the Local Land Charges Section or where you may wish to purchase a tailored report for a particular question.

A simplified list of the charges extracted from the schedule is also set out below.

Access

Where you have identified that the information you require about a property is not available from a public register you will need to decide how you wish to access it.

You can either arrange to obtain the information via your Local land Charges Office at the District Council at your personal search appointment. You can also submit your request in writing to Buckinghamshire County Council Land Charges Office ensuring an application form and plan are attached.

If your request is submitted in writing to the County Council it will need to be accompanied by the request form (available on our website and at County Hall Reception Aylesbury), relevant plan and payment. The information requested will then be sent back to you by email, Fax or Post, depending on your personal request. This fee is outlined on the request form.

Plans

A plan should be provided for each property showing clearly the search area, including any garages, parking spaces, etc.

If no plan is provided the search, where possible, will be carried out on the property area identified on our system. Please be aware this may not include garages, parking spaces, etc. that are not attached or in close proximity to the property.

Plans can be faxed to us on 01296-382394 or emailed to landcharges@buckscc.gov.uk

What We Will Provide

The relevant documents to carry out your search. This will include: -

- a) The Section 36 Street List for the entire County of Buckinghamshire.
- b) Minerals and Waste Local Plan
- c) Minerals and Waste Development and Consultation reports.
- d) Local Transport Plan 2006/07 – 20010/11.
- e) Plans and letters in relation to relevant Highway matters.

Copies of documents can be provided upon written request at a charge from the County Council Land Charges Section – See appendix 1.

Where the information request has been received in writing a reply will be sent back to you via email, Fax or Post depending upon your personal request.

Charges

See our 'Price List 2009' for tailored reports and our 'Application for highway Information records Charges', these are available at our reception and on our Land Charges Website. To avoid Invoice charges of £7 per search, advance payment by cheque is recommended.

Cheques should be made payable to 'Buckinghamshire County Council'.

We are unable to accept other forms of payment at this time but hope to have electronic payment facilities soon.

Appendix 1 – Application for Highway Information Records Charges.
- Schedule of Register.

Section Two: Contact Details, Office Locations and Opening Hours

The County Council Land Charges Section can be contacted by:

- telephone on 0845 3708090 (Ask for Buckinghamshire County Council land Charges).
- email on landcharges@buckscc.gov.uk
- fax on 01296-382394.
- Preferred and recommended contact for quick and efficient service is via email.

Office Location and Opening Hours

The County Hall is in Walton Street Aylesbury and is signposted on entry into Aylesbury Town Centre.

Normal opening hours are Monday to Friday 8.30 am – 5.30 pm,
Offices will be closed at Weekends and Bank Holidays.

Address:

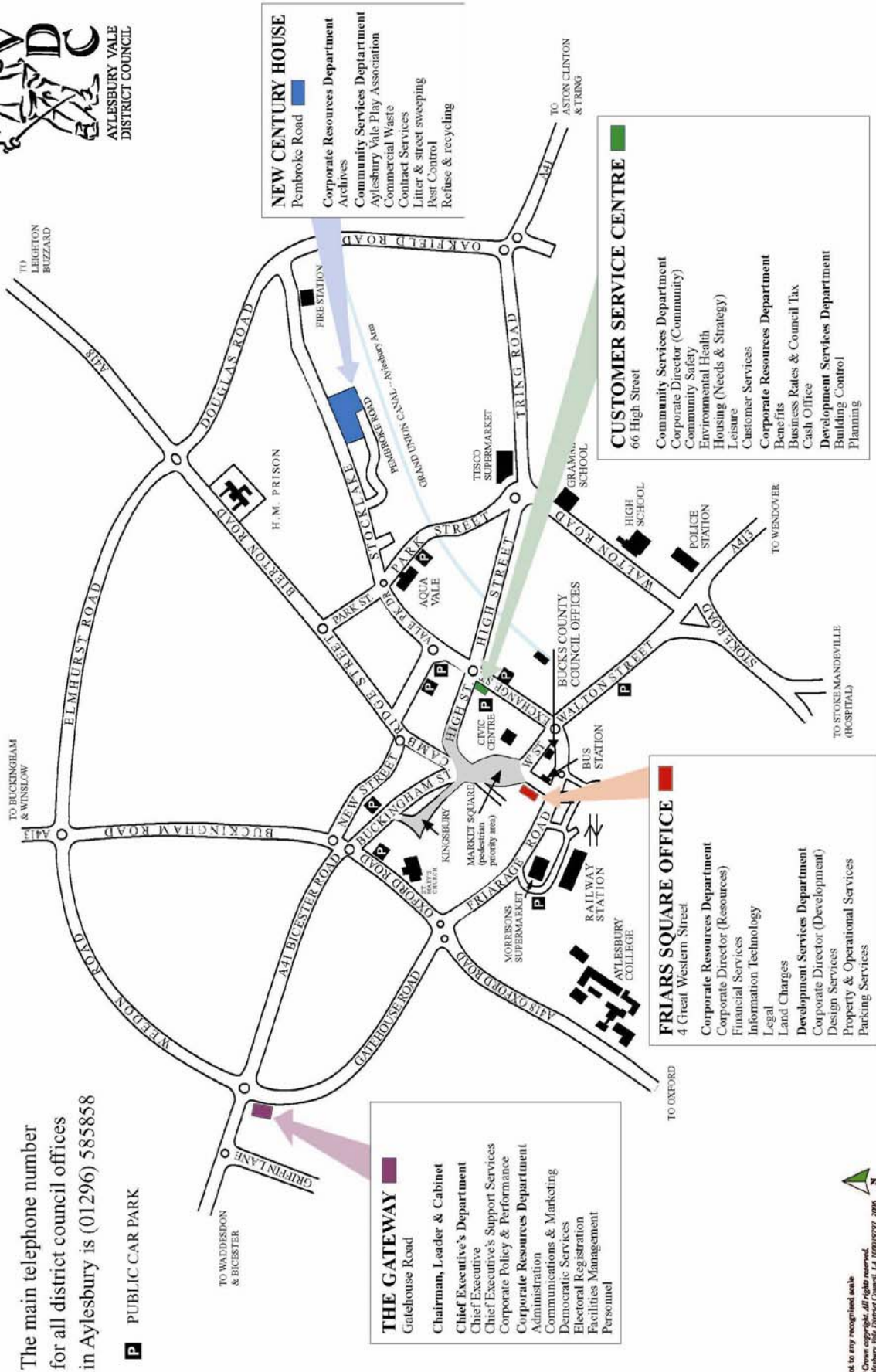
Buckinghamshire County Council, County Hall, Walton Street, Aylesbury, HP20 1UY are within walking distance of AVDC offices. Their main switchboard number is 01296-585585. The offices are also shown on the location plan.

DISTRICT COUNCIL OFFICES IN AYLESBURY



The main telephone number for all district council offices in Aylesbury is (01296) 585858

P PUBLIC CAR PARK



Not to any recognised scale
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Aylesbury Vale District Council, LA 100019797 2006

Section Three: Compliments, Comments and Complaints Procedure

As a Council we provide a wide range of services to residents and businesses and we deal with many enquiries every week. We aim to give the best possible service to everyone but there are times when we do not get it right and you may want to comment, complain or suggest ways we can improve our services. We will do our best to put it right and learn from our mistakes, to make sure we don't do the same thing again to you or to someone else

Tell us when we get things right

Alternatively, you may want to tell us when we get things right. We would like to hear from you as it tells us which services you really value. We are always looking to improve the quality of the services we provide, so knowing when we get things right is just as important as knowing when we need to do better.

If you would like to make a comment, compliment or complaint you can do so by:

- phoning the officer involved
- phoning the Team Leader in Land Charges.
- by writing a letter
- sending us an email to landcharges@buckscc.gov.uk

If you decide to complain, you will need to tell us the following:

- Your name and address.
- Where and how we can contact you.
- What the problem is.
- How it came about.
- How the problem has affected you.
- What you would like us to do to improve things or to put things right.
- Provide any letters or other information that supports your complaint.

The Team Leader for the County Council Land Charges Section is Chris Berry, he can be contacted on 01296-382772.



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Con29 “Required” Enquiries of the Local Authority (2007) These charges are for a tailored report only		Information Requests Please tick required responses
Questions	Cost	Required
1.2 Planning Designations and Proposals 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?	£2	<input type="checkbox"/>
2. Roads 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; (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 frontagers; or (d) to be adopted by a local authority without reclaiming the cost from the frontagers? <div style="text-align: right;">Total £6</div>	£2 £2 £1 £1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.2. Land to be acquired for Road Works Is the property included in land to be acquired for road works?	£2	<input type="checkbox"/>
3.4. Nearby Road Schemes Is the property (or will it be) within 200 metres of any of the following -: (a) the centre line of a new trunk road or special road specified in any order, draft order or scheme; (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; (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;	£0.50p £0.50p £2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d) the outer limits of (i) construction of a new road to be built by a local authority; 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 a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes.	£2	<input type="checkbox"/>

(e) the centre line of the proposed route of a new road under proposals published for public consultation; or (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 a roundabout (other than a mini roundabout); or (iii) widening by construction of one or more additional traffic lanes, under proposals published for public consultation?	£0.50p £0.50p	<input type="checkbox"/> <input type="checkbox"/>
Total £6		
3.5. Nearby Railway Schemes Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?	£3	<input type="checkbox"/>
3.6. Traffic Schemes 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- (a) permanent stopping up or diversion; (b) waiting or loading restrictions; (c) one way driving; (d) prohibition of driving; (e) pedestrianisation; (f) vehicle width or weight restriction; (g) traffic calming works including road humps; (h) residents parking controls; (i) minor road widening or improvement; (j) pedestrian crossings; (k) cycle tracks; or (l) bridge building? Unable to split questions for pricing	Total £8	<input type="checkbox"/>
3.7. Outstanding Notices 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:- (a) building works; (b) environment; (c) health and safety; (d) housing; (e) highways; or (f) Public health? Information required for question 3.7 (e)	£2	<input type="checkbox"/>
3.11. Compulsory Purchase Has any enforceable order or decision been made to compulsorily purchase or acquire the property?	£2	<input type="checkbox"/>
Total Cost for all Con29R Questions	£31	<input type="checkbox"/>
Con29 "Optional" Enquiries of the Local Authority (2007)		
Public Paths or Byways 5.1. Is any footpath, bridleway, restricted byway or byway open to all traffic which abuts on, or crosses the property, shown in a definitive map or revised definitive map prepared under Part IV of the National Parks and Access to the Countryside Act 1949 or Part III of the Wildlife and Countryside Act 1981? 5.2. If so, please mark its approximate route on the attached plan	£7	<input type="checkbox"/>

Mineral Consultation Areas			
17. Is the area a mineral consultation area notified by the county planning authority under Schedule 1 para 7 of the Town & Country Planning Act 1990?		£7	<input type="checkbox"/>
Registered Common Land and Town or Village Green			
22.1. Is the property, or any land which abuts the property, registered common land or town or village green under the Commons Registration Act 1965 or the Commons Act 2006? 22.2. If there are any entries, how can copies of the matters registered be obtained and where can the register be inspected? (Fee Charged by ROW)		£15	<input type="checkbox"/>
Additional Questions Highway Extents with Plan		£7 £31	<input type="checkbox"/> <input type="checkbox"/>
Searcher details			
Name or Company – Details & Address		Search - Property Address	
Number			
Street			
Town			
Post Code			
Telephone Business			
Mobile			
Email			
Invoice Required (or)	Yes/No		
Cheque attached	Yes/No	Cheques made payable to: Buckinghamshire County Council	
Plan attached	Yes/No	Plan must be attached with all search requests.	
Instructions for return of search results Delete if not applicable		Email – Post – Fax	



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Schedule of Registers/Information for Local Enquiries Search

Published by: Buckinghamshire Land Charges Section

Dated: March 2009

Version 1.

Appendix 1

This schedule should be used in conjunction with Transport for Buckinghamshire's Charges Policy. This is available on our website www.buckscc.gov.uk

Application form for Tailored reports are available on our Website and at the reception at County Hall, Walton Street, Aylesbury. HP20 1UY.

Enquiry	Registers/Information Available	Requirements for Advance Notice or Appointments	Cost of Access
<p>1.2 Planning Designations and Proposals 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>This information is available by consulting public local plans. The District Council's information on the Local Development Framework and the saved policies from the old Local Plan is available on the District Council's website or can be viewed at the Customer Service Centre</p> <p>Information about Buckinghamshire County Council's local plans are on our website, www.buckscc.gov.uk, or at our reception at County Hall</p> <p>Copies of the various documents are available to purchase please see websites</p>	<p>Buckinghamshire County Council reception. No appointment necessary</p>	<p>Publicly available online free of charge. May be viewed at reception.</p>
	<p>Information also available by tailored report upon request</p> <p>NB. This response is a joint response from District Councils and Buckinghamshire County Council</p>	<p>Enquiries must be submitted to Buckinghamshire County Council Land Charges Section or via the Appropriate District Council together with the appropriate fee. Reply will be issued in 1-3 working days</p>	<p>£2.00</p>

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2. Roads			
Which of the roads, footways and footpaths mentioned in the application for this search are: (a) highways maintainable at public expense	(a) This information is publicly available by viewing the register of streets. This register is held at Buckinghamshire County Council, County Hall, Walton Street, Aylesbury	Buckinghamshire County Council Reception. No appointment necessary	(a) publicly available free of charge
	(a) Information also available by tailored report upon request	Enquiries must be submitted to Buckinghamshire County Council Land Charges Section or via the Appropriate District Council together with the appropriate fee. Reply will be issued in 1-3 working days	£2.00
(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 frontagers (d) to be adopted by a local authority without reclaiming the cost from the frontagers	(b)-(d) This information is not currently available on a public register. Information is available by tailored report only	Enquiries must be submitted to Buckinghamshire County Council Land Charges Section or via the Appropriate District Council together with the appropriate fee. Reply will be issued in 1-3 working days	(b) £2.00 (c) £1.00 (d) £1.00

Appendix 1

In accordance with paragraph 2(3) of Schedule 7 of the Home Information Pack (No.2) Regulations 2007 the reply to CON29 Required Enquiries 3.1 to 3.13 relate only to matters which are not entered on the appropriate Local Land Charges Register. A search of those registers may reveal further information.

3. Other Matters			
3.2 Land to be Acquired for Road Works Is the property included in land to be acquired for road works?	Register of land subject to applications of planning permission Information is available by tailored report only	Enquiries must be submitted to Buckinghamshire County Council Land Charges Section or via the Appropriate District Council together with the appropriate fee. Reply will be issued in 1-3 working days	£2.00
3.4 Nearby Road Schemes Is the property (or will it be) within 200 metres of any of the following: (a) the centre line of a new trunk road or special road specified in an order, draft order or scheme	(a) This information is publicly available at Buckinghamshire County Council, County Hall, Walton Street, Aylesbury	Buckinghamshire County Council Reception. No appointment necessary	(a) publicly available free of charge
	(a) Information also available by tailored report upon request	Enquiries must be submitted to Buckinghamshire County Council Land Charges Section or via the Appropriate District Council together with the appropriate fee. Reply will be issued in 1-3 working days	£0.50
(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 (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	(b)-(d) This information is not currently available on a public register. Information is available by tailored report only	Enquiries must be submitted to Buckinghamshire County Council Land Charges Section or via the Appropriate District Council together with the appropriate fee. Reply will be issued in 1-3 working days	(b) £0.50 (c) £2.00 (d) £2.00

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<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>(e) the centre line of the proposed route of a new road under proposals published for public consultation; or (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 published for public consultation?</p>	<p>(e)-(f) This information is publicly available at Buckinghamshire County Council, County Hall, Walton Street, Aylesbury</p>	<p>Buckinghamshire County Council Reception. No appointment necessary</p>	<p>(e)-(f) publicly available free of charge</p>
	<p>(e)-(f) Information also available by tailored report upon request</p>	<p>Enquiries must be submitted to Buckinghamshire County Council Land Charges Section or via the Appropriate District Council together with the appropriate fee. Reply will be issued in 1-3 working days</p>	<p>(e) £0.50 (f) £0.50</p>

Appendix 1

<p>3.5 Nearby Railway Schemes Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?</p>	<p>This information is not currently available on a public register. Information is available by tailored report only</p>	<p>Enquiries must be submitted to Buckinghamshire County Council Land Charges Section or via the Appropriate District Council together with the appropriate fee. Reply will be issued in 1-3 working days</p>	<p>£3.00</p>
<p>3.6 Traffic Schemes Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in box B) which about the boundaries of the property:- (a) permanent stopping up or diversion (b) waiting or loading restrictions (c) one way driving (d) prohibition of driving (e) pedestrianisation (f) vehicle width or weight restriction (g) traffic calming works including road humps (h) residents parking controls (i) minor road widening or improvement (j) pedestrian crossings (k) cycle tracks; or (l) bridge building?</p>	<p>This information is not currently available on a public register. Information is available by tailored report only</p>	<p>Enquiries must be submitted to Buckinghamshire County Council Land Charges Section or via the Appropriate District Council together with the appropriate fee. Reply will be issued in 1-3 working days</p>	<p>£8.00</p>
<p>3.11 Compulsory Purchase Has any enforceable order or decision been made to compulsorily purchase or acquire the property?</p>	<p>This information is available by tailored report only NB. This response is a joint response from the District Councils and Buckinghamshire County Council</p>	<p>Enquiries must be submitted to Buckinghamshire County Council Land Charges Section for their information or via the Appropriate District Council for a joint response together with the appropriate fee. Reply will be issued in 1-3 working days</p>	<p>£2.00 BCC</p>

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Con290 Questions and Highway Extents	Information only available by tailored report upon request	Enquiries must be submitted to Buckinghamshire County Council Land Charges Section or via the Appropriate District Council together with the appropriate fee. Reply will be issued in 1-3 working days	See Charges Policy
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Contact Details

Buckinghamshire County Council
County Hall, Walton Street, Aylesbury.
HP20 1UY Tel: 01296-395000