BasildonCouncil

BASILDON • BILLERICAY • WICKFORD

Local Land Charges Office - Procedure Guidelines for
Personal Search Requests and Requests for Information – Published January 2015

Please note that the following procedure deals with,
• personal searches,
• requests to view public registers
• requests for assistance and information normally contained within the official CON 29 - Enquiries of District Councils.

Aims of the Procedure

• To promote good practice and working relations amongst the Council's staff and personal searchers, by providing Land Charges Registerable data via appointment process.

• To alleviate the increased pressure on the Council's staff who have to accommodate growing numbers of personal searchers in addition to other work including maintaining the Land Charges Register and other records and providing an official search service for the Council.

• To ensure that the Basildon District Council does not exercise anti-competitive behaviour or discriminate against either itself or its competitors. Whilst any person is entitled to inspect free of charge any records open for public inspection held by the Council, this does not, however, include Officer assistance or interpretation of such records.

In addition to searching the Local Land Charges Register, many personal searchers may wish to inspect other records open for public inspection, although this does not form part of a personal search as defined by the Land Charges Act 1975.

At Basildon District Council the Register of Local Land Charges is stored on computer.

• The information required in order to complete a personal search is available via an appointment system. Monday – Friday 09.00 – 17.00.

• Please be advised that the Planning Register and other Public Registers, the viewing of which do not form part of a personal search, are available for inspection by appointment with the Customer Services Department , The Basildon Centre, St.Martins Square, Basildon, Essex SS14 1DL. 01268 533333.

Please note that neither Local Land Charges, Planning, Highways, Environmental Health staff will be available to assist with any inspections or interpretations of the Registers, therefore basic knowledge of the personal search system and registers is essential.

What else can be inspected?

Listed below are some of the Council's statutory registers and records, which are open for public inspection.

Any or all of these may be inspected during reasonable office hours.

Please note, however, that these do not form part of the personal search and it will be necessary for an appointment to be made by telephoning:

• Planning Enquiries on (01268) 533333
• Highways Enquiries on (0845) 6037631
• Environmental Health Enquiries on (01268) 533333

It will assist the Council's staff if, when telephoning, details of the property address/location and type of information which is required is stated so that the necessary records/registers will be available at the stated appointment time, otherwise there will be a delay until a member of staff becomes available to produce the requested records.

Planning

• Register of Planning applications/decisions
• Stop and Enforcement Notice Register
• District Wide Local Plan
• Tree Preservation Orders
• Register of Hazardous Substances
Planning Reception Basildon District Council (on behalf of Essex County Council)
• Register of Maintainable Highways
• Rights of Way Definitive Maps

Environmental Health

• Register of Food Premises
• Register of Licensed Premises
• Register of Radioactive Substances
• Register of Cooling Towers & Evaporative Condensers
• Register of Industrial Processes Permitted by the Environment Agency under
• Part A1 of the Pollution Prevention Control Act - 1999
• Register of Industrial Processes Permitted under Parts B & A2 of The
• Pollution Prevention Control Act 1999
• Register of Contaminated Land.

Barleylands Depot

• Register of Waste Management Licences issued by the Environment Agency - can be viewed at Barleylands Depot Basildon District Council on appointment only.

Please note that the Council do not deal with enquiries relating to water services or highway services.

Enquiries relating to water services or highway services should be directed to:

Water – Geodesys
PO BOX 485
HUNTINGDON
CAMBS PE29 6YB

Highways - Essex County Council
County Hall
Chelmsford
Essex CM1 1LF

If you have any queries, suggestions or comments with regard to the procedure outlined above, please forward these to: Landcharges@basildon.gov.uk