

Local Land Charges
The Basildon Centre
St Martin's Square
Basildon
Essex SS14 1DL
Tele: 01268 208226/208236
landcharges@basildon.gov.uk

Procedure Guidelines for Personal Searches and Requests for Information

Please note that the following procedure deals with:

- Personal Searches
- View Public Registers
- 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 Search Agents by providing Land Charges Registerable data via appointment process and/or by email process.
- To alleviate the increased pressure on the Council's staff who have to accommodate growing numbers of Personal Search Agents in addition to other work including maintaining the Local Land Charges and other records as well as providing an Official search service for the Council.
- To ensure that Basildon Borough 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 Search Agents 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.

Basildon Borough Council's Register of Local Land Charges is stored on computer.

- The information required in order to complete a personal search is available via appointment and/or the information can be emailed via our appointment system but within the 20 day turnaround under EIR.

- 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 Local Land Charges, Planning, Highways or Environmental Health staff will not 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 the relevant Department:

- Planning Enquiries (01268) 533333
- Highways Enquiries (0845) 6037631
- Environmental Health Enquiries (01268) 533333

It will assist the Council's staff if, when telephoning or emailing 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 Borough 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 Borough Council on appointment only.

Please note that the Council do not deal with enquiries relating to Water or Highways.

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

Water: Anglian Water Services T/A Geodesys
 Spencer House
 Spitfire Close
 Ermine Business Park
 Huntingdon
 Cambridgeshire
 PE29 6XY

Tel: +44 (0)1480 323889
Fax: +44 (0)1480 323890

Highways: Essex Highways
 Unit 36, Childerditch Industrial Park
 Brentwood
 Essex CM13 3HD.

landcharges@essexhighways.org

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