



Property Search Information

Undertaking A Personal Search of the Local Land Charges Register

Access to Information for The CON29R (Enquiries of the Local Authority)

This information note has been issued in line with the Communities and Local Government Delivering Property Searches Good Practice Guidance for Local Authorities and Personal Searchers (January 2008).

**Local Land Charges Section
East Lindsey District Council
The Hub
Mareham Road
HORNCastle LN9 6PH**

landcharges@e-lindsey.gov.uk

February 2023

1. Personal Searches of the Local Land Charges Register

As from 26 June 2020 East Lindsey District Council's Local Land Charges Register has moved to HM Land Registry (HMLR).

Personal Searches of the Local Land Charges Register are no longer available from this Authority.

Migration of Local Land Charges Data to HMLR: HMLR is working in partnership with Local Authorities in England to standardise and migrate Local Land Charges Register information to one accessible place. Our Local Land Charges data has now been migrated to HMLR.

You can access the HMLR Local Land Charge Service through your HM Land Registry portal account, business gateway and on the GOV.UK website:

<https://search-local-land-charges.service.gov.uk/>

When accessing the Local Land Charges Service via GOV.UK, you will be required to create an account to use the free service.

Guidance on the HMLR Local Land Charge service can be found on the GOV.UK website here:

https://www.gov.uk/government/publications/local-land-charges-pg79/local-land-charges?_ga=2.7177970.1902651744.1591085561-378929478.1591085561

For information on the migration project visit the HMLR Local Land Charges programme page:

<https://www.gov.uk/government/publications/hm-land-registry-local-land-charges-programme/local-land-charges-programme>

Other Public Registers

There are some public registers relating to property information which are maintained by this Authority (e.g. the register of planning applications and decisions). The Personal Search Agent or individual wishing to view such property information will need to make contact direct with the relevant point of contact in order to make arrangements to inspect the records held.

Register of Planning Applications and Decisions

The Register of Planning Applications and Decisions is maintained by the Development Control Team at East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH.

The information is freely available by personal inspection of the Register

The record of planning applications and decisions from 1991 to the present date is fully computerised. Records between 1974 and 1991 are held manually and the individual records are held on microfiche. Records prior to 1974 are not normally made available.

For further information, relating to pre-1974 records please contact the Development Control Admin' Team on (01507) 601111.

The register is available for inspection between 9.00 a.m. and 5.00 p.m. Monday to Friday. There is an appointment system and access is limited to 1 computer in the Council's Horncastle Offices. Appointments can be made through the Council's Customer Services Team (Tel: (01507) 601111).

You may wish to note that limited planning decision information is available on the Council's website at:

www.e-lindsey.gov.uk/applications

Register of Maintainable Highways

The aforementioned register is maintained by Lincolnshire County Council, which is the Highway Authority for the County. The County Council can be contacted as follows:

Highways Searches
Lincolnshire County Council
Unit 7, Witham Park
Waterside South
LINCOLN LN5 7JN

Tel: (01522) 782020 (ask for Highways Searches)
Email: highway_searches@lincolnshire.gov.uk

You may wish to note that the County Council also maintain the Definitive Footpath Map regarding Public Rights of Way.

Drainage and Sewer Enquiries

Information relating to drainage and sewerage for properties is available from Anglian Water Services (trading as Geodesys):

Geodesys
Osprey House
1 Percy Road
HUNTINGDON
Cambridgeshire
PE29 6SZ

Tel: 0845 085 8050
Website: www.geodesys.com

2. Access to Component Data for the CON29R – Enquiries of Local Authority Form

To comply with Government guidance issued in January 2008, East Lindsey District Council is committed to providing access to the data held by the Council that is required to complete the CON29R Enquiries of the Local Authority form.

All the information held by the Council, which is not held on Statutory Registers that are publicly available, including Building Control Notices and Contravention of Building Regulations, will be made available.

If you wish to apply for this particular form of CON29R component data you can choose from two ways:

Environmental Information Regulations (EIR) - Under Environmental Information Regulations (EIR) if you wish to inspect the data needed for a CON29R please make a written application, together with a scaled plan direct to the Local Land Charges Team, detailing the address and which CON29R questions you need. The Local Land Charges Team will contact the Council Departments for the answers to the relevant questions and will arrange a time for you to inspect the appropriate information at the Council Offices. There is no fee charged for this service. The relevant application form can be found at the rear of this guidance booklet.

Or

Raw Data Information Bundle - You can request the Local Land Charge Section to complete a report on your behalf. A report will be compiled and the authorised complete report will be forwarded to you. There is a charge for this service. The information can be obtained as a total package through the Local Land Charges Team - the fee for this service will be £19.30 plus a £5.20 administration charge. Alternatively you can request replies to individual questions – the individual charges for each question are available by contacting the Local Land Charges Team.

If you require this service, please contact the Local Land Charges Team on telephone (01507) 601111. You will be required to submit a search request form and a scaled plan for each property at the time of making the request. The request should be emailed to the Local Land Charges Team at landcharges@e-lindsey.gov.uk. Alternatively you can post your request and fee to Local Land Charges, East Lindsey District Council, The Hub, Mareham Road, Horncastle, LN9 6PH.

You should make the request at least 5 clear working days before the day you wish the information to be provided. The relevant application form can be found at the rear of this guidance booklet

Payment can be made by cheque and credit or debit cards. We do not accept cash payments. Cheques should be made payable to East Lindsey District Council.

The compiled answers will be provided on a report. The reply form will normally be returned to you in 5 working days (subject to volume of work) by email, post or it can be collected at your next personal search appointment. Please state your preference on your request form.

The fee charged for data enables the Council to recover its reasonable costs for providing the information on a cost recovery basis.

Information that is statutorily available free of charge to the public has not been included and you should continue to gather this information by examining public registers.

These arrangements will be reviewed on a regular basis and any amendments made to the procedures as and when necessary.

CON29R Enquiries of the Local Authority (2016 Edition) QUESTION	Register or Information Available	Requirements for Appointment or Access to Information	Cost of Access (if any) - £
<p>1. PLANNING & BUILDING REGULATIONS 1.1. Planning and Building Decisions and Pending Applications Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications:</p> <p>(a) a planning permission; (b) a listed building consent; (c) a conservation area consent; (d) a certificate of lawfulness of existing use or development; (e) a certificate of lawfulness of proposed use or development; (f) certificate of lawfulness of proposed works for listed buildings;</p>	<p>(a) to (i) This information is publicly available via a PC terminal in the Council's Horncastle Offices.</p> <p>Development Control Team East Lindsey District Council The Hub, Mareham Road, Horncastle, LN9 6PH</p> <p>Tel: (01507) 601111</p>	<p>The register is available for inspection between 9.00 a.m. and 5.00 p.m. Monday to Friday.</p> <p>There is an appointment system and access is limited to 1 computer in the Council's Horncastle Offices.</p> <p>Appointments can be made through the Council's Customer Services Team (Tel: (01507) 601111) and sessions are booked in hourly blocks.</p> <p>You may wish to note that limited planning decision information is available on the Council's website at:</p> <p>www.e-lindsey.gov.uk/applications</p>	<p>(a) to (i) Available free of charge</p>

<p>(g) a heritage partnership agreement; (h) listed building consent order; (i) local listed building consent order</p>			
<p>(j) building regulations approval; (k) a building regulation completion certificate; and (l) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme?</p>	<p>(j) – (l) Information is available via the Local Land Charges Team as part of the raw data information bundle or by making a request under the EIRs. (Only decisions & applications dated from 1991 onwards will be disclosed) You may wish to note that limited building control information is available on the Council’s website at: www.e-lindsey.gov.uk/buildingcontrol</p>	<p>A request must be submitted to the Local Land Charges Team.</p>	<p>Available free of charge under EIRs. Fee payable if requested within a raw data package.</p>
<p>1.2. Planning Designations & Proposals What designations of land use for the property or the area,</p>	<p>This information is available by consulting the East Lindsey Local Plan</p>	<p>The East Lindsey Local Plan is available on the East Lindsey District Council website: www.e-lindsey.gov.uk.</p>	<p>Available free of charge</p>

<p>and what specific proposals for the property, are contained in any existing or proposed development plan?</p>			
<p>2. Roads and Public Rights of Way</p> <p>2.1. Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:</p> <p>(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 frontages; or (d) to be adopted by a local authority without reclaiming the cost from the frontagers?</p>	<p>This information is available by contacting Lincolnshire County Council.</p>	<p>Contact Lincolnshire County Council for details of how this information can be accessed:</p> <p>Highways Searches Lincolnshire County Council Unit 7, Witham Park Waterside South LINCOLN LN5 7JN</p> <p>Tel: 01522 782020 (ask for Highways Searches) Email: highway_searches@lincolnshire.gov.uk</p>	<p>Contact Lincolnshire County Council direct for details of any fees payable.</p>
<p>2.2. Is any public right of way which abuts on, or crosses the property, shown in a definitive map or revised</p>	<p>This information is available by contacting Lincolnshire County Council.</p>	<p>Contact Lincolnshire County Council for details of how this information can be accessed:</p>	<p>Contact Lincolnshire County Council</p>

<p>definitive map?</p> <p>2.3. Are there any pending applications to record a public right of way that abuts, or crosses the property?</p> <p>2.4. Are there any legal orders to stop up, divert, alter or create a public right of way which abuts, or crosses the Property not yet implemented or shown on a definitive map?</p> <p>2.5. If so, please attach a plan showing the approximate route.</p>		<p>Highways Searches Lincolnshire County Council Unit 7, Witham Park Waterside South LINCOLN LN5 7JN</p> <p>Tel: 01522 782020 (ask for Highways Searches) Email: highway_searches@lincolnshire.gov.uk</p>	<p>direct for details of any fees payable.</p>
OTHER MATTERS			
<p>3.1. Land required for Public Purposes</p> <p>Is the property included in land required for public purposes?</p>	<p>This information is available by consulting the East Lindsey Local Plan.</p> <p>*Additional information, where held, may also be provided by the Local Land Charges Team as part of the</p>	<p>The East Lindsey Local Plan is available on the East Lindsey District Council website: www.e-lindsey.gov.uk</p> <p>*Additional information, where held, will also be provided by the Local Land Charges Team as part of the raw data information bundle or by making a request under the EIRs.</p>	<p>East Lindsey Local Plan available free of charge</p> <p>* Available free of charge under EIRs. *Fee payable if</p>

	<p>information bundle.</p> <p>Enquiries should also be directed at Lincolnshire County Council.</p>	<p>See contact details for Lincolnshire County detailed elsewhere in this document.</p>	<p>requested within a raw data package.</p> <p>Contact Lincolnshire County Council direct for details of any fees payable.</p>
<p>3.2. Land to be acquired for Road Works</p> <p>Is the property included in land to be acquired for road works?</p>	<p>This information is available by contacting Lincolnshire County Council.</p>	<p>Contact Lincolnshire County Council for details of how this information can be accessed:</p> <p>Highways Searches Lincolnshire County Council Unit 7, Witham Park Waterside South LINCOLN LN5 7JN</p> <p>Tel: 01522 782020 (ask for Highways Searches) Email: highway_searches@lincolnshire.gov.uk</p>	<p>Contact Lincolnshire County Council direct for details of any fees payable.</p>
<p>3.3. Drainage Matters</p> <p>(a) Is the property served by a sustainable urban drainage</p>	<p>Information is available via the Local Land Charges page</p>	<p>Available on the East Lindsey District Council website: www.e-lindsey.gov.uk</p>	<p>Available free of charge on the</p>

<p>system (SuDS)? (b) Are there SuDS features within the boundary of the property? If yes, is the owner responsible for maintenance? (c) If the property benefits from a SuDS for which there is a charge, who bills the property for the surface water drainage charge?</p>	<p>on the East Lindsey District Council website: www.e-lindsey.gov.uk</p>		<p>East Lindsey District Council website</p>
<p>3.4. Nearby Road Schemes Is the property (or will it be) within 200 metres of any of the following:</p> <p>(a) the centre line of a new trunk road or special road specified in any order, draft order or scheme;</p> <p>(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;</p>	<p>This information is available by contacting Lincolnshire County Council.</p>	<p>Contact Lincolnshire County Council for details of how this information can be accessed:</p> <p>Highways Searches Lincolnshire County Council Unit 7, Witham Park Waterside South LINCOLN LN5 7JN</p> <p>Tel: 01522 782020 (ask for Highways Searches) Email: highway_searches@lincolnshire.gov.uk</p>	<p>Contact Lincolnshire County Council direct for details of any fees payable</p>

<p>(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;</p> <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</p>			
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<p>(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>3.5. Nearby Railway Schemes (a) Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail? (b) Are there any proposals for a railway, tramway, light railway or monorail within the Local Authority's boundary?</p>	<p>Information is available via the Local Land Charges page on the East Lindsey District Council website: www.e-lindsey.gov.uk</p>	<p>Available on the East Lindsey District Council website: www.e-lindsey.gov.uk</p>	<p>Available free of charge on the East Lindsey District Council website</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 abut the boundaries of the property:</p> <ul style="list-style-type: none"> (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>This information is available by contacting Lincolnshire County Council.</p>	<p>Contact Lincolnshire County Council for details of how this information can be accessed:</p> <p>Highways Searches Lincolnshire County Council Unit 7, Witham Park Waterside South LINCOLN LN5 7JN</p> <p>Tel: 01522 782020 (ask for Highways Searches) Email: highway_searches@lincolnshire.gov.uk</p>	<p>Contact Lincolnshire County Council direct for details of any fees payable</p>
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<p>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:</p> <p>(a) building works; (b) environment; (c) health and safety; (d) housing; (e) highways; (f) public health, or (g) flood and coastal erosion risk management</p>	<p>3.7 (a) – (d) and (f) Information is available via the Local Land Charges Team as part of the raw data information bundle or by making a request under the EIRs.</p> <p>3.7 (e) and (g) This information is available by contacting Lincolnshire County Council.</p>	<p>A request must be submitted to the Local Land Charges Team.</p> <p>3.7 (e) and (g) See Lincolnshire County Council contact details above</p>	<p>Available free of charge under EIRs.</p> <p>Fee payable if requested within a raw data package.</p> <p>Contact Lincolnshire County Council direct for details of any fees payable</p>
<p>3.8. Contravention of Building Regulations Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?</p>	<p>Information is available via the Local Land Charges Team as part of the raw data information bundle or by making a request under the EIRs.</p>	<p>A request must be submitted to the Local Land Charges Team.</p>	<p>Available free of charge under EIRs.</p> <p>Fee payable if requested within a raw data package.</p>

<p>3.9. Notices, Orders, Directions and Proceedings under Planning Acts</p> <p>Do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following:</p> <p>(a) an enforcement notice; (b) a stop notice; (c) a listed building enforcement notice; (d) a breach of condition notice; (e) a planning contravention notice; (f) another notice relating to breach of planning control; (g) a listed building repairs notice; (h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation; (i) a building preservation</p>	<p>With the exception of (k) and (j) information is available via the Local Land Charges Team as part of the raw data information bundle or by making a request under the EIRs.</p> <p>(Please note that information on subsisting notices can be found on the Local Land Charges Register)</p> <p>(k) Information is available via the Local Land Charges page on the East Lindsey District Council website: www.e-lindsey.gov.uk</p> <p>(j) – See note at the end of this table.</p>	<p>A request must be submitted to the Local Land Charges Team.</p> <p>(k) Available on the East Lindsey District Council website: www.e-lindsey.gov.uk</p> <p>(j) – See note at the end of this table.</p>	<p>Available free of charge under EIRs.</p> <p>Fee payable if requested within a raw data package.</p> <p>(k) Available free of charge on the East Lindsey District Council website.</p> <p>(j) – See note at the end of this table.</p>
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<p>notice; (j) a direction restricting permitted development; (k) an order revoking or modifying planning permission; (l) an order requiring discontinuance of use or alteration or removal of building or works; (m) a tree preservation order; or (n) proceedings to enforce a planning agreement or planning contribution</p>			
<p>3.10. Community Infrastructure Levy (CIL)</p> <p>(a) Is there a CIL charging schedule? (b) If yes, do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, or commence any of the following: (i) A liability notice? (ii) A notice of chargeable development?</p>	<p>Information is available via the Local Land Charges page on the East Lindsey District Council website: www.e-lindsey.gov.uk</p>	<p>Available on the East Lindsey District Council website: www.e-lindsey.gov.uk</p>	<p>Available free of charge on the East Lindsey District Council website</p>

<p>(iii) A demand notice? (iv) A default liability notice? (v) An assumption of liability notice? (vi) A commencement notice? (c) Has any demand notice been suspended? (d) Has the Local Authority received full or part payment of any CIL liability? (e) Has the Local Authority received any appeal against any of the above? (f) Has a decision been taken to apply for a liability order? (g) Has a liability order been granted? (h) Have any other enforcement measures been taken?</p>			
<p>3.11. Conservation Area Do the following apply in relation to the property:</p> <p>(a) the making of the area a Conservation Area before 31 August 1974; or (b) an unimplemented</p>	<p>(a) Information is available on the East Lindsey Local Plan</p>	<p>(a) The East Lindsey Local Plan is available on the East Lindsey District Council website: www.e-lindsey.gov.uk.</p>	<p>East Lindsey Local Plan available free of charge</p>

<p>resolution to designate the area a Conservation Area?</p>	<p>(b) Information is available via the Local Land Charges page on the East Lindsey District Council website: www.e-lindsey.gov.uk</p>	<p>(b) Available on the East Lindsey District Council website: www.e-lindsey.gov.uk</p>	<p>(b) Available free of charge on the East Lindsey District Council website</p>
<p>3.12. Compulsory Purchase Has any enforceable order or decision been made to compulsorily purchase or acquire the property?</p>	<p>Information is available via the Local Land Charges Team as part of the raw data information bundle or by making a request under the EIRs.</p>	<p>A request must be submitted to the Local Land Charges Team.</p>	<p>Available free of charge under EIRs. Fee payable if requested within a raw data package</p>
<p>3.13. Contaminated Land Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property): (a) a contaminated land notice;</p>	<p>Information is available via the Local Land Charges Team as part of the raw data information bundle or by making a request under the EIRs. In relation to the raw data bundle (only (b)(i) and (c) require payment)</p>	<p>A request must be submitted to the Local Land Charges Team.</p>	<p>Available free of charge under EIRs. Fee payable if requested within a raw data package (only (b)(i) and (c) require payment)</p>

<p>(b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990: (i) a decision to make an entry; or (ii) an entry; or</p> <p>(c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice?</p>			
<p>3.14. Radon Gas Do records indicate that the property is in a "Radon Affected Area" as identified by the Health Protection Agency?</p>	<p>This information is available by contacting Public Health England and the Health Protection Agency.</p>	<p>This information is available from Public Health England's website: www.gov.uk/government/organisations/public-health-england and the Health Protection Agency (HPA) website: www.gov.uk/guidance/radiation-products-and-services</p>	<p>Contact Public Health England and the Health Protection Agency</p>
<p>3.15. Assets of Community Value (a) Has the property been</p>	<p>Information is available via</p>	<p>Information in relation to Assets of Community</p>	<p>Information is</p>

<p>nominated as an asset of community value? If so:-</p> <p>(i) Is it listed as an asset of community value?</p> <p>(ii) Was it excluded and placed on the 'nominated but not listed' list?</p> <p>(iii) Has the listing expired?</p> <p>(iv) Is the Local Authority reviewing or proposing to review the listing?</p> <p>(v) Are there any subsisting appeals against the listing?</p> <p>(b) If the property is listed:</p> <p>(i) Has the Local Authority decided to apply to the Land Registry for an entry or cancellation of a restriction in respect of listed land affecting the property?</p> <p>(ii) Has the Local Authority received a notice of disposal?</p> <p>(iii) Has any community interest group requested to be treated as a bidder?</p>	<p>the East Lindsey District Council website: www.e-lindsey.gov.uk (see note opposite)</p>	<p>Value can be found on this Council's website at: www.e-lindsey.gov.uk/article/1899/Community-Right-to-Bid and by following the link on the webpage marked 'List of Nominated Assets'.</p>	<p>available via the East Lindsey District Council website: www.e-lindsey.gov.uk (see note opposite)</p>
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CON29 ENQUIRY 3.9 (J) – A DIRECTION RESTRICTING PERMITTED DEVELOPMENT:

This CON29 Enquiry relates to a Direction Restricting Permitted Development.

The Council's planning register holds the information in relation to this enquiry. You will need to interrogate the planning register in order to access the relevant information yourself.

ROUTE 1

If you have an exact address for the property in question (and that address has not changed at any time) then you should use the Council's planning portal at:
www.e-lindsey.gov.uk/applications

Using the planning portal you will be able to gain the planning history, for the property in question, including each planning application number.

With the planning application numbers, you will then be able to find each decision notice on line and the conditions (if any) attached to that consent will be contained within the information available.

You will then need to interrogate each set of conditions to ascertain if any of them include a direction restricting permitted development.

ROUTE 2

If you fall into any of the following categories:

- You do not have an exact address for the property in question.
- The address of the property has changed at some point in the past.
- You do not a detailed address (e.g. the address is land at)
- You only have a plan of the property with no address.

Then you will need to visit the Council's Tedder Hall Offices and undertake a search of the Council's Planning Register using the normal booking facilities. We are assuming that you will already be aware of those booking facilities – however, if you are not please contact the Council's Planning Department for this information.

Using the planning register, you will need to undertake a planning history search in order to gain the planning history for the property in question, including each planning application number.

With the planning application numbers, you will then be able to find each decision notice on line at:
www.e-lindsey.gov.uk/applications
and the conditions (if any) attached to that consent will be contained within the information available.

You will then need to interrogate each set of conditions to ascertain if any of them include a direction restricting permitted development.

Please note that somebody from the Planning Department may be available to initially walk you through this process.

**APPLICATION FORM FOR UNREFINED DATA
CON29R – ENQUIRIES OF LOCAL AUTHORITY**

Name: <i>of company or person submitting request</i>	
Address: <i>of company or person submitting request</i>	
Telephone Number: <i>of Company or Person Submitting Request</i>	
Email address: <i>of Company or Person Submitting Request</i>	
PROPERTY FOR WHICH INFORMATION IS REQUIRED	
House Number / Name	
Address (including post code)	
N.B. You must include with this request one copy of a suitable and clear plan – with the property to be searched clearly marked	
Date Submitted to LLC Team:	

This form is to be forwarded to Local Land Charges, East Lindsey District Council, The Hub, Mareham Road, Horncastle, LN9 6PH.

The form can be forwarded by post or email: landcharges@e-lindsey.gov.uk

This Authority will not commence processing your application for unrefined data until such time as full payment of the fee of £24.50 is received.

The following section of the form is for ELDC use only:

Date & Time Form Received	
ELDC Reference	
Fee of £24.50 Paid	YES / NO
Method of Payment	Cash / Cheque/ Debit or Credit Card
Payment Reference	

Form Last Revised February 2023.

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EAST LINDSEY DISTRICT COUNCIL

Environmental Regulations Request Form

EIR REQUEST FOR CON29 PROPERTY INFORMATION

The Environmental Regulations gives you right of access to environmental data held by local authorities and bodies that carry out a public function (e.g. utility companies). If you wish to seek information about a particular topic then please specify this clearly in your request. It is anticipated that your request will be responded to within 20 working days but if this cannot be met satisfactorily you will be informed of this in due course.

Please complete the information required below and email the completed form together with an OS Extract Plan of Scale 1:1250 (or other reasonably acceptable scale) with the property clearly outlined in red to: landcharges@e-lindsey.gov.uk

Name of Applicant:

Address of Applicant:

Contact Telephone Number:

Email Address of Applicant:

Full Address (including Post Code) of Property for which information is required (*only 1 address per request form*):

I am applying for access to information concerning:

*Please note that only information **unavailable** via public access means will be given on the replies to this request.*

Please state if your request is for personal use or business use: (Please tick the appropriate box)

Personal [] Business use []

Have you ever requested this information before? Yes [] No []

If so what was the date you made the request?

Applicants' signature:

Date:

FOR OFFICIAL USE ONLY:

Date Application Received/Verified:

Date Information Supplied:

Form Last Revised September 2018