PERSONAL SEARCHES OF
THE REGISTER

Guidelines and Information

Please send an email listing the required addresses and postcodes, in alphabetical order, to llcplymouth@plymouth.gov.uk. A plan outlining the boundary of the property will also be required with each property address. The address will not be verified against our address database, so please ensure that you quote the correct official postal address.

If you intend to submit a block of multiple applications in one day then it will be necessary to email them prior to 12 noon to guarantee that they can be processed on the day of receipt. Additional single applications can be accepted and processed up to 4pm but this is dependent on staffing resources. An acknowledgement email will then be sent to you as confirmation of receipt and acceptance of your request.

Information will currently be made available for viewing on the fourth working day to equate to official full searches applications and component data requests. Personal Searches of the Register can be viewed between 8.30am and 3pm. Within these times please request the file from the Planning Customer Service Team. A system is in place to allow inspection of the extract from the Local Land Charges Register to make notes. Photocopies and photographic images are not permitted.

Prior to inspection of the Local Land Charges Register extract, please sign the log with the date/times as requested and initial each extract page of the register extract as proof of examination.

It is essential that you are aware that the Local Land Charges excel spreadsheets does not contain a comprehensive list of the entire Local Land Charges Register.

Under Rule 7 of the Local Land Charges Rules 1977, further registers which form part of the Local Land Charges register can be inspected as follows:

- The Planning Public Register is available on line and can be viewed on line at the Customer Services planning desk or from Plymouth City Council’s website - plymouth.gov.uk/planningonline.
- Planning application details are also available in raw data format upon request from the Local Land Charge’s Section. This is held in paper format in year order (from August 1977 to December 2010) and provides the following details: Application number, number and road, decision date and decision type (if known). This is a snapshot of the raw data at the time of printing.
- Public Health Act 1925 – Section 30 Orders - can be inspected at the Customer Services planning desk.
- Highways Act 1959 Section 72 – Road Widening Lines paper format - can be inspected at the Customer Services planning desk.
- Conservation Areas are available in a paper format. Where the Local Land Charges Register identifies that only part of the road is affected it will then be necessary for you to confirm if your search address is affected. Conservation Area plans - available for inspection at the Customer Services planning desk.
Additional information relating to Local Land Charges available in paper format files from the Customer Services planning desk.

- Enforcement Notices - Contained in the excel spreadsheet extracts from the Local Land Charges Register but additional information is available to view in paper format.
- Footpaths (Highways Act 1980 Section 118 - extinguishment orders)
- Legal Deposits (non highways)
- Local Development Framework 2006 -2021
- Local Plan 1995 to 2011
- Local Transport plan
- Public Rights of Way (definitive maps)
- Traffic Orders - deposit documents. This includes Traffic Regulation Orders, Traffic Calming Schemes and Pedestrian Crossings.

Additional information relating to Local Land Charges available in CD format from the Customer Services planning desk.

- Highway Maintainable at Public Expense (HMPE)

Further public registers are available upon request.

Building Control Regulation applications are available in raw data format upon request from the Local Land Charge’s Section. Please note this raw data relates to confirmation of submission of building control applications and will not be updated. This is held in paper format in year order (from January 2000 onwards) and provides the following details:

- Date received
- Decision date
- Completion date
- Decision type
- Address
- Postcode
- Status

This is a snapshot of the raw data at the time of printing.

As you can appreciate Building Control applications may be started but not completed for a number of years, therefore a completion date may not be included at the time of print.

If you have any questions please contact us on 01752 304551.