PERSONAL SEARCHES OF THE LOCAL LAND CHARGES 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, please email them before 12 noon to guarantee that your application is processed on the day of receipt. Additional single applications can be accepted up to 4pm.

An acknowledgement email will be sent as confirmation of receipt and acceptance of your request.

Information will usually be available for viewing on the fourth working day from the date of email receipt. This is the same timescale as the official full search applications and component data requests.

Please note that this timescale is subject to change, possibly at short notice. We will email to tell you if this changes.

Personal Searches of the Register can be viewed at the council’s First Stop Shop at 71 New George Street, Plymouth PL1 1RB.

Their opening hours are:
Monday to Friday 9am – 5pm

On your arrival at our First Stop Shop, please speak to a member of the Customer Service Team where they will provide you with the extract from the Local Land Charges Register.

Notes can be made but photocopies and photographic images are not permitted.
You will be asked to sign the file with the date/times and initial each extract page of the Register as proof of examination.

Please be aware that the Local Land Charges excel spreadsheets do 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 online.

Public Health Act 1925 – Section 30 Orders - can be inspected at the council’s First Stop shop.

Highways Act 1959 Section 72 – Road Widening Lines paper format - can be inspected at the council’s First Stop shop.

Conservation Areas are available online. 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 council’s First Stop shop.

**Additional information relating to Local Land Charges available in paper format files from the council's First Stop shop.**

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)

[Joint Local Plan 2014 - 2034](#)

Local Transport plan

Public Rights of Way (definitive maps)

Traffic Orders - deposit documents. This includes Traffic Regulation Orders, Traffic Calming Schemes and Pedestrian Crossings.

Highway Maintainable at Public Expense (HMPE)

Further public registers are available upon request.

If you have any questions please contact Tel 01752 304809.