

## **Notice 17 – Land Registry Network Services - applications to register electronic legal charges**

### **Notice given under Schedule 2 to the Land Registration Rules 2003**

#### **Interpretation**

1. In this Notice—

- (a) “direct debit reference number” means the unique reference number issued by the land registry to a Subscriber,
- (b) “electronic legal charge” has the same meaning as in the Land Registration (Electronic Conveyancing) Rules 2008,
- (c) “full network access agreement” has the same meaning as in the Land Registration (Network Access) Rules 2008,
- (d) “Land Registry Network” means the network provided under section 92(1) of the Land Registration Act 2002,
- (e) Subject to paragraph 10 “Subscriber” means a person who has entered into a full network access agreement with the registrar which has neither been suspended nor determined.

#### **Currency of notice**

2. This Notice, which is made under rule 14 of, and Schedule 2 to, the Land Registration Rules 2003, shall be current for the purposes of Schedule 2 on and after 19 April 2010 and replaces on that date the Notice of 20 January 2010 in respect of applications to register electronic legal charges.

#### **Delivery of applications through the Land Registry Network**

3. Arrangements have been made to use the Land Registry Network for dealing with the electronic delivery of applications to complete by registration an electronic legal charge.
4. The delivery of applications to complete by registration an electronic legal charge is subject to the provisions of paragraphs 5 to 10.

#### **When applications may be delivered**

5. Applications may be delivered only between—

(a) 0630 hours and 2200 hours on any Monday to Friday which is not Christmas Day, Good Friday or a day specified as or proclaimed to be a bank holiday in England and Wales in or under section 1 of the Banking and Financial Dealings Act 1971, and

(b) 0700 and 1700 on any Saturday which is not Christmas Day.

### **Who may deliver applications**

6. Applications may only be delivered by a Subscriber who—

(a) has had the Land Registry Network made available to them by the registrar under clause 7 of the full network access agreement, and

(b) uses the procedure for doing so permitted by the Land Registry Network.

7. Applications may only be delivered by a Subscriber who has entered into an agreement allowing payment of fees by direct debit as authorised under article 13(2) of the Land Registration Fee Order 2009 (or under any Order which supersedes it) and who provides, if requested, their direct debit reference number.

### **General limitations**

8. Applications may not be made in respect of—

(a) more than one registered title in the same application,

(b) an application in respect of part only of a registered title,

(c) a title the individual register of which is not held in electronic form,

(d) a title to a freehold estate in commonhold land,

(e) a title to a profit a prendre in gross,

(f) a title to a franchise,

(g) a title which has been registered with a qualified title.

9. Electronic attachments to applications must—

- (a) be either in Graphics Interchange Format or Portable Document Format, and
- (b) not exceed 1 megabyte in size.

**Particulars to be provided**

10. The Subscriber (which for the purposes of this paragraph includes a "User", that is an individual who has been nominated by the Subscriber to use the Land Registry Network on its behalf) must provide on request—
- (a) the title number of the registered estate,
  - (b) confirmation of the address of the property,
  - (c) the nature of the application,
  - (d) the name of the applicant on whose behalf the application is made,
  - (e) the name of the borrower,
  - (f) evidence to account for any discrepancy between the name of the registered proprietor of the registered estate and the borrower,
  - (g) details of any prior registered charge being discharged,
  - (h) evidence required to comply with any restriction,
  - (i) the value of the transaction,
  - (j) any official search certificate number,
  - (k) a customer reference,
  - (l) the name, address and reference of the person or firm to whom any title information document is to be despatched.

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Alasdair Lewis  
Director of Legal Services  
12 April 2010