

Notice 16 – Land Registry Portal and Business Gateway – Information services

Notice given under Schedule 2 to the Land Registration Rules 2003

Interpretation

1. In this Notice—
 - (a) “the Rules” means the Land Registration Rules 2003 (SI 2003/1417), as amended from time to time, and a reference to a rule by number is to the rule so numbered in the Rules,
 - (b) expressions used have, unless the contrary intention appears, the meaning which they bear in the Rules,
 - (c) “direct debit reference number” means the unique reference number issued by the land registry to a person who has entered into an agreement of the type referred to in paragraph 9,
 - (d) “Business Gateway” means the Land Registry’s XML machine to machine interface linking an applicant to Land Registry.

Currency of notice

2. (a) This Notice shall be current for the purposes of Schedule 2 to the Rules on and after 17 October 2011 and on that date replaces the Notice of 18 August 2011 in respect of Land Registry Portal and Business Gateway – Information services.
- (b) The registrar is satisfied that adequate arrangements have been made or will be in place for dealing with the applications and other matters specified in this notice electronically.

Services available through Land Registry Portal or Business Gateway

3. Subject to paragraphs 4 and 5, Column 1 of Schedule 1 lists the services available through Land Registry Portal and Business Gateway.
4. The following services listed in column 1 of Schedule 1 are available **only** to applicants using Business Gateway schema version 1.1:
B, E.
5. (a) The following services listed in column 1 of Schedule 1 are **not** available to applicants using Business Gateway schema version 2:
J, M, S, T, U, V, W.
- (b) The following services (as denoted by a capital letter) listed in column 1 of Schedule 1 are **not** available to subscribers using Business Gateway schema version 1.1:
I, J, K, L, M, O, P, S, T, U, V, W.
6. Column 2 of Schedule 1 lists against the relevant service any limitations on use or requirements specific to that service.
7. All the services are subject to the provisions of paragraphs 8 to 16.

When the services are available

8. Applications may only be made between—
- (a) 0630 hours and 2200 hours (inclusive) on any day 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 hours and 1700 hours (inclusive) on any Saturday (not being Christmas Day).

Who may deliver applications

9. Applications may only be delivered by a person who—
- (a) has been approved by the Land Registry to use the Land Registry Portal, and
 - (b) has accepted the Land Registry's *Conditions of Use* and complies with those conditions, and
 - (c) if delivering applications through the Land Registry Business Gateway, has accepted the Land Registry's Business Gateway Connection Terms and Conditions and complies with them.
10. Applications listed in column 1 of the Schedule may only be delivered by a person 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.

Particulars to be provided

11. Each applicant must provide on request—
- (a) such of the particulars set out in paragraph 12 as are required for an application of the type applied for, and
 - (b) any particulars specified in relation to such application in the second column of Schedule 1.

General particulars for applications

12. The particulars referred to in paragraph 11(a) are—
- (a) the title number of the registered estate,
 - (b) when requested, the address of the property,
 - (c) the nature of the application,
 - (d) the name of the person or persons on whose behalf the application is being made,
 - (e) the surname or, if not an individual, the full name of the registered proprietor, or one of the registered proprietors, of the estate,

- (f) a customer reference,
- (g) the name, address and reference of the person or firm to whom any—
 - (i) official copy in paper form,
 - (ii) certificate of inspection of the title plan,
 - (iii) result of official search in paper form of a registered title or a pending first registration application,
 - (iv) result of official search of the index map,
 - (v) result of official search of the index of relating franchises and manors, or
 - (vi) official search certificate of the result of a search for the purpose of section 56(3) of the Family Law Act 1996,

is to be despatched.

General limitations for applications

- 13. (a) Subject to paragraph 4, only electronic forms of the services listed in column 1 of Schedule 1 may be requested.
- (b) Where a plan in electronic form accompanies an application, it must—
 - (i) be to scale,
 - (ii) allow the land to be identified in relation to the Ordnance Survey map, and
 - (iii) indicate the floor levels, where appropriate
 - (iv) not exceed 1 megabyte in size, or 2 megabytes when the application is made by means of the Business Gateway,
 - (v) be in one of the following formats—
 - Graphics Interchange Format,
 - Joint Photographic Experts Group Format,
 - Portable Document Format, or
 - Tagged Image File Format.

General limitations for issue of certificates or results

- 14. Where a certificate or other result of an application or search is issued by electronic means under rule 132(2)—
 - (a) no paper copy of that certificate or result will be issued,
 - (b) it will be issued by being made available for download on the day of completion of the application and for a further fourteen days thereafter, unless issued through Business Gateway, in which case it will be available indefinitely to the applicant,
 - (c) it will be issued in the form of a PDF file.
- 15. Subject to paragraphs 4 and 16, the certificate or other result will be issued in electronic form.
- 16. (a) The certificate or other result will be issued in paper format if—
 - (i) it exceeds ten megabytes in size, or
 - (ii) it exceeds 200 pages,
 - (iii) it exceeds A3 size.

- (b) Where an individual register or title plan, or caution register or caution plan is not kept in electronic form, or for any other reason the registrar considers that an official copy of it cannot conveniently be issued in electronic form, he may issue an official copy in paper form.
- (c) Where a document is not kept in electronic form, or for any other reason the registrar considers that an official copy of it cannot conveniently be issued in electronic form, he may issue an official copy of that document in paper form.

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Alasdair Lewis
Director of Legal Services
11 October 2011

Schedule 1

Services available through the Land Registry Portal

Service	Specific limitations or requirements
A. Applications to inspect and make copies of the registers and documents under section 66(1) of the Land Registration Act 2002	<ol style="list-style-type: none"> 1. Applications may not be made in respect of a registered title to a profit a prendre in gross or a franchise. 2. The relevant title, or caution title, number must be provided. 3. Where inspection of a document is sought, the nature and the date of that document and the title number (if any) under which the document is stated in the register to be filed must be provided.
B. Applications for official copies in paper form of a registered title or an individual caution register or caution plan made under rule 134	The relevant title, or caution title, number and the number of copies required must be provided.
C. Applications for official copies of a registered title or an individual caution register or caution plan made under rule 134	<ol style="list-style-type: none"> 1. Applications may not be made in respect of a registered title to a profit a prendre in gross or a franchise. 2. The relevant title, or caution title, number must be provided.
D. Issuing official copies of a registered title or an individual caution register or caution plan	
E. Applications for official copies in paper form of documents referred to in the register of title and kept by the registrar under rule 135	There must be specified: the title number of the individual register; the administrative area(s) in which the estate registered under that title number is situated; the title number (if any) under which the document is stated in the register to be filed; and in every case the nature and the date of the document to be copied.

Service	Specific limitations or requirements
F. Applications for official copies of documents referred to in the register of title and kept by the registrar under rule 135	As Service E.
G. Issuing official copies of documents referred to in the register of title and kept by the registrar	
H. Applications for certificate of inspection of the title plan under rule 134	Applications may only be made where there is an approved estate plan in respect of the registered title.
I. Applications for day list information under rule 141(2)	<ol style="list-style-type: none"> 1. Where an application has been made, the day list information (if any) in respect of the relevant registered title shall be provided to the applicant from the registrar's computer system to the applicant's remote terminal. 2. The day list information will be provided as set out in Schedule 2.
J. Outline applications under rule 54	<ol style="list-style-type: none"> 1. Application can only be made in respect of all of the land in a registered title. 2. The relevant title number must be provided. 3. The nature of the right, interest or matter being protected must be provided.
K. Applications for an official search of the index map under rule 145	<p>Applications may only be made in respect of property identified by—</p> <ol style="list-style-type: none"> (a) its postal address or a plan in electronic form which accompanies the application, and (b) the administrative area in which it is located.
L. Issuing of official certificate of search of the index map under rule 132(2)	
M. Applications for an official search of the index of relating franchises and manors under rule 146	The information required in panel 1 of Form SIF in Schedule 1 to the Rules must be provided.

Service	Specific limitations or requirements
<p>N. Applications for an official search with priority of the whole of the estate in a registered title or the whole of the estate in a pending first registration application under rule 147</p>	<ol style="list-style-type: none"> 1. There must be provided: the title number; the name of the proprietor or applicant for first registration; in the case of an official search relating to a registered title a search from date within the meaning of rule 131; and whether it is to protect a purchase, a lease or a charge. 2. The entry of the name(s) of the person(s) on whose behalf the application is made is limited to 100 characters. Where— <ol style="list-style-type: none"> (a) the name of the person on whose behalf the application is made exceeds 100 characters, appropriate abbreviations must be made; (b) the names of the persons on whose behalf the application is made exceed 100 characters, so many of the names together with the words “and others” as will together not exceed 100 characters must be entered.
<p>O. Applications for an official search with priority of part of the estate in a registered title or part of the estate in a pending first registration application under rule 147</p>	<ol style="list-style-type: none"> 1. Applications may only be made if— <ol style="list-style-type: none"> (a) there is a relevant approved estate plan and the applicant provides the relevant plot number on, and the date of approval of, the approved estate plan and no plan accompanies the application, or (b) a plan in electronic form accompanies the application. 2. There must be provided: the title number; the name of the proprietor or applicant for first registration; in the case of an official search relating to a registered title a search from date within the meaning of rule 131; and whether it is to protect a purchase, a lease or a charge. 3. As limitation 2 for Service N.
<p>P. Issuing official certificates of search with priority of part of the estate in a registered title or part of the estate in a pending first registration application under rule 149(2)(b)</p>	

Service	Specific limitations or requirements
<p>Q. Issuing official certificates of search with priority of the whole of the estate in a registered title or the whole of the estate in a pending first registration application under rule 149(2)(b)</p>	<ol style="list-style-type: none"> 1. An official certificate of search will be issued under rule 149(2)(b) or 156(2)(b) (as appropriate) in electronic form by way of the Land Registry Portal or Business Gateway where— <ol style="list-style-type: none"> (a) in the case of an official search relating to a registered title, the result of search states that: <ol style="list-style-type: none"> (i) there are no pending applications which fall within paragraph G of Part 3 of Schedule 6 to the Rules, and (ii) there are no official searches of part of the estate in the registered title which fall within paragraph H of Part 3 of Schedule 6 to the Rules, (b) in the case of an official search relating to a pending application for first registration, all the details required to issue a certificate have been entered on the day list and the result of search states that: <ol style="list-style-type: none"> (i) there are no pending applications which fall within paragraph H of Part 4 of Schedule 6 to the Rules, and (ii) there are no official searches of part of the estate in the pending first registration application which fall within paragraph I of Part 4 of Schedule 6 to the Rules. 2. Notwithstanding paragraph 1, in the case of an official search relating to a registered title, where the result of search reveals any adverse entry falling within paragraph F of Part 3 of Schedule 6 to the Rules, an official search certificate will only be issued by way of the Land Registry Portal or Business Gateway where the individual register of title in respect of which the search is made is kept in electronic form and the title is not in respect of a profit a prendre in gross, or a franchise.

Service	Specific limitations or requirements
<p>R. Issuing official certificates of search with priority of the whole of the estate in a registered title or the whole of the estate in a pending first registration application under rule 149(4)</p>	<p>1. An official certificate of search falling within rule 149(4) or rule 156(4) will only be issued in electronic form by way of the Land Registry Portal or Business Gateway where—</p> <p>(a) in the case of an official search relating to a registered title, the result of search states that there are no adverse entries, no pending applications and no official searches which fall within paragraphs F, G or H of Part 3 of Schedule 6 to the Rules,</p> <p>(b) in the case of an official search relating to a pending application for first registration—</p> <p>(i) all the details required to issue a certificate have been entered on the day list, and</p> <p>(ii) the result of search states that there are no pending applications and no official searches which fall within paragraphs H or I of Part 4 of Schedule 6 to the Rules.</p>
<p>S. Applications for an official search without priority of the whole of the land in a registered title made under rule 155</p>	<p>There must be provided: the title number and the name of the proprietor.</p>
<p>T. Issuing official search certificates without priority of the whole of the estate in a registered title under rule 156(2)(b)</p>	<p>As Service Q.</p>
<p>U. Issuing official search certificates without priority of the whole of the estate in a registered title under rule 156(4)</p>	<p>As Service R.</p>
<p>V. Applications for an official search certificate of the result of a search for the purpose of section 56(3) of the Family Law Act 1996 under rule 158</p>	<p>There must be provided: the title number and the name of the proprietor.</p>
<p>W. Issuing official search certificate result of an application for the purpose of section 56(3) of the Family Law Act 1996 under rule 159(1)(b)</p>	

Schedule 2
(referred to at Service I in Schedule 1)

Day List Information

General

1. The title number in respect of which the application for day list information was made.

Information as to pending applications

2. Where there is an entry on the day list in respect of a pending application, the entry will indicate whether, at the time the entry was made, the application was—
 - for first registration of the estate which has been allotted the title number (a “First Registration Application”),
 - for registration of a transfer of part of the estate in the registered title (a “Transfer of Part”),
 - for registration of a lease of all or part of the estate in the registered title to which section 27(2)(b) of the Land Registration Act 2002 applies (a “Dispositional First Lease”),
 - an outline application under rule 54 of the Rules, or
 - none of above, such as an application for the entry of a notice in the register (a “Dealing”).
3. Where two or more applications were delivered together, only one entry will be made. For example, the following applications are often delivered at the same time: – to discharge a registered charge, to register a transfer and to register a legal charge, and are covered by a single entry (“Dealing”).
4. Where there is an entry on the day list in respect of a pending application, the following will be revealed—
 - (a) The date and time the entry was made on the day list.
 - (b) If recorded on the day list, the name of the applicants.
 - (c) If recorded on the day list, the name, address and reference of the person who lodged the application or, if it is a proposal by the registrar to alter the register which is being treated as an application, the name of the relevant Land Registry office.
 - (d) If recorded on the day list, and entry is in respect of a Transfer of Part or Dispositional First Lease, a short description of the estate said by the applicant to be affected by the application.

Information as to official searches

5. Where there is an entry on the day list in respect of an application for an official search with priority, the following will be revealed—
- (a) Whether the application is—
 - for a search of the *whole* of the estate in the registered title or estate which is the subject of a pending application for first registration under the allotted title number, or
 - for a search of *part* of the estate in the registered title or estate which is the subject of a pending application for first registration under the allotted title number.
 - (b) Whether the reason given by the applicant for making the application was that he intended to purchase, take a lease or take a registered charge.
 - (c) The date and time the entry was made on the day list.
 - (d) The number allocated by the registrar to the official certificate of search.
 - (e) The name of the applicant.
 - (f) If recorded on the day list, the name, address and reference of the person who lodged the application.
 - (g) If recorded on the day list, and the search is of part of the estate in the registered title or allotted title number, a short description of the estate said by the applicant to be affected by the search.