

Notice 4 – National Land Information Service

Notice given under Schedule 2 to the Land Registration Rules 2003

1. Any reference to “the Rules” or to an individual rule in this Notice is to the Land Registration Rules 2003 (SI 2003/1417).
2. Arrangements have been made for dealing with the following applications and matters by the National Land Information Service—
 - (a) Applications to inspect and make copies of the registers and documents under section 66(1) of the Land Registration Act 2002;
 - (b) Outline applications under rule 54;
 - (c) Applications for official copies in paper form of a registered title or an individual caution register or caution plan made under rule 134;
 - (d) Applications for official copies in electronic form of a registered title or an individual caution register or caution plan made under rule 134;
 - (e) Issuing official copies in **electronic form** of a registered title or an individual caution register or caution plan;
 - (f) Applications for a certificate of inspection of the title plan made under rule 134;
 - (g) Applications under rule 135 for official copies in paper form of documents referred to in the register of title and kept by the registrar;
 - (h) Applications under rule 135 for official copies in electronic form of documents referred to in the register of title and kept by the registrar;
 - (i) Issuing official copies in **electronic form** of documents referred to in the register of title and kept by the registrar;
 - (j) Applications for day list information under rule 141(2);
 - (k) Enquiries as to the notification of discharge of a charge by electronic means under rule 142;
 - (l) Applications for an official search of the index map under rule 145;
 - (m) Issuing of official certificate of search of the index map under rule 132(2);
 - (n) Applications for an official search of the index of relating franchises and manors under rule 146;
 - (o) Applications for an official search with priority of the whole or part of the estate in a registered title or the whole or part of the estate in a pending first registration application under rule 147;
 - (p) Issuing official certificates of search with priority of the whole or part of the estate in a registered title or the whole or part of the estate in a pending first registration application under rule 149.
 - (q) Applications for an official search without priority of the whole or part of the land in a registered title made under rule 155;
 - (r) Issuing official search certificates without priority of the whole of the estate in a registered title under rule 156;
 - (s) 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;

- (t) 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)**.
- 3. Applications may be made only via an authorised hub service provider and each application shall include that service provider's reference.
- 4. 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).

Particulars to be provided for applications

- 5. Applications for a certificate of inspection of the title plan of a registered title may be made only if there is an approved estate plan in respect of the registered title.
- 6. Where an application for day list information 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.
- 7. The day list information will be provided as set out in the Schedule to this Notice.
- 8. Enquiries as to notification of discharge of a charge by electronic means may be made only against a registered title whose number is specified in the enquiry.
- 9. Applications for an official search of the index map may only be made in respect of property identified by—
 - (a) its postal address or a plan in electronic form which accompanies the application, and
 - (b) the administrative area in which it is located.
- 10. An application for an official search of part of the land in a registered title (with or without priority) or an official search with priority of part of the land in a pending first registration application shall be made only if—
 - (a) there is a relevant approved estate plan and the applicant provides the relevant plot number on, and date of approval of, the estate plan and no plan accompanies the application; or
 - (b) a plan in electronic form accompanies the application.

11. A plan in electronic form which accompanies an application for an official search must—
 - (a) be to scale;
 - (b) allow the land to be identified in relation to the Ordnance Survey map if the application is for an official search of the index map;
 - (c) allow the land to be identified in relation to the title plan if the application is for an official search of part of the estate in a registered title or part of the estate in a pending first registration application; and
 - (d) indicate the floor levels, where appropriate.

12. Each applicant must provide such of the following information as may be requested. Where the information requested includes the reference of the applicant or another person or firm, the reference must be restricted to a maximum of twenty-five characters including oblique strokes and punctuation marks, or, if there is no reference, the word “none” must be keyed in.
 - (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 and address of the person or firm with whom any requisitions should be raised and their reference and telephone number,
 - (h) if different from that given at (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.

Limitations for issue of certificates or results

13. An official certificate of search falling within rule 149(4) or rule 156(4) will only be issued by way of the National Land Information Service where—
 - (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;
 - (b) in the case of an official search relating to a pending application for first registration—
 - (i) all the details required to issue a certificate have been entered on the day list, and
 - (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.

14. An official certificate of search not falling within rule 149(4) or rule 156(4) will only be issued by way of the National Land Information Service on request and where—
 - (a) in the case of an official search relating to a registered title, the result of search states that—
 - (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—
 - (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.

15. Notwithstanding paragraph 14, 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 Land Registry Direct where the individual register of title in respect of which the search is made is kept in electronic form.

16. 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 six days thereafter
 - (c) it will be issued in the form of a PDF file.

17. The certificate or other result will be issued in paper format if—
 - (a) it exceeds six megabytes in size,
 - (b) it can only be printed on paper that exceeds A3 size, or
 - (c) it exceeds 200 pages

18. This Notice shall be current for the purposes of Schedule 2 to the Rules on and after 13 September 2010 and replaces the previous Notice dated 21 January 2010 in respect of the National Land Information Service.

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Alasdair Lewis
Director of Legal Services
8 September 2010

Schedule

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 Land Registration Rules 2003 (an “OLA”); or
 - none of above, such as an application for the entry of a notice in the register or an objection to a pending application (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 – discharge a registered charge, register a transfer and 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, the entry will indicate 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.
6. Where there is an entry on the day list in respect of an application for an official search, the following will be revealed:
- (a) 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.
 - (b) The date and time the entry was made on the day list.
 - (c) The number allocated by the registrar to the official certificate of search.
 - (d) The name of the applicant.
 - (e) If recorded on the day list, the name, address and reference of the person who lodged the application.
 - (f) 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.