



**Address:** Local Land Charges  
Dacorum Borough Council  
Civic Centre  
Marlowes  
Hemel Hempstead  
Herts  
HP1 1HH

**Telephone** 01442 228219/228674  
**Fax** 01442 228161  
**Email** [land.charges@dacorum.gov.uk](mailto:land.charges@dacorum.gov.uk)  
**Website** <http://www.dacorum.gov.uk/landcharges>

### **NOTICE FOR PERSONAL SEARCH AGENTS**

Any person can make a personal search of the Local Land Charges Register for the prescribed statutory fee, which is currently £11.00 payable by cheque to Dacorum Borough Council. Each extra parcel of land is £1.00.

- Dacorum Borough Council currently operates an appointment system.
- An appointment can be made by telephoning on the above numbers.
- Our appointment times are between 9.30 and 11.30 Monday to Friday.
- Please note that there is a maximum of 5 addresses per appointment, in order to ensure fair access to all.
- We endeavour to accommodate requests within 2 – 3 working days depending on demand and staff availability. A plan may be required which can be faxed to the above number.
- A print out of the Register will be provided to inspect. This can be bought @ £1.50 per sheet.

### **PERSONAL SEARCHES AND ACCESS TO INFORMATION**

The Local Land Charges Section will make available from the 1<sup>st</sup> April 2009 answers to CON29R questions.

See attached form for a list of our charges. This form is also the order form.

Procedures for Information Requests: -

- An appointment will need to be made as above.
- A completed CON29R order form together with a plan should be faxed or emailed to us with any questions that are required.
- We will collate the information and provide a printout of the replies in time for the appointment. (This may not always be possible if an appointment is made for the following day. If that is the case the replies will be returned by either fax or email.)
- We expect to be able to provide the replies within 2-3 days.
- The total cost of the questions will be added to the £11.00 Personal Search fee which is payable on the appointment date.

These charges have been worked out on a cost recovery basis and represent our current fees for a Local Authority Search.

Please note our fees are subject to review during 2009.