



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

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.

- Dacorum Borough Council currently operates an appointment system.
- An appointment can be made by telephoning on the above numbers.
- Our appointment times are between 09:30 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 to 3 working days depending on demand and internal resource.
- A plan will be required for every Personal Search carried out. Please either send these by fax or email (see details above).
- A print out of the Register will be provided to inspect. This can be purchased for £1.50 per sheet. Payment must be made by cheque.

PERSONAL SEARCH AND ACCESS TO INFORMATION

The Local Land Charges Team will make available answers to CON29R questions. See the attached price list and order form.

Procures for Information Requests:

- An appointment should be made as above.
- A completed CON29R order form together with a plan should be faxed or emailed to us with any of the CON29R questions that are required.
- We will collate the information and provide a print out of the replies in time for the appointment.
- We expect to be able to provide the replies within 2-3 days.
- Payments must be made by cheque at the time of the appointment.