

Crawley Borough Council

Access arrangements for CON29 Information

Following the Government's recommendations to improve the search process, and the published good practice guidance for Local Authorities and Personal Searchers by Communities and Local Government (CLG), Crawley Council has reviewed its systems to ensure customers continue to be provided with quality services.

Information from non-public registers can be obtained directly from the Local Land Charges section. The section will provide responses on behalf of the Council's contributing departments.

If you wish to obtain this information directly from one or all of the contributing departments this guidance document will inform you of the access arrangements for each department

Local Land Charges Register

The Council has a statutory duty to maintain the Local Land Charges Register. A personal Search of the Land Charges register is free of charge and can be ordered by emailing landcharges@crawley.gov.uk

It should be noted that The LLC1 form (official certificate of Search) can only be certified by Local Authorities. An official LLC1 is available from the Local Authority upon receipt of the appropriate forms and current fee of £22

The Planning Register

It is the policy of the Land Charges department to only reveal Planning applications from 1969. Any conditional planning consent from 1/8/77 will appear on Part 3 of the LLC1. Any other planning applications will be shown on the CON29R question replies 1.1a-d.

The Planning Register is available for viewing in the Contact Centre in the following format:-

1999-to date – This information is available via the Councils Website

1993-1999 – This information is available via the electronic terminal located in the Planning area on the ground floor of the Town Hall . A guide on how to access the system is available.

Pre 1993 Historical records - These are held on microfiche (it is advisable to make an appointment with the Contact centre so that the records can be retrieved and made available for viewing. At least 24 hours notice is required **Please note:** some more complicated histories may require the customer to put their request in writing.)

Enforcement and Tree Preservation Order Register

These registers are available for public inspection via the Contact Centre

Local Plan

The information on the Local Plan is available via the Council's web site or can be viewed in the Planning area of the Contact Centre.

Contaminated Land Register

The Council does not hold a public register regarding Contaminated Land. You may however, wish for a detailed response direct from the Environmental Health department who will charge a research fee for their reply.

Radon Gas

Please direct your enquiries to UK Radon www.ukradon.org.

Highways Information

Crawley Borough Council is not a Highway authority and therefore has to make enquiries of the West Sussex County Council to enable responses to be made to the highway questions.

West Sussex County Council will continue to answer their questions directly to Search companies for the fee of £15.00 per property. Please contact West Sussex County Council on 01243 777100 (Local Land Charges) to register for access to their Form Builder request system.

Building Control Information

Information relating to Building Control matters in Crawley is held by Sussex Building Control based at Horsham District Council, Park North, North Street, Horsham.

DX 57609

Tel: 01403 215151

Fax: 01403 215599

Email: building.control@horsham.gov.uk

A written request for information is required and you may be charged a research fee.

COMPONENT DATA FROM LAND CHARGES

All questions on the Con29R can be answered as one Search for a **£61**

Individual questions

Question	Fee	Add on Northgate Fee	Add on WSCC fee
1a – e (Planning)	5.00	20	-
1f – h (Building Regulations)	5.00	20	-
1.2 (Planning proposals)	5.00	20	-
2 (Roads)	5.00	20	13.50
3.1 (Land for Public purpose)	5.00	20	-
3.2 (Land Acquired for Roads)	5.00	20	13.50
3.3 (Drainage)	5.00	20	-
3.4 (Road Schemes)	5.00	20	13.50
3.5 (Railway Schemes)	5.00	20	-
3.6 (Traffic Schemes)	5.00	20	13.50
3.7 (Outstanding Notices)	5.00	20	-
3.8 (Building Regs contravention)	5.00	20	-
3.9 (Notices under Planning Acts)	5.00	20	-
3.10 (Conservation Area)	5.00	20	-
3.11 (Compulsory Purchase)	5.00	20	-
3.12 (Contaminated Land)	5.00	20	-
3.13 (Radon Gas)	5.00	20	-

Question Bundles

(not available via NLIS)

Building Control - Questions: 1.1f,g and h, 3.8)

£25

Environmental Health Questions: 3.7b,c and f, 3.12

£25

Planning Questions: 1.1a-e, 1.2, 3.1, 3.5, 3.9, 3.10, 3.11

£25

Highways Questions: 2, 3.2, 3.4, 3.6, 3.7, 3.11

£15 from WSCC or £38.50 via Land Charges

Northgate and WSCC fees are charged per search and therefore if more than one question or bundle is purchased at the same time then only one fee of each type is payable on the whole enquiry.

CON 29R INFORMATION AVAILABLE DIRECT FROM DEPARTMENTS

1.1

- (a) Access via website/contact centre terminal/microfiche or Planning Land Charge Search
- (b) Access via website/contact centre terminal/microfiche
- (c) Access via website/contact centre terminal/microfiche
- (d) Access via website/contact centre terminal/microfiche
- (e) Access via website/contact centre terminal/microfiche
- (f) Written application/payment to Sussex Building Control (research fee of £25 Admin team or £75 Technical team per hour)
- (g) Written application/payment to Sussex Building Control (research fee of £25 Admin team or £75 Technical team per hour)
- (h) Written application/payment to Sussex Building Control (research fee of £25 Admin team or £75 Technical team per hour)

1.2.

Access via website/contact centre terminal/microfiche

2.

- (a) Register of adopted roads <http://www2.westsussex.gov.uk/landcharges>
- (b) £15 payable combined fee for all Highway information
- (c) £15 payable combined fee for all Highway information
- (d) £15 payable combined fee for all Highway information

3.1.

Access via website/contact centre terminal/microfiche
And - £15 fee for all Highway information

3.2.

West Sussex County Council - £15 payable combined fee for all Highway information

3.3.

- (a) Available from Thames Water, Asset Data Services, Blake House, Manor Farm Road, Reading, RG1 0JN Tel:0845 9200800
- (b) Available from Thames Water

3.4. 3.5. & 3.6. All available from West Sussex County Council - £15 payable combined fee for all Highway information

3.7.

- a) free of charge from Contact Centre
- b) Research fee of £42 per hour payable to Environmental Services
- c) Research fee of £42 per hour payable to Environmental Services
- d)) Information obtained via Contact Centre
- e) West Sussex County Council - £15 payable combined fee for all Highway information
- f) Research fee of £42 per hour payable to Environmental Services

3.8.

Non Statutory – Written application to Sussex Building Control (research fee of £25 Admin team or £75 Technical team per hour)

3.9.

(a) to (n) Local Land Charges Register plus Planning register and enforcement/stop notice registers once effective – access via Contact centre

3.10

- (a) Access via Contact centre
- (b) Access via Contact centre

3.11

Non public – Land Charges Register and combined West Sussex County Council - £15 payable combined fee for all County information

3.12.

This Authority has started work on an initial study following the approval by the Executive of a Strategy for seeking out potentially contaminated land in Crawley. This in essence requires us to research old records, maps etc to plot on a GIS where there may have been past land uses likely to result in contaminated land. Once that "desk based" work has been completed we will then examine each potential site in detail. The Government has approved Crawley's Strategy. A research fee of £42 per hour is payable to investigate individual properties/land parcels.

3.13

This information can be obtained from www.ukradon.org