GUIDANCE FOR MAKING A PERSONAL INSPECTION OF THE LOCAL LAND CHARGES REGISTER (LLCR) THROUGH THE ENVIRONMENTAL INFORMATION REGULATIONS (EIR)

The LLCR for North East Lincolnshire Borough Council is held at the Municipal Offices, Town Hall Square, Grimsby. Under Rule 7 of the Local Land Charges Rules (1977) conditional planning consents are held in the planning register only. This is held at Origin 2, Europarc, Grimsby.

From the 3rd August 2015 in order to conduct a personal search of the LLCR the following procedure will apply:

1. Persons wanting to inspect the LLCR in respect of a particular property or properties should email a list of the full postal address of the properties and attach a copy of a plan showing the location and extent of the property to Leg-LocalLandCharges@nelincs.gov.uk and Planning@nelincs.gov.uk

2. **Please note:** – if the property is not fully identified and if a plan is not available then the Council will not accept any liability for inaccurate or incomplete information provided.

3. An extract of any LLC registered against the property/land being searched will be sent by email in the form of raw data.

4. Information under EIR will be made available within 20 working days of the request being made.

5. The information provided by the Council in respect of the LLCR must not be interpreted in any way to consumers, estate agents, or solicitors as implying that an Official LLC1 Search has been completed.

**NB:** - Please remember to email your request for an inspection of the LLCR to both the Local Land Charges Department and the Planning Department in order to ensure you receive a full extract of the LLCR.