

Notice 1 – Telephone Services

Notice given under Schedule 2 to the Land Registration Rules 2003

Interpretation

1. In this Notice—
 - (a) “the Rules” means the Land Registration Rules 2003 (SI 2003/1417), as amended from time to time, and a reference to a rule by number is to the rule so numbered in the Rules, and
 - (b) expressions used have, unless the contrary intention appears, the meaning which they bear in the Rules.

Currency of notice

2. This Notice shall be current for the purposes of Schedule 2 to the Rules on and after 1 November 2009 and on that date replaces the notice dated 25 April 2008 in respect of Telephone Services.

Access to Telephone Services

3. Applications may be made only by telephoning Land Registry on either of the following numbers:

Telephone Services Centre	0844 892 0307
Telephone Services Centre for Wales	0844 892 0308

Services available through Telephone Services

4. Column 1 of the Schedule lists the services available through Telephone Services
5. Column 2 of the Schedule lists against the relevant service any limitations on use or requirements specific to that service.
6. All the services are subject to the provisions of paragraphs 7, 8, 9 and 10.

When the services are available

7. Applications may only be made between 0830 hours and 1800 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.

Who may deliver applications

8. Applications may only be delivered by a person who maintains a credit account authorised under article 14(1) of the Land Registration Fee Order 2009 (or under any Order which supersedes it), or who has entered into an agreement allowing payment of fees by direct debit as authorised under article 13(2) and who provides, if requested, their direct debit reference number.

Particulars to be provided

9. Each applicant must provide on request—
 - (a) such of the particulars set out in paragraph 10 as are required for an application of the type applied for, and
 - (b) any particulars specified in relation to such application in the second column of the Schedule to this notice.

General particulars

10. The particulars referred to in paragraph 9(a) are—
 - (a) the credit account key number or direct debit reference number (as appropriate) of the person or firm lodging the application,
 - (b) the name and address of the person or firm lodging the application,
 - (c) the title number of the registered estate,
 - (d) the address of the property,
 - (e) the administrative area(s) and postcodes(s) (if known),
 - (f) the nature of the application,
 - (g) the name of the person or persons on whose behalf the application is being made,
 - (h) the surname or, if not an individual, the full name of the registered proprietor, or one of the registered proprietors, of the estate,
 - (i) the reference and telephone number of the person delivering the application, and
 - (j) if different from that given at (b) and (i), 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.

NB. Where the information requested includes the reference of any person or firm, 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.

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Joe Timothy
Director of Legal Services
23 October 2009

Schedule

Services available through Telephone Services

Service	Specific limitations or requirements
A. Applications for official copies in paper form of a registered title or an individual caution register or caution plan made under rule 134	The relevant title, or caution title, number and the number of copies required must be provided.
B. Applications for official copies in paper form of documents referred to in the register of title and kept by the registrar under rule 135	There must be specified: the title number of the individual register; the administrative area(s) in which the estate registered under that title number is situated; the title number (if any) under which the document is stated in the register to be filed; and in every case the nature and the date of the document to be copied.
C. Applications for certificate of inspection of the title plan under rule 134	<ol style="list-style-type: none"> 1. Applications may only be made where there is an approved estate plan in respect of the registered title. 2. There must be specified the relevant title number and the relevant plot number.
D. Outline applications under rule 54	<ol style="list-style-type: none"> 1. Application can only be made in respect of all of the land in a registered title. 2. The relevant title number must be provided. 3. The nature of the right, interest or matter being protected must be provided.
E. Enquiries as to the notification of discharge of a charge by electronic means under rule 142	Enquiries may only be made against a registered title whose number is specified in the enquiry.
F. Applications for an official search of the index map under rule 145	<p>Applications may only be made in respect of property identified by—</p> <ol style="list-style-type: none"> (a) its postal address, and (b) the administrative area in which it is located.

Service	Specific limitations or requirements
G. Applications for an official search of the index of relating franchises and manors under rule 146	There must be provided: the administrative area in which the search is to be made and whether the search is in respect of manors or relating franchises or both.
H. Applications for an official search with priority of the whole of the estate in a registered title or the whole of the estate in a pending first registration application under rule 147	There must be provided: the title number; the name of the proprietor or applicant for first registration; in the case of an official search relating to a registered title a search from date within the meaning of rule 131; and whether it is to protect a purchase, a lease or a charge.
I. Issuing official certificates of search with priority of the whole of the estate in a registered title or the whole of the estate in a pending first registration application under rule 149.	<p>An official certificate of search will only be issued under rule 149(2)(b) by telephone where—</p> <ul style="list-style-type: none"> (a) in the case of an official search relating to a registered title, the result of search states that: <ul style="list-style-type: none"> (i) there are no adverse entries which fall within paragraph F of Part 3 of Schedule 6 to the Rules, and (ii) there are no pending applications which fall within paragraph G of Part 3 of Schedule 6 to the Rules, and (iii) there are no official searches 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: <ul style="list-style-type: none"> (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 which fall within paragraph I of Part 4 of Schedule 6 to the Rules.

Service	Specific limitations or requirements
<p>J. Applications for an official search without priority of the whole of the land in a registered title made under rule 155</p>	<p>There must be provided: the title number and the name of the proprietor.</p>
<p>K. Issuing official search certificates without priority of the whole of the estate in a registered title under rule 156(2)(b)</p>	<p>Please see entry (a) under Service I.</p>
<p>L. 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</p>	<ol style="list-style-type: none"> 1. Applications can only be made by or on behalf of a person with a charge over the property. 2. There must be provided the title number and the name of the applicant.