

Notice 2 – Applications by fax

Notice given under Schedule 2 to the Land Registration Rules 2003

1. Any reference to “the Rules” or to an individual rule in this Notice is to the Land Registration Rules 2003 (SI 2003/1417), as amended from time to time.
2. Arrangements have been made for dealing with the following applications and matters by facsimile transmission—
 - (a) applications for official copies of a registered title, the cautions register or for a certificate of inspection of the title plan under rule 134,
 - (b) applications for official copies of documents referred to in the register of title and other documents kept by the registrar under rule 135,
 - (c) applications in connection with court proceedings, insolvency and tax liability under rule 140,
 - (d) applications under rule 144 for copies of a registered title, or of a registered title that has been closed, kept by the registrar in electronic form,
 - (e) applications for an official search of the index map under rule 145,
 - (f) applications for an official search of the index of relating franchises and manors under rule 146,
 - (g) applications for an official search with priority of the whole or part of the estate in a registered title or the whole of the estate in a pending first registration application under rule 147, and
 - (h) applications for an official search without priority of the whole or part of the estate in a registered title under rule 155.
3. Applications may be made only by a person maintaining 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.
4. Applications may be made at any time on a business day except that—
 - (a) when the business day in question follows a day which is not a business day, then applications cannot be made before 0800 hours on that business day, and
 - (b) when the business day in question is followed by a day which is not a business day, applications may not be made after 1600 hours on that business day.
5. In paragraph 4 “business day” means a day when the land registry is open to the public under rule 216 of the Rules.
6. Applications must be made by transmitting the appropriate form prescribed by Part 13 of the Rules for applications by post, document exchange or personal delivery, completed only in black print or black ink, to the relevant fax number specified in the Schedule to this Notice.
7. Where the applicant's fax machine has the facility, every application by that applicant shall be transmitted in fine mode.
8. An application for a certificate of inspection of the title plan may be made only where a relevant estate plan has been approved and the plot number thereon is quoted: no

plan is to accompany such an application.

9. Where an application is accompanied by a plan, the plan must—
 - (a) be to scale,
 - (b) allow the land to be identified in relation to the Ordnance Survey map, if the application is for an official search of the index map,
 - (c) allow the land to be identified in relation to the title plan, if the application is for an official search of part of the estate in a registered title,
 - (d) indicate the floor levels of flats and maisonettes, where appropriate, and
 - (e) be no longer than 297 mm and no wider than 210 mm (i.e., it must be A4 paper size).

10. This Notice shall be current for the purposes of Schedule 2 to the Rules on and after 1 October 2009 and replaces on that date the Notice of 30 March 2009 in respect of applications by fax.

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Peter Collis CB HonsRICS CCMI
Chief Land Registrar

23 September 2009

Schedule

All applications must be made to the Land Registry office designated as the proper office by the Land Registration (Proper Office) Order 2009. The fax number to be used is that set out in Column 2 against the name of the relevant proper office in Column 1.

Proper office Name of Land Registry office	Fax number
Birkenhead	0151 472 6789
Coventry	024 7686 0021
Croydon	020 8781 9110
Durham	0191 301 0020
Fylde	01772 836970
Gloucester	01452 510050
Kingston Upon Hull	01482 224278
Leicester	0116 265 4008
Nottingham	0115 935 0038
Peterborough	01733 280022
Plymouth	01752 636161
Portsmouth	023 9276 8768
Stevenage	01438 785460
Swansea/ Cofrestrfa Tir Swyddfa Abertawe	01792 473236
Telford	01952 290356
Tunbridge Wells	01892 510032
Wales/Cofrestrfa Tir Swyddfa Cymru	01792 355055
Weymouth	01305 363646