

**Notice 13 – Land Registry Network Services –
Electronic Documents**

Notice given under Schedule 2 to the Land Registration Rules 2003

Interpretation

1. In this Notice—
 - (a) expressions used have, unless the contrary intention appears, the meaning which they bear in the Land Registration Rules 2003, as amended from time to time,
 - (b) “direct debit reference number” means the unique reference number issued by the land registry to a Subscriber,
 - (c) “full network access agreement” has the same meaning as in the Land Registration (Network Access) Rules 2008,
 - (d) “Land Registry Network” means the network provided under section 92(1) of the Land Registration Act 2002,
 - (e) subject to the note at the beginning of the Schedule, “Subscriber” means a person who has entered into a full network access agreement with the registrar which has neither been suspended nor determined,
 - (f) “Land Registry Business Gateway” means the Land Registry’s XML machine to machine interface linking an applicant to the Land Registry.

Currency of notice

2. This Notice shall be current for the purposes of Schedule 2 to the Land Registration Rules 2003 on and after 19 April 2010 and replaces on that date the Notice of 20 January 2010 in respect of Land Registry Network Services.

The delivery of applications through Land Registry Network Services

3. Arrangements have been made to use the Land Registry Network for dealing with electronic delivery of applications of the types specified in column 1 of the Schedule.

4. Column 2 of the Schedule lists against the relevant application any limitations on its delivery or on the type of application that can be made and any requirements specific to that application.
5. The delivery of all applications is subject to the provisions of paragraphs 6 to 13.

When applications may be delivered

6. Applications may be delivered only between—
 - (a) 0630 hours and 2200 hours on any 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, and
 - (b) 0700 hours and 1700 hours on any Saturday which is not Christmas Day.

Who may deliver applications

7. Applications may only be delivered by a Subscriber who—
 - (a) has had the Land Registry Network made available to them by the registrar under clause 7 of the full network access agreement, and
 - (b) uses a procedure for doing so permitted by the Land Registry Network.
8. Applications listed in column 1 of the Schedule may only be delivered by a Subscriber who has entered into an agreement allowing payment of fees by direct debit as authorised under article 13(2) of the Land Registration Fee Order 2009 (or under any Order which supersedes it) and who provides, if requested, their direct debit reference number.

General limitations

9. None of the applications listed in column 1 of the Schedule may be delivered by means of the Land Registry Business Gateway.
10. Applications may not be made in respect of—
 - (a) more than one registered title in the same application,

- (b) an application in respect of part only of a registered title, unless provided for in the Schedule,
- (c) a title the registration of which is pending,
- (d) a title the individual register of which is not held in electronic form,
- (e) a title to a freehold estate in commonhold land,
- (f) a title to a profit a prendre in gross,
- (g) a title to a franchise,
- (h) a title which has been registered with a qualified title.

11. Electronic attachments to applications must—

- (a) be attached where required by an application listed in column 1 of the Schedule,
- (b) be either in Graphics Interchange Format or Portable Document Format, and
- (c) not exceed 1 megabyte in size.

Particulars to be provided

12. Each applicant must provide on request—

- (a) such of the particulars set out in paragraph 13 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.

General particulars

13. The particulars referred to in paragraph 12(a) are—

- (a) the title number of the registered estate,
- (b) when requested, confirmation of the address of the property,
- (c) the nature of the application,

- (d) the name of the person or persons on whose behalf the application is made,
- (e) the surname (or, if not an individual, the full name) of the registered proprietor, or one of the registered proprietors, of the estate,
- (f) a customer reference,
- (g) the name and address of the person or firm with whom any requisitions should be raised and their reference and telephone number,
- (h) if different from that given at (g), the name, address and reference of the person or firm to whom any title information document is to be despatched.

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Alasdair Lewis
Director of Legal Services
12 April 2010

Schedule

Note: In this Schedule a reference to the Subscriber includes a “User”, that is an individual who has been nominated by the Subscriber to use the Land Registry Network on its behalf.

Applications that may be delivered

Application	Specific limitations or requirements
A. E-HR1 Applications to enter a home rights notice	<p>1. The Subscriber must provide the following particulars—</p> <ul style="list-style-type: none"> (a) the full name and address for service of the spouse or civil partner having the benefit of the home rights charge, (b) the full name of the spouse or civil partner on whose beneficial estate or interest the home rights are a charge, (c) whether or not a home rights charge in respect of the applicant’s marriage to or civil partnership with the person referred to at (b) has been registered in respect of any dwelling-house not forming part of the land in the title against which the home rights notice is to be registered, (d) if a charge of the kind referred to at (c) has been registered— <ul style="list-style-type: none"> (i) the address of the dwelling-house in respect of which it has been registered, and (ii) if it has been registered under the Land Charges Act 1972, the registration number, or (iii) if it has been registered under the Land Registration Act 1925 or the Land Registration Act 2002, the title number, (e) whether an order has been made under section 33(5) of the Family Law Act 1996 in respect of the home rights which are the subject of the application, (f) where such an order has been made, a certificate given by a conveyancer certifying that the conveyancer is holding an office copy of the order, and (g) a declaration that the information given in the application is true and that the applicant is entitled by virtue of section 31(2) or 31(5) of the Family Law Act 1996 to a charge on the legal estate registered under the title number in respect of which the application is made. <p>2. Applications may not be made where—</p> <ul style="list-style-type: none"> (a) the applicant's spouse or civil partner is not a registered proprietor, or (b) supporting documentary evidence would be required.

Application	Specific limitations or requirements
<p>B. E-HR4 Applications for cancellation of a home rights notice</p>	<p>1. The Subscriber must provide the following particulars—</p> <ul style="list-style-type: none"> (a) Confirmation that the application is made as a result of— <ul style="list-style-type: none"> (i) a decree absolute or nullity of marriage, (ii) the death of either spouse or either civil partner, (iii) an order of dissolution or nullity of civil partnership, (iv) an order of court ending the home rights, or (v) the release in writing of the rights by any benefiting spouse or civil partner. (b) Where cancellation is as a result of the death of either spouse or civil partner a certificate given by a conveyancer certifying that the conveyancer has seen the original or an official copy of the death certificate or other evidence of the death of either spouse or either civil partner. (c) Where— <ul style="list-style-type: none"> (i) cancellation is for a reason other than the death of a spouse or civil partner, or (ii) a request is made to cancel a renewal of the home rights notice, an electronic attachment must be made.
<p>C. E-WCT Applications to withdraw a caution entered under section 54 of the Land Registration Act 1925</p>	<p>1. The Subscriber must provide the following particulars—</p> <ul style="list-style-type: none"> (a) the full name of the cautioner as it appears in the register, (b) the address for service of the cautioner, and (c) the date on which the caution was registered (if shown in the register), and (d) if there are two or more cautions in favour of the same cautioner registered on the same date, details of the caution to be cancelled. <p>2. Applications may not be made where—</p> <ul style="list-style-type: none"> (a) the cautioner has died, or (b) the withdrawal is as to part of the caution affecting the registered estate, or (c) the name of the cautioner does not match exactly the name set out in the register.

Application	Specific limitations or requirements
D. E-CCD Applications to cancel a caution entered under section 54 of the Land Registration Act 1925	<p>1. The Subscriber must provide the following particulars—</p> <ul style="list-style-type: none"> (a) the full name of the cautioner as it appears in the register, (b) each address for service of the cautioner, (c) the date on which the caution was registered, (d) if there are two or more cautions in favour of the same cautioner registered on the same date, details of the caution to be cancelled, (e) the basis on which the applicant is entitled to apply to cancel the caution, and (f) if the applicant's entitlement to apply is as a person who, but for the existence of the caution would be entitled to be registered as the proprietor of the registered estate or the registered charge which the caution affects, a certificate given by a conveyancer certifying that— <ul style="list-style-type: none"> (i) the conveyancer holds documents that contain evidence that the applicant is entitled to be registered as proprietor of the registered estate or registered charge to which the caution affects, or (ii) an application for registration of the applicant of the registered estate or registered charge to which the caution affects is pending at the land registry. <p>2. An application may not be made—</p> <ul style="list-style-type: none"> (a) where supporting documentary evidence would be required, or (b) to cancel a matrimonial home rights.
E. E-RX4 Applications to withdraw a restriction	<p>1. The Subscriber must provide the following particulars—</p> <ul style="list-style-type: none"> (a) whether the restriction affects the registered estate or a registered charge, and if the latter, details of the charge, (b) the basis on which the applicant is entitled to apply to withdraw the restriction, (c) if the application requires the consent of any person, a certificate given by a conveyancer certifying that the conveyancer holds that consent, and (d) identification of the restriction to be withdrawn. <p>2. An application may not be made to withdraw a restriction as to part only of the registered estate to which the restriction relates.</p>

Application	Specific limitations or requirements
F. E-UN2 Applications to remove a unilateral notice	<ol style="list-style-type: none"> 1. The Subscriber must provide the following particulars— <ol style="list-style-type: none"> (a) the date on which the unilateral notice was registered (if shown in the register), (b) if there are two or more unilateral notices in favour of the same beneficiary, registered on the same date, details of the unilateral notice to be removed, (c) whether the applicant is the registered beneficiary of the unilateral notice, his personal representative or his trustee in bankruptcy, (d) if the applicant is the personal representative of the registered beneficiary of the unilateral notice, a certificate given by a conveyancer to that effect, and (e) if the applicant is the trustee in bankruptcy of the registered beneficiary of the unilateral notice, a certificate given by a conveyancer to that effect. 2. Applications may not be made— <ol style="list-style-type: none"> (a) where supporting documentary evidence would be required, or (b) to remove a unilateral notice as to part only of the registered estate to which the notice relates.
G. E-UN4 Applications to cancel a unilateral notice	<ol style="list-style-type: none"> 1. The Subscriber must provide the following particulars— <ol style="list-style-type: none"> (a) the basis on which the applicant is entitled to apply to cancel the unilateral notice, (b) the full name of the registered beneficiary of the unilateral notice, (c) the date on which the unilateral notice was registered (if shown in the register), (d) if there are two or more unilateral notices in favour of the same beneficiary, registered on the same date details of the unilateral notice to be cancelled. (e) the full name and address for service of any person other than the registered beneficiary who the applicant believes may be entitled to be registered as the beneficiary of the notice, and (f) where the applicant's entitlement to apply is as a person entitled to be registered as proprietor of the registered estate or a registered charge to which the unilateral notice affects, a certificate given by a conveyancer certifying to that effect. 2. An application may not be made where— <ol style="list-style-type: none"> (a) the unilateral notice is to be cancelled as to part of the unilateral notice affecting registered estate or a registered charge, (b) where supporting documentary evidence would be required, (c) to cancel a unilateral notice as to part only of the registered estate to which the notice relates, or (d) where the name of each beneficiary does not match exactly the name set out in the register.

Application	Specific limitations or requirements
H. E-CON Applications to register a change of name of a registered proprietor	<ol style="list-style-type: none"> 1. Applications may only be made where the change of name— <ol style="list-style-type: none"> (a) arises on marriage, or (b) on registration of a civil partnership, or (c) is effected by deed poll. 2. The Subscriber must provide the following particulars— <ol style="list-style-type: none"> (a) whether the application affects the registered estate or a registered charge and, if the latter, details of the charge, (b) the name to be changed in the register and the new name which is to replace it, (c) whether the name has been changed by marriage, registration of a civil partnership or by deed poll, and (d) a certificate given by a conveyancer in the form required by the system that the conveyancer acts for the applicant and that the applicant has changed his name as stated in the application. 3. Applications may not be made where supporting documentary evidence would be required.
I. E-COA Applications to change a registered proprietor's address for service in the register	<p>The Subscriber must provide the following particulars—</p> <ol style="list-style-type: none"> (a) whether the application affects the registered estate or a registered charge and if the latter, details of the charge, (b) the name of the proprietor whose address is to be changed, or, if appropriate, that all proprietors' addresses are to be changed, and (c) the new address.
J. E-CPD Applications to change the property description of the land in a registered title	<p>The Subscriber must provide the new property description that the applicant seeks to have entered in the register.</p>
K. E- DJP Applications to remove from the register the name of a deceased joint proprietor, or to enter a note of the death of such proprietor	<ol style="list-style-type: none"> 1. The Subscriber must provide the following particulars— <ol style="list-style-type: none"> (a) whether the application affects the registered estate or a registered charge and, if the latter, details of the charge, (b) the full name of the deceased, (c) the date of death, (d) the date of birth, or age on death, of the deceased, and (e) a certificate given by a conveyancer in the form required by the system that the conveyancer acts for the surviving registered proprietor or proprietors and that the deceased died on the date given in the application. 2. Applications may not be made where supporting documentary evidence would be required.

Application	Specific limitations or requirements
<p>L. E-RX1 Applications to enter a restriction in Form A on severance of a beneficial joint tenancy in relation to a registered estate</p>	<ol style="list-style-type: none"> 1. Applications may only be made where the applicant is a registered proprietor of the registered estate. 2. The Subscriber must provide a certificate given by a conveyancer certifying that the conveyancer acts for the applicant and that a beneficial joint tenant of the registered estate to which the application relates has given to the other beneficial joint tenant or tenants notice of the applicant's desire to sever the beneficial joint tenancy in accordance with the proviso to section 36(2) of the Law of Property Act 1925. 3. Applications may not be made where supporting documentary evidence would be required.
<p>M. E-RX1 Applications to enter a restriction in Form A, other than one within application L.</p>	<ol style="list-style-type: none"> 1. Applications may only be made where— <ol style="list-style-type: none"> (a) the applicant is the registered proprietor of the registered estate to which the application relates, or a person entitled to be registered as such, or (b) the registered proprietor of the registered estate to which the application relates, or a person entitled to be registered as such, consents to the application. 2. The Subscriber must provide the following particulars— <ol style="list-style-type: none"> (a) whether— <ol style="list-style-type: none"> (iii) the applicant is the registered proprietor of the registered estate, or (iv) is a person entitled to be registered as proprietor of the registered estate, or (v) the registered proprietor of the registered estate consents to the application, or (vi) a person entitled to be registered as the registered proprietor of the registered estate consents to the application, and (b) if the applicant or a person consenting to the application is a person entitled to be registered as proprietor of the registered estate, a certificate given by a conveyancer certifying that the conveyancer is satisfied that the applicant or person consenting is entitled to be registered as such and that— <ol style="list-style-type: none"> (i) the conveyancer holds the originals of the documents containing evidence of that person's entitlement, or (ii) an application for registration of the applicant or person consenting as proprietor is pending at the land registry. 3. Applications may not be made where supporting documentary evidence would be required.

Application	Specific limitations or requirements
<p>N. E-RX1 Applications to enter a restriction, other than a Form A or Form JJ restriction</p>	<ol style="list-style-type: none"> 1. Applications may only be made where— <ol style="list-style-type: none"> (a) the applicant is the registered proprietor of the registered estate or registered charge to which the application relates, or a person entitled to be registered as such, or (b) the registered proprietor of the registered estate or registered charge to which the application relates, or a person entitled to be registered as such, consents to the application. 2. The Subscriber must provide the following particulars— <ol style="list-style-type: none"> (a) whether the restriction applied for affects the registered estate or a registered charge, and if the latter, details of the charge, (b) whether— <ol style="list-style-type: none"> (i) the applicant is the registered proprietor of the registered estate or registered charge, or (ii) is a person entitled to be registered as proprietor of the registered estate or registered charge, or (iii) the registered proprietor of the registered estate or registered charge consents to the application, or (iv) a person entitled to be registered as the registered proprietor of the registered estate or registered charge consents to the application, (c) the wording of the restriction required, and (d) if the applicant or a person consenting to the application is a person entitled to be registered as proprietor of the registered estate or registered charge, a certificate given by a conveyancer certifying that the conveyancer is satisfied that the applicant or person consenting is entitled to be registered as such and that— <ol style="list-style-type: none"> (i) the conveyancer holds the originals of the documents containing evidence of that person's entitlement, or (ii) an application for registration of the applicant or person consenting as proprietor is pending at the land registry. 3. Applications may not be made where— <ol style="list-style-type: none"> (a) the restriction affects only part of the registered estate or a registered charge, or (b) supporting documentary evidence would be required.

Application	Specific limitations or requirements
O. E-UN1 Applications to enter a unilateral notice	<ol style="list-style-type: none"> 1. The Subscriber must provide the following particulars— <ol style="list-style-type: none"> (a) whether the interest to be protected by the unilateral notice affects the registered estate or a registered charge, and if the latter, details of the charge; (b) the full name and address for service of the beneficiary of the notice, and (c) a certificate given by a conveyancer certifying in the form required by the system— <ol style="list-style-type: none"> (i) that the beneficiary is interested in the registered estate or charge affected; (ii) the nature of that interest, and (iii) that the interest is not a public or customary right. 2. Applications may not be made where— <ol style="list-style-type: none"> (a) the unilateral notice affects only part of the registered estate or a registered charge, or (b) supporting documentary evidence would be required.
P. E-AN1- Applications to enter an agreed notice	<ol style="list-style-type: none"> 1. Applications may only be made in respect of a charge or charging order affecting the registered estate or a registered charge where— <ol style="list-style-type: none"> (a) the applicant is the relevant registered proprietor of the registered estate or registered charge, (b) evidence to satisfy the registrar as to the validity of the applicant's claim is to be lodged. 2. The Subscriber must provide the following particulars— <ol style="list-style-type: none"> (a) confirmation that the application affects the registered estate or a registered charge, and if the latter, details of the charge, (b) details of the charge or charging order required by the system. 3. Applications may not be made where— <ol style="list-style-type: none"> (a) the agreed notice is to be entered against part of the registered estate, or (b) the interest to be protected is not a charge or a charging order.

Application	Specific limitations or requirements
<p>Q. E-CN1 - Application to cancel a notice (other than a unilateral notice).</p>	<p>The Subscriber must provide the following particulars—</p> <ul style="list-style-type: none"> (a) identification of the notice to be cancelled from the options provided by the system, (b) in the case of a lease, details of— <ul style="list-style-type: none"> (i) the date and term of lease, (ii) the property affected, and (iii) how the lease has been determined from the options provided by the system, (c) in the case of a rentcharge, details of— <ul style="list-style-type: none"> (i) the value of the rentcharge, (ii) the date of the deed creating it, (iii) how the rentcharge has been determined from the options provided by the system, (d) where— <ul style="list-style-type: none"> (i) notice of a lease is to be cancelled based on it being determined by merger, surrender or disclaimer, or (ii) notice of a rentcharge is to be cancelled as being determined by merger or release, <p>confirmation that all rights, interests and claims affecting the property known to the applicant are disclosed in the title documents and there is no-one in adverse possession of the property or any part of it, and details of any additional rights, interests and claims affecting the property, other than those disclosed in the title documents,</p> (e) in the case of a notice other than that of a lease or rentcharge, details of the notice and how the interest protected by the notice has come to an end, (f) evidence to support the application by electronic attachment, where the notice to be cancelled relates to— <ul style="list-style-type: none"> (i) a lease (determined by merger, surrender, disclaimer or forfeiture), or (ii) a rentcharge (determined by merger or release).
<p>R. E-RX3 Applications to cancel a restriction</p>	<ol style="list-style-type: none"> 1. The Subscriber must provide the following particulars— <ul style="list-style-type: none"> (a) whether the application affects the registered estate or a registered charge and, if the latter, details of the charge, (b) details of the applicant, (c) if there are multiple restrictions in the register, details to enable the restriction to be cancelled to be identified, and (d) the basis for cancellation of the restriction. 2. Applications may not be made where the restriction is to be cancelled as to part of the restriction affecting the registered estate or a registered charge.