



Before lodging an application at Land Registry considering the following points will help reduce the most common requisition or rejection points and help us provide a faster more efficient service.

Practice Guide 10 (available from your Land Registry local office or our website) contains detailed guidance about official searches of the index map. Where appropriate, details of any other relevant practice guides have also been given.

Updated November 2009

Official search of the index map (SIM) applications

- A search of the index map (SIM) should be used as a means of obtaining title numbers to request official copy title plans that define extents. An accurate plan locating and defining the titles for the area searched will not be provided with this service. You will need to apply for an official copy of the title plan for this information.
- Any application that states 'land', 'land at...' or 'land adjacent to...' (not a postal address) must be accompanied by a plan and as much address information as possible to enable us to identify the land in question.
- Ensure that the plan you are using is up-to-date and not taken from old deeds where the detail is based on out-of-date maps.
- Supplying a location plan or a plan based on current Ordnance Survey detail with any large scale plans for example 1:200 enables the application to be processed in nearly all cases. Without this your application is likely to be delayed or even rejected.
- Avoid using small scale plans for example 1:5000 or 1:10000 to define large areas of land as this leads to confusion as to the extent to be searched and the number of titles to be revealed. This could result in you being charged for information you do not require.
- Plans that include colour references are not acceptable by fax as the colour is not reproduced on the fax copy.
- Edgings defining the extent to be searched should be precise and not obscure any other detail on the plan.
- Ensure there is a clear north point and surrounding detail on your plan and be specific about the area you are searching. For example, do not circle the land being searched as this may include surrounding detail that is of no interest to you.
- Check that the address (including postal number) and postcode is correct and complete. We cannot process applications against house names alone.
- When lodging applications electronically ensure all postal information is supplied. This is especially important when requesting information relating to a particular flat within a block of flats and whether you require freehold or leasehold information. Incorrect information on your application could lead to you being charged for information you do not require.
- To avoid any delay in dealing with paper applications ensure you have lodged your application at the correct office (PG 51).