



Land Registration Act 2002
Scope of this guide

This guide gives advice about the electronic submission of applications to change the register. It is aimed at conveyancers and other legal advisers and you should interpret references to 'you' accordingly. Land Registry staff will also refer to it.

Electronic lodgement of applications to change the register

Update – This edition of the guide replaces the May 2008 edition. Section 2.1 has been added to clarify the scope of this guide.

Contact details

For general enquiries and to request this publication in an alternative format please contact Customer Support at customersupport@landregistry.gsi.gov.uk or telephone 0844 892 1111 from Monday to Friday between 8am and 6pm.

Calls are charged at 3p per minute from BT landlines. Mobile and other networks may vary. Land Registry does not receive any revenue from these calls.

To obtain copies of this and all our other guides, free of charge:
- view/download guides in English and Welsh at www.landregistry.gov.uk
- contact Customer Support

1 Abbreviations and terms used

In this guide:
'conveyancer' means a solicitor, a licensed conveyancer within the meaning of s.11(2), Administration of Justice Act 1985, a Fellow of the Institute of Legal Executives (r.217(c), LRR 2003) or a duly certificated notary public (r.217(d), LRR 2003);
'LRR 2003' means the Land Registration Rules 2003.

2 Introduction

Since 18 February 2002 certain categories of customers have been able to lodge applications electronically using Land Registry Direct.

This is an important development in our services as it is the first time that we have accepted applications to change the register electronically. Previously, any application resulting in an amendment to the register had to be made in paper form.

We call this service electronic lodgement, or e-lodgement. You should not confuse it with electronic conveyancing which has been the subject of consultation and will be introduced separately.

2.1 Scope of this guide

This guide only covers electronic lodgement of applications through Land Registry Direct. It does not cover lodgement of e-documents through our new portal. Please refer to Practice Bulletin 12 – *Electronic documents* if you are a portal user.

3 Advantages of electronic lodgement

Allowing the electronic lodgement of applications to change the register is a further measure by us to improve our service to you. Electronic lodgement will allow you to submit applications quickly and without the need for paper application forms. In some instances we are also able to provide completion documentation electronically which you can download from Land Registry Direct. This will save you having to wait for a paper notification through the post.

4 Who can use electronic lodgement?

The submission of applications to change the register by electronic lodgement is limited to conveyancers.

The use of electronic lodgement is limited in this way because we require some form of documentary proof for most alterations to the register. With electronic lodgement, Land Registry has replaced this requirement in some circumstances with a certificate that the applicant has seen or holds the appropriate evidence. We require these certificates to be given by a qualified conveyancer. Other users must lodge a paper application in the normal way.

5 What kind of applications can I lodge electronically?

You may currently lodge the following types of application to change the register electronically.

- Change of name by marriage or deed poll.
- Change of address for service of registered proprietor.
- Change of property description.
- Death of a joint proprietor.
- Registration of a notice of home rights.
- Renewal of registration in respect of home rights.
- Cancellation of a home rights notice.
- Cancellation of a caution against dealings.
- Entry of a restriction.
- Application for an order that a restriction be disapplied or modified.
- Withdrawal of a restriction.
- Entry of a unilateral notice.
- Application by a beneficiary to remove a unilateral notice.
- Cancellation of a unilateral notice.
- Upgrade of a title.
- Withdrawal of a caution.
- Application to be registered as a person to be notified of an application for adverse possession.

There are currently limitations on the circumstances in which applications may be made electronically. The appropriate limitations are set out at the beginning of each e-application in Land Registry Direct. You should always check that your application complies with these requirements before proceeding.

We are working to make

enhancements to the system to allow us to remove these limitations (for example, acceptance of electronic documents and electronic signatures).

We also intend to add further application types to the range of applications capable of being lodged electronically.

6 How do I make an electronic application?

Land Registry Direct users, who have a Land Registry variable direct debit reference number and are conveyancers, can make the full range of electronic applications – both fee-paying and non fee-paying.

Conveyancers who are Land Registry Direct users but do not have a Land Registry variable direct debit reference number may only make non fee-paying applications.

Select the option 'e-lodgement of forms' from the main menu in Land Registry Direct and follow the instructions given.

7 After delivery of the application

7.1 Entry on the day list

The day list is our database of pending applications. When you deliver the electronic application, it will be entered on the day list and we will confirm to you through an on-screen message:

- the priority date
- the priority time
- our reference.

7.2 Processing an electronic application

Usually Land Registry staff will make changes to the register in the same way as they do for a paper application. After completion of the application, you will receive a Register Completion Sheet, Title Information Document and official copy register through the post or DX. For certain types of application you can select the option of receiving these documents electronically. If you select this we will attempt to process your application automatically. If we are able to do this the completion documentation will be made available in PDF format for you to download. If we are unable to comply with the request we will let you know and issue the completion documentation through the post or DX in the normal way.

8 Access to application details after completion

Other users of Land Registry Direct will be able to see a summary of the application in the same way as a postal application. The details that form the application itself will not be available. We will permanently archive all information relating to the application in our database and can retrieve it if necessary in the future.

9 Enquiries and comments

9.1 Land Registry Direct and Variable Direct Debit Payment Scheme

If you are not already a user and would like more information about the Land Registry Direct service and/or the Variable Direct Debit Payment Scheme, please contact:

Land Registry Direct
e-Services Delivery Group
Touthill Close
City Road
Peterborough
PE1 1XN
(DX12598 Peterborough 4)

Phone: 0844 892 0393

Email:
admin@landregistrydirect.gov.uk

Website:
www.landregistry.gov.uk
Fax: 01733 288959

9.2 General enquiries

If you have a particular concern that is not covered by this guide, please contact Land Registry in advance of the transaction – see the *Contact details* on the front of this guide. If the transaction is particularly complex it may be better if you make your enquiry in writing.

If you have any comments or suggestions about our guides, please send them to:

Registration Change Group
Land Registry
Lincoln's Inn Fields
London
WC2A 3PH
(DX1098 London/Chancery Lane)

You can obtain further copies of this and of all our guides free of charge from any Land Registry office or you can download them from our website.

Land Registry advisory policy

We offer advice to our customers through our publications and enquiry services and through the day-to-day handling of applications.

We provide factual information including official copies of registers, title plans and documents, searches and details of our forms and fees.

We provide procedural advice to explain how the land registration system works and how to make applications correctly. This includes:

- advice in advance of an application, where this is requested
- where an application is defective, advice as to the nature of the problem and what options, if any, are available to put it right
- an approval service for estate layout plans and certain other land registration documents.

There are limits to the advice that we will provide. We will not provide legal advice.

This means that:

- we will not approve the evidence to be produced in support of a registration application before we receive the application
- apart from procedural advice, we will not advise on what action to take
- we will not recommend a professional adviser but can explain how to find one.

We provide advice only about real cases, not about theoretical circumstances. We will not express a view on questions where the law is complex or unclear except where the question arises on a live registration application.

In providing this factual information and procedural advice we will:

- be impartial
- recognise that others may be affected by what we say
- avoid any conflict of interest.

Information in this guide

The information in this publication is for the purpose of providing general guidance about Land Registry's procedures and policies. It is intended only as a guide and does not cover every situation that may arise. It also does not limit Land Registry's ability to use its discretion when appropriate to do so, within the land registration legislation.

Remember

- **Use Land Registry Direct to make your electronic application to change the register.**
- **To make a fee-paying application electronically you need a Land Registry variable direct debit reference number.**
- **Always check that your application complies with the limitations displayed at the beginning of each e-application before proceeding.**
- **To use this service you must be a conveyancer.**

Peter Collis
Chief Land Registrar

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Designed and produced by:
Land Registry, Head Office Corporate Publishing,
Lincoln's Inn Fields, London WC2A 3PH