



Land Registration Act 2002
Scope of this guide

This guide gives advice on how to avoid requisitions on applications and our procedures where they do need to be raised. It is aimed at solicitors, licensed conveyancers and other legal advisers.

Requisition and cancellation procedures

Update – This edition of the guide replaces the August 2009 edition. Amendments have been made as a result of the discontinuation of Electronic Notifications of Discharge.

Contact details

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Requisition and cancellation procedures

1	Abbreviations and terms used	4
2	Introduction	4
3	Requisitions and time to reply	4
4	Applying for an extension of time	5
5	Discharge of charges	5
6	Reasons for delay	6
6.1	Extensions normally given	6
6.2	Extensions normally refused	6
7	Application checklist: avoiding requisitions	7 7.1
	Application forms	7
7.2	Stamp duty land tax	10
7.3	Discharges	11
7.4	Missing deeds	11
7.5	Deeds requiring amendment	11
7.6	Fees	12
7.7	Name or address omission or discrepancy	12
7.8	Consent, certificate or withdrawal required	13
7.9	Companies and corporations	13
7.10	Extent problems	14
7.11	Deeds of variation of lease	15
7.12	Execution of deeds	15
7.13	Joint proprietorship	16
7.14	Land Charges searches	16
7.15	Powers of attorney	16
8	Enquiries and comments	17
	Land Registry advisory policy	20

1 Abbreviations and terms used

In this guide:

‘business day’ means any day Monday to Friday except a Bank Holiday;

‘LRA 2002’ means the Land Registration Act 2002;

‘LRR 2003’ means the Land Registration Rules 2003;

‘prescribed clauses lease’ means any lease, granted on or after 19 June 2006, which is required by r.58A, LRR 2003 to contain the prescribed clauses set out in Schedule 1A, LRR 2003;

‘SDLT’ means stamp duty land tax.

2 Introduction

This guide gives advice on how to avoid requisitions on applications and our procedures where they do need to be raised, including the way we apply r.16(2), LRR 2003 under which the registrar may extend the period to comply with a requisition or may cancel an application for failure to comply. Section 7 *Application checklist: avoiding requisitions* gives examples of common requisition points and tips on how to avoid them. The tips also include information where a requisition is unavoidable.

The defects in some applications are so substantial that we are unable to begin working on them until the outstanding matters are resolved. Where we consider an application to be substantially defective we will reject or cancel the whole application under r.16(3), LRR 2003 rather than raise a requisition. Practice Guide 49 – *Return and rejection of applications for registration* contains tips to help customers lodge applications correctly and avoid rejection or cancellation of an application as substantially defective.

The forms prescribed by the LRR 2003 are for use in applications received by us. This guide aims to help you use the right form and you may also find Practice Guide 46 – *Land Registry forms* helpful. Our forms are available from law stationers or can be downloaded free of charge from our website at www.landregistry.gov.uk

3 Requisitions and time to reply

We will ensure that customers are aware of the requisitions affecting their application and the date on which the application will be cancelled if we do not receive a full reply. The initial requisition we raise will:

- explain what we need
- state when the application will be cancelled if we do not receive a full reply – the date will normally be 20 business days from the date of the requisition. It will not be less than 20 business days
- explain what we need you to do if you cannot reply by the cancellation date. If there is no reply to our original requisition we will send a reminder at least five business days before the application is due to be cancelled.

We will cancel the application in its entirety if we do not receive a full reply by the cancellation date and a successful application for an extension of time to reply is not made. However if the application includes a discharge of a registered charge in addition to other transactions and evidence of the discharge has been lodged, we will complete the discharge. We will also complete so far as possible the accompanying transactions. Thus if an application is received to discharge a registered charge and register a transfer and a new charge but there is a problem which cannot be resolved in respect of the registration of the new charge, we will complete the discharge and register the new transfer but cancel the application so far as it relates to the charge. If on the other hand there is a problem with the transfer which cannot be resolved we will not register the charge.

4 Applying for an extension of time

The majority of requisitions raised are dealt with in a few weeks. We would like a full reply as soon as possible, but we recognise that you may not always be able to reply by the cancellation date that we quote.

Section 5 *Discharge of charges* explains that we will not normally requisition for evidence of discharge of a registered charge when this is not lodged with an application and so will not extend the time to allow this evidence to be lodged. Section 5 also explains what we will do if we raise a requisition for evidence of discharge of a registered charge and a subsequent request for an extension of time is made.

For requisitions other than for evidence of discharge of a registered charge we will allow an extension where the delay in replying is explained either verbally or in writing, provided the request is reasonable, you satisfy us that the matter is being actively pursued and there is a realistic prospect of resolving the problem within a reasonable period. We will normally cancel an application if this is not done.

When you need an extension, your request should:

- state the reason for the delay
- explain what action you are taking
- say when you expect to be able to supply a full reply to the requisition.

We will normally extend the time for reply by 10 business days. We will consider requests for longer extensions on their merits.

When the time is extended, we will always confirm this in writing and confirm the revised date of cancellation should no reply be received.

See section 6 *Reasons for delay* for examples of when we will normally give or refuse an extension. These are examples, not fixed rules. We will treat each application on its own merits.

5 Discharge of charges

Where an application to discharge a registered charge is accompanied by other applications, for example to register a transfer and new charge, and is not preceded or accompanied by proof of satisfaction of the charge, we will not normally raise a requisition for this but will register the other applications and leave the entries relating to the charge subsisting in the register. This is known as 'early completion' and is explained in more detail in Practice Guide 31 – *Discharges of charges*.

If requisitions arise in respect of the other applications we will include a reminder that evidence of the discharge has not been lodged. If the requisitions relating to the other applications are complied with but production of the evidence of discharge remains outstanding we will complete the application, leaving the entries relating to the charge subsisting in the register. Once the other requisitions have been complied with we will not extend further the period for production of evidence of discharge.

If there is a restriction in favour of the existing chargee which catches the accompanying applications we will requisition for either evidence of discharge of the charge or compliance with the terms of the restriction. In this situation we will consider a request for an extension of time.

When applying for an extension you should:

- ask for this in writing
- show that you are actively pursuing the matter, and
- show that the lender is causing the delay.

The extension will be for a further 20 business days. Further extensions are unlikely to be given.

6 Reasons for delay

The following are examples of when we would normally allow or refuse an extension. Each application will be considered on its merits.

6.1 Extensions normally given

We will normally allow an initial extension of 10 business days in the following circumstances.

Situation: Re-execution of deeds required and parties are difficult to contact or are unavailable due to illness.

Our view: This may well lead to a delay and we would normally allow an extension.

Situation: Consent of restrictioner required and the parties are difficult to contact or are unavailable due to illness.

Our view: This may well lead to a delay and we would normally allow an extension.

Situation: A deed is still with HM Revenue & Customs for adjudication.

Our view: We know that some adjudication cases can take some time to complete. We will allow an extension. We may ask for copies of the most recent correspondence with the Stamp Office.

Situation: A deed has been lost.

Our view: Please explain the position fully and indicate whether you expect to be able to draw and execute a duplicate deed or supply evidence such as a statutory declaration or statement of truth.

Situation: A practitioner has just inherited files from a failed or intervened practice.

Our view: The practitioner will require extra time to get familiar with the case.

Further requests for extensions will be considered provided you supply updated details of the action taken.

6.2 Extensions normally refused

Where these reasons are given, we will normally refuse an extension and the application will be cancelled on the date given in our last letter.

Situation: A deed has been sent abroad and has not been returned.

Our view: In view of modern posting methods, we consider that the 20 business days originally given is sufficient if the matter is being actively pursued. However, we will normally allow an extension if some form of foreign law is involved, for example power of attorney or counsel's opinion and that is what is causing the delay.

Situation: A Land Charges search has not been sent.

Our view: We supply a quick turnaround for Land Charges searches. The 20 business days originally given is sufficient if the matter is being actively pursued.

Situation: The person dealing with the matter is absent from the office.

Our view: Normally we would expect the absence to be covered to allow matters to proceed, unless the person is the sole practitioner in a firm and a secretary or equivalent cannot comply. Where someone has died or unexpectedly left we would normally give a short extension to allow someone else to become familiar with the matter.

7 Application checklist: avoiding requisitions

7.1 Application forms

Requisition	Tips
<p>Not all relevant panels of application form complete.</p> <p>Applications that are not made on the correct application form as listed below.</p> <ul style="list-style-type: none">— First registrations (including registration of leases where the reversion is wholly or partly unregistered) not lodged in form FR1 accompanied by a schedule of documents.— Leases where the whole of the reversion is registered but not lodged in form AP1.— Caution against first registration not lodged in form CT1.— Cancellation of a caution against dealings not lodged in form CCD.— Cancellation of a caution against first registration not lodged in form CCT.— Withdrawal of caution not lodged in form WCT.— Discharge of whole of a charge as a sole application not lodged in form DS2, DS2E or AP1.— Deed of variation of lease not lodged in form AN1 unless it acts as a surrender and re-grant (these applications must be lodged in form AP1).— Unilateral notice not lodged in form UN1.— Removal of a unilateral notice not lodged in form UN2.— Application to be registered as beneficiary of an existing unilateral notice not lodged in form UN3.— Cancellation of a unilateral notice not lodged in form UN4.	<ul style="list-style-type: none">— Practice Guide 46 – <i>Land Registry forms</i> gives general guidance on using our new forms.— Our series of guides on specialised transactions usually specify the application forms required, for example Practice Guide 21 – <i>Using the new transfer forms for less straightforward transactions</i>.— All our forms and guides are available free of charge on our website at www.landregistry.gov.uk— For information on reproducing forms electronically contact our Forms Unit at Land Registry Head Office, Lincoln's Inn Fields, London WC2A 3PH or DX1098 London/Chancery Lane WC2; tel: 020 7166 4405; email: vince.mitchell@landregistry.gsi.gov.uk— Form DL is available for creating a schedule of documents.— Use form CS for continuation sheets if using pre-printed forms. <ul style="list-style-type: none">— For details about when a Deed of Variation acts as a surrender and re-grant, see section 7.11 <i>Deeds of variation of lease</i>.

Requisition

- Cancellation of a notice (other than a unilateral notice) not lodged in form CN1.
- Agreed notice not lodged in form AN1.
- Notice of home rights not lodged in form HR1.
- Renewal of registration of a notice or a caution in respect of home rights not lodged in form HR2.
- Registration of a person in adverse possession under Schedule 6, LRA 2002 not lodged in form ADV1.
- Registration of a person in adverse possession under Schedule 12, LRA 2002 not lodged in form AP1.
- Registration as a person to be notified of an application for adverse possession not lodged in form ADV2.
- Application to enter an obligation to make further advances not lodged in form CH2 unless it is applied for in either:
 - panel 8 of form CH1, or
 - a form of charge approved by our Commercial Arrangements Section at Land Registry Head Office.
- Application to note agreed maximum amount of security not lodged in form CH3.
- Application to determine the exact line of a boundary not lodged in form DB.
- Application to enter a restriction not in form RX1 or SEV unless it is a standard form of restriction applied for in either:
 - the additional provisions panel of a prescribed form of transfer or assent or in panel 8 of form CH1, or
 - a form of charge approved by our Commercial Arrangements Section at Land Registry Head Office

Tips

- See Practice Guide 30 – *Approval of mortgage documentation.*

Requisition	Tips
<ul style="list-style-type: none">— and from 9 January 2006 applied for in clause LR13 of a lease containing clauses LR1 – LR14 of Schedule 1A, LRR 2003.— If a court orders the entry of a restriction under s.46, LRA 2002, applications must be made in form AP1.— Application for an order that a restriction be disapplied or modified not lodged in form RX2.— Application to alter the register under Schedule 4 paragraph 5(b), LRA 2002, not lodged in form AP1 (these applications may give rise to an alteration of a restriction and should not be confused with applications in form RX2).— Cancellation of a restriction not lodged in form RX3.— Withdrawal of a restriction not lodged in form RX4.— Noting the overriding priority of a statutory charge not lodged in form SC.— Upgrading of title not lodged in form UT1.— Application to register a transfer, assent or charge or other transaction (of part or whole) for which no other application form is prescribed should be lodged in form AP1 except:<ul style="list-style-type: none">— an application to remove the name of a deceased joint proprietor from the register— electronic applications made under r. 14, LRR 2003— outline applications.	

7.3 Discharges

Requisition	Tips
<ul style="list-style-type: none">— Discharge is in the wrong form.— Form DS1 execution is not standard.— Form DS3 does not identify part of land released.— Form DS3 lodged as consent to the grant of a lease of part.	<ul style="list-style-type: none">— To discharge a charge from the whole of a title use form DS1.— Where the lender has transmitted an END to us, endorse your application form 'Discharge by END' or 'Discharge (END)' in the 'Application, Priority and Fees' panel.— To release part of a title from a registered charge use form DS3.— If we have supplied the lender with a facility letter covering execution, its date must be quoted in the appropriate panel on form DS1 or DS3.— Where execution is not standard and a facility letter does not apply, provide evidence to account for this, for example a certified copy power of attorney.— The land being released must be clearly identified either by an accompanying plan or by reference to colouring on the filed plan.— If a chargee consents to the grant of a lease of part a consent is usually more appropriate than a form DS3.— See Practice Guide 31 – <i>Discharges of charges</i> for more information.

7.4 Missing deeds

Requisition	Tips
<ul style="list-style-type: none">— Devolution of title not lodged.— Deed omitted from application.— Deed lost or destroyed.— Full evidence of title not lodged on first registration.— Evidence of identity not supplied on first registration where deeds have been lost or destroyed.— Certified copies of transfers of part, leases and new charges not lodged.	<ul style="list-style-type: none">— Ensure that documentation is lodged to show the chain of title between the persons on the register and the transaction you are applying to register, for example deed of appointment of new trustee or evidence of death.— If you are temporarily unable to lodge a deed please explain why and supply a certified copy.— If a deed has been lost or destroyed please provide a duplicate, or where this is not feasible, evidence to support its original existence.— The documentation lodged on first registration must tally with the statement in panel 12 of form FR1.— See Practice Guide 2 – <i>First registration of title where deeds have been lost or destroyed</i> for guidance.

7.5 Deeds requiring amendment

Requisition	Tips
<ul style="list-style-type: none">— Deed contains incomplete or incorrect clerical detail.	<ul style="list-style-type: none">— Please ensure that all clerical detail is correctly inserted.— Pay particular attention to dates, full names, title numbers and property descriptions, especially in charges.

7.6 Fees

Requisition

- Non-payment or under-payment of fees.

Tips

- Fees are ascertainable from the current Land Registration Fee Order, which is published by The Stationery Office. We publish an aid giving details of fees that can be obtained from any Land Registry office.
- Our website has a fees calculator which you can use while viewing the website or download – see www.landregistry.gov.uk/fees
- Make your cheque payable to 'Land Registry' and ensure that it is signed and dated (not post dated).
- When we receive an application to change the register that is not accompanied by a fee, where a fee is payable under the current Land Registration Fee Order, providing no requisition points arise, we will contact the applicant by telephone, usually on the day of receipt, to request either remittance of the correct fee (if not already sent) or authorisation to use direct debit, if appropriate. If a cheque is required, the application will be held over for five business days from and including the day of the telephone call to await receipt. However, if a cheque is not received on or before the fifth business day then the application will be rejected.

7.7 Name or address omission or discrepancy

Requisition

- No address for service provided on application form.
- Names are not identical in deeds lodged together.
- Names on deeds are not identical to those on the register.

Tips

- Please provide up to three up-to-date addresses for service (one of which must be a postal address but does not have to be within the United Kingdom) when required. Our application forms are designed to accommodate this. If you do not specify an address we may enter an address from an accompanying document, which may not be up to date.

NB: If address(es) for service change please notify us. If the register does not show the latest address(es) for service a party may not receive important notices or notifications from us and may suffer loss as a result.
- Please ensure that full names appear on all documents and that the spelling is consistent, for example the purchaser's names in a transfer agree with those in an accompanying charge.
- Where there is a discrepancy between the names on the register and names in deeds being lodged either:
 - amend the deed if it is incorrect, or
 - confirm that the person named on the register is the same person as the one named in the deed, **and** where that person is to remain on the register, confirm that the name, as it appears in the deed, is the name that should appear on the register.
- Please provide evidence where a name has changed, for example certified copy of deed poll. Where a death, marriage or birth certificate cannot be produced in support, please lodge formal confirmation of details from such evidence.

7.8 Consent, certificate or withdrawal required

Requisition	Tips
<ul style="list-style-type: none">— Consent or certificate in compliance with restriction not lodged.— Consent to restriction inappropriate.	<ul style="list-style-type: none">— Check your up-to-date official copies in advance for restriction details.— Transfers of purpose-built flats and houses on defined estates will often be subject to compliance with a management company restriction.— Please account for any change to the name of a restrictioner from that given on the register.— Where a voluntary restriction is not intended to remain on the register after a sale it should be withdrawn using form RX4. A consent is insufficient to remove such a restriction. <p>NB: See also section 7.13 <i>Joint proprietorship</i> for restrictions in Form A.</p>

7.9 Companies and corporations

Requisition	Tips
<ul style="list-style-type: none">— Evidence of constitution not supplied.— Certified translation of evidence of constitution lodged not supplied.— Company's registered number not supplied.— Evidence of receivership or liquidation not lodged.	<ul style="list-style-type: none">— Where a non-English, Scottish or Welsh company is to be entered on the register as the proprietor of the land or of a charge, please supply evidence of constitution unless this has already been filed with our Commercial Arrangements Section at Land Registry Head Office.— Please supply a certified translation when lodging the evidence of constitution of a non-English, Scottish or Welsh company, unless the original document is in English or Welsh.— Where an English, Scottish or Welsh company is to be entered on the register as the proprietor of the land or of a charge quote the company's registered number – panels 6 and 10 of form AP1, panels 4 and 5 of form TR1 and panels 6 and 10 of form FR1 provide for this.— Transactions by corporations in receivership or liquidation must be supported with documentary evidence unless this has already been filed with our Commercial Arrangements Section at Land Registry Head Office.— Practice Guide 35 – <i>Corporate insolvency</i> contains details on our requirements.

7.10 Extent problems

Requisition

- Extent of plot on plan to deed does not agree with that shown on the approved estate layout plan.
- Extent shown on plan does not agree with the property description supplied in clause LR4 of a prescribed clauses lease.
- Floor levels are not clear in plans relating to flats and other parts of buildings.
- On first registrations where the extent on the plan:
 - cannot be related to the Ordnance Survey map
 - is not clearly defined, for example by edging, colouring or hatching
 - includes land already registered.
- On first registrations plans that bear the following (or similar) statement of disclaimer, for example:

‘Note: This plan is for reference only and although believed to be correct, its accuracy is in no way guaranteed and it is expressly excluded from any contract.’
- On first registrations where a marking or colouring referred to in the text of a deed has been omitted from the plan.
- On first registrations where plans have been reduced from their original scale but still bear the original scale endorsement.

Tips

- As approved estate layout plans are subject to revision, ensure the deed plan is based on the current version.
- Ensure that clause LR4 of a prescribed clauses lease is completed to account for all the land included in the application to identify any exclusions and to agree with plan.
- Practice Guide 64 – *Prescribed clauses leases* provides further information about prescribed clauses leases.
- Ensure floor levels on plans are clearly defined and correspond with verbal references in the deed.
- Ensure any edgings are not too thick and do not obscure any other detail on the plan. On a small scale plan thick lines can be several metres across on the ground.
- Check the extent against the result of your search of the index map (form SIM).
- We will accept a disclaimer that appears on deed plans created by National Grid Gas plc (Co Regn No 2006000) (formerly Transco plc) where the disclaimer relates to the positioning and/or existence of pipes, equipment and so on.
- Please prepare any plan for a new deed or application having regard to the following guidelines. Further information can be found in Practice Guide 40 – *Land Registry plans*.
 - Draw and show to its actual scale.
 - Show its orientation (such as a north point).
 - Use preferred scales of 1/1250 – 1/500 for urban properties.
 - Use preferred scales of 1/2500 for rural properties (fields and farms and so on).
 - Do not base on a scale of imperial measurement (for example, 16 feet to 1 inch).
 - Do not reduce in scale (see Practice Guide 40 – *Land Registry plans* – 6.6 *Plans reduced in scale*).
 - Do not mark or refer to as being for identification only.
 - Do not show statements of disclaimer used under the Property Misdescriptions Act 1991.
 - Show sufficient detail to be identified on the Ordnance Survey map.
 - Show its general location by showing roads, road junctions or other landmarks.
 - Show the land of the property including any garage or garden ground.
 - Show buildings in their correct (or intended) position.
 - Show access drives or pathways if they form part of the property boundaries.
 - Show the land and property clearly (for example, by edging, colouring or hatching).
 - Have edgings of a thickness that do not obscure any other detail.
 - Show separate parts by suitable plan markings (house, parking space, dustbin space).
 - Identify different floor levels (where appropriate).
 - Show intricate boundaries with a larger scale or inset plan.
 - Show measurements in metric units only, to two decimal places.
 - Show undefined boundaries accurately and, where necessary, by reference to measurements.
 - Show measurements that correspond, so far as possible, to scaled measurements.

7.11 Deeds of variation of lease

Requisition	Tips
<ul style="list-style-type: none">— Deeds of variation of lease that act as a surrender and re-grant not lodged in form AP1.	<ul style="list-style-type: none">— Deeds of variation of lease that lengthen the term or add land to the demise generally act as a surrender and re-grant. If this does not apply to your deed please explain why quoting the relevant authority in support.— If the deed of variation acts as a new lease you must lodge the usual requirements for registering a dispositional first lease.<ul style="list-style-type: none">— Completed AP1 quoting the lessor's title number.— Fee for surrender and re-grant (<i>if applicable</i>).— Consents from beneficiaries of a unilateral or agreed notice, restrictioner and so on.— The existing original lease, and discharge/withdrawal of any encumbrances on that title.— Practice Guide 25 – <i>Leases – when to register</i> is available free from any Land Registry office. It can also be downloaded free of charge from our website at www.landregistry.gov.uk

7.12 Execution of deeds

Requisition	Tips
<ul style="list-style-type: none">— Signature not witnessed.— Authority to execute not supplied. — Deed has to be executed by donor where they have appointed another joint proprietor as attorney.	<ul style="list-style-type: none">— Each signature needs to be separately witnessed.— Where a deed has been executed on behalf of a party please supply evidence of authority, for example:<ul style="list-style-type: none">— grant of probate or letters of administration— appointment of Trustee in Bankruptcy— special resolution of the board— deed of incorporation of non English, Scottish or Welsh company— power of attorney or certified copy— appointment of Public Trustee— copy of a Land Registry letter stating that evidence has already been filed with us and need not be produced.— Certain requirements apply where a joint proprietor is acting as an attorney for the other joint proprietor(s).— See also:<ul style="list-style-type: none">— Practice Guide 8 – <i>Execution of deeds</i>— Practice Guide 9 – <i>Powers of attorney and registered land</i>.

7.13 Joint proprietorship

Requisition

- Application does not state if a tenants in common restriction in Form A (Schedule 4, LRR 2003) is required.
- Application gives conflicting information about whether a Form A restriction is required.
- No evidence of receipt of a notice of severance of joint tenancy.
- Deed has to be executed by donor where they have appointed another joint proprietor as attorney.

Tips

- When applying to register joint tenants, ensure that your application states the nature of the joint tenancy. Panels are provided for this on some forms (for example, panel 10 on form TR1, panel 9 on form FR1, panel 10 on form AS1 or clause LR14 of a prescribed clauses lease).
- Ensure that the information in these panels does not conflict with any other information you supply. A restriction may be entered without further consultation if there is a conflict.
- Ensure that any notice of severance is endorsed as received by the recipient.
- Certain requirements apply where a joint proprietor is acting as an attorney for the other joint proprietor(s). Practice Guide 9 – *Powers of attorney and registered land* explains our practice.

7.14 Land Charges searches

Requisition

- A full Land Charges search result has not been lodged in respect of the purchaser's immediate vendor or lessor.
- Entries on a Land Charges search result need to be certified as not affecting.

Tips

- We require Land Charges search results against the purchaser's immediate vendor or lessor and all other estate owners since the last conveyance on sale. Such search results must:
 - cover the period in years during which the estate owners owned the land
 - have been made in respect of the county or administrative area in which the land falls. Where this has changed, any former county or area name must also be included
 - where entries are revealed, be certified as not affecting the property being registered, if this is the case.

7.15 Powers of attorney

Requisition

- Power of attorney not lodged with application.

Tips

- With the exception of applications lodged by lay people, applications that must be accompanied by a power of attorney or a conveyancer's certificate in form 1 in Schedule 3, LRR 2003 (as amended) will be rejected if the necessary power or certificate is not provided at the time of lodgement. For our requirements please see Practice Guide 9 – *Powers of attorney and registered land*.

8 Enquiries and comments

If you have a particular concern that is not covered by this guide, please contact Customer Support in advance of the transaction – see the *Contact details* panel on the front cover 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
(DX 1098 London/Chancery Lane)

You can obtain further copies of this and all our other guides free from Customer Support or you can view or download them from our website in English or Welsh at www.landregistry.gov.uk

Land Registry advisory policy

We offer advice to our customers through our publications and Customer Support information 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.

Peter Collis
Chief Land Registrar

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