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### Overview

This unit is about maintaining the statutory Local Land Charges Register for your area in order to be able to carry out Searches of the Register and provide accurate, timely and up-to- date information to enquirers.

There are three performance standards:

1. Keep the Register complete and up-to-date
2. Register Local Land Charges
3. Register Local Land Charges from the Register.

Who is it for?

This unit is for you if you:-

1. Are responsible for maintaining the statutory Local Land Charges Register, and
2. Carry out the functions of registering and removing Local Land Charges.

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## Maintain the statutory Local Land Charges Register

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### Performance criteria

#### Keep the Register complete and up-to-date

*You must be able to:*

- P1 accurately identify the information and legislation relevant to the **Register**
- P2 provide relevant information in suitable formats to those who need it and have a right to it
- P3 ensure that the **Register** shows all current, relevant information and legislation in the correct Part of the **Register**
- P4 keep records of the information and legislation relevant to the Register in a suitable format.

#### Register Local Land Charges

*You must be able to:*

- P5 check that the **Charge** is within the area of the local authority and is registrable
- P6 check that the correct registration fee has been paid, where applicable
- P7 accurately identify the site(s) against which the **Charge** is to be registered
- P8 create a new property record where none exists
- P9 enter the **Charge** in the correct Part of the **Register**
- P10 enter all relevant information about the **Charge** accurately according to procedures
- P11 file documentation about the **Charge** according to procedures
- P12 if the information is outside the area of the local authority, non-registrable, incomplete or incorrect, refer to the originator of the request to register the Charge or to **others with relevant experience**
- P13 where requested, confirm to the originator that the **Charge** has been registered.

#### Remove Local Land Charges from the Register

*You must be able to:*

- P14 check that you have the **authority to remove the Charge** from the Register
- P15 if written authority to remove a **Charge** is incomplete or inconsistent, refer to the originator of the request to register the **Charge** or to **others with relevant experience**
- P16 remove the **Charge** from the **Register** according to procedures
- P17 file documentation about the removal of the **Charge** according to procedures
- P18 where requested, confirm to the originator that the **Charge** has been removed.

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## Maintain the statutory Local Land Charges Register

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### Knowledge and understanding

*You need to know and understand:*

#### Communication, Information and Advice

- K1 how to determine whether information and legislation is relevant to the Register
- K2 who needs to know about, and has a right to, information affecting the Register and suitable formats for making this information available to them
- K3 how to check that information and legislation is current, relevant and in the correct Part of the Register
- K4 suitable formats for keeping records of information and legislation relevant to the Register

#### Local Land Charges and Property Information

- K5 the implications of the Local Land Charges Act 1975 and Local Land Charges Rules 1977 for those working in Local Land Charges
- K6 the purpose of the Local Land Charges Register
- K7 the Parts of the Local Land Charges Register
- K8 the nature of a Local Land Charge and the different types of Charges
- K9 how to determine what is registrable as a Local Land Charge
- K10 how to identify sites accurately
- K11 the fee payable for registration of Charges in Part 11 of the Register

#### Organisational Context

- K12 local systems and procedures for maintaining and searching the Local Land Charges Register
- K13 who originated the request to register or remove a Charge
- K14 people with relevant expertise, if the information received is not registrable or if the written authority to remove a Charge is incomplete or inconsistent.

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### Additional Information

#### Scope/range related to performance criteria

1. **Charge**
  - 1.1. applying specifically to a particular parcel of land
  - 1.2. applying generally to parcels of land within the area
2. **Register**
  - 2.1. held as a text record
  - 2.2. held in map form
  - 2.3. held in an electronic database
  - 2.4. held on a geographic information system (GIS)
3. **others with relevant expertise**
  - 3.1. colleagues in another organisation
  - 3.2. specialists within your organisation
  - 3.3. specialists outside your organisation
4. **authority to remove the Charge**
  - 4.1. legislation requiring Charges to be removed
  - 4.2. valid written authority to remove Charges
  - 4.3. expiry of time limit requiring removal of Charges

#### Links to other NOS

How does it relate to other units?

LLCA is one of a group of eight units which describe the specific Local Land Charges and property information functions.

A similar unit, LLCB *Contribute to maintaining the statutory Local Land Charges Register* describes the functions carried out by those who register and remove Local Land Charges, but who do not have full responsibility for maintaining the Local Land Charges Register.

A parallel unit, LLCC *Maintain records in order to respond to official local land and property enquiries* describes the functions carried out by those responsible for maintaining records in other local authority departments, such as highways, planning, building control, environmental health and housing, which are referred to when answering local land and property enquiries.

LLCD *Contribute to maintaining records in order to respond to official local land and property enquiries* describes the functions carried out by those who contribute to maintaining records in other local authority departments, but do not have overall responsibility for them.

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## Maintain the statutory Local Land Charges Register

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**Validity** Current

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**Status** Original

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**Originating organisation** Asset Skills

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**Original URN** LLCA

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**Relevant occupations** Administration and Secretarial Occupations; Government and Related Organisations; Business and Finance Associate Professionals; Managers and Proprietors in Hospitality and Leisure Services; Managers in Farming, Horticulture, Forestry and Fishing; Architects, Town Planners and Surveyors; Legal Professionals; Public Service Professionals

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**Suite** Local Land Charges and Property Information

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**Key words** update, provide, information, searches, registering, removing

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