

# ASTLLCB

## Contribute to maintaining the statutory Local Land Charges Register



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### Overview

This unit is about contributing to maintaining the 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 two performance standards:

1. Local Land Charges
2. Local Land Charges from the Register.

Who is it for?

This unit is for you if you:-

1. Carry out the functions of registering and removing Local Land Charges under the direction of a manager who is responsible for maintaining the Local Land Charges Register.

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### Performance criteria

#### Register Local Land Charges

*You must be able to:*

- P1 check that the **Charge** is within the area of the local authority and is registrable
- P2 check that the correct registration fee has been paid, where applicable
- P3 accurately identify the site(s) against which the **Charge** is to be registered
- P4 create a new property record where none exists
- P5 enter the **Charge** in the correct Part of the **Register**
- P6 enter all relevant information about the **Charge** accurately according to procedures
- P7 file documentation about the **Charge** according to procedures
- P8 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 your manager for advice
- P9 where requested, confirm to the originator that the **Charge** has been registered.

#### Remove Local Land Charges from the Register

*You must be able to:*

- P10 check that you have the authority to remove the **Charge** from the **Register**
- P11 if written authority to remove a **Charge** is incomplete or inconsistent, refer to the originator of the request to register the **Charge** or to your manager for advice
- P12 remove the **Charge** from the **Register** according to procedures
- P13 file documentation about the removal of the **Charge** according to procedures
- P14 where requested, confirm to the originator that the **Charge** has been removed

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### Knowledge and understanding

*You need to know and understand:*

#### Local Land Charges and Property Information

- K1 the purpose of the Local Land Charges Register
- K2 the Parts of the Local Land Charges Register
- K3 the nature of a Local Land Charge and the different types of Charges
- K4 how to determine what is registrable as a Local Land Charge
- K5 how to identify sites accurately
- K6 the fee payable for registration of Charges in Part 11 of the Register

#### Organisational Context

- K7 local systems and procedures for maintaining and searching the Local Land Charges Register
- K8 who originated the request to register or remove a Charge.

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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)

#### Links to other NOS

How does it relate to other units?

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

A similar unit, *LLCA Maintain the Local Land Charges Register* describes the functions carried out by those who not only register and remove Local Land Charges, but also have full responsibility for maintaining the Local Land Charges Register.

*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 responding to local property search 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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<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Asset Skills
<b>Original URN</b>	LLCB
<b>Relevant occupations</b>	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
<b>Suite</b>	Local Land Charges and Property Information
<b>Key words</b>	registering, registration, remove, update