

ASTLLCD

Contribute to maintaining records in order to respond to official land and property enquiries



Overview

This unit is about contributing to maintaining records in specific local authority departments, such as highways, planning, building control, environmental health and housing, in order to be able to provide accurate, timely and up-to-date land and property information to enquirers. This does not include contributing to maintaining the statutory Local Land Charges Register which is covered in unit LLCB.

There is one performance standard:

1. Add, amend and delete information in records required to respond to local land and property enquiries

Who is it for?

This unit is for you if you:

1. Contribute to maintaining records required to respond to local land and property enquiries, but do not have overall responsibility for these records

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Performance criteria

Add, amend and delete information in records required to respond to local land and property enquiries

You must be able to:

- P1 check with **appropriate people** that you have a clear understanding of:
 - P1.1 the information you are handling
 - P1.2 how this information is used to respond to local land and property enquiries
 - P1.3 the **formats** in which these records are held
 - P1.4 how to use any equipment involved
 - P1.5 your organisation's procedures for recording local land and property information
 - P1.6 your organisation's quality requirements for recording information required in order to respond to local land and property enquiries
- P2 add, amend and delete information accurately as instructed, in line with your organisation's procedures and quality requirements
- P3 refer to **appropriate people** for advice and support if the information is unclear or if you are unsure how to interpret or record the information
- P4 report to appropriate people any errors or inconsistencies in records required to respond to local land and property enquiries

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Knowledge and understanding

Add, amend and delete information in records required to respond to local land and property enquiries

Communication, Information and Advice

You need to know and understand:

K1 how to check your understanding with people

Equipment

You need to know and understand:

K2 how to use any equipment involved in maintaining records of information required to respond to local land and property enquiries

Local Land Charges and Property Information

You need to know and understand:

K3 the nature of the information you are handling and how this is used in responding to local land and property enquiries

K4 how to read maps and plans

Organisational Context

You need to know and understand:

K5 the formats in which information required to respond to local land and property enquiries is recorded

K6 your organisation's procedures for recording information required to respond to local land and property enquiries

K7 your organisation's quality requirements for recording information required to respond to local land and property enquiries

K8 people to refer to for advice and support if the information is unclear or if you are unsure how to interpret or record the information

K9 people to whom you should report any errors or inconsistencies in records required to respond to local land and property enquiries

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Additional Information

Scope/range related to performance criteria

1. **Appropriate people**
 - 1.1 providers of information required to respond to local land and property enquiries
 - 1.2 colleagues
 - 1.3 line manager

2. **Formats**
 - 2.1 paper-based maps and plans
 - 2.2 paper-based registers, files and records
 - 2.3 micro fiche/microfilm maps and plans
 - 2.4 electronic databases and records
 - 2.5 computerised geographic information systems (GIS)

Links to other NOS

How does it relate to other units?

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

A similar unit, LLCC Maintain records in order to respond to local land and property enquiries, describes the functions carried out by those with overall responsibility for maintaining records referred to when responding to local land and property enquiries.

A parallel 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.

LLCA Maintain the Local Land Charges Register describes the functions carried out by those with overall responsibility for maintaining the statutory Local Land Charges Register.

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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

Suite Local Land Charges and Property Information 2009

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