

# ASTLLCJ

## Prepare to carry out personal searches of local land and property information



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### Overview

This unit is about carrying out pre-search activities in preparation for carrying out a personal search and making other property enquiries. The unit is aimed at those who compile and retail personal searches on a commercial basis.

There is one performance standard:

1. Prepare to carry out personal searches of local land and property information

Who is it for?

This unit is for you if you:

1. Carry out preliminary research and other activities in preparation for conducting a personal search

There is one standard:

1. Prepare to carry out personal searches of local land and property information

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### Performance criteria

- You must be able to:*
- P1 record in an appropriate format details of the instruction such as the date received and the searches required
  - P2 prepare a schedule for acquiring the necessary information that meets client requirements and is achievable
  - P3 inform the client of any unexpected delays or difficulties with obtaining the required information
  - P4 where appropriate, make the necessary arrangements with the local authority office and/or other necessary offices to carry out personal searches of the Local Land Charges register, or other registers and documentation
  - P5 ensure that the search areas are identifiable and fall within the authority's area and jurisdiction
  - P6 where necessary, obtain any further details on the property, contacting the client as appropriate
  - P7 identify any information that can be obtained electronically or which does not require a physical search of the Local Land Charges Register, or other property record
  - P8 where appropriate, ensure that all pre-search arrangements are made, such as online registration
  - P9 ensure that where applicable the correct fees are paid in an acceptable form and in the required timescale

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### Knowledge and understanding

*You need to know and understand:*

### Communication and Information

- K1 information to which you are entitled as part of the personal search and local enquiries
- K2 information to which you are not entitled or for which an additional fee is payable
- K3 how to clarify and confirm the requirements and expectations of clients

### Land and Property Information

*You need to know and understand:*

- K4 the implications of legislation relevant to your ability to provide searches to clients
- K5 regulations under that legislation relating to the job of personal search agents and the undertaking of personal searches
- K6 the purpose of relevant land register/s and documents and the information they do and do not contain
- K7 the fees for conducting personal searches and forms of payment which are acceptable
- K8 the fees for obtaining additional property information, as required, and forms of payment that are acceptable

### Organisational Context

*You need to know and understand:*

- K9 when a potential conflict of interest will require disclosure to the seller, purchaser or their representatives, or will require the need to decline the instructions altogether
- K10 the limitations and constraints that apply to the conducting of personal searches
- K11 local systems and procedures for searching land registers and other sources
- K12 the land which falls within the authority's area
- K13 the timescales involved in conducting personal searches and obtaining relevant land and property information
- K14 your current workload and capacity to conduct required searches
- K15 the departments and agencies from which to request responses to land and property information enquiries

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### Additional Information

#### Scope/range related to performance criteria

1. **Client**
  - 1.1. seller
  - 1.2. solicitor
  - 1.3. conveyancer
  
2. **Fees**
  - 2.1. basic fees
  - 2.2. supplementary fees
  
3. **Register**
  - 3.1. held as text record
  - 3.2. held in map form
  - 3.3. held in an electronic database
  - 3.4. held on a geographic information system (GIS)
  
4. **Acknowledge arrangements**
  - 4.1. access to records
  - 4.2. those present at the time of inspection
  
5. **Circumstances that prevent carrying out searches**
  - 5.1. properties valued in excess of your current level of insurance
  - 5.2. your own diary pressures

#### Links to other NOS

How does it relate to other units?

LLCJ is one of a group of seven units which describe the functions involved in conducting personal searches and compiling information for clients.

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**Developed by** Asset Skills

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**Status** Original

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**Originating organisation** Asset Skills

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**Original URN** LLCJ

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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 2009

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**Key words** personal searches, local land, property, commercial, preparation

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