
Overview

This unit is about obtaining local land and property information on behalf of a client from the Local Land Charges Register and other registers and documentation. The unit is aimed at those who compile and retail personal searches on a commercial basis.

Who is it for?

This unit is for you if you:

1. Research local land and property information either by visiting a local authority or online

There is one element:

1. Research local land and property information

ASTLLCK

Research local land and property information

Performance criteria

- You must be able to:*
- P1 make any enquiries that can be conducted before carrying out a personal search
 - P2 identify the relevant search area and the registers and documents to be searched
 - P3 identify all information contained in local land charges registers and other documents relevant to the search area
 - P4 ensure that entries on the registers and other documentation are consistent with responses received from other departments
 - P5 where necessary, take appropriate action to clarify any inconsistencies with information holders
 - P6 retrieve all the relevant information from the registers and documents and record it in an appropriate format
 - P7 check that all information is:-
 - P7.1 complete
 - P7.2 legible
 - P7.3 consistent
 - P8 ensure the information is up to date, promptly seeking clarification from the information holder as necessary

ASTLLCK

Research local land and property information

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 personal searches to clients
- K5 the purpose of the relevant land register/s and documents and the information they do and do not contain
- K6 the nature of a planning consent and the different types of consent

Organisational context

You need to know and understand:

- K7 the legislation giving rise to personal searches
- K8 regulations under that legislation relating to the job of personal search agents and the undertaking of personal searches
- 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 local land charges registers and other registers and documents
- K12 the local authority area in which the land is located
- K13 the departments and agencies from which to request responses to land and property information enquiries

You need to know and understand:

Quality Assurance

- K14 the importance of evaluating the completeness, legibility and consistency of land and property information and how to do so
- K15 appropriate action to take to query inconsistencies in land and property information

ASTLLCK

Research local land and property information

Additional Information

Scope/range related to performance criteria

1. **Client**
 - 1.1. seller
 - 1.2. solicitor
 - 1.3. conveyancer

2. **Documentation**
 - 2.1. paper based
 - 2.2. electronic

3. **Appropriate action so that responses are returned on time**
 - 3.1. reminding the relevant department or agency to return responses on time
 - 3.2. reporting the failure to return responses on time to an appropriate member of the organisation or agency
 - 3.3. maintaining a diary system

4. **Register**
 - 4.1. held as text record
 - 4.2. held in map form
 - 4.3. held in an electronic database
 - 4.4. held on a geographic information system (GIS)

5. **Appropriate action to remedy inconsistencies**
 - 5.1. querying with the information holder entries in the register, in other records or verbal responses

Links to other NOS

How does it relate to other units?

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

ASTLLCK

Research local land and property information

Developed by Asset Skills

Version number 1

Date approved November 2009

Indicative review date November 2011

Validity Current

Status Original

Originating organisation Asset Skills

Original URN LLCK

Relevant occupations Business, Administration and Law; Agriculture; Managers and Proprietors in Hospitality and Leisure Services; Urban, rural and regional planning; Administration; Law and legal services; Managers in Farming, Horticulture, Forestry and Fishing; Legal Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Administration and Secretarial Occupations; Government and Related Organisations; Business and Finance Associate Professionals

Suite Local Land Charges and Property Information 2009

Key words Local land, property information, documentation, compile, retail
