

ASTLLCN

Conduct personal searches of local land and property information



Overview

This unit is about carrying out pre-search activities and then conducting searches of the Local Land Charges Register, other registers and documents. 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. Carry out preliminary research and conduct personal searches of the Local Land Charges Register, other registers and documentation

There are two elements:

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

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Performance criteria

You must be able to:

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

- P1 prepare a schedule for acquiring the required information that meets client requirements and is achievable
- P2 inform the client of any unexpected delays or difficulties with obtaining the required information
- P3 where appropriate, make the necessary arrangements with the local authority office and/or other necessary offices to carry out personal searches or obtain relevant information
- P4 ensure that the search areas are identifiable and fall within the authority's area and jurisdiction
- P5 where necessary, obtain any further details on the property, contacting the client as appropriate
- P6 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
- P7 ensure that where applicable the correct fees are paid in an acceptable form and in the required timescale

Research local land and property information

- P8 ensure that any enquiries that can be conducted before carrying out a personal search
- P9 identify the relevant search area and the registers and documents to be searched
- P10 identify all information contained in the local land charges register and other registers and documents relevant to the search area
- P11 ensure that entries on the registers and other documentation are consistent with responses received from other departments
- P12 where necessary, take appropriate action to clarify any inconsistencies with information holders
- P13 retrieve all the relevant information from the registers and documents and record it in an appropriate format
- P14 check that all information is:-
 - P14.1 complete
 - P14.2 legible
 - P14.3 consistent
- P15 ensure the information is up to date, promptly seeking clarification from the information holder as necessary

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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

You need to know and understand:

Land and Property Information

- K4 the implications of legislation relevant to your ability to provide personal searches to clients
- K5 the purpose of relevant land register/s and documents and the information they do and do not contain
- K6 the fees for conducting personal searches and forms of payment which are acceptable
- K7 the fees for obtaining additional property information, as required, and forms of payment that are acceptable
- K8 the nature of a planning consent and the different types of consent

Organisational context

You need to know and understand:

- K9 the legislation giving rise to personal searches
- K10 regulations under that legislation relating to the job of personal search agents and the undertaking of personal searches
- K11 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
- K12 the limitations and constraints that apply to the conducting of personal searches
- K13 local systems and procedures for searching the local land charges register and other documents
- K14 the local authority area in which the land is located
- K15 the timescales involved in conducting personal searches
- K16 the current workload and capacity of the organisation to conduct required searches
- K17 the departments and agencies from which to request responses to land and property information enquiries

Quality Assurance

You need to know and understand:

- K18 the importance of evaluating the completeness, legibility and consistency of land and property information and how to do so

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K19 appropriate action to take to query inconsistencies in land and property information

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Additional Information

Scope/range related to performance criteria

1. **Client**
 - 1.1. seller
 - 1.2. solicitor
 - 1.3. conveyance
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
6. **Appropriate action so that responses are returned on time**
 - 6.1. reminding the relevant department or agency to return responses on time
 - 6.2. reporting the failure to return responses on time to an appropriate member of the organisation or agency
 - 6.3. maintaining a diary system
7. **Appropriate action to remedy inconsistencies**
 - 7.1. 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?

LLCN 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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Status Original

Originating organisation Asset Skills

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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

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