

## ASTLRR2.3

### Allocate and record new applications



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#### Overview

This unit describes the competences required by staff involved in the intake of new applications. The unit covers identifying the nature of applications, entering application information onto systems and dealing with fees. The unit also covers indexing for searches of Registers.

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#### Performance criteria

- You must be able to:*
- P1 accurately interpret the nature of applications from the documentation provided
  - P2 check fee payments and take agreed procedural action where payments are incorrect
  - P3 pass correct fee payments to the next stage of the process
  - P4 enter application information accurately on digital system(s) using correct fields
  - P5 note whether or not the address point of the subjects is automatically identified on the system(s) and take agreed procedural action
  - P6 take agreed procedural action when **problems** exist with applications
  - P7 pass applications to the next stage of the registration process

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#### Knowledge and understanding

*You need to know and understand:*

#### Working with applications

- K1 processes and procedures for passing applications and payments to others within the organisation
- K2 why information should be taken from deeds and not from forms
- K3 organisational procedures for the use of data sets
- K4 the types of action to take in the event of problems with applications
- K5 the purpose and workings of the Registers and systems being used

#### Organisational and legal requirements

*You need to know and understand:*

- K6 the legislation regulating fees
- You must also be able to demonstrate the knowledge and understanding defined in the Introduction to the standards.

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#### Additional Information

##### Scope/range

This section describes the contexts in which you must be able to demonstrate competent performance. For this unit these are:

- 1 taking action in response to both the following types of **problems**:
  - 1.1 incomplete applications
  - 1.2 incorrect applications

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**Originating organisation** Asset Skills

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**Relevant occupations** Professional Occupations; Construction, planning and the built env; Building and construction; Architects, Town Planners and Surveyors

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**Suite** Land Registration

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**Key words** new applications, dealing with fees, indexing, register search