

This form is for an SBC official certificate of search

**Registering Authority**

Stafford Borough Council  
Local Land Charge Service  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ

Email: [landcharges@staffordbc.gov.uk](mailto:landcharges@staffordbc.gov.uk)

Official Number: \_\_\_\_\_

**LLC section use only**

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**REGISTER OF LOCAL LAND CHARGES  
OFFICIAL CERTIFICATE OF SEARCH**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

An official search is required in Part(s) \_\_\_\_\_ of the register of local charges for subsisting regulations against the land as defined in the attached plan and described below.

Address of land /property including post code to which the search area relates:

\_\_\_\_\_

**Official certificate of search**

It is hereby certified that the search requested above reveals no subsisting registrations or the \_\_\_\_\_ registrations described in the Schedule here to up to and including the date of the certificate.

\_\_\_\_\_

Signed: \_\_\_\_\_

on behalf of Stafford Borough Council.

Date: \_\_\_\_\_

1. Insert name and address to which certificate is to be returned
2. Delete if inappropriate. Otherwise insert Part(s) in which search is required
3. Description of land /property sufficient for it to be identified (plan required)
4. Delete inappropriate words. (The parts of the schedule should be securely attached to the certificate and the number of registrations disclosed should be inserted in the space provided. Only Parts which disclose subsisting registrations should be sent).

## Directions and notes

1. This form is to be used in conjunction with Online form 2009 registering authority.
2. A separate requisition for search should be made in respect of each parcel of land in respect of which a search is required except where, for the purpose of a single transaction, a certificate is required in respect of two more parcels of land which have a common boundary or are separated only by a road, railway, river, stream or canal.
3. 'Parcel of land' means land (including a building or part of a building) which is separately occupied or separately rated or, if not occupied or rated, in separate ownership. For the purpose of this definition an owner is the person who (in his own right or as trustee for any other person) is entitled to receive the rack rent of land, or, where the land is not let at a rack rent, would be entitled if it were so let.
4. The certificate of the result of an official search of the register refers to any subsisting registrations, recorded against the land defined in the application for search, in the Parts of the register in respect of which the search is requested.

The Parts of the register record:

- Part 1 General financial charges.
- Part 2 Specific financial charges.
- Part 3 Planning charges.
- Part 4 Miscellaneous charges.
- Part 5 Fenland ways maintenance charges.
- Part 6 Land Compensation charges.
- Part 7 New towns charges.
- Part 8 Civil aviation charges.
- Part 9 Opencast coal charges.
- Part 10 Listed buildings charges.
- Part 11 Light obstruction notices.
- Part 12 Drainage scheme charges.

<b>Fees</b>	<b>1 April 2025</b>	<b>Residential</b>
LLC1		£9.85
	Each additional parcel of land	£9.85
CON29R		£94.80
CON29O	per question	£24.70
Grouped questions	Planning	£45.35
	Building Regulations	£45.35
CON29R	Highways	£39.35
	Environmental Health	£45.35