

HM Land
Registry



Digital AP1s

Faster, simpler,
with fewer requisitions

We're going...

...digital



AP1

Portal

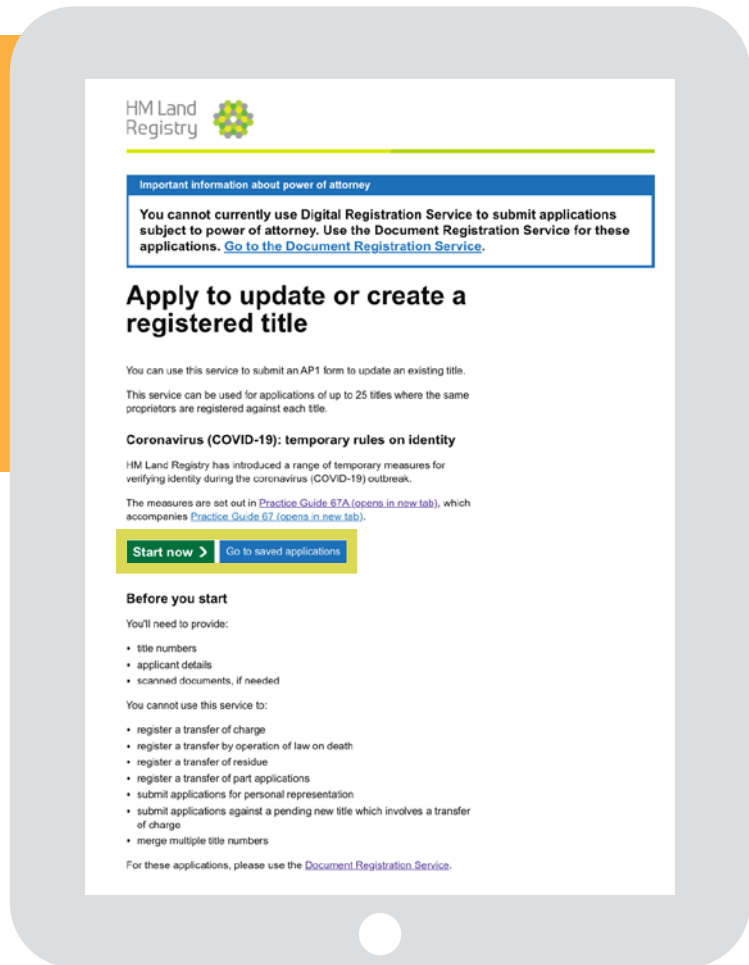
To create and submit a digital AP1 application for changes to existing titles on the HMLR Portal please use the Digital Registration Service. You should find a link to this in the menu. If the link is not available, please ask your Business Unit Administrator to request access for you.

The Digital Registration Service will guide you through the information you need to create and submit your e-AP1.*

The service is still in development but supports most transactions available in the Document Registration Service, also known as e-DRS.



*Application forms such as RX1, UN1, AN1 must be submitted under the cover of the AP1.



Benefits

Creating a digital AP1 using the portal will help you to avoid common errors and speed up the registration process by:

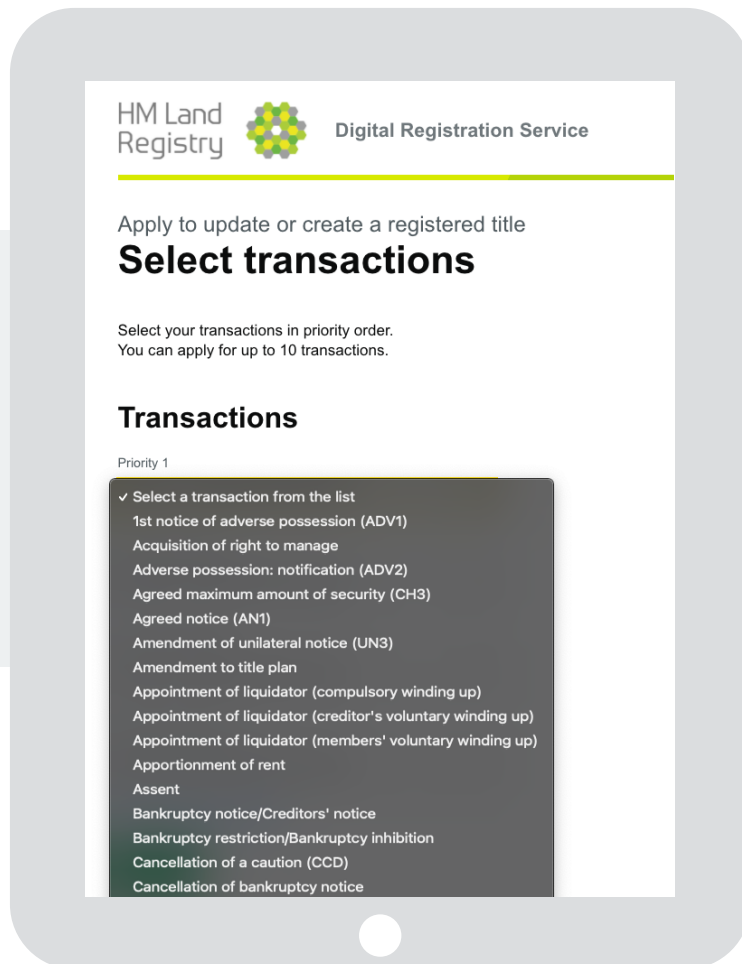
- ✓ reducing requisitions – data is checked before submission
- ✓ prompting you to add the relevant documentation and evidence to your application
- ✓ automatically populating some fields based on data already entered, or from the Land Register
- ✓ allowing you to save a partially completed application and return to it within 90 calendar days to submit
- ✓ automatically calculating your fees for you

Getting started

Once you click start now, you will be asked to enter basic information:

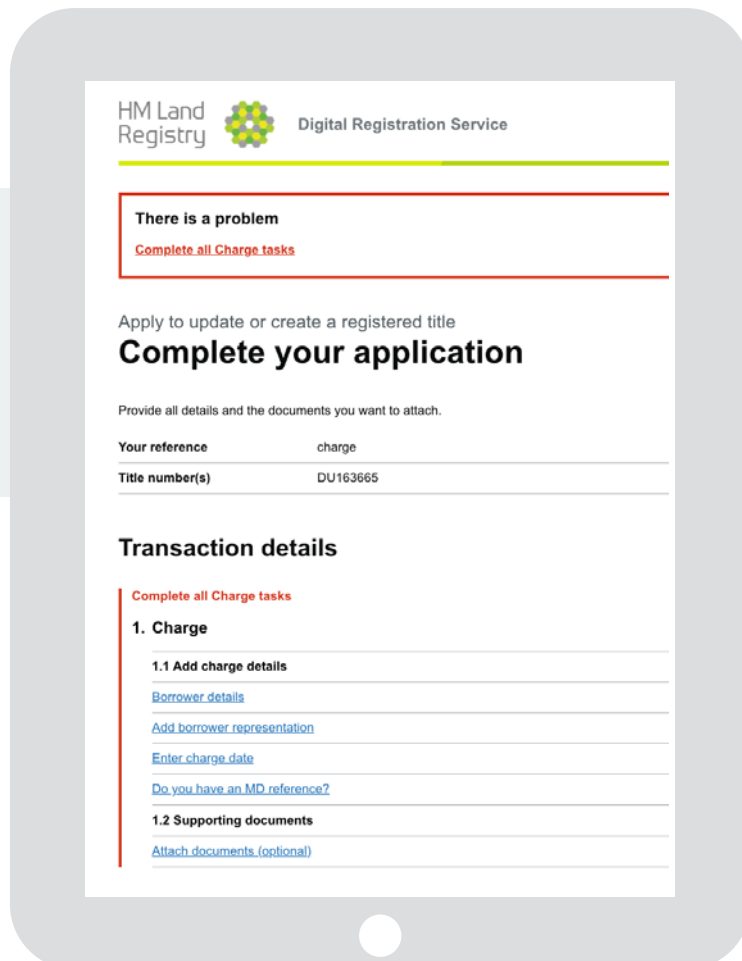
- Your reference
- If you are a conveyancer
- The title number(s) the application is for

Then you will be guided through a tailored journey based on the type of transaction(s) you want to apply for.



Prompts

The service will prompt you if you miss a step, for the evidence we require or if an attachment is missing. If you don't have the information available you can save the application and come back to it later.



e-AP1 created

Once you have entered all the information into the system, you can download a copy of the eAP1 for review and when you are ready, hit submit.

Once you've submitted your eAP1 you will be taken to a confirmation screen, which will confirm your priority date and time as well as your HMLR reference (Application Barcode Reference/ABR). This will also be emailed to you, using the correspondence email details you've entered into the service.

HM Land Registry
Electronic application to change the Register

e-AP1

DRAFT COPY: NOT SUBMITTED

1	Local authority serving the property:									
	Full postcode of property (if any):									
2	Title numbers: DU163665									
3	The application affects the whole of all titles									
4	Application, priority and fees:									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Application/Priority</th> <th style="width: 30%;">Price paid/Value (£)</th> <th style="width: 40%;">Fees (£)</th> </tr> </thead> <tbody> <tr> <td>Charge (1)</td> <td>200,000</td> <td>30</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Fee (£):</td> <td>30</td> </tr> </tbody> </table>	Application/Priority	Price paid/Value (£)	Fees (£)	Charge (1)	200,000	30	Total Fee (£):		30
Application/Priority	Price paid/Value (£)	Fees (£)								
Charge (1)	200,000	30								
Total Fee (£):		30								
	Fee payment method: Direct Debit									
5	Documents lodged with this form:									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Application attachments</th> <th style="width: 50%;">Certified copy statement</th> </tr> </thead> <tbody> <tr> <td>Certificate of registration issued by Companies House</td> <td>Certified</td> </tr> <tr> <td>Mortgage Deed</td> <td>Certified</td> </tr> </tbody> </table>	Application attachments	Certified copy statement	Certificate of registration issued by Companies House	Certified	Mortgage Deed	Certified			
Application attachments	Certified copy statement									
Certificate of registration issued by Companies House	Certified									
Mortgage Deed	Certified									
	The documents lodged with this application with a certification status of 'Certified' are listed and I certify they are true copies of the originals.									
6	The applicant:									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Applicant type</th> <th style="width: 50%;">Application details</th> </tr> </thead> <tbody> <tr> <td>Private Individual</td> <td>John Smith</td> </tr> </tbody> </table>	Applicant type	Application details	Private Individual	John Smith					
Applicant type	Application details									
Private Individual	John Smith									
7	The application is sent to HM Land Registry by									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Key number</th> <th style="width: 50%;">Name</th> </tr> </thead> <tbody> <tr> <td>1270797</td> <td>FEV UAT LTD 12345 Plymouth 11</td> </tr> </tbody> </table>	Key number	Name	1270797	FEV UAT LTD 12345 Plymouth 11					
Key number	Name									
1270797	FEV UAT LTD 12345 Plymouth 11									

Saved Applications

Draft applications are saved for 90 days from the day the application is created.

HM Land Registry

Digital Registration Service

Apply to update or create a registered title

Saved applications

Saved applications are available for up to 90 days.

Reference	Titles	Property	Applicants	Created	Options
charge	DU163665	28 Lingfield Green, Darlington (DL1 1DD)	John Smith	20 Oct 21	Open Delete

[Start a new application](#)

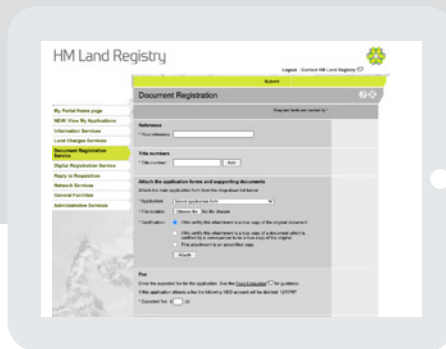
The following links open in a new tab.
[Terms and conditions](#) | [Accessibility statement](#) | [Freedom of information](#) | [© Crown copyright](#)

How is DRS different to the old Document Registration process?

Old



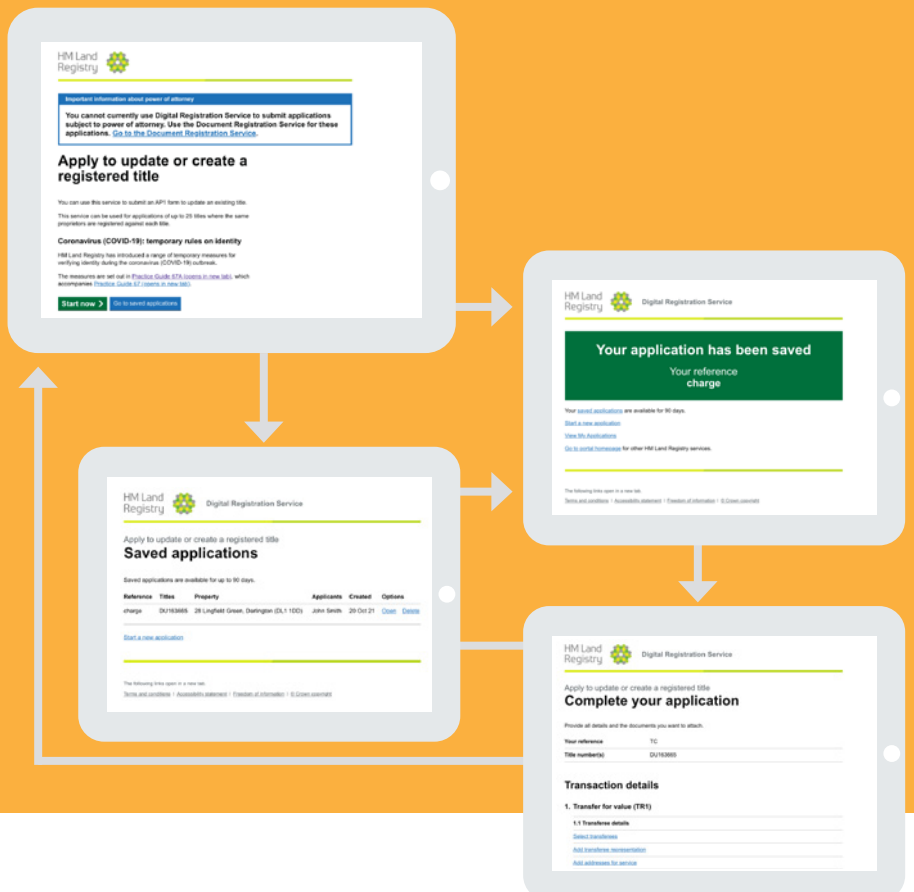
Using **Document Registration**, I enter minimal information and I need to calculate the fee, which can sometimes be complicated. I complete the AP1 application ahead of time and then upload it with supporting documents into the portal. I often get requisitions for mistakes I have made or missing information. This delays my application from being processed.



New



In the **Digital Registration Service**, I create and compile the AP1 application through a guided process. Information is checked against the register as I go to make sure it is as accurate as possible. My fee is automatically calculated and I can upload supporting documents. I can use the service to create a TR1 or choose to upload one. The additional error checking upfront has reduced my requisitions.



Case study



**TAYLOR
ROSE** MW

Taylor Rose MW is an entrepreneurial firm, committed to delivering excellent client services through some 800 legal experts supported by using the latest technology. They were quick to join HMLR's test programme in 2021 and support the development and rollout of the Digital Registration Service (DRS).

Since then, they have created and submitted almost 4,000 applications using the Digital Registration Service.

We spoke to Dawn Goodwin, Team Leader Post Completion at Taylor Rose MW to find out more about their experience of using DRS.

How did you encourage your teams to adopt the Digital Registration Service, particularly in light of all the other changes happening in the business?

"That was really simple and really easy because I'd done the live trials and testing, I knew first-hand how good it was. We sent emails out and talked to people, they literally just jumped on board."

Did your teams have any issues using the new service?

"What I did find is that people were saving the application but not submitting it, but we worked through that. Other than that, no."

How much training did you need to give your teams?

"Very little. Some got shown it once, others just started using it. It's so straight forward and easy."

What do people like about it?

"It's so simplistic. It takes ten minutes to complete an application. We used to generate the AP1s ourselves. Interestingly we don't get requisitions for spelling errors now, which has taken a massive chunk of the requisitions away. That was always an issue, it's [DRS] has taken it away"

What other benefits have you seen?

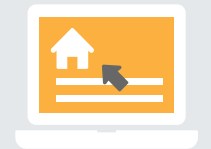
"It's faster and so easy to use. The work of getting the application created and submitted is getting done more quickly."

If you had any advice for others about using DRS, what would it be?

"Embrace it, it will make your life so much easier."



Commercial and Residential Conveyancing, Litigation, Private Client, Crime and Family Law



16,000
substantive applications
per year



4,000
substantive applications
using DRS



800
Experts



32
Offices nationwide

Future plans

Power of Attorney applications available

December 2021

Simplified navigation in Portal

February 2022

All features for updating existing titles complete

March 2022

Work commences on including Lease & TPs into Digital Registration Service

April 2022

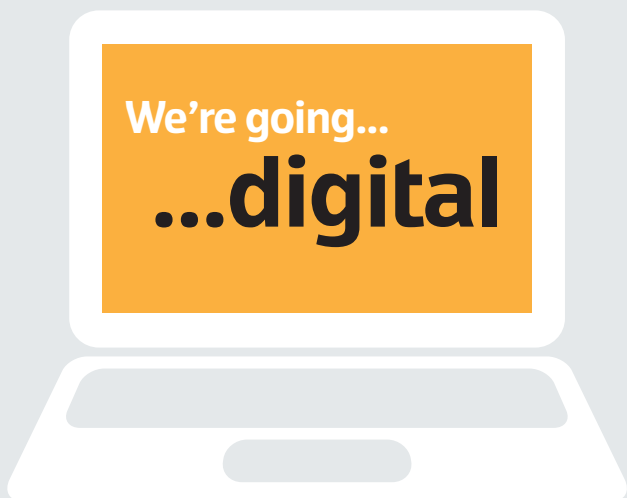
Withdrawal of Document Registration

November 2022

If you have a case management system, you can use it to submit digital AP1s via our Business Gateway platform. Read our **brochure**.



Have you submitted a Digital AP1 yet?



November 2021

If you require this document in an alternative format please contact
CorporateCommsTeam@landregistry.gov.uk