

Use one form per title.

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form.
Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at www.gov.uk/land-registry.

For information on how HM Land Registry processes your personal information, see our [Personal Information Charter](#).

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Use a separate form for each registered title.

Place 'X' in the appropriate box.

HM LAND REGISTRY USE ONLY
Record of fees paid

Particulars of under/over payments

Reference number
Fees debited £

1	Local authority serving the property:									
2	<p>Details of estate</p> <p>(a) Title number if known:</p> <p>(b) (Where the title number is unknown) this application relates to</p> <table border="0"> <tr> <td>freehold</td> <td>leasehold</td> <td>manor</td> </tr> <tr> <td>franchise</td> <td colspan="2">caution against first registration</td> </tr> <tr> <td>rentcharge</td> <td colspan="2">profit a prendre in gross</td> </tr> </table>	freehold	leasehold	manor	franchise	caution against first registration		rentcharge	profit a prendre in gross	
freehold	leasehold	manor								
franchise	caution against first registration									
rentcharge	profit a prendre in gross									
3	<p>Property</p> <p>Flat/unit number:</p> <hr/> <p>Postal number or description:</p> <hr/> <p>Name of road:</p> <hr/> <p>Name of locality:</p> <hr/> <p>Town:</p> <hr/> <p>Postcode:</p> <hr/>									

To find out more about our fees visit www.gov.uk/government/collections/fees-land-registry-guides

Place 'X' in the appropriate box.

The fee will be charged to the account specified in panel 5.

This panel must always be completed.

You must include a name and address HM Land Registry will use these details to send the document(s) to you.

A key number is only available to professional customers, such as solicitors.

If you are paying by direct debit, this will be the account charged.

Please note that until further notice all copies ordered using this form will be despatched in paper form. When email despatch becomes available, a direction will appear on GOV.UK and details will be given in [practice guide 11: inspection and application for official copy](#). **Until there is a direction, you do not need to complete this panel to obtain an official copy in paper format.**

Place 'X' in the box if applicable.

Indicate how many copies of each are required.

Place 'X' in the appropriate box.

State reference, for example 'edged red'.

4 Application and fee				
Application	Total number of all copies or certificates requested in panel 7	Fee paid (£)		
Official copy of register /plan or certificate of inspection of title plan				
Fee payment method cheque made payable to 'Land Registry' direct debit, under an agreement with Land Registry				
5 This application is sent to Land Registry by				
Key number (if applicable): <input type="text"/> Name: Address or UK DX box number: Email address: Reference: <table border="1"> <tr> <td>Phone no:</td> <td>Fax no:</td> </tr> </table>			Phone no:	Fax no:
Phone no:	Fax no:			
6 Issue of official copies in paper format where an email address has been supplied				
If you have supplied an email address in panel 5, then, unless you complete the box below, any official copy will be issued electronically to that address, if there is a direction under section 100(4) of the Land Registration Act 2002 by the registrar covering such issuing. <div style="border: 1px solid black; padding: 10px; width: fit-content; margin-left: auto; margin-right: auto;"> I have supplied an email address but require the official copy(ies) to be issued in paper format instead of being issued electronically </div>				
7 I apply for				
<input type="checkbox"/> official copy(ies) of the register of the above mentioned property <input type="checkbox"/> official copy(ies) of the title plan or caution plan of the above mentioned property <input type="checkbox"/> certificate(s) of inspection of title plan, in which case either i. an estate plan has been approved and the plot number is: or ii. no estate plan has been approved and a certificate is to be issued in respect of the land shown on the attached plan and copy				

Place 'X' in the appropriate box.

8	<p>If an application for registration is pending against the title</p> <p>I require an official copy back-dated prior to the receipt of the application</p> <p>I require an official copy on completion of that application</p>
9	<p>Signature of applicant:</p> <p>Date:</p>

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.