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# Checklist: application for first registration

You should complete or consider each of the following points and enclose, or attach, all relevant information before you send us your application. Please see our webinar ‘[Common enquires with First Registrations](https://www.gotostage.com/channel/2c2b67c56c2b4603acac3b460bd42695/recording/baf89dcfb7ff4c83a1d71783e2fbe4bf/watch)’ if you would like further guidance on first registrations.

Make sure that you have:

**Form FR1**

lodged a completed [Form FR1](https://www.gov.uk/government/publications/first-application-registration-fr1)

ensured the extent of the land to be registered can be clearly identified by completing panel 3 of the FR1– see [practice guide 40 supplement 2: guidance for preparing plans](https://www.gov.uk/government/publications/preparing-plans-for-land-registry-applications)

completed panel 5 of the FR1 with the price paid, or the full market value of the land where the price paid is not applicable, eg where the land is a transfer not under sale or registration is based on voluntary terms – see [registration services fees](https://www.gov.uk/guidance/land-registry-registration-services-fees)

lodged the appropriate fee by cheque or postal order or if a conveyancer provided an active Variable Direct Debit key number in panel 7 of the FR1 – see [registration services fees](https://www.gov.uk/guidance/land-registry-registration-services-fees)

provided the Variable Direct Debit key number and completed panel 7 of the FR1 in full within your application. Non-conveyancers should complete panel 7 in full with current address for correspondence.

completed the confirmation of identity panels in the FR1 for all required parties, including any legal representation - see [practice guide 67: evidence of identity; conveyancers](https://www.gov.uk/government/publications/evidence-of-identity-conveyancers)

provided the correct certificate in panel 12 of the FR1 – see [practice guide 1: first registrations](https://www.gov.uk/government/publications/first-registrations/practice-guide-1-first-registrations#panel-12)

**Documents and supporting evidence:**

lodged DL form with every application

accounted for “good root” (at least 15 years old) and evidence of subsequent chain of title, including power of attorney, death certificate, probate - see [practice guide 1: first registrations](https://www.gov.uk/government/publications/first-registrations/practice-guide-1-first-registrations#the-examination-process-and-classes-of-title)

checked that any plans referred to in deeds are attached and any references on the plans referred to in the deeds are shown in colour on the plans.

lodged original documents, where required under rule 24 Land Registration Rules 2003, and listed them on form DL – see [practice guide 1, section on acceptance of certified copy deeds](https://www.gov.uk/government/publications/first-registrations/practice-guide-1-first-registrations#acceptance-of-certified-copy-deeds)

when lodging copy deed applications:

* enclosed a conveyancer’s certificate
* enclosed only copy deeds and documents and not originals
* certified all copy deeds and documents within 3 months of lodgement and in accordance with the requirements in the Directive

lodged appropriate SDLT/ LTT evidence

enclosed the appropriate Land Charges Department searches and accounted for all entries revealed – see [practice guide 63: land charges-applications for registration, official search, office copy and cancellation](https://www.gov.uk/government/publications/land-charges-applications-for-registration-official-search-office-copy-and-cancellation)

lodged a fully completed [form AP1](https://www.gov.uk/government/publications/change-the-register-ap1) for any registered land included in your application

enclosed the fee when requesting amalgamation – see [Registration Services fees](https://www.gov.uk/guidance/hm-land-registry-registration-services-fees#applications-not-otherwise-referred-to)

provided appropriate inheritance tax evidence if required

lodged appropriate certificate of registration of charge at Companies House

ensured documents are dated, the witness execution is legible and names cross-checked between deeds and application forms with any discrepancies accounted for.

**January 2024**