

Important: Please read the notes overleaf before completing the form.

Form K4

Land Charges Act 1972

Fee panel

Place "X" in and complete the appropriate box. See Note 1 overleaf.
A cheque or postal order for £ accompanies this application.

Application for registration of a Writ or Order

Application is hereby made for the registration of a Writ or Order in respect of the following particulars

Please debit our Direct Debit the sum of £ under an authorised agreement with HM Land Registry.

Enter full name(s) and address(es) of chargee(s)

Particulars of chargee(s)

(See Notes 2 and 3 overleaf)

Continue on form K10 (if necessary)

Particulars of action or matter

Nature of writ or order

Name of court and official reference number

Title of action

Date of Writ or order

WO

If application is made pursuant to a Priority Notice please state its official reference number

Particulars of land affected

County or unitary authority area

District

Short description

(See Notes 4 and 5 overleaf)

Only one individual or body to be entered.

Particulars of estate owner

Forename(s)

Surname

Title, trade or profession

Address

For official use only

(See Note 6 overleaf)

(See Note 7 overleaf)

Key number

Conveyancer's name and address (including postcode)

If no conveyancer is acting enter applicant's name and address (including postcode)

(See Note 8 overleaf)

Conveyancer's reference:

1	2	3
*C		
4	5	6

I/We certify that the estate owner's title is not registered at HM Land Registry.

Signature of conveyancer or applicant _____ **Date**

(See Note 9 overleaf)

Explanatory Notes

The following notes are supplied for assistance in making the application overleaf. Detailed information for the making of all kinds of applications to the Land Charges Department is contained in Practice Guide 63 – *Land Charges – Applications for registration, official search, office copy and cancellation* which is obtainable on application at the address shown below.

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

- Fee payable
1. Fees must be paid by Direct Debit under an authorised agreement with HM Land Registry or by cheque or postal order made payable to “HM Land Registry” (see [HM Land Registry: Land Charges fees](#) on GOV.UK (<https://www.gov.uk/guidance/hm-land-registry-land-charges-fees>)).
- Form completion
2. Please complete the form in block letters in writing or typewriting using black ink not liable to smear. No covering letter is required and no plan or other document should be lodged in support of the application.
- Chargee’s name(s)
3. Please give the full name(s) and address(es) of the person(s) and on whose behalf the application is being made.
- County and District or unitary authority area
4. Enter the names of the administrative county and district or unitary authority area in which the land is situated. This must be the appropriate name as set out in Practice Guide 63 – *Land Charges – Applications for registration, official search, office copy and cancellation*. In London, enter “Greater London” as the county name and the London Borough as that of the district.
- Short description
5. A short description, identifying the land as far as may be practicable, should be furnished.
- Estate owner
6. Please give the full name, address and description of the estate owner as defined in the Law of Property Act 1925 against whom registration is to be effected. A separate form is required for each full name. Enter forename(s) and surname on separate lines. The name of the company or other body should commence on the forename line and may continue on the surname line (the words “Forename(s)” and “Surname” should be deleted).
- Key number
7. If you have been allocated a key number, please take care to enter this in the space provided overleaf, whether or not you are paying fees by Direct Debit. A key number is only available to professional customers, such as solicitors.
- Conveyancer’s reference
8. Any reference should be limited to 25 characters (including oblique strokes and punctuation).
- Signature and certificate
9. An application will be rejected if it is not signed or if the certificate that it does not affect registered land has been deleted. However, in a case of extreme urgency where it is not practicable for the applicant first to ascertain whether or not the land is registered, the Department will accept an application with the certificate deleted provided that it is accompanied by a letter to the following effect. The letter must certify that the applicant has applied for an official search of the index map at the appropriate HM Land Registry office. It must also contain an undertaking that he will apply to cancel this registration if he discovers from the result of search that the title to the land is registered.
- Despatch of form
10. When completed, this application form should be despatched to the address shown below which is printed in a position to fit within a standard envelope.

**The Superintendent
Land Charges Department
Registration Section
PO Box 292
PLYMOUTH PL5 9BY
DX 8249 PLYMOUTH (3)**