

Place "X" in and complete the appropriate box. See Note 1 overleaf.

A cheque or postal order for £ accompanies this application

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

# APPLICATION FOR AN OFFICIAL SEARCH

## NOT APPLICABLE TO REGISTERED LAND

Application is hereby made for an official search in the index to the registers kept pursuant to the Land Charges Act 1972 for any subsisting entries in respect of the undermentioned particulars.

**IMPORTANT: Please read the notes overleaf before completing this form**

For Official Use Only			PERIOD OF YEARS (see Note 5 overleaf)	
STX	NAMES TO BE SEARCHED (Please use BLOCK LETTERS and see Note 4 overleaf)		From	To
	Forename(s)			
	<b>SURNAME</b>			
	Forename(s)			
	<b>SURNAME</b>			
	Forename(s)			
	<b>SURNAME</b>			
	Forename(s)			
	<b>SURNAME</b>			
	Forename(s)			
	<b>SURNAME</b>			
COUNTY (see Note 6 overleaf)				
FORMER COUNTY				
DESCRIPTION OF LAND (see Note 7 overleaf)				
FORMER DESCRIPTION				
Particulars of Applicant (See Notes 8, 9 and 10 overleaf)			Name and address (including postcode) for despatch of certificate (Leave blank if certificate is to be returned to applicant's address)	
<b>KEY NUMBER</b>	Name and address (including postcode)			
Applicant's reference			Date	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>			<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
<b>FOR OFFICIAL USE ONLY</b>				

## NOTES FOR GUIDANCE OF APPLICANTS

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](#).

1. **Effect of search.** The official certificate of the result of this search will have no statutory effect in relation to registered land (see Land Registration Act 1925, s.59 and Land Charges Act 1972, s.14).
2. **Bankruptcy only searches.** Form K16 should be used for Bankruptcy only searches.
3. **Fees.** 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>)).
4. **Names to be searched.** The forename(s) and surname of each individual must be entered on the appropriate line of the form. The name of a 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 crossed through). If you are searching more than 6 names, use a second form.
5. **Period of years to be searched.** The inclusive period to be covered by a search should be entered in complete years, e.g. 1968-1975.
6. **County names.** This must be the appropriate name as set out in Appendix C to the Practice Guide referred to above. Searches affecting land within the Greater London area should state “GREATER LONDON” as the county name. ANY RELEVANT FORMER COUNTY SHOULD ALWAYS BE STATED. Appendix C as referenced above provides relevant guidance.
7. **Land description.** It is not essential to provide a land description but, if one is given, any relevant former description should also be given (see the guide referred to above).
8. **Key Number.** 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.
9. **Applicant’s name and address.** This need not be supplied if the applicant’s key number is correctly entered in the space provided overleaf.
10. **Applicant’s reference.** Any reference must be limited to 25 characters, including any oblique strokes and punctuation.
11. **Despatch of this form.** When completed, send this application to the address shown below, which is printed in a position so as to fit within a standard window envelope.

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