

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

**Form K19**

**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.

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

**APPLICATION FOR AN OFFICE COPY OF AN  
ENTRY IN THE REGISTER**

Application is made for an office copy of the entry described below

Is a copy of any plan filed in the register required?  
Please delete as applicable.

YES/NO

Delete words  
not applicable.

**PARTICULARS OF ENTRY**

LAND CHARGE (Class      Sub-Class      )  
ANNUITY  
PENDING ACTION  
WRIT OR ORDER  
DEED OF ARRANGEMENT

Insert number and date  
of the registration

L/C Registration No.

Date of registration  
(see Note 2 overleaf)

Day	Month	Year

**PARTICULARS OF ESTATE OWNER**

**FOR OFFICIAL USE ONLY**

Only one individual or  
body to be entered.

Forename(s)  
**SURNAME**

1	#
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2	OC
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(See Note 3 overleaf)

**KEY NUMBER**

3	01
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**Solicitor's name and  
address (including  
postcode).**  
If no solicitor is acting  
enter the applicant's  
name and address  
(including postcode).

4	
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5	
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(See Notes 4 and 5  
overleaf)

Solicitor's reference

Name and address (including postcode) to which copy is to be sent (Please use BLOCK CAPITALS)

← This space  
must be  
completed  
by the  
applicant

Solicitor's reference

## 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. **Fees.** These 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>)).
2. **Date of completion.** Complete all boxes and refer to month by 3 letters:-

e.g.

Day		Month			Year			
0	4	S	E	P	1	9	8	1

3. **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.
4. **Solicitor’s reference.** Any reference must be limited to 25 characters, including any oblique strokes and punctuation.
5. **Despatch of this form.** When completed, send this application form 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  
Office Copy Section  
PO Box 292  
PLYMOUTH PL5 2BY  
DX 8249 PLYMOUTH (3)**

(see Note 5 above)