

<p>Important: Please read the notes overleaf before completing the form.</p>	<p>Form K4</p> <p>Land Charges Act 1972</p> <p>Application for registration of a Writ or Order</p> <p>Application is hereby made for the registration of a Writ or Order in respect of the following particulars</p>	<p>Fee panel</p> <p><i>Place "X" in and complete the appropriate box. See Note 1 overleaf.</i></p> <p>A cheque or postal order for £ accompanies this application.</p> <p>Please debit our Direct Debit the sum of £ under an authorised agreement with HM Land Registry.</p>
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Free panel

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

(See Notes 2 and 3 overleaf)

Continue on form K10 (if necessary)

Date of Writ or
order

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

Short description

(See Notes 4 and 5 overleaf)

(See Note 6 overleaf)

(See Note 7 overleaf)

If no conveyancer is acting
enter applicant's
name and address
(including postcode)
(See Note 8 overleaf)

Conveyancer's reference:

6

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](#).

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| 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 – <i>Land Charges – Applications for registration, official search, office copy and cancellation</i> . 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 PL1 9JG
DX 8249 PLYMOUTH (3)**