

(See Note 8 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. Form K8 should be used for a Land Charge of Class F.

Chargee’s name(s)

3. Please give the full name(s) and address(es) of the person(s) entitled to the benefit of the charge and on whose behalf the application is being made.

Date of original registration

4. Complete all boxes and refer to month by three letters eg:

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

Estate owner

5. Please give the full name of the estate owner or debtor as entered on the register. 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

6. 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

7. Any reference should be limited to 25 characters (including oblique strokes and punctuation).

Despatch of form

8. 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 313001
PLYMOUTH 26**