

Land Registry Ready reference guide



For all applications received at Land Registry offices on or after 6 July 2009.

This guide contains a summary only. For further details see the Land Registration Fee Order 2009.

Information services fees
July 2009

How information services applications can be lodged and the fees payable

Form	Type of application	Paper Post/DX/hand	Fax Account holders only	Telephone Services Account holders only	In person Customer Information Centres
EX2	Official copy of an exempt information document which is not a lease	£12	£12	Not available	£12
EX2	Official copy of an exempt information document which is a lease	£24	£24	Not available	£24
HC1	Copy of an historical edition of a registered title (only when held electronically)	£10	£10	Not available	£10
HR3	Official search by mortgagee in respect of home rights	£8	Not available	£8	Not available
OC1	Official copy of a register or title plan (other than a commonhold common parts register and title plan) or form CI certificate of inspection of title plan. (Where title number is not known – see additional information)	£8 each	£8 each	£8 each	£8 each
OC1	Official copy of a commonhold common parts register and title plan	£8 per set	£8 per set	£8 per set	£8 per set
OC2	Official copy of document(s) (other than leases) referred to in the register	£12 per title	£12 per title	£12 per title	£12 per title
OC2	Official copy of a document (other than a lease), which relates to an application but is not referred to in the register	£12 per document	£12 per document	Not available	£12 per document
OC2	Official copy of a lease	£24 per lease	£24 per lease	£24 per lease	£24 per lease
OS1	Official search of whole with priority against a registered title or a pending application for first registration	£8	£8	£8	£8
OS2	Official search of part with priority against a registered title	£8 (only if a plot number and the date of the current approved estate plan are quoted or a suitable plan is provided)	£8 (only if a plot number and the date of the current approved estate plan are quoted or a suitable plan is provided)	Not available	Not available
OS2	Official search of part with priority against a pending application for first registration	£8 (only if a suitable plan is provided)	Not available	Not available	Not available
OS3	Official search of whole without priority against a registered title	£8	£8	£8	£8
OS3	Official search of part without priority against a registered title	£8 (only if a plot number and the date of the current approved estate plan are quoted or a suitable plan is provided)	£8 (only if a plot number and the date of the current approved estate plan are quoted or a suitable plan is provided)	Not available	Not available

How information services applications can be lodged and the fees payable

Form	Type of application	Paper Post/DX/hand	Fax Account holders only	Telephone Services Account holders only	In person Customer Information Centres
PIC	Inspection (including making a copy) of a register or title plan (other than a commonhold common parts register and title plan) or caution plan	Not available	Not available	Not available	£8 each
PIC	Inspection (including making a copy) of the register and title plan of a commonhold common parts title	Not available	Not available	Not available	£8 per set
PIC	Inspection (including making a copy) of any or all of the documents (except leases) referred to in the register	Not available	Not available	Not available	£12
PIC	Inspection (including making a copy) of a document (except a lease) which relates to an application but is not referred to in the register	Not available	Not available	Not available	£12 per document
PIC	Inspection (including making a copy) of a lease	Not available	Not available	Not available	£24 per lease
PN1	Search of the index of proprietors' names (where permitted)	£12 per name	£12 per name	Not available	Not available
SIF	Official search of the index of relating franchises and manors	£8 per administrative area	£8 per administrative area	£8 per administrative area	£8 per administrative area
SIM	Official search of the index map – see additional information	#	#	#	#

Additional information

Official search of the index map

- Where no or not more than five registered titles are disclosed – £5
- Where more than five registered titles are disclosed.
 - For the first five titles – £5
 - For every ten titles or up to ten titles thereafter – £3

Official copies – where title number not known

The fee for the provision of the copy will cover the cost of the provision of the title number, no additional fee will be payable.

Day list information

No fee.
(Available only as an electronic service.)

Electronic Notification of Discharge enquiry

No fee.

Payment of fees

You can pay by either:

- variable direct debit account
- credit account, or
- cheque/postal order payable to 'Land Registry'.

NB: Most of the services referred to are also available electronically.
Please contact service provider (see contact details).

Contact details

Variable Direct Debit and Credit accounts information

Accounts Section
Land Registry Land Charges Department
Plumer House, Tailyour Road,
Crownhill, Plymouth PL6 5HY

DX 8249 Plymouth 3
Phone: 01752 636666

Telephone Services

(Available only to account holders)

Customer service manager
at any Land Registry office
Website: www.landregistry.gov.uk

Business e-services

(Available only to account holders)

Customer Contact Centre
Land Registry
PO Box 569
Swansea SA7 9FQ

DX 82805 Swansea 2
Phone: 0844 8921111

Email:

customersupport@landregistry.gsi.gov.uk

Website: www.landregistrydirect.gov.uk

National Land Information Service

25 Southampton Buildings
London WC2A 1AL
Phone: 0203 043 8880

Applications are available on the terms set out in the user agreement which can be viewed at www.nlis.org.uk

Comments on this guide

Please email comments on this guide to:
fees@landregistry.gsi.gov.uk
or contact any Land Registry office.

Further information

Fee information is available on our website: www.landregistry.gov.uk

You can obtain further copies of this and of all our guides free of charge from any Land Registry office or you can download them from our website.

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