



GUILDFORD
B O R O U G H

**SCHEDULE OF
REGISTERS/INFORMATION
FOR PERSONAL SEARCH
ENQUIRIES FROM 01.04.19**

Enquiry	Registers/Information Available	Requirements for advance notice or Appointments	Cost of tailored report (all prices include VAT)
1. PLANNING & BUILDING REGULATIONS			
<p>1.1 Decisions and Pending Applications Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications –</p> <ul style="list-style-type: none"> (a) a planning permission; (b) a listed building consent; (c) a conservation area consent; (d) a certificate of lawfulness of existing use or development; (e) a certificate of lawfulness of proposed use or development; (f) a certificate of lawfulness of proposed works for listed buildings (g) heritage partnership agreement (h) a listed building consent order (i) a local listed building consent order (j) building regulation approval; (k) building regulation completion certificate; (l) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme? 	<p>(a) - (i) This information is publicly available dating back to 1948. Records are available for viewing via PC terminals located in Main Reception.</p> <hr/> <p>Information also available by tailored report if Required.</p> <hr/> <p>(j) - (l) not on public registers at present. The information may be available from Main Reception but in complex cases may require a request under EIR. Also available by tailored report if required</p>	<p>No appointment necessary to view public registers in the Councils main reception. Available during the Council's normal working hours.</p> <hr/> <p>Enquiries must be requested at time of Booking personal search and payment taken By credit/debit card over the phone at the Same time. Replies will be issued in 3 working Days.</p> <hr/> <p>No appointment necessary at Main Reception. If requested under EIR, please write direct to the Council's Information Rights Officer who will provide a redacted report within 20 working days. If required by tailored report then please request at time of booking personal search and payment will be taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p>	<p>(a) - (i) Publicly available free of charge to inspect records.</p> <hr/> <p>£7.20 each</p> <hr/> <p>£7.20 each.</p> <p>Note: The Building Regulation Applications do not extend back before 1 July 2002 and this fee covers the period since that date. Previous history available by writing to the Planning Department and may incur a fee.</p>
<p>1.2 Planning Designations and Proposals What designations of land use for the property or the area, and what specific proposals for the property are contained in any existing or proposed development plan?</p>	<p>This information is available by consulting public local plans. Some information is available on the web as well as on pc terminals located in the Main Reception. Please check with the Planning Department.</p> <hr/> <p>Information also available by tailored report if required.</p>	<p>No appointment necessary to view local plans in main Reception. Available during the Council's normal working hours.</p> <hr/> <p>Enquiries must be requested at time of booking personal search and payment taken by credit/debit card over the phone at the same time. Replies issued in 3 working days.</p>	<p>Free of charge for inspection.</p> <hr/> <p>£7.20</p>

2.1 ROADS

Which of the roads, footways and footpaths mentioned in the application for this search (via boxes B and C) are:

(a) highways maintainable at public expense;

(b) subject to adoption and, supported by a bond or bond waiver;
(c) to be made up by a local authority who will reclaim the cost from the frontagers;
(d) to be adopted by a local authority without reclaiming the cost from the frontagers?

(a) This information is publicly available - list of adopted highways located in Main Reception.

(a) Information also available directly from Surrey County Council, highway authority for this area.
Email: personal.searches@surreycc.gov.uk

(b) – (d) Only available directly from Surrey County Council.

Email: personalsearches@surreycc.gov.uk

No appointment necessary to view the list of adopted highways in main Reception.
Available during the Council's normal working hours

Please contact Surrey County Council

Please contact Surrey County Council

Free of charge for inspection.

Please contact Surrey County Council

Please contact Surrey County Council

2.2 – 2.5 PUBLIC RIGHTS OF WEY

- 2.2 Is any public right of way to which abuts on, crosses a property, shown in a definitive map or a revised definitive map?
- 2.3 Are there any pending applications to record a public right of way that abuts, or crosses the property?
- 2.4 Are there any legal orders to stop up, divert, alter or create a public right of way which abuts, or crosses the property not yet implemented or shown on a definitive map?
- 2.5 If so, please attach a plan showing the approximate route.

2.2 – 2.5 Information available directly from Surrey County Council, highway authority for this area.
Email: personal.searches@surreycc.gov.uk

Please contact Surrey County Council

Please contact Surrey County Council

3. OTHER MATTERS

<p>3.1 Land Required for Public Purposes Is the property included in land required for public purposes?</p>	<p>This information is available by consulting public local plans. Some information is available on the web as well as on pc terminals located in the Main Reception. Please check with the Planning Department.</p> <hr/> <p>Information also available by tailored report if required</p>	<p>No appointment necessary to view local plans in main Reception. Available during the Council's normal working hours.</p> <hr/> <p>Enquiries must be requested at time of booking personal search and payment taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p>	<p>Free of charge for inspection</p> <hr/> <p>£7.20</p>
<p>3.2 Land to be Acquired for Road Works Is the property included in land to be acquired for road works?</p>	<p>This information is only available directly from Surrey County Council, the highway authority for this area.</p>	<p>Please contact Surrey County Council</p>	<p>Please contact Surrey County Council</p>

<p>3.3 Drainage matters</p> <p>(a) Is the property served by a sustainable urban drainage system (SuDS)?</p> <p>(b) Are there adopted SuDS features within the boundary of the property? If yes, is the owner responsible for maintenance?</p> <p>(c) If the property benefits from a SuDS, who bills the property for the surface water drainage charge?</p>	<p>At present there is no requirement for the Council to adopt SuDS and as such all SuDS will be in the ownership of the Developer/landowner or transferred to the property owner. The Council, via the planning process, will work with the developers to agree SuDS schemes in accordance with National Non Statutory Standards. Planning Conditions may be imposed on individual planning applications requiring developers to make arrangements for the long term management and maintenance for SuDS.</p> <p>At present any specific SuDS features located on individual properties will be identified on final construction drawings produced by the developer and transferred to legal property Deeds.</p> <p>At present long term management and any financial arrangements for maintenance of SuDS is the responsibility of the developer/landowner who may choose to make arrangements for financial contributions towards SuDS maintenance from property owners.</p>	<p>Enquiries must be requested at time of booking personal search and payment taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p>	<p>£7.20</p>
--	---	---	--------------

<p>3.4 Nearby Road Schemes</p> <p>Is the property (or will it be) within 200 metres of any of the following:-</p> <ul style="list-style-type: none"> (a) the centre line of a new trunk road or special road specific in an order, draft order or scheme; (b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; (c) the outer limits of construction works for a proposed alteration or improvement to an existing road, involving (i) the construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one or more additional traffic lanes; (d) the outer limits of (i) construction of a new road to be built by a local authority; (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; or (iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes; (e) the centre line of the proposed route of a new road under proposals published for public consultation; or (f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; (ii) construction of a roundabout (other than a mini roundabout) or (iii) widening by construction of one or more additional traffic lanes under proposals published for public consultation? 	<p>This information is only available directly from Surrey County Council, the highway authority for this area.</p>	<p>Please contact Surrey County Council</p>	<p>Please contact Surrey County Council</p>
---	---	---	---

<p>3.5 Nearby Railway Schemes Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?</p>	<p>This information is only available directly from Surrey County Council, the highway authority for this area.</p>	<p>Please contact Surrey County Council</p>	<p>Please contact Surrey County Council</p>
<p>3.6 Traffic Schemes Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in Box B) which about the boundaries of the property:-</p> <ul style="list-style-type: none"> (a) permanent stopping up or diversion (b) waiting or loading restrictions (c) one way driving (d) prohibition of driving (e) pedestrianisation (f) vehicle width or weight restriction (g) traffic calming works including road humps (h) residents parking controls (i) minor road widening or improvement (j) pedestrian crossings (k) cycle tracks; or (l) bridge building? 	<p>This information is only available directly from Surrey County Council, the highway authority for this area.</p>	<p>Please contact Surrey County Council</p>	<p>Please contact Surrey County Council</p>
<p>3.7 7 Outstanding Notices Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule:-</p> <ul style="list-style-type: none"> (a) building works; (b) environment; (c) health and safety; (d) housing; (e) highways; (f) public health? (g) Flood and coastal erosion risk management 	<p>(a) – (d) & (f) Available free under EIR or by tailored report.</p> <hr/> <p>(e) & (g) This information is only available directly from Surrey County Council, the highway authority for this area.</p>	<p>If required free under EIR, please write to the Council's Information Rights Officer. If required by tailored report then please request at time of booking personal search and payment will be taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p> <hr/> <p>Please contact Surrey County Council</p>	<ul style="list-style-type: none"> (a) £7.20 (b) £7.20 (c) £7.20 (d) £7.20 (e) Surrey County Council (f) £7.20 (g) Surrey County Council <hr/> <p>Please contact Surrey County Council</p>

<p>3.8 Contravention of Building Regulations Has the local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?</p>	<p>Available free under EIR or by tailored report.</p>	<p>If required free under EIR, please write to the Council's Information Rights Officer. If required by tailored report then please request at time of booking personal search and payment will be taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p>	<p>£7.20</p>
<p>3.9 Notices, Orders, Directions and Proceedings under Planning Acts Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following:-</p> <ul style="list-style-type: none"> (a) enforcement notice (b) stop notice (c) listed building enforcement notice (d) breach of condition notice (e) planning contravention notice (f) other notice relating to breach of planning control (g) listed building repairs notice (h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation (i) building preservation notice (j) direction restricting permitted development (k) order revoking or modifying a planning permission (l) order requiring discontinuance of use or removal of building or works (m) tree preservation order (n) proceedings to enforce a planning agreement or planning contribution 	<p>Available free under EIR or by tailored report.</p>	<p>If required free under EIR, please write to the Council's Information Rights Officer. If required by tailored report then please request at time of booking personal search and payment will be taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p>	<ul style="list-style-type: none"> (a) £7.20 (b) £7.20 (c) £7.20 (d) £7.20 (e) £7.20 (f) £7.20 (g) £7.20 (h) £7.20 (i) £7.20 (j) £7.20 (k) £7.20 (l) £7.20 (m) £7.20 (n) £7.20

<p>3.10 Community Infrastructure Levy (CIL)</p> <p>(a) Is there a CIL charging schedule? (b) If, yes, do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following:-: (i) a liability notice? (ii)) a notice of chargeable development? (iii)) a demand notice? (iv) default liability notice? (v) an assumption of liability notice? (vi)) a commencement notice? (c) Has any demand notice been suspended? (d) Has the Local Authority received full or part payment of any CIL liability? (e) Has the Local Authority received any appeal against any of the above? (f) Has a decision been taken to apply for a liability order? (g) Has a liability order been granted? (h) Have any other enforcement measures been taken?</p>	<p>Guildford Borough Council do not currently have a CIL Charging Schedule, further information can be found on the Guildford Borough Council website: http://www.guildford.gov.uk/newlocalplan/cil</p>	<p>Enquiries must be requested at time of booking personal search and payment taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p>	<p>£7.20</p>
<p>3.11 Conservation Areas Do the following apply in relation to the property:- (a) the making of the area a Conservation Area before 31 August 1974; or (b) an unimplemented resolution to designate the area a Conservation Area?</p>	<p>Available free under EIR or by tailored report.</p>	<p>If required free under EIR, please write to the Council's Information Rights Officer. If required by tailored report then please request at time of booking personal search and payment will be taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p>	<p>(a) £7.20 (b) £7.20</p>

<p>3.12 Compulsory Purchase Has any enforcement order or decision been made to compulsorily purchase or acquire the property?</p>	<p>Available free under EIR or by tailored report.</p> <hr/> <p>Information also available directly from Surrey County Council, highway authority for this area. Email: personal.searches@surreycc.gov.uk</p>	<p>If required free under EIR, please write to the Council's Information Rights Officer. If required by tailored report then please request at time of booking personal search and payment will be taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p> <hr/> <p>Please contact Surrey County Council</p>	<p>£7.20</p> <hr/> <p>Please contact Surrey County Council</p>
<p>3.13 Contaminated Land Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property):-</p> <ul style="list-style-type: none"> (a) a contaminated land notice; (b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990:- <ul style="list-style-type: none"> (i) a decision to make an entry; or (ii) an entry; or (c) Consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice? 	<p>Guildford Borough Council currently has a database of identified potential sites based on historic land use and other desktop studies. All the potential sites have been assigned a specific reference number and scored based on presence of receptors and pathways. A number of sites have been investigated under the Council's Contaminated Investigation Strategy. The process of assessment and prioritisation of sites is ongoing work to identify the sites which may require further investigation. However, none of the sites have qualified to be defined as 'Contaminated' under Part 11A of the EPA 1990.</p> <p>The information relating to the sites is held in electronic form as historical maps, database of potential sites investigated either by the Environmental Health Department or by developers through planning regime.</p> <hr/> <p>(c) This information is also available by tailored report if required</p>	<p>The Environmental Health Department can be contacted for information required in relation to a particular site. If they have any documents/reports in paper, you are welcome to view them during the Council's normal working hours with prior appointment. If you require any further information please contact Anjana Papnai, Environmental Health Officer on 01483 444382.</p> <hr/> <p>Enquiries must be requested at time of booking personal search and payment taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p>	<p>If you request a contaminated land search, there is a standard fee for the first hour and for subsequent hours or part thereof. Please contact them for more information.</p> <hr/> <p>£7.20</p>

<p>3.14 Radon Gas Do records indicate that the property is in a "Radon Affected Area" as identified by the Health Protection Agency?</p>	<p>Please contact the Health Protection Agency: Radon Survey, Health Protection Agency, Centre for Radiation, Chemical and Environmental Hazards, Chilton, Didcot, Oxon, OX11 0RQ. Telephone: 01235 822622. Web: www.hpa.org.uk.</p> <p>This information is also available by tailored report if required</p>	<p>Enquiries must be requested at time of booking personal search and payment taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p>	<p>£7.20</p>
<p>3.15 Assets of Community Value</p> <p>(a) Has the property been nominated as an asset of community value? If so:-</p> <ul style="list-style-type: none"> (i) Is it listed as an asset of community value? (ii) Was it excluded and placed on the "nominated but not listed" list? (iii) Has the listing expired? (iv) the Local Authority reviewing or proposing to review the listing? (v) Are there any subsisting appeals against the listing <p>(b) If the property is listed:</p> <ul style="list-style-type: none"> (i) Has the Local Authority decided to apply to Land Registry for an entry or cancellation of a restriction in respect of listed land affecting the property? (ii) Has the Local Authority received a notice of disposal? (iii) Has any community interest group requested to be treated as a bidder? 	<p>Lists of Assets of Community Value are available on the Guildford Borough Council website www.guildford.gov.uk/locallandcharges.</p>	<p>Enquiries must be requested at time of booking personal search and payment taken by credit/debit card over the phone at the same time. Replies will be issued in 3 working days.</p>	<p>£7.20</p>

OTHER IMPORTANT INFORMATION AND CONTACTS

INFORMATIVES:

CON29R questions 3.1 - 3.15 only relate to matters which are not entered onto the appropriate Local Land Charges Register.

Prepared and in practice pursuant to the Local Authorities (Charges for Property Searches)(England) Regulations 2008, the Local Authority Property Search Services – Costing and Charging Guidance and the Environmental Information Regulations 2004.

The prices for the tailored reports are subject to change due to our on-going commitment to being cost recovery only.

USEFUL CONTACTS:

<p>Guildford Borough Council Local Land Charges Millmead House Millmead Guildford GU2 4BB DX 2472 Guildford 1 Tel: 01483 444080 Email: landcharges@guildford.gov.uk</p>	<p>Surrey County Council Highways Information Team County Hall Kingston Upon Thames KT1 2DY DX 31509 Kingston Tel: 0208 541 8922 Fax: 0208 541 8923 Email: highwayinfo@surreycc.gov.uk personal.searches@surreycc.gov.uk</p>	<p>Thames Water Property Insight PO Box 3189 Slough, SL1 4WW DX 151280 Slough 13 Tel: 0118 925 1504 Email searches@thameswater.co.uk www.twpropertyinsight.co.uk</p>	<p>Radon Survey Health Protection Agency Centre for Radiation Chemical and Environmental Hazards Chilton Didcot Oxon, OX11 0RQ Telephone: 01235 822622 www.hpa.org.uk</p>
---	--	--	---