

# Local Land Charges Search Request Form – Con29 and Con290 requests

Please return by email to [land.charges@nsdc.info](mailto:land.charges@nsdc.info) or post to Local Land Charges,  
Newark & Sherwood District Council, Castle House, Great North Road, Newark, Nottinghamshire NG24 1BY.



<b>Section 1: Company details</b>	
<b>Email:</b>	<b>Your reference:</b>

<b>Section 2: Description of property/land to be searched against</b>
<p><i>Please provide a plan of the site to be searched, hatched/shaded clearly for identification purposes.</i></p>

Section 3: Request Type of Search (please tick the type)	Fee (including VAT)
Con29 Official Search – (Total fee for all section 4 Questions)	£90.00 (Residential)   £122.00 (Commercial)
Con29 individual requests (see section 4)	See section 4 for fees
Con 290 – Optional enquiries (see section 5)	See section 5 for fees
<p>Other roadways, footways and footpaths in respect of which a reply to enquiries 2.1 and 3.6 is required (maximum of 3 roads). Enter name and/or mark on plan any other roadways, footways and footpaths abutting the property (in addition to those entered in section 2) to which a reply at enquires 2.1 and 3.6 is required subject to a maximum of 3 roads excluding any in Section 2.</p>	

<b>Section 4: Con29 – Individual enquires, Fee includes VAT (please tick as required)</b>		
Residential properties	Commercial properties/land	
1.1(a-i) Planning Decisions - £18.00		1.1(a-i) Planning Decisions - £30.00
1.1(j-l) Building Regulations - £12.50		1.1(j-l) Building Regulations - £20.00
1.2 Planning Designations and Proposals – £8.50		1.2 Planning Designations and Proposals – £8.50
3.1 Land Required for Public Purposes - £2.00		3.1 Land Required for Public Purposes - £2.70
3.3 Drainage Matters - £3.60		3.3 Drainage Matters - £5.60
3.7 Outstanding Notices - £3.60		3.7 Outstanding Notices - £5.60
3.8 Contravention of Building Regulations - £2.00		3.8 Contravention of Building Regulations £2.70
3.9 Notices, Orders, directions and Proceedings under Planning Acts - £2.00		3.9 Notices, Orders, directions and Proceedings under Planning Acts - £2.70
3.10 Community Infrastructure Levy (CIL) - £10.50		3.10 Community Infrastructure Levy (CIL) - £10.50
3.11 Conservation Area - £2.00		3.11 Conservation Area - £2.70
3.12 Compulsory Purchase - £5.50		3.12 Compulsory Purchase - £8.00
3.13 Contaminated Land - £3.60		3.13 Contaminated Land - £5.60
3.14 Radon Gas - £3.60		3.14 Radon Gas - £5.60
3.15 Assets of Community Value - £6.50		3.15 Assets of Community Value – £6.50
<b>Total Fee: £</b>		<b>Total Fee: £</b>

Requests for individual questions from Nottinghamshire County Council: Newark and Sherwood District Council can only provide answers to the following questions if requested as part of a full Con29: Questions 2.1, 2.2 to 2.5, 3.2, 3.4(a-f), 3.5, 3.6, 3.7(e), and 3.7(g). This information is held by Nottinghamshire County Council, please visit [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) for further information. Regarding Question 3.7g we also advise you to contact the Environment Agency for further guidance.

<b>Section 5: Con290 – Optional Enquiries, Fees include VAT (please tick as required)</b>		
4	Road Proposal by Private Bodies - £13.00	14 Simplified Planning Zones - £13.00
5	Advertisements - £13.00	15 Land Maintenance Notices - £13.00
6	Completion Notices - £13.00	16 Mineral Consultations and Safeguarding Areas - £13.00
7	Parks and Countryside - £13.00	17 Hazardous Substance Consents - £13.00
8	Pipelines - £13.00	18 Environmental and Pollution Notices - £13.00
9	Houses in Multiple Occupation - £13.00	19 Food Safety Notices - £13.00
10	Noise Abatement - £13.00	20 Hedgerow Notices - £13.00
11	Urban Development Areas - £13.00	21 Flood Defence and Land Drainage Consents - £13.00
12	Enterprise Zones and LDO - £13.00	22 Common Land and Town or Village Green - £43.00
13	Inner Urban Improvement Areas - £13.00	<b>Total Fee: £</b>

Note:

When sending by email or post, along with one copy of the form/s please enclose the following:

- Site plan (one copy) - Please mark clearly the outline of the area to be searched in red on an up to date plan. It is crucial that the plan also shows the surrounding roads and properties.
- The correct fee (please note that search requests will be returned if the fee submitted is incorrect). We will not work on your search until payment has been made. You can pay your fees online using our payment service (select Payment Type 'Local Land Search'). The service is available 24 hours a day, 365 days a year. If you are requesting searches on a regular basis, to simplify the process we are happy to set up an account and invoice on a monthly basis. Please contact a member of our land charges team at [land.charges@nsdc.info](mailto:land.charges@nsdc.info) for further information.