Hartlepool
Borough Council

Hartlepool Borough Council

Property Search Request Form

This form allows you to request a Property Search electronically directly from the Local Land Charges section at Hartlepool Borough Council.

To access this service, you will need an account with Hartlepool Borough Council. We will then send you an itemised bill at the end of each month for the searches you have submitted. Payment is required within 14 days of invoice date.

It is **essential** that when submitting your request form, that you include a location plan of the property, outlined in red. **Without a plan, your request cannot be processed.**

Hartlepool Borough Council, Civic Centre, Hartlepool, TS24 8AY
01429 266522 www.hartlepool.gov.uk

Hartlepool Borough Council

Property Search Request Form

Account No.

Question 1: Company name *(required)*

Question 2: Address *(required)*

Question 3: Reference *(required)*

Question 4: Contact telephone number *(required)*

Question 5: Fax number

Question 6: Email

Question 7: Select Search type *(required)*

- ❑ Full Local Authority Search (LLC1 & CON29R)
- ❑ LLC1
- ❑ CON29 Part 1 Complete
- ❑ CON29 Questions

Question 8: **Box B** Search address including Postcode *(required)*

Question 9: **Box C** (Other roadways, footways and footpaths)

Question 10: CON29R Enquiries

- ❑ 1.1 Planning and building decisions and pending applications
- ❑ 1.2 Planning designations and proposals
- ❑ 2 Roads and public rights of way
- ❑ 3.1 Land required for public purposes
- ❑ 3.2 Land to be acquired for road works
- ❑ 3.3 Drainage matters
- ❑ 3.4 Nearby road schemes
- ❑ 3.5 Nearby railway schemes
- ❑ 3.6 Traffic Schemes
- ❑ 3.7 Outstanding notices
- ❑ 3.8 Contravention of building regulations
- ❑ 3.9 Notices, orders, directions and proceedings under Planning Acts
- ❑ 3.10 Community infrastructure levy (CIL)
- ❑ 3.11 Conservation area
- ❑ 3.12 Compulsory purchase
- ❑ 3.13 Contaminated land
- ❑ 3.14 Radon gas
- ❑ 3.15 Assets of Community Value

Question 11: CON29O Enquiries

- ❑ 04 Roads Proposals by Private Bodies
- ❑ 05 Advertisements
- ❑ 06 Completion Notices
- ❑ 07 Parks and Countryside
- ❑ 08 Pipelines
- ❑ 09 Houses in Multiple Occupation
- ❑ 10 Noise Abatement
- ❑ 11 Urban Development Areas
- ❑ 12 Enterprise Zones, Local Development Orders & Bids
- ❑ 13 Inner Urban Improvement Areas
- ❑ 14 Simplified Planning Zone
- ❑ 15 Land Maintenance Notices
- ❑ 16 Mineral Consultation Areas
- ❑ 17 Hazardous Substance Consents
- ❑ 18 Environmental and Pollution Notices
- ❑ 19 Food Safety Notices
- ❑ 20 Hedgerow Notices
- ❑ 21 Flood Defence and Land Drainage Consents
- ❑ 22 Common Land, Town and Village Greens

Question 12: CON29 Written Enquiries

Hartlepool Borough Council

Property Search Request Form

Your form should be emailed to
landcharges@hartlepool.gov.uk

Before sending your request form, please ensure:

- You have inserted your Account Number
- Completed all the relevant sections
- Attached a location plan of the property, outlined in red.

On receipt an acknowledgement will be issued, together with confirmation of cost.

Should you wish to discuss any aspect of our service, please contact

The Local Land Charges Team
at
Hartlepool Borough Council
on 01429 523088