

Notice given under Schedule 2 to the Land Registration Rules 2003

Notice 6 - Applications made orally at a Land Registry office, Customer Information Centre

References to the Land Registration Rules 2003

1. In this notice, a reference to a rule or Schedule by number is a reference to the rule or Schedule so numbered in the Land Registration Rules 2003 (SI 2003/1417), as amended from time to time.

Currency of notice

2. This Notice shall be current for the purposes of Schedule 2 on and after **31 March 2014** and replaces on that date the notice dated 13 September 2013 in respect of applications made orally at a Land Registry office, Customer Information Centre.

Applications made orally

3. Applications may be made orally—
 - (a) by prior appointment only at any Customer Information Centre of a Land Registry office specified in the Schedule to the Land Registration (Proper Office) Order 2013 (SI 2013/1627),
 - (b) in all cases an appointment must be made at least 72 hours in advance before attendance at the relevant office.

Services available

4. Arrangements have been made for dealing with the following applications and matters orally at Land Registry Customer Information Centres—
 - (a) applications to inspect and make copies of the registers and documents under section 66(1) of the Land Registration Act 2002, to which rule 133 applies,
 - (b) outline applications under rule 54,
 - (c) applications for official copies of a registered title or the cautions register under rule 134,
 - (d) applications for official copies of documents referred to in the register of title and other documents kept by the registrar under rule 135,
 - (e) applications for an official search with priority of the whole of the estate in a registered title or the whole of the estate in a pending first registration application under rule 147,
 - (f) issuing official certificates of search with priority of the whole of the estate in a registered title or the whole of the estate in a pending first registration application under rule 149, and
 - (g) applications for an official search without priority of the whole estate in a registered title under rule 155.
5. The services are subject to the appropriate provisions in paragraphs 6 to 11.

When the services are available

6. Applications may only be made in the course of an appointment as required by paragraph 3, on a day within sub-paragraph (a) and at a time within sub-paragraph (b).

(a) *Days when open*

Any day Monday to Friday which is not Christmas Day, Good Friday or a day specified as or proclaimed to be a bank holiday in England and Wales in or under the Banking and Financial Dealings Act 1971.

(b) *Time of day*

Between 0830 hours and 1800 hours on a day within (a).

7. Applicants cannot be seen without an appointment.

Limitations on the services available

8. Applications under paragraph 4(a) to inspect and copy documents may only be made in respect of registers and documents kept by the registrar in electronic form.

9. Applications under paragraph 4(c) and (d) for official copies may only be made in respect of registers and documents kept by the registrar in electronic form.

10. An official certificate of search may be issued orally only where—

(a) in the case of an official search of a register, the result of the search states that there are no adverse entries, no pending applications and no official searches which fall within paragraphs F, G or H of Part 3 of Schedule 6,

(b) in the case of an official search of land subject to a pending first registration, the result of the search states that there are no pending applications and no official searches which fall within paragraphs H or I of Part 4 of Schedule 6.

Required particulars

11. Each applicant shall provide such information requested by a member of the Land Registry as is required in the form prescribed for the application when made by way of post, document exchange or personal delivery.

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Alasdair Lewis
Deputy Chief Land Registrar and
Director of Legal Services
11 March 2014