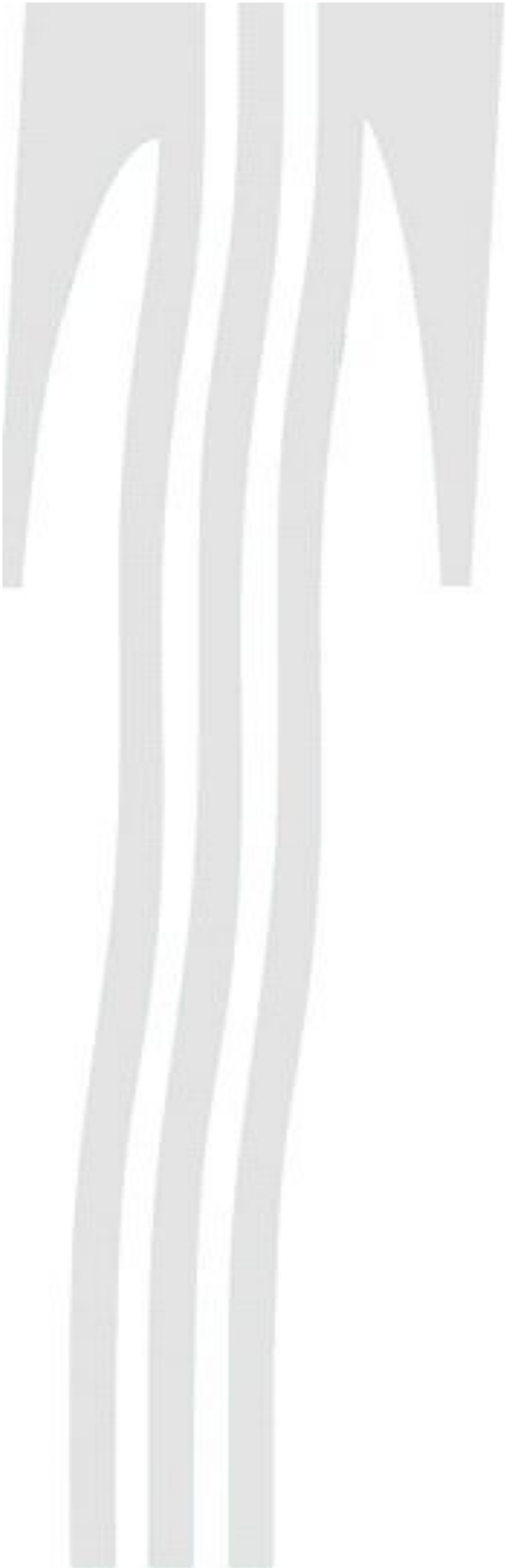




TORFAEN COUNTY BOROUGH COUNCIL

Procedure for submitting Local Search Applications

**TORFAEN
COUNTY
BOROUGH**



**BWRDEISTREF
SIROL
TORFAEN**



Procedure for submitting Local Search

Applications

Local Land Charges operates Tuesday –

Thursday

To help the Local Land Charges Team to conduct your search applications, please follow the procedure set out below:-

All complete applications must be received by 11:00am – applications received after this time will be processed the next working day that the Local Land Charges Team are operating.

- 1 Please e mail all types of Search applications to: Locallandchargesteam@torfaen.gov.uk
- 2 Please supply the official address, postcode and UPRN, if available
- 3 In the contents of your e mail, please specify the application type e.g. Con29
4. Please complete and attach the following, on submission of your application, as appropriate depending on which search type you have opted for :-
 - a. Con29 Form
 - b. Con29 Optional Form

All forms are obtainable from Oyez stationers - <https://support.oyezforms.co.uk/formslist.asp?r=5>

- c. A clear plan (Ordnance Survey standard) to a scale of 1:1250 showing the extent of the search and surrounding area
5. Fees table - <https://www.torfaen.gov.uk/en/Related-Documents/Local-Land-Charges/Local-Land-Charges-List-of-Fees.pdf>
6. On-line payment process <https://www.torfaen.gov.uk/en/Related-Documents/Local-Land-Charges/On-line-Search-and-Payment-Process.pdf>

N.B Any applications which fail to strictly adhere to the above procedure will be rejected and this will delay your search application and results.

We appreciate your custom. If you require further assistance please contact:- Julie Jenkins – Team Leader Local Land Charges and Legal Records – Julie.jenkins@torfaen.gov.uk / 01495 742655