



TORFAEN COUNTY BOROUGH COUNCIL

Procedure submitting Local Search Applications





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Local Land Charges operates Tuesday – Thursday

To help the local land charges Team to conduct your search applications, please will you follow the procedure set 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: Localandchargesteam@torfaen.gov.uk
 - 2 Please supply the official address and postcode and uprn, if available
 - 3 In the contents of your e mail, please request the application type i.e. LLC1 only, LLC1 plus Con29 etc
 4. Please complete and attach the following, on submission of your application, as appropriate depending on which search type you have opted for :-
 - a. LLC1 form
 - b. Con29 Form
 - c. Con29 Optional Form
- All forms are obtainable from Oyez stationers - <https://support.oyezforms.co.uk/formslist.asp?r=5>
- d. 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 and thank you for your patience and understanding in these difficult times. If you require further assistance please contact:- Julie Jenkins – Senior Business Support Officer (Local Land Charges and Common Land) – Julie.jenkins@torfaen.gov.uk / 01495 742655