



SCHEDULE OF
REGISTERS/INFORMATION
FOR LOCAL SEARCH
ENQUIRIES

May 2019

Information Note

We strongly recommend that Personal Searches are only carried out by experienced individuals due to the complex nature of the process.

Mole Valley District Council offers a “one-stop shop” service for Local Land Charges and search information by appointment only. Normal office hours are 08.30 - 17.00, Monday - Friday excluding Bank Holidays. The Highways information required to answer the Highways CON29 enquiries can be obtained by contacting Surrey County Council Highways Information team. A fee will be payable for this service. For more information, call them on 020 8541 8926.

The Local Land Charges Register at Mole Valley District Council is held in electronic format. Therefore, the Personal Search of the Local Land Charges Register will be undertaken on your behalf by our staff, and a printout of all Local Land Charges will be provided at no extra charge to the Personal Search agent. Other search information required to complete form CON29 is held in a variety of methods, including Pre-unrefined and Unrefined formats.

Personal Searches must be booked in advance by telephoning our Customer Service Unit on 01306 885001 between 08.30 and 17.00 Monday to Friday.

All Personal Search appointments must be made (a minimum of) three working days after the appointment is requested. For example, if a booking is requested on a Monday, the earliest time for the Personal Search will be the following Thursday. Whilst we will do our utmost to ensure that appointments are offered within three working days, if demand increases, then inspection appointment times may vary in line with processing times for other search types. You will be advised of the next available inspection date at the time of booking. Any data required to complete form CON29 must also be requested at the time of booking the appointment, and is also subject to a minimum notice of 3 working days.

Comments and suggestions about the service should be made to:
David London, Land Charges Manager,
Mole Valley District Council, Pippbrook,
Dorking, Surrey RH4 1SJ.

If you have a complaint, our complaints procedure is explained at www.molevalley.gov.uk

For information regarding Radon Gas, please contact:

UK Radon, Centre for Radiation, Chemical and Environmental Hazards, Public Health England, Chilton, Didcot, Oxfordshire, OX11 0RQ.

Tel: 01235 825200.

Fees

Personal Search: FREE

Enquiry	Registers/Information Available	Requirements for advance notice of Appointments	Access arrangements
1. PLANNING & BUILDING REGULATIONS			
<p>1.1 Decisions and Pending Applications Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements –</p> <ul style="list-style-type: none"> (a) a planning permission; (b) a listed building consent; (c) a conservation area consent; (d) a certificate of lawfulness of existing use or development; (e) a certificate of lawfulness of proposed use or development; (f) a certificate of lawfulness of proposed works for listed buildings; (g) a heritage partnership agreement; (h) a listed building consent order; (i) a local listed building consent order; (j) building regulations approval; (k) a building regulation completion certificate; (l) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme? 	<p>(a) – (i) This information is available dating back to 1948 (where relevant). Available to view free of charge at www.molevalley.gov.uk</p> <hr/> <p>(j) – (k) Available to view free of charge at www.molevalley.gov.uk</p> <hr/> <p>(l) Available by tailored report only and if requested. This is supplied during your appointment with Local Land Charges.</p>	<p>A free internet access terminal in MVDC’s Pippbrook Reception is available during the Council’s normal working hours.</p> <hr/> <p>Free inspection online.</p> <hr/> <p>(l) Enquiries must be requested at time of booking personal search. Replies will be issued in 3 working days.</p>	<p>(a) to (i) Free inspection online.</p> <hr/> <p>(j) – (k) Free inspection online.</p> <hr/> <p>(l) Supplied free of charge on request.</p>
<p>1.2 Planning Designations and Proposals What designations of land use for the property or the area, and what specific proposals for the property are contained in any existing or proposed development?</p>	<p>This information is available by consulting public local plans. The Mole Valley Local Plan is also available to view on the MVDC website. Neighbourhood Development Plans for Ashtead, Bookham and Capel are currently at draft stage, but not yet adopted. These are available to view on the MVDC website.</p>	<p>No appointment is necessary to view the Mole Valley Local Plan in MVDC’s Pippbrook Reception. Available during the Council’s normal working hours.</p>	<p>Free of charge for inspection.</p>

2. ROADS AND PUBLIC RIGHTS OF WAY

<p>Roadways, footways and footpaths</p> <p>2.1 Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:</p> <p>(a) highways maintainable at public expense</p> <p>(b) subject to adoption and, supported by a bond or bond waiver;</p> <p>(c) to be made up by a local authority who will reclaim the cost from the frontagers;</p> <p>(d) to be adopted by a local authority without reclaiming the cost from the frontagers?</p>	<p>(a) This information is publicly available – list of adopted highways is located in Reception</p> <p>Information also available directly from Surrey County Council, the highways authority for this area.</p> <p>E-mail: personal.searches@surreycc.gov.uk</p> <hr/> <p>(b) – (d)</p> <p>Only available directly from Surrey County Council, highways authority for this area.</p> <p>E-mail: personal.searches@surreycc.gov.uk</p>	<p>No appointment necessary to view the list of adopted highways in Reception. Available during the Council’s normal working hours.</p> <hr/> <p>Please contact Surrey County Council</p> <hr/> <p>Please contact Surrey County Council</p>	<p>Free of charge for inspection</p> <hr/> <p>Please contact Surrey County Council</p> <hr/> <p>Please contact Surrey County Council</p>
<p>Public rights of way</p> <p>2.2 Is any public right of way which abuts on, or crosses the property, shown in a definitive map or revised definitive map?</p> <p>2.3 Are there any pending applications to record a public right of way that abuts, or crosses the property?</p> <p>2.4 Are there any legal orders to stop up, divert, alter or create a public right of way which abuts or crosses the property not yet implemented or shown on a definitive map?</p> <p>2.5 If so, please attach a plan showing the approximate route.</p>	<p>2.2</p> <p>This information is publicly available – The Surrey County Council Definitive Right of Way Map is available to view in Reception.</p> <p>Information also available to view online via the Surrey County Council Interactive Map at www.surreycc.gov.uk</p> <hr/> <p>2.3 – 2.5</p> <p>Only available directly from Surrey County Council, highways authority for this area.</p> <p>E-mail: personal.searches@surreycc.gov.uk</p>	<p>No appointment is necessary to view the Right of Way map in Reception. Available during the Council’s normal working hours.</p> <p>A free internet access terminal in MVDC’s Pippbrook Reception is available during the Council’s normal working hours.</p> <hr/> <p>Please contact Surrey County Council</p>	<p>2.2</p> <p>Free of charge for inspection</p> <p>Free inspection online</p> <hr/> <p>Please contact Surrey County Council</p>

3. OTHER MATTERS . Apart from matters entered on the registers of Local Land Charges, do any of the following matters apply to the property?			
<p>3.1 Land Required for Public Purposes Is the property included in land required for public purposes?</p>	<p>This information is available by consulting public local plan. The Mole Valley Local Plan is also available to view on the web.</p>	<p>No appointment is necessary to view the Mole Valley local plan in Reception. Available during the Council's normal working hours.</p>	<p>Free of charge for inspection.</p>
<p>3.2 Land to be Acquired for Road Works Is the property included in land to be acquired for road works?</p>	<p>This information is only available directly from Surrey County Council, highways authority for this area. E-mail: personal.searches@surreycc.gov.uk</p>	<p>Please contact Surrey County Council</p>	<p>Please contact Surrey County Council</p>
<p>3.3 Drainage agreements and consents (a) Is the property served by a sustainable urban drainage system (SuDS)? (b) Are there adopted SuDS features within the boundary of the property? If yes, is the owner responsible for maintenance? (c) If the property benefits from a SuDS, who bills the property for the surface water drainage charge?</p>	<p>3.3 (a) + (b) Schedule 3 of the Flood and Water Management Act (2010) that would have made the County Council a Sustainable Drainage Systems Approval Body (SAB) and responsible for the approval, adoption and maintenance of sustainable drainage systems on certain developments has not been enacted by government. Our records do not allow for the provision of comprehensive answers in relation to this question. It is advisable that the purchaser undertakes checks of planning approvals, Ss.106 Agreements AND with the vendor to establish whether any sustainable urban drainage systems are in place at the property 3.3 (c) No further information available. Please contact the water drainage provider, or relevant management company</p>	<p>3.3 (a) + (b) Schedule 3 of the Flood and Water Management Act (2010) that would have made the County Council a Sustainable Drainage Systems Approval Body (SAB) and responsible for the approval, adoption and maintenance of sustainable drainage systems on certain developments has not been enacted by government. Our records do not allow for the provision of comprehensive answers in relation to this question. It is advisable that the purchaser undertakes checks of planning approvals, Ss.106 Agreements AND with the vendor to establish whether any sustainable urban drainage systems are in place at the property 3.3 (c) No further information available. Please contact the water drainage provider, or relevant management company</p>	<p>3.3 (a) + (b) Schedule 3 of the Flood and Water Management Act (2010) that would have made the County Council a Sustainable Drainage Systems Approval Body (SAB) and responsible for the approval, adoption and maintenance of sustainable drainage systems on certain developments has not been enacted by government. Our records do not allow for the provision of comprehensive answers in relation to this question. It is advisable that the purchaser undertakes checks of planning approvals, Ss.106 Agreements AND with the vendor to establish whether any sustainable urban drainage systems are in place at the property 3.3 (c) No further information available. Please contact the water drainage provider, or relevant management company</p>

3.4 Nearby Road Schemes

Is the property (or will it be) within 200 metres of any of the following:-

- (a) the centre line of a new trunk road or special road specified in any order, draft order or scheme;
- (b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway;
- (c) the outer limits of construction works for a proposed alteration or improvement to an existing road, involving (i) the construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one or more additional traffic lanes;
- (d) the outer limits of (i) construction of a new road to be built by a local authority; (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; or (iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes;
- (e) the centre line of the proposed route of a new road under proposals published for public consultation; or
- (f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; (ii) construction of a roundabout (other than a mini roundabout) or (iii) widening by construction of one or more additional traffic lanes under proposals published for public consultation?

This information is only available directly from Surrey County Council, the highways authority for this area.

E-mail:

personal.searches@surreycc.gov.uk

Please contact Surrey County Council

Please contact Surrey County Council

<p>3.5 Nearby Railway Schemes (a) Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail? (b) Are there any proposals for a railway, tramway, light railway or monorail within the Local Authority's boundary?</p>	<p>This information is only available directly from Surrey County Council, highways authority for this area. E-mail: personal.searches@surreycc.gov.uk</p>	<p>Please contact Surrey County Council</p>	<p>Please contact Surrey County Council</p>
<p>3.6 Traffic Schemes Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths which are named in Boxes B and C and are within 200 metres of the boundaries of the property? (a) permanent stopping up or diversion (b) waiting or loading restrictions (c) one way driving (d) prohibition of driving (e) pedestrianisation (f) vehicle width or weight restriction (g) traffic calming works including road humps (h) residents parking controls (i) minor road widening or improvement (j) pedestrian crossings (k) cycle tracks (l) bridge building</p>	<p>This information is only available directly from Surrey County Council, highways authority for this area. E-mail: personal.searches@surreycc.gov.uk</p>	<p>Please contact Surrey County Council</p>	<p>Please contact Surrey County Council</p>
<p>3.7 Outstanding Notices Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this form? (a) building works; (b) environment; (c) health and safety; (d) housing; (e) highways; (f) public health (g) flood and coastal erosion risk management</p>	<p>(a) – (d) & (f) Available by tailored report only, and if requested, this is supplied during your appointment with Local Land Charges. <hr/> (e) & (g) This information is only available directly from Surrey County Council., highways authority for this area. E-mail: personal.searches@surreycc.gov.uk</p>	<p>Enquiries must be requested at time of booking personal search. Replies will be issued in 3 working days. <hr/> Please contact Surrey County Council</p>	<p>(a) Supplied free of charge on request (b) Supplied free of charge on request (c) Supplied free of charge on request (d) Supplied free of charge on request (e) Surrey County Council (f) Supplied free of charge on request (g) Surrey County Council <hr/> Please contact Surrey County Council</p>

<p>3.8 Contravention of Building Regulations</p> <p>Has the local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?</p>	<p>Available by tailored report only, and if requested, this is supplied during your appointment with Local Land Charges.</p>	<p>Enquiries must be requested at the time of booking personal search. Replies will be issued in 3 working days.</p>	<p>Supplied free of charge on request</p>
<p>3.9 Notices, Orders, Directions and Proceedings under Planning Acts</p> <p>Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following:-</p> <ul style="list-style-type: none"> (a) enforcement notice (b) stop notice (c) listed building enforcement notice (d) breach of condition notice (e) planning contravention notice (f) other notice relating to breach of planning control (g) listed building repairs notice (h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation (i) building preservation notice (j) direction restricting permitted development (k) order revoking or modifying a planning permission (l) order requiring discontinuance of use or removal of building or works (m) tree preservation order (n) proceedings to enforce a planning agreement or planning contribution 	<p>The Register of Enforcement notices and all Committee Agendas and Minutes (which advise of all Council resolutions) are available to view online at www.molevalley.gov.uk</p> <p>(j) MVDC has resolved to commence the making of directions under Article 4(1) of the Town and County Planning (General Permitted Development) Order 2015, in respect of Office (B1) to Residential (C3). Full information can be found at www.molevalley.gov.uk</p>	<p>A free internet access terminal in MVDC's Pippbrook Reception is available during the Council's normal working hours.</p>	<p>Available free of charge online.</p>

<p>3.10 Community Infrastructure Levy (CIL)</p> <p>(a) Is there a CIL charging schedule?</p> <p>(b) If, yes, do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following:- (i) a liability notice? (ii) a notice of chargeable development? (iii) a demand notice? (iv) a default liability notice? (v) an assumption of liability notice? (vi) a commencement notice?</p> <p>(c) Has any demand notice been suspended?</p> <p>(d) Has the Local Authority received full or part payment of any CIL liability?</p> <p>(e) Has the Local Authority received any appeal against any of the above?</p> <p>(f) Has a decision been taken to apply for a liability order?</p> <p>(g) Has a liability order been granted?</p> <p>(h) Have any other enforcement measures been taken?</p>	<p>(a) The Community Infrastructure Levy commenced on 01/01/17. For more information, please visit www.molevalley.gov.uk/cil</p> <p>(b) – (h) Available by tailored report only, and if requested, this is supplied during your appointment with Local Land Charges.</p>	<p>(a) N/A</p> <p>(b) – (h) Enquiries must be requested at the time of booking the personal search. Replies will be issued in 3 working days.</p>	<p>Supplied free of charge on request</p>
<p>3.11 Conservation Areas</p> <p>Do the following apply in relation to the property?</p> <p>(a) the making of the area a Conservation Area before 31 August 1974</p> <p>(b) an unimplemented resolution to designate the area a Conservation Area</p>	<p>(a) Information available free of charge online via the “My Mole Valley” portal at www.molevalley.gov.uk,</p> <p>(b) Information available free of charge in the Agendas and minutes of the Executive, which can be viewed online at www.molevalley.gov.uk</p>	<p>A free internet access terminal in MVDC’s Pippbrook Reception is available during the Council’s normal working hours.</p>	<p>Information available free of charge online (as described).</p>

<p>3.12 Compulsory Purchase</p> <p>Has any enforceable order or decision been made to compulsorily purchase or acquire the property?</p>	<p><u>In respect of orders or decisions made by Surrey County Council:</u></p> <p>This information is available directly from Surrey County Council, highways authority for this area.</p> <p>E-mail: personal.searches@surreycc.gov.uk</p> <hr/> <p><u>In respect of all other orders or decisions</u></p> <p>Available by tailored report only and if requested, this is supplied during your appointment with Local Land Charges.</p>	<p>Please contact Surrey County Council</p> <hr/> <p>Enquiries must be requested at time of booking personal search. Replies will be issued in 3 working days.</p>	<p>Please contact Surrey County Council</p> <hr/> <p>Supplied free of charge on request</p>
<p>3.13 Contaminated Land</p> <p>Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property):-</p> <p>(a) a contaminated land notice;</p> <p>(b) In relation to a register maintained under section 78R of the Environmental Protection Act 1990:-</p> <p>(i) a decision to make an entry; or</p> <p>(ii) an entry; or</p> <p>(c) Consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice?</p>	<p>(a) and (b) (ii)</p> <p>Mole Valley District Council currently has a database of identified potential sites based on historic land use and other desktop studies. A number of sites have been investigated, and the process of assessment and prioritisation of sites is ongoing work to identify the sites which may require further investigation.</p> <hr/> <p>(b) (i) and (c)</p> <p>Available by tailored report only and if requested, this is supplied during your appointment with Local Land Charges.</p>	<p>If you require a contaminated land search on a specific site, please contact the Environmental Health Department by telephoning Rob Ivens on 01306 879232 for more information..</p> <hr/> <p>Enquiries must be requested at time of booking personal search. Replies will be issued in 3 working days.</p>	<p>The cost of this is £91 for a simple residential query, or £125 for a more complicated enquiry, which will be agreed at the time of the enquiry. The cost of a report on a commercial premises starts at £125.</p> <hr/> <p>(b) (i) and (c)</p> <p>Supplied free of charge on request</p>
<p>3.14 Radon Gas</p> <p>Do records indicate that the property is in a “Radon Affected Area” as identified by Public Health England?</p>	<p>This information is available from</p> <p>UK Radon, Public Health England, Chilton, Didcot, Oxfordshire, OX11 0RQ.</p> <p>Telephone: 01235 825200. Website: https://www.ukradon.org/</p>	<p>Please contact UK Radon at Public Health England.</p>	<p>Please contact UK Radon at Public Health England.</p>

<p>3.15 Assets of Community Value</p> <p>(a) Has the property been nominated as an asset of community value? If so:-</p> <p>(i) Is it listed as an asset of community value?</p> <p>(ii) Was it excluded and placed on the “nominated but not listed” list?</p> <p>(iii) Has the listing expired?</p> <p>(iv) Is the Local Authority reviewing or proposing to review the listing?</p> <p>(v) Are there any subsisting appeals against the listing?</p> <p>(b) If the property is listed:-</p> <p>(i) Has the Local Authority decided to apply to Land Registry for an entry or cancellation of a restriction in respect of listed land affecting the property?</p> <p>(ii) Has the Local Authority received a notice of disposal?</p> <p>(iii) Has any community interest group requested to be treated as a bidder?</p>	<p>(a) (i) - (iii)</p> <p>Information available free of charge in the Assets of Community Value section of the MVDC website, which can be viewed online at http://www.molevalley.gov.uk/index.cfm?articleid=17261</p> <hr/> <p>(a) (iv) – (v) and (b) (i) – (iii)</p> <p>If there is an entry for the property being searched, further information is available free of charge by writing to the Interim Corporate Head of Planning, or by emailing planning@molevalley.gov.uk</p>	<p>(a) (i) - (iii)</p> <p>A free internet access terminal in MVDC’s Pippbrook Reception is available during the Council’s normal working hours.</p> <hr/> <p>(a) (iv) – (v) and (b) (i) – (iii)</p> <p>If there is an entry for the property being searched further information is available free of charge by writing to the Interim Corporate Head of Planning, or by emailing planning@molevalley.gov.uk</p>	<p>(a) (i) - (iii)</p> <p>Information available free of charge online (as described)</p> <hr/> <p>(a) (iv) – (v) and (b) (i) – (iii)</p> <p>If there is an entry for the property being searched further information is available free of charge by writing to the Interim Corporate Head of Planning, or by emailing planning@molevalley.gov.uk</p>
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Useful Contacts

<p>Mole Valley District Council Local Land Charges Pippbrook Dorking Surrey RH4 1SJ</p> <p>DX 57306 Dorking Tel: 01306 879132</p> <p>Personal Search and/or Component data bookings</p> <p>Tel: 01306 885001</p> <p>Email: land.charges@molevalley.gov.uk</p> <p>Website: www.molevalley.gov.uk</p>	<p>Surrey County Council Highways Information Team SCC Depot (Lab Building) Merrow Lane Guildford Surrey GU4 7BQ</p> <p>Tel: 020 8541 8926 Fax: 020 8541 8923</p> <p>Email: highwayinfo@surreycc.gov.uk</p>	<p>Thames Water Property Searches PO Box 3189 Slough Berkshire SL1 4WW</p> <p>DX 151280 Slough 13 Tel: 0118 925 1504</p> <p>E-mail: onlinecustomers@thameswater.co.uk</p> <p>Website: https://www.thameswater-propertysearches.co.uk/</p>	<p>LandSearch Southern Water Southern House Capstone Road Chatham Kent ME5 7QA</p> <p>DX 400450 Chatham 5 Tel: 0845 270 0212 Fax: 01634 844514</p> <p>E-mail: searches@southernwater.co.uk</p> <p>Website: https://www.southernwater.co.uk/property-searches</p>	<p>UK Radon, Public Health England, Chilton, Didcot, Oxfordshire OX11 0RQ</p> <p>Tel: 01235 825200</p> <p>Website: www.ukradon.org</p>
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