



## **How to use the Local Land Charges maps and registers**

### **For a search on a property in Burgess Hill (BH):**

Go to BH Master Map. Find the map no. your search property is located on.

Go to required map in the Burgess Hill / Haywards Heath map tank (the smaller, white one).

Identify the search property on the map. Note the number(s) on the map that cover the search area. Some properties may have more than one number you need to check, for example when a Conservation Area covers multiple properties.

Go to the relevant number(s) in the BH registers and record the information you require.

### **For a search on a property in Haywards Heath (HH):**

Follow the same procedure as above but with the HH Master Map, maps and registers.

### **For a search on a property in East Grinstead (GR):**

Follow the same procedure as above but with the GR Master Map, maps and registers.

The GR maps are in the large silver map tank, with the Rural maps.

### **For a search on a property in a Rural (R) area:**

(ie not in one of the three main towns – BH, HH and GR)

Use the large Rural Map to find your search property is on.

Go to the required map in the GR/Rural large silver map tank.

Identify the search property on the map. Note the map number and the number(s) on the map that cover the search area.

Go to the relevant Rural register. These are numbered by map then no. eg if a property comes within the area numbered 5 on map 60, go to register 60/5.

### **For a search on a property in an outlying area of one of the three main towns:**

Check both the relevant town master map and the rural Master Map. Check all maps and numbers that cover the property you are searching.

On the Rural Map, the squares numbered black refer to the BH/R, HH/R, GR/R maps, which are filed behind the BH, HH, GR maps respectively.

**Note:** Each register contains all Local Land Charges registrations relating to properties and land within the area outlined on the relevant map. To check the exact site area of planning applications, Sec 106 agreements, Enforcements, TPOs etc, you are advised to refer to the source document, ie the original application or agreement.

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