

## Personal Searches of Local Land Charges Register Information

From 5 Oct 2020, inspections of the Local Land Charges (LLC) Register information are available by appointment in person at Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, RH16 1SS.

### Booking an appointment

Appointments are 45 mins long, and can be booked at the follow times Mon – Thurs

0845-0930	1215-1300
0915-1000	1245-1330
0945-1030	1315-1400
1015-1100	1345-1430
1045-1130	1415-1500
1115-1200	1445-1530
1145-1230	1515-1600*

\*On Fridays, the council offices close earlier so the last appointment (1515-1600) is not available.

Note that due to current limitations on the maximum number of people permitted in reception in order to be Covid compliant, some appointment times may not be available some days, if already booked by other services providing public appointments/services.

Appointments need to be booked via telephone to Local Land Charges – 01444 477444. We do not require email confirmation, plans etc, just the telephone booking.

When booking, please provide the following – Company name, agent name, contact tel no, property/land address(es) being searched.

Please note that we request a face covering is worn by all visitors to reception, and you should not attend if displaying any Covid-19 symptoms. Please let us know of any cancellations as soon as possible.

### What to do when arriving at MSDC Reception

Arrive promptly for your appointment and use the buzzer at the main reception door to request to be admitted.

You will be shown to Reception Room 3, where the PC to inspect records is available.

### Accessing the required information

Reception Room 3 has hand sanitiser if required, and windows to allow ventilation.

There is a PC with bookmarks set up within the browser to access the information required for inspections of LLC Register information via the Public Register Map, plus additional historical information, such as the Planning efiche. See the separate guide on our website for how to use the

Public Register Map - "How to use MSDC Public Register Maps to access the Local Land Charges Register".

Some information is available online anywhere (for example the Online Planning Register, TPO Checker etc) so we recommend you use your time on site accessing the information only on our local network on campus, such as the Public Register Map.

Once your 45 minutes has elapsed, (or sooner, if you are finished) call the LLC team on 01444 477444 to notify us you are leaving, then leave the room, and reception, via the marked route.

If you have any technical queries, eg something isn't working on the PC, again call the LLC Team for advice on 01444 477444. We are not able to visit the room, but we will endeavour to help via phone. This is purely for technical issues, and we are not able to offer advice on the search itself.

Updated 16.02.21