

Land and Property Information Team
Reviewed August 2018

The Land and Property Information Team are within the Community and Environment Directorate under “Regulatory Services”. They are responsible for the following functions:

- Local Land Charges Register and Searches
- Corporate Land and Property Gazetteer (including property address enquiries)
- Street Naming and Numbering
- Section 106 Agreement Monitoring
- Assets of Community Value
- Census

Local Land Charges

A Register of Local Land Charges is maintained by statute, by the Local Authority. This Register shows restrictions or obligations on a property that go with the land and are not personal to the current or any prospective purchaser.

Local Land Charges Searches are usually submitted by solicitors or conveyancers as part of the house conveyancing process. The Search will show any entries on the Local Land Charges Register, such as Tree Preservation Orders, Conservation Area, outstanding financial payments and conditions within planning consents; these restrictions and obligations would transfer with the property to any new owner. The Search also reveals additional information about the property which may concern a potential purchaser such as the status of the highway, compulsory purchase etc.). Some information is revealed about the area in which the property is situated (such as road and rail schemes); however the majority of information revealed is restricted specifically to the property in question.

How to apply: Please submit the required Local Land Charges forms, together with the appropriate fee. Forms are subject to copyright and cannot be obtained from Three Rivers District Council. Searches can be submitted through electronic Search portals or by email. We do not encourage Searches to be sent by post or DX as we are now unable to accept cheques.

What we will do when we receive your application: We will make the necessary investigation of our records to complete your Search as soon as possible. Please advise if there is a need to expedite. We cannot guarantee a turnaround time or how quickly we can expedite the Search, but we will do our utmost to help whenever possible.

Corporate Land and Property Gazetteer

The Local Land and Property Gazetteer is the definitive source of land and property information within the authority. The Council is moving towards one source of all land and property information, transferred electronically to all other computer systems. Each property or parcel of land is given its own unique property reference number – UPRN. This means that even if the property is described differently in different systems, the unique property reference number will indicate that it is the same property. The Land and Property Information Team maintain this gazetteer. Updates are regularly sent from this Gazetteer to a national Gazetteer of all land and property, internal departments and outsourced functions such as Building Control, Pest Control and Parking Enforcement.

Street Naming and Numbering

Street naming and numbering involves naming the roads and numbering houses on new developments, renaming existing roads, renaming properties, naming existing roads/roundabouts/footpaths that do not appear to have an “official” name. The Land and Property Information Team notify internal and external contacts to ensure their records are kept up-to-date. A fee is charged for this service. [Please see the Street Naming and Numbering pages of this website for further information.](#)

Section 106 Monitoring

Section 106 Agreements may be entered into as a Unilateral Undertaking by a Developer in favour of the District/County Council or as an Agreement between the Developer and the District/County Council before Planning Permission is formally approved. These Agreements may contain a requirement for financial contributions to be paid by the Developer towards such things as Affordable Housing or specific projects in the local area e.g. leisure or highways/transport schemes. The Agreement may contain restrictions on the use of buildings. The Local Authority normally receives the financial contributions before commencement of the development or before an agreed number of units are sold or occupied. The money should then be spent by the Local Authority within a given time period or the monies may need to be repaid. The Land and Property Information Team monitors the Agreement to ensure any financial contributions are paid and contributions are spent within the required timescale, liaising with Hertfordshire County Council. Further financial contributions may now be payable in respect of development under the Community Infrastructure Levy (CIL). This process is dealt with by the Council’s Economic and Sustainable Development Team.

Assets of Community Value

The Land and Property Information Team is responsible for the administration of nominations of land or property as a potential Community Asset. [Please see the Assets of Community Value pages on this website for further information and how to nominate.](#)

Census

The Office of National Statistics requires help from the Local Authority to work on and promote Census. The Land and Property Information Team have been the first contact at Three Rivers when they require input to the Census project, such as property address resolution, promotion of job vacancies or dissemination of Census information to interested parties.

If you require any further information concerning the services carried out by the Land and Property Information Team please contact Julie Scott on 01923 776611 – landcharges.co-ordinator@threerivers.gov.uk