



STROUD DISTRICT COUNCIL

Information Note For Companies And Individuals Undertaking A Personal Search Of The Local Land Charges Register And Access To Local Authority Information For The Local Enquiries Search

Local Land Charges Team
Stroud District Council
Ebley Mill
Westward Road
Stroud
GL5 4UB

locallandcharges@stroud.gov.uk

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This information note has been produced in response to the publication of “Good practice guidance for local authorities and personal searchers”. Direct reference and reply is made to section 7 of that document.

A schedule which sets out what registers/information for the Local Enquiries search are available from the authority, or at the relevant local authority department including location and opening hours:

- Planning Register
- Enforcement Register
- Environmental Health Data including Noise Abatement Zones and Contaminated Land
- Building Regulations
- Tree Preservation Orders
- Hazardous Substance Consents
- Hedgerow Records

All relevant information is available to view at:

Stroud District Council

Ebley Mill

Westward Road

Stroud

GL5 4UB

Between the following times:

Mon – Thurs 0900-1700

Fri 0900-1630

Additionally the Planning Register is available to view online via the Councils website www.stroud.gov.uk Current and historic data can be accessed and printed free of charge.

Details about how the Local Land Charges Register is held, for example, in paper or electronic format:

The Local Land Charges Register is held and maintained in an electronic format. The information encompasses textual and spatial data. The response to a request for a Personal Search of the Local Land Charges Register will be pre-prepared by the Local Land Charges Team.

Any requirements for advance notice, including providing address details and plans:

24 hours notice is required for provision of information contained within the Local Land Charges Register. A plan clearly identifying the property or land, outlined in red together with the full postal address, including postcode (where appropriate) is essential. This should include company name and a contact telephone number. Plans should ideally be submitted via email attachment.

Any appointment requirements (including details for a specific officer and telephone number)

Appointments are required for provision of the information contained within the Local Land Charges Register. These are available Monday to Thursday in half hourly intervals between 1400 and 1600. Appointments can be booked via the Local Land Charges Team on (01453) 754854.

Details of any charges for access to information and copies of documents with reference to the statutory power allowing the authority to make the charge, together with information about methods of payment:

The statutory fee of £11.00 is charged for undertaking a personal search. Hardcopy documentation may be provided where appropriate. A copying charge may apply to cover administrative costs. Payment for services provided can be made at the Councils offices in cash, cheque or by using a credit or debit card.

The name and address of an officer of the authority to whom comments, suggestions and complaints about the service should be made:

The Local Land Charges Team is managed by the Building Control Service. The officer with overall responsibility for these functions is:

Mr P Skill, Head of Planning

Development Services

Stroud District Council

Ebley Mill

Westward Road

Stroud

GL5 4UB

Details of information for Local Enquiries which are not held by the authority and for which a searcher should direct their enquiries to another organisation, together with an address and contact telephone number for that organisation:

All highways and public rights of way related information is obtainable from Gloucestershire County Council who are the highway authority for the county. They can be contacted as follows:

Highway Records

Gloucestershire County Council

Shire Hall

Westgate Street

Gloucester

GL1 2TG

Tel: 01452 426398

Information relating to drainage and sewerage for properties in the Stroud District is obtainable from the following water authorities:

Wessex Water Operations Centre

Claverton Down Road

Bath

BA2 7WW

Tel: 01225 526206

Fax: 01225 528994

Email: contactus@wessexsearches.co.uk

Severn Trent Water Ltd

PO BOX 6187

Nottingham

NG5 1LE

Tel: 0115 962 7269

Fax: 0115 962 7132

Email: enquiries@severntrentsearches.com