



## Thank you for choosing a Local Authority Search

### A GUIDE TO SUBMITTING A LOCAL SEARCH BY WEB FORM TO BOSTON BOROUGH COUNCIL

The Boston Borough Council area consists of: -

Algarkirk, Amber Hill, Benington, Bicker, Boston, Brothertoft, Butterwick, Fishtoft, Fosdyke, Frampton, Freiston, Holland Fen, Kirton, Leverton, Old Leake, Sutterton, Swineshead, Wigtoft, Wrangle and Wyberton.

#### Search fees from 31 March 2017

Official Search (LLC1) and CON 29 (Official Search £21.00 (LLC1 excl. VAT) + £88.20 (Con 29 incl. VAT)	£109.20 (incl. VAT where chargeable)
LLC1 only	£21.00 no VAT
Con 29(O) 2016 Enquiry No. 4	£18.60 incl. VAT
Con 29(O) 2016 Enquiry No. 8	£6.00 incl. VAT
Con 29(O) 2016 Enquiry No. 21	£18.00 incl. VAT
Con29(O) Enquiry 22	£17.40 incl. VAT
All other Con 29(O) Enquiries	£14.40 each incl. VAT
Additional Specific Enquiries	£21.60 incl. VAT
Additional Parcels of Land LLC1 CON29	£1.00 no VAT £20.40 incl. VAT
Cancellation Fee LLC1 Con 29	£10.00 no VAT £36.00 incl. VAT
Personal Search (Statutory Fee)	No charge

## Submission of a Local Authority search

The web form for submitting searches is located at:

[www.boston.gov.uk/esearch](http://www.boston.gov.uk/esearch)



once the first page of the local land charges web form is open, add this to your favourites this will save you time when submitting another search

## Scanned plans

Within the web form is a facility to attach a scanned location plan. The scanned plan will need to be less than 2mb to be accepted by the form.



once scanned, use your edit imaging tool to decrease the file size to 1000 x 1500 pixels

If you do not have a scanner, do not worry, the plan can be sent to us under separate cover – we will hold your submitted search until this arrives.

## Save button

On each of the search pages (except the 1<sup>st</sup> and 2<sup>nd</sup> pages) is located a 'Save' button, allowing you to leave the form part completed so you can return to it at a later date. Please note – to make sure you save all the relevant data always click the 'Next' button to take you to the next available screen before saving.

On pressing the save button, you will be directed to a screen asking for an email address and a password (of your choosing).

To retrieve your part completed document, go into the Local Land Charges web form opening page and click on the link indicated in blue (6<sup>th</sup> paragraph). Click into the "Load Saved Form" box located to the right of the screen and complete the email address and password. Click on 'Load form'.

You will then be taken back to the saved form. Carry on completing the document as normal.

The following information gives a brief explanation of what pages you will be encountering during completion of the search web form.

### **Information page**

Introduction to Local Authority searches, including a list of parishes in the Borough. This page also includes the link to the 'Load saved form' button on the Council's online forms.

- Page 1 - Conveyancer/Solicitors details, including preferred return method for completed searches
- Page 2 - The search property details, including a browser button to attach your scanned plans. Once you have selected your plan from your own Company's file area, click on the Upload button to add to the search.
- Page 3 - CON29 – complete Box C if required
- Page 4 - CON29(O) – complete if required (the check boxes are currently set at No – for all required enquiries click in the relevant Yes column box(es))
- Page 5 - Additional Enquiries – this can be used to ask questions. See note below.
- Page 6 - Select Purchase – click in the boxes relating to all required relevant parts of the search.
- Page 7 - Payment Method - click in the relevant payment method box.

The Account button is only to be used on prior approval with the Land Charges Section when an account will have been set up for you.

If you choose to pay by cheque you will be directed to a cheque payment form. All that is required is that you print off this form by clicking on the blue '[print this page](#)' at the bottom of the screen, attach your cheque and return this to us. You can then complete your submission by clicking on the 'Submit' button.

If you choose to pay by Credit/Debit Card, please telephone the Land Charges Section on tel: 01205 314214 whilst you are on this screen. On completion of the payment you will be given a call reference number which you will need to type in the identified box.

You can print off a copy of your submitted data by clicking on the 'Print' button of the "Thank you for using the Council's web form to submit your search" screen which will appear at the completion of your submission.

On submission of your search the information you have provided will be incorporated automatically into the relevant forms (ie LLC1, CON29, CON29(O)). These forms will be printed off by ourselves and used to process the search. On completion of the search process you will receive all relevant forms and plans as normal.

You will also receive an email acknowledgement.

### **Additional Specific Enquiries relating to nearby developments**

You should note that we are unable to respond to additional specific enquiries calling for an opinion (i.e. restricted view) or requesting information about any development, or proposed development, in the vicinity of the property being searched against.

### **Cancellation of Searches**

Providing the search has not been completed ready to be returned, the Council will refund the search fee less an administrative charge.

### **CONTACT**

Local Land Charges Section  
Municipal Buildings  
West Street  
BOSTON  
PE21 8QR  
Tel: (01205) 314214 (direct dial)  
Fax: (01205) 364604  
E-mail: [landcharges@boston.gov.uk](mailto:landcharges@boston.gov.uk)

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