



<b>For Office Use</b>
SAP Code: 250060 / DP7185
Date of meeting:
Time:
Attendees:
Archive file required: DC / BC

## APPLICATION FOR A PROPERTY SEARCH

### THE LAND PLANNING AND DEVELOPMENT (GUERNSEY) LAW, 2005 THE LAND PLANNING AND DEVELOPMENT (FEES AND COMMENCEMENT) ORDINANCE, 2008

Please read the guidance notes accompanying this form which will assist you in identifying the type of search that you require and the scale of fees on page 4 of this form for the relevant fee payable.

You must enclose with this form the following:-

- (a) An accurate plan which is sufficiently detailed to enable the site to which the search relates and its boundaries to be clearly and easily identified;
- (b) The required fee for the type of search requested, in accordance with the scale of fees contained in the Land Planning and Development (Fees and Commencement) Ordinance, 2008 and summarised in Section 13 of this form. Cheques should be made payable to the States of Guernsey;
- (c) A letter from the present legal owner of the site, if you are not the owner, authorising that this application may be made.

Please type or use block capitals

<b>1</b>	<b>Applicant's details</b>	
	Name:	
	Address:	
	Postcode:	Tel:
Mobile:	E-mail:	
<b>2</b>	<b>Agent (if different from above)</b>	
	Name:	
	Address:	
Postcode:	Tel:	
<b>3</b>	<b>Location address (if different from above)</b>	
<b>4</b>	<b>Current legal owner of the land (if different from above)</b>	
	Name :	
	Address :	
Postcode:	Tel:	
<b>5</b>	<b>Description of the current use or uses of the land</b>	

**6** Cadastre reference of the land (if known):

**7** Type of search requested:

Select the required type of search from the alternatives below by ticking the information required. You can refer to the information notes at the end of this form to help identify which type of search you would like. Both domestic and commercial searches include the following information:

- Planning and Building Control history;
- Current Use Class e.g. residential, retail, industrial, agricultural;
- If the property is a protected building;
- If there is a protected tree and/or protected monument on the land;
- Zoning of the land (if the property is situated in a Conservation Area).

Please be aware that both Planning and Building Control history searches prior to 2002, along with searches for the current use class of the land, requires manual searching of our records and therefore may delay the processing of your application. Once all required information has been compiled a written report will be sent in the post.

Enquiries regarding the curtilage of a domestic property can be submitted. The applicant will receive a coloured plan with the area of recognised domestic curtilage outlined.

**8** If specific information is required please note below:

**9** Domestic searches:

**9a. Standard search (domestic) (£80.00)**

*Tick as required*

Include: Planning history from 2002  
Building Control history from 2002  
Current Use Class

**OR**

**9b. Enhanced search (domestic) (£120.00)**

*Tick as required*

Includes search as 9a above, plus:  
Planning history prior to 2002  
Building Control history prior to 2002

**OR/AND**

**9c. I require an appointment to view file details (domestic):**

Yes / No

Offered in addition or instead of options 9a and 9b, this is a standard half hour appointment where plans and decision notices can be viewed (£65.00)

**10 Non-Domestic searches:**

**10a. Standard search (non-domestic) (£120.00) *Tick as required***

Includes: Planning history from 2002  
Building Control history from 2002  
Current Use Class

**OR**

**10b. Enhanced search (non-domestic) (£200.00) *Tick as required***

Includes search as 10a above, plus:  
Planning history prior to 2002  
Building Control history prior to 2002

**OR/AND**

**10c. I require an appointment to view file details (non-domestic) Yes / No**

Offered in addition or instead of options 10a and 10b, this is a standard half hour appointment where plans and decision notices can be viewed (£100.00)

**11 Domestic Curtilage**

**11. Domestic Curtilage (£65.00) *Tick as required***  
(A coloured Plan with the area of domestic curtilage outlined)

**12 Confirmation:**

Confirmation that an accurate plan has been provided with this application to identify the land:

Tick to confirm:  
Appropriate Fee enclosed:

Amount of fee enclosed: .....

Letter enclosed from the present legal owner of the land, if you are not the owner, authorising that this application may be made

Tick to confirm:

**13 Applicant's/Agent's Declaration:**

I hereby declare that to the best of my knowledge and belief, all of the particulars in this application are correct.

Name:

Signature:

Date:

# PROPERTY SEARCH GUIDANCE NOTES

## 14 Scale of fees for property searches - all for each site searched:

Standard domestic search charge of:	£80.00
Enhanced domestic search charge of:	£120.00
Standard non-domestic search charge of:	£120.00
Enhanced non-domestic search charge of:	£200.00
Appointment – half hour domestic:	£65.00
Appointment – half hour non-domestic:	£100.00
Domestic Curtilage confirmation	£65.00

There will also be a charge made for copies of permissions and other documents.  
(NB: plans are subject to copyright).

## 15 Types of search available

**Domestic Searches** Refer to sections 9a, 9b & 9c on page 2 of this form

9a. Standard property search for a domestic property (including a building containing flats where the enquiry is primarily in relation to (e.g. arising from the sale of) one or more of the flats and does not relate to the building as a whole). The Search will include:

- Planning and Building Control history from 2002 to present (from computer records and accessing recent file/s as necessary);
- Current Use Class (if requested);
- If the property is a protected building;
- If there is a protected tree and/or protected monument on the land;
- Zoning of the land.

9b. Enhanced property search for a domestic property

The search comprises as 9a above, plus:

- Planning history prior to 2002 (accessing archive files as necessary)
- Building Control history prior to 2002 (accessing archive files as necessary)

9c. Appointment to view file details (domestic) - A half hour appointment with a member of staff in addition or instead of the above where plans, decision notices and other related information can be viewed. The enquirer may make their own notes.

## **16** **Non-Domestic Searches** Refer to sections 10a, 10b & 10c on page 3 of this form

10a. Standard property search for a non-domestic property: The search will include:

- Planning and Building Control history from 2002 to present (from computer records and accessing recent file/s as necessary);
- Current Use Class (if requested);
- If the property is a protected building;
- If there is a protected tree and/or protected monument on the land;
- Zoning of the land.

10b. Enhanced property search for a non-domestic property

The search comprises as 10a above, plus:-

- Planning history prior to 2002 (accessing archive files as necessary)
- Building Control history from to 2002 (accessing archive files as necessary)

10c. Appointment to view file details (non-domestic) - A half hour appointment with a member of staff in addition or instead of the above where plans, decision notices and other related information can be viewed. The enquirer may make their own notes.

## **17** **Domestic Curtilage**

11. A map produced in colour with the area of domestic curtilage outlined in red will be sent to the applicant/agent.

## **18** **Notes on types of search**

Planning History will include details of planning and other applications, decisions on such applications including conditions imposed, appeals made against such decisions and compliance and other enforcement notices served.

Building Control History will include details of approval or rejection of full plans, including modifications or conditions imposed, and issuing of licences, compliance and other enforcement notices served and issue of completion certificates.

The search applies only to the property for which it is requested and to no other property.

The searches will not deal with covenants, rights of way, boundaries or other such legal/conveyance issues.

Once all required information has been completed a written report will be sent by post.

Please submit the form together with the required fee to:

The Development & Planning Authority, Sir Charles Frossard House, La Charroterie,  
St. Peter Port Guernsey GY1 1FH