



ASHFORD
BOROUGH COUNCIL

Inspecting the Local Land Charges Register - From 18 July 2011

The Local Land Charges Register can be accessed from a computer in our Customer Contact Centre using the Personal Search Portal.

To view the register, please:

Email land.charges@ashford.gov.uk and include the following:

- * The name of the person or company carrying out the Personal Search.
- * The address against which the search is to be made.
- * A plan identifying the property or land subject of the search.
- * The email address you wish to use to access the computer system.
- * Preferred date and time of visit.

Appointments (30mins):

Monday to Friday: 9.30am - 4.00pm

(On your first visit you will be required to set up a user account creating a login and password. These details can then be used on any subsequent visits).

You will then receive:

- * An email confirming we are in receipt of your request.
- * **Confirmation of the date and time that the information will be available for you to access. This will be arranged as close to your preference as possible.**

Please Note: Access to the register will be available as soon as possible based on resource and demand, but at least 24 hours after receipt.

If you require an alternative date or time, please advise us as soon as possible by e-mail.

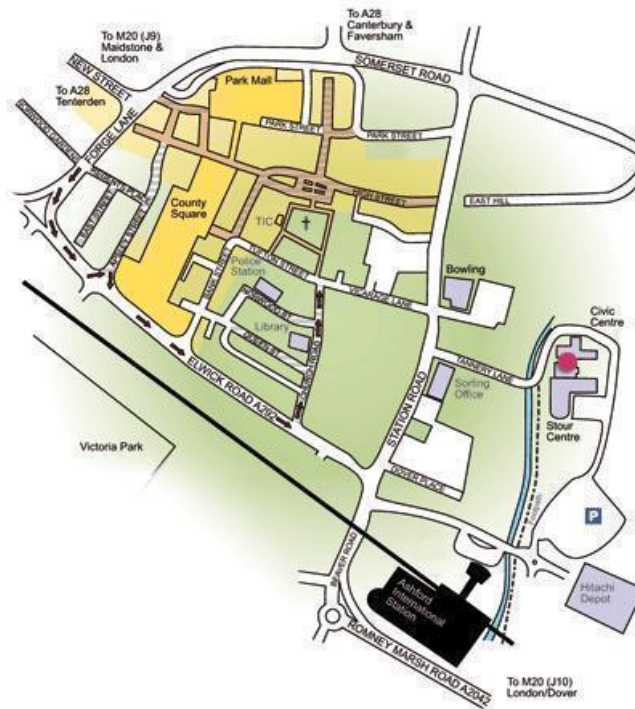
Please note that Planning History* should be requested separately:

Please telephone: 01233 331111

Visiting the Offices

The Civic Centre is located in Tannery Lane and is only a short walk through parkland from the rail station.

Our offices are open 9am-5pm Monday to Thursday and 9am-4.30pm on Fridays.



By Road:

At Junction 9 roundabout take the A20/Fougeres Way exit heading to Ashford.

At the roundabout, take the 2nd exit onto A292/Maidstone Road.

Go straight over at traffic lights and go straight over at the roundabout.

Turn left into Somerset Road and then turn right into Wellesey Road/Station Road.

Turn left into Tannery Lane. A Pay and Display car park is available.

By Train:

South Eastern operate the train service to Ashford International. As you leave the domestic rail entrance/exit, you cross the road and follow a path sign posted to the Stour Centre.

Additional Information:

Full guidance notes will be available for your reference and/or a member of the team available on your first visit to guide you through the system. However, generally a **Local Land Charges Officer will not be available to assist** therefore a basic knowledge of the Personal Search System and Local Land Charges Register is required.

***Planning Records:** (Registrable under Part 3 of the Local Land Charges Act)

In accordance with Rule 7 of the Local Land Charges Rules 1977, the Planning register is available and accessible by the following means:

Post 1984: Search facility available at www.ashford.gov.uk. Please note: This facility is looking at the live software and is therefore always a true reflection of any case.

Full Property history: Please contact the Planning Enquiries Team on 01233 331111 in order to make an appointment. (Departmental restrictions may apply.)