To Search for Local Land Charge Entries

Local Land Charge Registrations

The Local Land Charge Register is used to search for planning consents, agreements, TPOs and other LLC registrations.

Click on the desktop shortcut named ‘Local Land Charges’ (it may also appear under the name ‘Land Charges’). A window will open displaying a search engine and a map amongst other things. Look up the property using the address details, for example using the post code. Click the ‘search’ button.

A list of addresses associated with you property details will appear in the top of the centre of the screen. Click on the address you want, and click on ‘Select’, and then ‘Select and Center’.
On the centre of the map below an outline of the property in question should appear. Below that will be a list of registrations associated with the property.

Use the ‘zoom in’, ‘zoom out’ and ‘select again for polygon’ buttons (circled red) to change your view of the map and its results as you see fit.

N.B. – Please note that you may have to re-draw the search polygon appearing on your property to include the total property extent (by simply clicking on the map and drawing your required extent). If you do not do this you may not reveal all registrations lying within the property curtilage.
Accessing Planning Applications via Mapping Software

In addition to using the online register one can use Planning GIS Viewer, a geographical information system, to display and derive data spatially.

Open **Planning GIS Viewer** (this should be available as a shortcut on the desktop). This software spatially displays in map form where planning applications apply. The following screen should appear:

To search by the property address, click on ‘find address’ at the top of the screen (the binoculars currently circled in red above)

The pop-up window shown below will appear. To search by property address, click on the second button at the top of the pop-up, as circled in red below.

Using any part of the property address, for example the post code, enter the details into the window and click ‘search’, and double-click on the address you require. This action will zoom to and centre the property.
In order to then access the layers of information associated with the property, click on the ‘layer list’ icon at the top of the screen, between the paint pallet icon and the printer icon (as circled in red on the picture).

A window showing all available layers will open. Click on the options required e.g.:

- GMS Points
- Uniform Planning Applications
- Public Rights of Way
- Conservation Areas
- Historic Buildings

The selected layers will now be visible. Spatial polygons and points represent the data extent selected. To see the information, simply click on the property of interest. A small box will appear with details for each layer (see below). Use the arrows at the top of this box (circled in red) to navigate between layers.

(Please note: Planning consents dated after 1st August 1977 (which have non-standard conditions attached) are Local Land Charges Part 3 registrations.)
Accessing online Planning Applications and Legal Agreements

When a Local Land Charges Search reveals planning permissions and/or legal agreements associated with a property, these can often be downloaded (free of charge) from our website.

On the home page, click on ‘find a planning application’, which will take you to a new page.

Before accessing the planning applications, it is important that you please read the provided information. If you are using a browser that is incompatible with our planning application search engine, you will need to follow the supplied instructions.

Once you have read the information, click on ‘Search for an application’.

Search for an application

All comments made on applications registered from 2017 onwards will be available to view online.

Information in a different format

If you would like any of the information on our public access system in a different format, for example:

- large print
- audio tape
- in an alternative document type
Type the supplied reference number into the search box and click on ‘Search’. Depending on the date they were issued, reference numbers can appear as one of two formats, both of which are shown below.

An example of the older format: BDB/42614.

A newer planning consent will have the reference format: 14/03117/FUL

Please always ensure that when entering the reference number, you include any forward slashes.

**Planning – Simple Search**

Search for Planning Applications and Enforcement by keyword, application reference, postcode or by a single line of an address.

When there are more than one search results shown, click on the very bottom result (where the BDB number should be written in small grey writing). You will be taken to the page below. Click on the ‘Related Documents’ tab (as shown below) and then click on ‘View associated documents’.

The document you require should then appear in a list in a new window.
If you are unable to find the relevant document in this list, please contact locallandcharges@basingstoke.gov.uk, where one of the Local Land Charges team members should be able to help direct you to the document.
Plotting Sheets

Plotting sheets are scanned images of maps containing records dated up until 2003. These were previously used to record and display local land charge registrations, before digitisation. These sheets contain records dated up until 2003.

To access the data on the plotting sheets you need to know the OS map grid reference.

Click on the desktop shortcut entitled ‘countertpz’. This will open up a window displaying a search box and a list of all plotting sheets.

Click in the ‘Filter the list’ search box and enter the four-digit grid reference for the property in question and press enter/return on the keyboard.

Please note: The four digits consist of the first two numbers from the Eastings and Northings grid co-ordinates. For example, for the grid reference shown below, the filter 4348 should be used.

It is also important to note that if you are using the co-ordinates from the Local Land Charges register, you should ignore the first digit of each Easting and Northing (a ‘4’ and a ‘1’). See below for an example.
After a few seconds a filtered list of applicable maps for that reference will show. They will begin with prefixes BAB, BRD, KWR, BDB and LLC.

**BAB, BRD & KWR** – These are old references used by former councils prior to 1974, and may appear in any list of planning applications.

**BDB** – These map sheets contain details of the planning references prior to digitisation.

**LLC** – These are maps that show Local Land Charge references up to 2003.

Plotting sheets can either be displayed as a single quadrant or on a double map-sheet that displays multiple quadrants. Double click on the desired map sheet and after a few seconds the map will be displayed.
Use the plan of the search extent and the plotting sheet’s X, Y co-ordinates to navigate to the property. You can zoom in and out of the map by clicking on the relevant area. The map can then be explored using the wheel on the mouse and/or the sidebars on the screen.

If there are any numbers written over the search extent, or indeed in the vicinity of the search area, these should be noted for checking later. The reference numbers affecting the property will be seen as hand printed numbers on the maps.

### Plotting Sheet Key:

<table>
<thead>
<tr>
<th>Pencil</th>
<th>12345</th>
<th>Outstanding Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>12345</td>
<td>Granted</td>
</tr>
<tr>
<td>Red</td>
<td>12345</td>
<td>Refused</td>
</tr>
<tr>
<td>Red — suffix A</td>
<td>12345/A</td>
<td>Advert application refused</td>
</tr>
<tr>
<td>Red — suffix T</td>
<td>12345/T</td>
<td>Tree application refused</td>
</tr>
<tr>
<td>Green</td>
<td>12345</td>
<td>Outline application granted</td>
</tr>
<tr>
<td>Green — suffix A</td>
<td>12345/A</td>
<td>Advert application granted</td>
</tr>
<tr>
<td>Green — suffix T</td>
<td>12345/T</td>
<td>Tree application granted</td>
</tr>
<tr>
<td>Black (includes suffix W)</td>
<td>12345/W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>Red underline</td>
<td>12345</td>
<td>Appeal dismissed</td>
</tr>
<tr>
<td>Red strikethout with Blue</td>
<td>12345</td>
<td>Appeal allowed</td>
</tr>
<tr>
<td>Red with suffix W</td>
<td>12345/W</td>
<td>Appeal withdrawn</td>
</tr>
<tr>
<td>Red underline with /PA in blue</td>
<td>12345/PA</td>
<td>Appeal dismissed in part and allowed in part</td>
</tr>
<tr>
<td>Yellow or orange dot</td>
<td>* or *</td>
<td>Listed Building</td>
</tr>
<tr>
<td>Pink dot</td>
<td>*</td>
<td>Permitted Development rights removed</td>
</tr>
<tr>
<td>Blue Line</td>
<td></td>
<td>Conservation Area</td>
</tr>
<tr>
<td>Green Line</td>
<td></td>
<td>Tree Preservation Order</td>
</tr>
<tr>
<td>Orange Line</td>
<td></td>
<td>Radio Signal</td>
</tr>
<tr>
<td>Thin Blue Line</td>
<td></td>
<td>Cable</td>
</tr>
<tr>
<td>Purple Line (with hatching)</td>
<td></td>
<td>Minerals Consultation Area</td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td>Ancient Monument</td>
</tr>
<tr>
<td>AONB</td>
<td></td>
<td>Area of Outstanding Natural Beauty</td>
</tr>
<tr>
<td>CHS</td>
<td></td>
<td>Countryside Heritage Site</td>
</tr>
<tr>
<td>NHE</td>
<td></td>
<td>Natural History Importance</td>
</tr>
<tr>
<td>SSI</td>
<td></td>
<td>Site of Special Scientific Interest</td>
</tr>
</tbody>
</table>

An example of a planning plotting sheet showing planning application references can be seen below:
To find pre-1974 Plotting Sheets:

Click in the ‘Filter the list’ search box and type the phrase ‘county series index’

Click on the search result listed as ‘COUNTY SERIES INDEX’. A large numbered map will open in a new window, as seen below.

On this map, look for the appropriate code (as coloured in blue) from KWR, BAB and BRD. Then choose the relevant large number on each junction of 16 squares, followed by the small number labelled in the relevant small square. Make a note of this combination and type it into the ‘Filter the list’ search box (remember to include spaces). The mapping sheets can now be accessed.

E.g. KWR 17 13
Viewing Scanned Documents

Using ‘Information@Work’

Scanned copies of any of the documents (represented as reference numbers during the search process) can be viewed in the Information@Work system. This can be accessed as follows;

Open the shortcut on the desktop called ‘Information@Work’. Click on the ‘Document List’ icon at the top left hand corner of the toolbar at the top of the screen.

On the right-hand side of the page a ‘search’ box will appear. Make sure the correct tab – ‘Application No’ – is open.

Click in the box below the drop-down labelled ‘BDB No’ and enter ‘BDB/’ followed by the 5-figure planning application reference number. Then click on the ‘search’ button.

A list of documents will appear in the large screen on the left. Double-click on one of the lines and a page or several pages of the relevant document will appear on screen.
Please note, under the ‘**Document Type**’ column, the term ‘ApDec’ refers to the application decision notice, and the term ‘APLOC’ or ‘APPLAN’ refers to the site location plan and application plans. These can be viewed in alphabetical order by clicking on the title ‘**Document Type**’ of that particular column.

To go back to the previous screen at any time, close the page you are viewing using second-from-top cross button.

Repeat the above procedure for each document required to be viewed.