<table>
<thead>
<tr>
<th>Enquiry</th>
<th>Information Available</th>
<th>How to Apply</th>
<th>Fees</th>
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<tr>
<td><strong>Complete Local Authority Search (LLC1 &amp; Con29 Compiled, covering all required property enquiries)</strong>&lt;br&gt;The fee is the sum of the Local Land Charges Register Search (LLC1), and all the fees to be paid for accessing non public register information on the Enquiry Form Con29 plus our compilation fee. (NB Con29 fee includes VAT)</td>
<td>ESearch, Post or NLIS</td>
<td>£115.60&lt;br&gt;(Extra parcels £7.00 each)</td>
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<td><strong>Con29 Compiled Search - All enquiries on Con29 2016(including public register information). The fee is the sum of all the fees to be paid for accessing non public register information plus our compilation fee. (NB Con29 fee includes VAT)</strong></td>
<td>ESearch, Post or NLIS</td>
<td>£93.60&lt;br&gt;(Extra parcels £6.00 each)</td>
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<td><strong>Form CON29O (optional enquiries)</strong>&lt;br&gt;Please note: Public Registers – some of the information required to respond to the CON29O questions is available via public registers at no cost. The cost published here is for the work involved in our obtaining the information on your behalf.</td>
<td>Apply by ESearch, Post or NLIS to the Local Land Charges office in:&lt;br&gt;Riverside&lt;br&gt;House, Main Street&lt;br&gt;Rotherham S60 1AE</td>
<td>4 – £12.00&lt;br&gt;5 – £12.00&lt;br&gt;6 – £12.00&lt;br&gt;7 – £12.00&lt;br&gt;8 – £12.00&lt;br&gt;9 – £12.00&lt;br&gt;10 – £12.00&lt;br&gt;11 – £12.00&lt;br&gt;12 – £12.00&lt;br&gt;13 – £12.00&lt;br&gt;14 – £12.00&lt;br&gt;15 – £12.00&lt;br&gt;16 – £12.00&lt;br&gt;17 – £12.00&lt;br&gt;18 – £12.00&lt;br&gt;19 – £12.00&lt;br&gt;20 – £12.00&lt;br&gt;21 – £12.00&lt;br&gt;22 – £24.00</td>
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<td><strong>Additional Questions</strong>&lt;br&gt;Non Standard Typed (Client’s own questions)&lt;br&gt;Apply direct to relevant Departments</td>
<td>Fees on application to relevant Departments</td>
<td><strong>Local Land Charges Register Search (LLC1 only) - An LLC1 search covers the information held on the Local Land Charges (LLC) Register</strong>&lt;br&gt;Local Land Charges Register</td>
<td>Post or NLIS</td>
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<td>Personal Search of the Local Land Charges Register - The LLC Register is a public register which may be inspected by anyone wishing to do so*</td>
<td>Local Land Charges Register</td>
<td>The Local Land Charges Register is available in electronic format for public inspection at Riverside House, Main Street Rotherham S60 1AE during normal opening hours.</td>
<td>Publicly available free of charge</td>
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<td>Requests submitted under the Environmental Information Regulations (EIR)</td>
<td></td>
<td>From April 1st 2019 by applying on line. There are 3 separate forms covering the relevant elements of the CON29 form for Planning, Highways and Environmental Health</td>
<td>Fees will be charged at £30 per hour (including VAT)</td>
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Request **Planning** information under Environmental Information Regulations - Con29 Form  
https://www.rotherham.gov.uk/forms/form/1159/en/request_planning_information_under_environmental_information_regulations_-con29_form

Request **Highways and Drainage** information under Environmental Information Regulations – Con29 Form  
https://www.rotherham.gov.uk/forms/form/1160/en/request_highways_information_under_environmental_information_regulations_-con29_form

Request **Environmental Health** information under Environmental Information Regulations – Con29 Form  
https://www.rotherham.gov.uk/forms/form/1158/en/request_environmental_health_information_under_environmental_information_regulations_-con29_form

**Local Land Charges Team Contact Details:**  
**Address:**  
Local Land Charges  
Riverside House,  
Main Street  
Rotherham  
S60 1AE
Please do not hesitate to contact anyone in the team for assistance.

*Personal Searches Notes*

- A Personal Search only covers access to the Local Land Charges Register and not any other Statutory Register.
- Under rule 7 of The Local Land Charges Rules 1977, Conditional Planning Permission information can be obtained from The Planning Public Register.
- Personal search agents should be prepared and competent to carry out an inspection of Local Authority records without assistance from Local Authority staff. Some knowledge of Local Land Charges and the governing legislation. If an agent is attending for the first time or is unsure how to access the Authority's system, staff will demonstrate/explain how to access/extract information from the Authority's records.
- Personal search agents may not undertake training of their staff at the Local Authority's office.
- While Local Authority staff can provide access to the relevant records, it is the responsibility of the person carrying out the search to identify and record the relevant information from those records. Local Authority staff may offer factual clarification of what is in the Register but are under no obligation to answer any supplementary or additional enquiries when a personal search is made.
- Copies of Local Land Charges Register entries are available at £1.50 each.
- If a personal search is being carried out as part of a conveyance, it is expected that a corresponding Con29R or EIR request will be submitted. Any 'insurance provision' held by enquirers against incomplete private search information is therefore rendered unnecessary.