



City of
Stoke-on-Trent
Local Land Charges Service
Scale of Charges (2017)

Effective 1 April 2017

Discretionary fees for official search reports						
	Residential			Commercial		
	Net £	VAT £	Total £	Net £	VAT £	Total £
LLC1 (Inclusive of admin fee) Report of the Local Land Charges Register	44.20	0.00	44.20	47.20	0.00	47.20
Standard Search - LLC1 and full CON29"R" (in full)*	83.60	11.72	95.32	92.70	13.80	106.50
Search - LLC1 and full CON29"O" (in full)*	80.50	11.10	91.60	92.50	13.76	106.26
Search - LLC1 and CON29"R" and CON29"O" (in full)*	119.90	18.98	138.88	138.00	22.86	160.86
CON29"R" – Enquiries of Local Authority (in full) *	58.60	11.72	70.32	69.00	13.80	82.80
CON29"O" – Optional enquiries (in full) *	55.50	11.10	66.60	68.80	13.76	82.56
CON29"R" and CON29"O" (in full) *	94.90	18.98	113.88	114.30	22.86	137.16
Admin fee (applicable to all requests made and subject to vat when applied to CON29 requests)	19.20	3.84	23.04	23.50	4.70	28.20
LLC1 - (without the admin fee) for information	25.00	0.00	25.00	23.70	0.00	23.70

* Contain the Local Land Charges admin fee.

Fee calculation guidance from 1 April 2017

Calculating the correct search fee inclusive of VAT will mean that you need to exclude the LLC1 fee (exc. the admin fee) during the calculation.

Example 1

Residential LLC1 + CON29 (full search) fee of £95.32 inc. vat will need calculating as follows:

£25.00 non-vatable part of the residential LLC1 + Vatable elements (Admin fee inc. vat £23.04 + £47.28 (Cost of all CON29 questions as itemised below inc. vat)

Total fee inc. vat = £95.32

Example 2

Residential LLC1 + CON29 question 1.1j-l + optional question 22 + vat will need calculating as follows:

£25.00 non-vatable part of LLC1 fee + Vatable elements (Admin fee inc. vat £23.04 + question 1.1j-l inc. vat £1.75 + question 22 inc. vat £1.54

Total fee inc. vat = £51.33)

Should you require any guidance in calculating VAT on local search requests please contact the Land Charges team on 01782 232775 or email land.charges@stoke.gov.uk

Discretionary fees for each question on the CON29”R” (Enquiries of the local authority)

Where a selection of individual questions are requested, in isolation of an LLC1, the Local Land Charges admin fee needs to be added to the cumulative total to give the payment due. Where all questions are requested, see above for the full fee to be paid.

	Residential			Commercial		
	Net £	VAT £	Total £	Net £	VAT £	Total £
1.1 A - I - Planning applications	0.81	0.16	0.97	0.81	0.16	0.97
1.1 J - L - Building regulations	1.46	0.29	1.75	2.37	0.47	2.84
1.2 - Planning designations and proposals	0.87	0.17	1.04	0.87	0.17	1.04
2.1 A - D - Roads	2.40	0.48	2.88	2.40	0.48	2.88
2.2 - 2.5 - Public Right of Way	3.60	0.72	4.32	3.60	0.72	4.32
3.1 - Land required for public purposes	0.87	0.17	1.04	0.87	0.17	1.04
3.2 - Land to be acquired for road works	0.80	0.16	0.96	0.80	0.16	0.96
3.3 A - C - Drainage matters	0.24	0.05	0.29	0.24	0.05	0.29
3.4 A - F - Nearby road schemes	1.12	0.22	1.34	2.80	0.56	3.36
3.5 A - B - Nearby rail schemes	0.40	0.08	0.48	1.60	0.32	1.92
3.6 A - L - Traffic schemes	2.40	0.48	2.88	5.20	1.04	6.24
3.7 A - G - Outstanding notices	6.75	1.35	8.10	6.19	1.24	7.43
3.8 - Contravention of building regulations	0.46	0.09	0.55	0.46	0.09	0.55
3.9 A - F - Planning enforcement	2.58	0.52	3.10	2.58	0.52	3.10
3.9 G - N - Listed building repairs notice, disrepair notices, building preservation notices, article 4's, revocation orders, discontinuance orders, Tree Preservation Orders, Proceeding to enforce planning agreement	0.65	0.13	0.78	0.72	0.14	0.86
3.10 A - H - Community Infrastructure Levy (CIL)	0.72	0.14	0.86	0.72	0.14	0.86
3.11 A - B - Conservation areas	0.18	0.04	0.22	0.18	0.04	0.22
3.12 - CPO (Highways, planning, housing)	2.67	0.53	3.20	2.67	0.53	3.20
3.13 A - C - Contaminated land	1.20	0.24	1.44	1.20	0.24	1.44
3.14 - Radon gas	0.79	0.16	0.95	0.79	0.16	0.95
3.15 A - B - Assets of Community Value	8.43	1.69	10.12	8.43	1.69	10.12
Total for all questions (excluding the admin fee)	39.40	7.88	47.28	45.50	9.10	54.60

Discretionary fees for each question on the CON29"O" (Optional enquiries)

Where a selection of individual questions are requested, in isolation of an LLC1, the Local Land Charges admin fee needs to be added to the cumulative total to give the payment due. Where all questions are requested, see above for the full fee to be paid.

	Residential			Commercial		
	Net £	VAT £	Total £	Net £	VAT £	Total £
4 A & B - Road proposals by private bodies	4.35	0.87	5.22	4.35	0.87	5.22
5.1 & 5.2 & 5.3 A - E - Advertisements, notices, proceedings and orders (adverts)	7.37	1.47	8.84	7.37	1.47	8.84
6 - Completion notices	0.87	0.17	1.04	0.87	0.17	1.04
7.1 & 7.2 - Parks and Countryside	1.74	0.35	2.09	1.74	0.35	2.09
8 - Pipelines	0.87	0.17	1.04	0.87	0.17	1.04
9 - Houses in multiple occupation	1.40	0.28	1.68	1.40	0.28	1.68
10.1, 10.2. & 10.3 - Noise abatement	0.56	0.11	0.67	0.56	0.11	0.67
11.1 & 11.2 - Urban development areas	0.44	0.09	0.53	0.43	0.09	0.52
12.1, 12.2 & 12.3 - Enterprise zones	3.05	0.61	3.66	3.05	0.61	3.66
13 - Inner urban improvement areas	0.44	0.09	0.53	0.44	0.09	0.53
14.1 & 14.2 - Simplified planning zones	0.87	0.17	1.04	0.87	0.17	1.04
15 - Land maintenance notices	0.87	0.17	1.04	0.87	0.17	1.04
16 - Mineral consultation and safeguarding areas	0.87	0.17	1.04	0.87	0.17	1.04
17.1 & 17.2 A & B - Hazardous substance consents	0.87	0.17	1.04	0.87	0.17	1.04
18 - Environmental and pollution notices	7.20	1.44	8.64	16.21	3.24	19.45
19 - Food safety notices	1.98	0.40	2.38	1.98	0.40	2.38
20.1 & 20.2 A & B- Hedgerow notices	0.87	0.17	1.04	0.87	0.17	1.04
21 Flood defence & land drainage consents	0.40	0.08	0.48	0.40	0.08	0.48
22.1 & 22.2 + 22.3 - Common land, town or village greens	1.28	0.26	1.54	1.28	0.26	1.54
Total for all questions (excluding the admin fee)	36.30	7.26	43.56	45.30	9.06	54.36

Discretionary fees for additional services	Net £	VAT £	Total £
Written additional questions	15.00	3.00	18.00
Additional parcel** (Searches containing CON29)	15.00	3.00	18.00
Additional parcel** (LLC1 search only requests)	15.00	0.00	15.00
Electronic copy of search	Nil	0.00	0.00
Request for hard copy of a completed search	10.00	2.00	12.00
Copy of registered documents	Nil	0.00	0.00
Enquiries following a personal search, where applicable.	15.00	3.00	18.00

Statutory fees	£
Personal Search - of the Local Land Charges register only (by appointment)	Nil

Definition of residential:

All domestic properties or plots which do not contain a business premises

Definition of commercial:

Large areas of land/plots, business premises (inclusive of those which contain a residential property/flat) and any other type of land or property not defined as residential.

****Definition of an additional parcel:**

Additional parcel means land (including a building or part of a building) which is separately occupied or separately rated or, if not occupied or rated, in separate ownership. E.g. a block of flats or several industrial/commercial units.

Where a residential property has been subdivided into separate flats and share a common boundary the local land charges team will judge the workload involved to determine whether an additional parcel fee applies. We advise you contact the Land Charges team prior to submitting your request to prevent any delays.

A separate search request should be made if the additional parcels don't contain a common boundary.