

**NEWPORT CITY COUNCIL  
LOCAL LAND CHARGES SEARCH REQUEST FORM**

**Official Search Number (Office Use Only)**

Company Name:	Date of Instruction:
Address/DX Number:	Postcode:
Telephone Number:	Reference:
Email address:	

Property Address:
-------------------

<p><b>ALL FEES INCLUSIVE OF VAT PLEASE SEE OVER FOR DETAILS</b></p> <p>Please indicate type of search required Standard LLC1/CON29R £130.80 <input type="checkbox"/></p> <p>Non Standard- LLC1<input type="checkbox"/>/CON29R<input type="checkbox"/>/CON29O<input type="checkbox"/>/Additional <input type="checkbox"/> LLC1 - £6.00 CON29R - £124.80</p> <p>4 <input type="checkbox"/> 5 <input type="checkbox"/>* 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/>* @ £14.40Each *@ 18.00 each</p> <p>CON 29 O only additional £6.00 admin fee plus enquiry <input type="checkbox"/></p> <p>Number of extra parcels                      at £29.80 each</p> <p><b>NB Optional Enquiries 5,6,9,10,15,17,19,20 and 21 are charged per unit/parcel of land searched</b></p> <p>Additional question at £30.00 each – please enter your question here:</p> <p>Copy of Adopted Highways extract £30.00 <input type="checkbox"/></p> <p>Other Roadway Footpaths and footways</p> <p>Total Fee £                      Cheque in post/DX <input type="checkbox"/> Telephone Payment by Credit/Debit Card <input type="checkbox"/></p> <p>Telephone Payment Reference Number</p> <p>BACS Payment <input type="checkbox"/></p> <p>Please make your payment to Newport City Council Collection, Santander , sort code 09 07 20 , account number 05070406 please include the address of the property and that it is a 'Local Authority Search with the address or your reference.</p>
--

**Please email your request with a plan to [land.charges@newport.gov.uk](mailto:land.charges@newport.gov.uk) or by fax on 01633 244721 Please include the address of the property in the subject heading. For queries/telephone payments please call 01633 210777 or 01633 210776**

<p><b>FOR OFFICE USE ONLY</b></p> <p>Date request received:</p> <p>Date Payment Received:</p>
---

# Land Charge Fees as of 1st Feb 2017

HMRC have declared that the provision of CON29 services by Local Authority's is to be treated as a taxable provision from 1 Feb. 2017. Our fees for CON29R and CON29O search requests will now have VAT at 20% added to them.

FEE TYPE	PRICE	Vatable Y/N/Part	VAT	TOTAL FEE
Form LLC1 (statutory)	6.00	N	0.00	6.00
Form CON29R	104.00	Y	20.80	124.80
Form LLC1 and CON29R (Official Search)	110.00	Part	20.80	130.80
Form CON29O (Optional Enquiries) per question	12.00	Y	2.40	14.40
Questions 4 to 21				
Questions 5,6,9, 15, 17, 18, 19, 20, 21 are charged per/unit parcel of land searched				
Form CON29O only - admin fee	5.00	Y	1.00	6.00
Solicitors Own Questions	25.00	Y	5.00	30.00
Each additional parcel LLC1	1.00	N	0.00	1.00
Each additional parcel CON29R	24.00	Y	4.80	28.80
Each additional parcel LLC1 and CON29R	25.00	Part	4.80	29.80
Personal searches	No fee		0.00	0.00
Queries on Personal searches	£25.00 per hour or part thereof	Y	5.00	30.00
Copy of Highways extract (CON29R)	25.00	Y	5.00	30.00
Copy documents by post / hard copy/ email	5.00	Y	1.00	6.00
Copy documents hard copy	Section 106 and 38 agreements	Y	2.00	12.00
	Compulsory Purchase Order	Y	5.00	30.00
	All other documents	Y	1.00	6.00

## CANCELLATION POLICY

- 1) 50% part refund of the search fee, provided none of the Councils Service Departments have answered any of the CON29 search questions.
- 2) No refund for a cancelled LLC1 form