

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

SCHEDULE

Rules 3, 4 and 5

**Application for an  
Official Search  
of the Index Map**

**HM Land Registry**

**Form  
96**

(Rule 3 Land Registration Rules 1990)

<p>Please complete in typescript or in BLACK BLOCK LETTERS all details within the thick black lines. Use one application form for each parcel of land.</p>		<p><b>For official use only</b></p>									
<p>To _____ District Land Registry</p>		<p>Description _____ Date _____</p>									
<p>I _____ of _____  (enter here name and address of person or firm making the application)</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Fees Debited</td> <td style="width: 15%;">£</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;">Record of Fee paid</td> <td style="width: 15%;"></td> </tr> </table>		Fees Debited	£					Record of Fee paid	
Fees Debited	£					Record of Fee paid					
<p>apply for an official search of the Index Map or General Map and Parcels Index, and the list of pending applications for first registration, in respect of the property referred to below and shown _____ on the attached plan. <small>NOTE - Any attached plan must contain sufficient details of the surrounding roads and other features to enable the land to be identified satisfactorily on the Ordnance Map. However, a plan is normally unnecessary if the parcel of land can be identified by postal description. Nevertheless, the Chief Land Registrar reserves the right to ask for a plan to be supplied where he deems it necessary.</small></p>		<p style="text-align: center;"><b>PAYMENT OF FEE</b></p> <p>Please enter X in the appropriate box:-  <input type="checkbox"/> the Land Registry fee of £ _____ accompanies this application,                  or  <input type="checkbox"/> please debit the Credit Account mentioned below with the appropriate fee payable under the current Land Registration Fee Order.</p>									
<p><b>FOR COMPLETION BY APPLICANTS WHO ARE CREDIT ACCOUNT HOLDERS</b></p>		<p><b>YOUR KEY NUMBER:-</b>                  _____  <b>YOUR REFERENCE:-</b>                  _____</p>									
<p>Signed _____ Date _____ Telephone No. _____ Reference _____</p>											

HM Land Registry **CERTIFICATE OF RESULT OF OFFICIAL SEARCH OF THE INDEX MAP** (Form 96 Result)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><b>Property</b></td></tr> <tr><td>Postal number or description _____</td></tr> <tr><td>Name of road _____</td></tr> <tr><td>Name of locality _____</td></tr> <tr><td>Town _____</td></tr> <tr><td>Postcode _____</td></tr> <tr><td>District or London Borough _____</td></tr> <tr><td>Administrative County _____</td></tr> <tr><td>Ordnance Map Reference _____</td></tr> <tr><td>Known Title Number(s) _____</td></tr> <tr><td>Enter Name and Address (to which the official certificate of result of search is to be sent.) _____ _____ _____</td></tr> <tr><td>Reference _____</td></tr> </table>	<b>Property</b>	Postal number or description _____	Name of road _____	Name of locality _____	Town _____	Postcode _____	District or London Borough _____	Administrative County _____	Ordnance Map Reference _____	Known Title Number(s) _____	Enter Name and Address (to which the official certificate of result of search is to be sent.) _____ _____ _____	Reference _____	<p>It is certified that the official search applied for has been made with the following result:- (Only the statements opposite the boxes marked X apply.)</p> <p><input type="checkbox"/> The land _____ is not registered.</p> <p><input type="checkbox"/> The land _____ is not affected by any caution against first registration or any priority notice.</p> <p><input type="checkbox"/> The land _____ is affected by a pending application for first registration under the following reference _____</p> <p><input type="checkbox"/> The land _____ is registered freehold under Title No _____</p> <p><input type="checkbox"/> The land _____ is registered leasehold under Title No _____</p> <p><input type="checkbox"/> The land _____ is affected by a rentcharge under Title No _____</p> <p><input type="checkbox"/> The land _____ is affected by a caution against first registration/priority notice under Title No _____</p> <p style="text-align: center;">Official stamp _____</p> <p style="font-size: small;">Please enclose this result of search and any plan annexed thereto with any correspondence or application for first registration relating to the above property.</p>
<b>Property</b>													
Postal number or description _____													
Name of road _____													
Name of locality _____													
Town _____													
Postcode _____													
District or London Borough _____													
Administrative County _____													
Ordnance Map Reference _____													
Known Title Number(s) _____													
Enter Name and Address (to which the official certificate of result of search is to be sent.) _____ _____ _____													
Reference _____													

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**Application for a  
Personal Inspection  
of the Index Map**

HM Land Registry

Form **96<sup>A</sup>**

(Rule 4 Land Registration Rules 1990)

**Notes**

1. Please complete this form within the thick black line. Use one application form for each parcel of land.
2. Your attention is drawn to the following extract from the Land Registration Rules 1925.

Rule 291. "Every inspection shall be made in the presence of an officer of the Registry, and every copy or note of, or extract from any register or document in the custody of the Registrar shall be made by the person inspecting in pencil only. No ink shall be used."

**NB. The maps and other books or documents produced must not be marked in any way.**

FOR OFFICIAL USE			
MAP REFERENCE	Record of Fee paid		
	Fees Debited	£	
PAYMENT OF FEE			
Please enter X in the appropriate box:-			
<input type="checkbox"/>	the Land Registry fee of £ <input type="text"/> accompanies this application,		
or			
<input type="checkbox"/>	please debit the Credit Account mentioned below with the appropriate fee payable under the current Land Registration Fee Order.		
FOR COMPLETION BY APPLICANTS WHO ARE CREDIT ACCOUNT HOLDERS		YOUR KEY NUMBER:-	
		<input type="text"/>	
		YOUR REFERENCE:-	
		<input type="text"/>	

Please provide as much of this information as is available.

Application	
I apply to search the Index Map or General Map and to be informed whether there is a pending application for first registration in respect of the following parcel of land:-	
Postal number or description	
Name of road	
Name of locality	
Town	
Post code	
District or London borough	
Administrative County	
Ordnance Map Reference or Title Number	
Name(s) of Applicants	
Address(es) of Applicant(s)	
Telephone Number	Reference
Signed	Date

Details of appointment (when applicable)	Date	Time
Details of any pending applications	Documents returned by applicant	Initials
Index Map or Map Section Reference produced:	Initials	

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Application for Office Copies of Register and Title Plan only

HM Land Registry Form

109 (FAX)

(Rule 5 Land Registration Rules 1990)

District Land Registry

Please complete the numbered panels on this form in typescript or BLOCK LETTERS. No covering letter is necessary. Applications for office copies of specified deeds must be made on Form 110 FAX. Use one form per title.

1 Title Number [grid] (Use one character per box)

For official use only Record of Fees paid Fee Debited £ [grid]

2 Property DISTRICT or London Borough COUNTY/Administrative Area

4 PAYMENT OF FEE Please debit the Credit Account mentioned below with the appropriate fee payable under the current Land Registration Fee Order.

3 Application I (enter here name and address of person or firm making the application) of apply for office copy(ies) of the register of the above mentioned title; office copy(ies) of the title plan of the above mentioned title; a certificate in Form 102 in which case, either: an Estate Plan has been approved and the Plot Number is or no Estate Plan has been approved and a certificate is to be issued in respect of the land shown on the attached plan.

FOR COMPLETION BY APPLICANTS WHO ARE CREDIT ACCOUNT HOLDERS YOUR KEY NUMBER:- YOUR REFERENCE:-

5 Authority Please enter X in the appropriate box:- I certify that I hold the duly signed written authority of (or of the solicitor(s)/licensed conveyancer(s) for) a registered proprietor. I act for a registered proprietor. I am a registered proprietor.

6 In case there is an application for registration pending against the title, please enter X in the appropriate box:- I require an office copy back dated to the day prior to the receipt of that application, or I require an office copy on completion of that application.

Signature of applicant :- Date Daytime telephone No :-

Reference Please enter above using BLOCK LETTERS the name, address and reference to whom the office copies are to be sent.

Where you have requested that the fee be paid by Credit Account the appropriate fee has been debited.

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Application for Office  
Copies of Deeds only <sup>(A)</sup>

HM Land Registry Form

**110** (FAX)

(Rule 5 Land Registration Rules 1990)

District Land Registry

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**IMPORTANT**

This application cannot be processed unless full details of the deeds required are given. These details can be obtained from the Land or Charge Certificate or from a copy of the register.  
DO NOT ENTER 'ALL' or 'ANY DEEDS'.  
USE ONE FORM PER TITLE.

(A) Please complete the numbered panels on this form in typescript or BLOCK LETTERS. No covering letter is necessary.

(B) Enter address, including any postcode, (or short description) of property.

(C) Enter name and address of person or firm making application.

(D) Please state the nature (e.g. Conveyance or transfer) the date(s) of the document(s) and the number of copies required.

N.B. APPLICATIONS SPECIFYING 'ALL' or 'ANY DEEDS' WILL BE REJECTED.

Signature of applicant:-

Date

Daytime telephone No.

**1 Title number** (use one character per box)

--	--	--	--	--	--	--	--	--	--

**2 Property** <sup>(B)</sup>

DISTRICT or London Borough      COUNTY/Admin Area

**3 Application** <sup>(C)</sup>

I \_\_\_\_\_ of \_\_\_\_\_ apply for the office copies specified below.

4 Nature and date of deed required <sup>(D)</sup>	No. of copies	Title No. under which it is filed	FOR OFFICIAL USE ONLY			
			No. of pages	No. of plans	Tinted	Untinted
Personal covenants (A54)						

**For official use only**

Record of Fees paid	
Fees Debited	£

**5 PAYMENT OF FEE**

Please debit the Credit Account mentioned below with the appropriate fee payable under the current Land Registration Fee Order.

<b>FOR COMPLETION BY APPLICANTS WHO ARE CREDIT ACCOUNT HOLDERS</b>	<b>YOUR KEY NUMBER:-</b>
	<b>YOUR REFERENCE:-</b>

**6 Authority** Please enter X in the appropriate box:-

I certify that I hold the duly signed written authority of (or of the solicitor(s)/ licensed conveyancer(s) for) a registered proprietor.

I act for a registered proprietor.

I am a registered proprietor.

Reference \_\_\_\_\_

Please enter above using BLOCK LETTERS the name, address (including postcode) to whom the office copies are to be sent.

Where you have requested that the fee be paid by Credit Account the appropriate fee has been debited.