



Office Use Only	
Reference No.	<input type="text"/>
Received Date	<input type="text"/>
Fee Received	£ <input type="text"/>
Payment Type	<input type="checkbox"/> Debit/Credit <input type="checkbox"/> Cash <input type="checkbox"/> Cheque
Issued Date:	<input type="text"/>
Receipt No.	<input type="text"/>
Cheque No.	<input type="text"/>

Ballymoney Office	Riada House, 14 Charles Street, BALLYMONEY, BT53 6DZ	Tel: (028) 2766 0251
Coleraine Office	Cloonavin, 66 Portstewart Road, COLERAINE, BT52 1EY	Tel: (028) 7034 7272
Limavady Office	7 Connell Street, LIMAVADY, BT49 0HA	Tel: (028) 7776 0301

1	Property Type <i>(tick as appropriate)</i>	Period Request <i>(tick as appropriate)</i>
	Dwelling	<input type="checkbox"/> 10 Year search <input type="checkbox"/>
	Other residential (eg. Nursing home, hotel, guest house etc.)	<input type="checkbox"/> 10 Year search from _____ to _____ <input type="checkbox"/>
	Commercial (eg. Shop, office, factory unit etc.)	<input type="checkbox"/> 1973 search <input type="checkbox"/>
	Land only	<input type="checkbox"/> Follow-on 10 year search from _____ <input type="checkbox"/>

2	Property Details
	Address: _____ Townland: _____ Town: _____ Postcode: _____ If Commercial Property, please supply current business name: _____ Energy Performance Certificate (Report Ref. no. 24 digit) _____
	Name of Vendor: _____
	Name of Previous Owners during specified period search: _____
	Name of Occupier (if not vendor): _____
	Address: _____ Townland: _____ Town: _____ Postcode: _____ Phone: _____ Mobile: _____ Email: _____

3	Applicant Details
	Name: _____
	Company Name: _____
	Address: _____
	Townland: _____ Town: _____ Postcode: _____
	Phone: _____ Mobile: _____
	Email: _____

4	Declaration <i>(please see Privacy Statement and Information overleaf)</i>
	I/we hereby submit this application
	Applicant Signature: _____ Date: _____

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Privacy Statement

As a public authority, Council takes your rights and freedoms seriously. We will only use your details for processing your application or to provide updates regarding Council services. You should be aware that if Causeway Coast and Glens Borough Council is requested to release your details by any regulatory or government authority investigating suspected legal activities, Causeway Coast and Glens Borough Council is entitled to do so. All information collected and processed may be subject to audit. The Council may also process the information for research purposes carried out in the public interest. Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found at: <https://www.causewaycoastandglens.gov.uk/council/access-to-information/privacy-statement>

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Information for Applicants

1. NOTE (1) Interpretation

- 1.1. The expression "contemplated" in the context of the replies to questions set out in the Property Certificate means proposed or actively considered by the Council or its senior officers to whom the relevant functions have been delegated.
- 1.2. In question 1.1 Application Type is defined by abbreviations:
 - B relates to a Building Notice
 - R relates to a Building Regularisation
 - F relates to a Full Plans Application
 - EX relates to an Exempt Application
 - There may be historical abbreviations used that differ from those noted above; for clarification telephone your local office.

2. NOTE (2) Certificate Period

- 2.1. The Property Certificate is issued by the Council in respect of the Certificate Period.
- 2.2. The Certificate Period shall be counted in calendar years going back from 1st January last preceding the date of the application.
- 2.3. Where a search back to 1973 has been carried out, the Certificate Period shall count from 1st October 1973 to the date of the application.
- 2.4. Applications will be taken to include Full Plans, Building Notices and Regularisation Notices.

3. NOTE (3) Fees

- 3.1. The application should be accompanied with the appropriate fee; any cheques should be made payable to, **Causeway Coast and Glens Borough Council**

Type of Certificate	Fee
Standard 10 Year Search	£100.00
1973 Search	£135.00
Specified 10 Year Search	£100.00
Follow-on 10 Year Search	£43.00

4. NOTE (4) Property Location Plan

- 4.1. The Application must be accompanied by a site location plan of the property, with relevant boundaries clearly defined.
- 4.2. The plan must be to scale 1:2500 Irish Grid or County series. For urban areas a scale of 1:1250 should be used where available. For large tracts of land, a scale of 6":1 statute mile County series or 1:10,000 Irish Grid is sufficient provided buildings are identified.

5. NOTE (5) Accuracy of Information

While the information given in the Property Certificate is accurate to the best of the knowledge of Council's officers dealing with the enquiries raised, nevertheless the Applicant should note:-

- No site inspection has been carried out for the purpose of completing the Property Certificate;
- Whilst the Council endeavours to ensure that its records are accurate, no warranty can be given in relation thereto, particularly in relation to older records;
- While due care is taken to ensure the accuracy of the information given in the Property Certificate neither the Council nor its officers can accept any liability for inaccuracies, mis-statements, or errors therein;
- The applicant is advised to ensure that the property is properly surveyed by an appropriately qualified person;
- The information given in the Property Certificate is intended to be solely in the context of matters relevant (adversely or otherwise) to the property, and not to any personal interest or attribute of any individual who may have or have had a connection with the property.

While due care is taken to ensure the accuracy of the information given in the Property Certificate neither the Council nor its officers can accept liability for inaccuracies, mis-statements, or errors therein.

6. NOTE (6)

- 6.1. Where the Property Certificate contains a reply adverse to the property and the matter is subsequently resolved any follow up Certificate may attract a reduced fee.