

**WELWYN HATFIELD BOROUGH COUNCIL
LOCAL LAND CHARGES DEPARTMENT
INFORMATION FOR PERSONAL SEARCH AGENTS**

A personal search is an inspection of the Local Land Charges Register.

Please note from 22nd June 2015 CON29 information will ONLY be available from the originating departments, please contact the relevant departments using the details below:-

Building Control – buildingcontrol@hertfordshirebc.co.uk or 01438 879990

Environmental Health- e.health@welhat.gov.uk

Planning- planning@welhat.gov.uk

The Procedure for a personal search is as follows.

- Normal opening hours for dealing with personal searches are 10 am – 12 noon everyday Monday to Friday.
- An appointment must be made by telephone, and you will be given the next available appointment.
- Please note that there is a maximum of 6 addresses per appointment, in order to ensure fair access to all.
- An email confirming your appointment will need to be sent to locallandcharges@welhat.gov.uk in this email you will need to confirm the date, time and address/es you have booked in. An up to date location plan must also be sent outlining in red the area you wish us to search against.

For Highways information please contact Hertfordshire County Council directly at:

**Mrs Jolanta Duraj, Hertfordshire County Council, Register Office Building,
County Hall, Hertford, Herts – Tel No. 01992 555199 – Fax No. 01992 588354 – DX
145781 Hertford 4**

If you have any enquiries regarding the information above, please contact:-

The Local Land Charges Department
Welwyn Hatfield Borough Council
Council Offices
The Campus
Welwyn Garden City
AL8 6AE
DX 30075 WELWYN GARDEN CITY 1

Tel: 01707 357357 or 01707 357358

Email: locallandcharges@welhat.gov.uk

Dated: 22nd June 2015