

## How To: Register for and use the LLCSearches website

The LLCSearches website is a convenient, easy to use, system which enables you to send your local land charge searches, and receive the results, over the Internet. This service is offered at no additional cost (compared to sending searches by post or email) but provides the benefit of a dedicated system to help speed up the submission and, as a direct result, the return of local land charge searches. The system will also allow for the retrieval of any search results at any time, once they are completed.

### Step 1 - Registration

You are required to register with us by completing the registration page on the LLCSearches website at <https://www.llcsearches.co.uk/> and then click on the 'Sign up now' link at the bottom of the page.

Only adults (ie those aged 18 and over) are entitled to enter into legally binding contracts and as a result are the only people entitled to use the Services. Any other individuals who are unable to form legally binding contracts are also prohibited from using the Services. If you do not qualify, do not use the Services. By registering you are making a statement, upon which we are entitled to rely, that you are aged 18 years or older and capable of forming a legally binding contract either in your own right or on behalf of your firm or company.

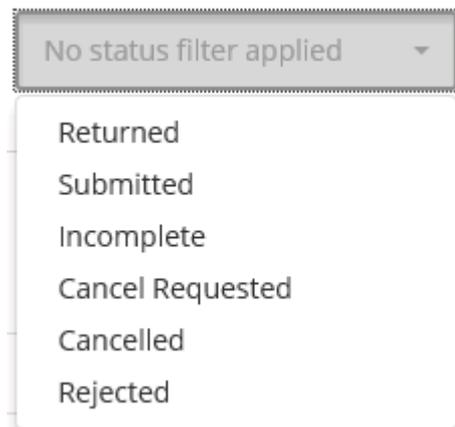
On occasions certain users will be refused access to the Services, such suspensions shall be within our sole discretion.

You should get a response to your registration request within a couple of hours, but this could take longer at busy times. Once your registration has been successful you will be ready to submit your searches online.

### Step 2 - Logging-in

From the home page at <https://www.llcsearches.co.uk/> click on 'Searches' at the top of the page, this will take you through to the 'Log in' page where you will need to use the email address and password you used when you first registered.

Once you have filled in your details and clicked 'Log in' you will be taken through to 'Your search requests'. Once you have submitted searches this is where they will appear (with the most recently actioned record at the top) and from here you will be able to filter your searches by address or the various options from the drop down box:



On this page you will also have the option to create a 'New search request'

### **Step 3 - Submitting a local land charges search**

After clicking on 'New search request', the next screen you will see will be:

1. **Select a Local Authority** page. This is where you can select which local authority you wish to submit a search to, from a list in the dropdown box (this list will only show those authorities you have registered with). Once you have selected the relevant local authority you will be required to accept their T's&C's before you can continue. Then click on 'Begin Submission' and you will be forwarded to:
2. **Enter your contact details** page. The fields on this page should auto-populate based on the information you provided when you first registered, but it will allow you to make alterations, if required. Once happy with these details please click on 'Next', to go to:
3. **Enter your recipient's details** page. If the recipient is different from your registered details you can add them on the page by de-ticking the 'Same as contact details' box. Once happy please click on 'Next' to go to:
4. **Select a Search Type** page. Next to 'Search Type\*' there is a drop-down box that will allow you to select four different local land charges search options:

**Full** (LLC1 & CON29)

**CON29** (CON29 only)

**LLC1** (LLC1 only)

**CON29O** (CON29O only)

Please note: On any of the above options you will be able to select CON29O questions as you go through the order process.

Once you have selected any one of these options you will see the 'Description' changes to show what elements are included (ie includes CON29, LLC1). You will also see that the progress circle on the right of the screen has changed, as has the 'Fee Summary'. If you hover your mouse over the 'Fee Summary' at any stage you will see the VAT breakdown off fees. Once you have selected your 'Search Type' click on 'Next' to go to:

5. **Select optional questions** page. On this page you will be able to select CON29O questions, if required, just click on the + symbol to expand the Group and select those questions you require. The 'Fee Summary' will again change as you tick each question you require.

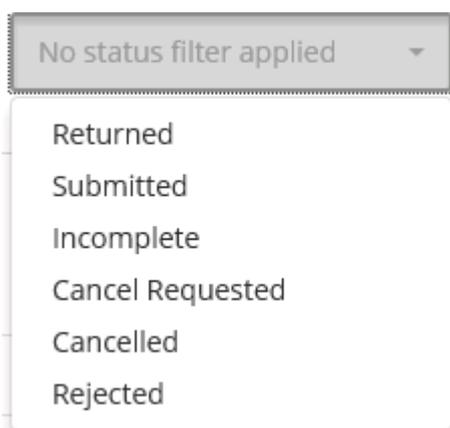
**Please Note:** Question 21 will not show in this group, as we do not hold this information and you are advised to contact the vendor.

Once happy please click on 'Next' to go to:

6. **Enter any additional questions** page. This is where you can add any bespoke questions not included within the CON29 or CON29O. Once happy please click on 'Next' to go to:
7. **Enter your property details** page. This is where you can input the address/location for the search request. You can either do this entering the postcode and 'Find address' and selecting the official address from the dropdown box, or by 'Manual entry' if required. On this page you can also add details for any additional land parcels. Once happy please click on 'Next' to go to:

8. **Enter you road details** page. This is where you would add any roadways, footways and footpaths referred to in 'Box C' (under the usual terms). Again this can be done by typing in all or part of the road name and using the dropdown box, or by manual entry if the road name isn't know or doesn't exist.  
**Please Note:** Whilst this page will appear on all search submissions it can only be completed if you search request includes a CON29.  
Once happy please click on 'Next' to go to:
9. **Attach any documents** page. This is where you can attach your search requisition documents and site plan (although the system accepts various file types our preferred option is ODF format). Once you have added all the attachments please click on 'Next' to go to:
10. **Enter any additional information** page. This is where you should add your search reference and there is also a Notes/Comments box for you to add any supporting information. Once happy please click on 'Next' to go to:
11. **Summary of your search request** page. This will show you a summary of your order for review before final submission.  
If you need to make any changes you can use the 'Previous' and 'Next' buttons to navigate forward and backwards through the various pages (this can be done at any stage).  
If everything is correct click 'Submit search request' to complete the order and go to:
12. **Search request submitted** page. This will give you payment instructions as well as any notes relating to our service at the time of submission. And the option to return to 'Your search requests' page.

**Note #1:** You can abandon a search request at any stage and come back to it later. If you do this you will need to select 'Incomplete' from the filter box on the 'Your search requests' page as they will go to the end of the list of submitted searches.



**Note #2:** Please be aware that the LLCS portal reference will not be the official search reference