

South Staffordshire Council & Lichfield District Council
Local Land Charges Partnership

**PUBLIC ACCESS TO ENVIRONMENTAL INFORMATION
PROCEDURE**

The Council Offices are open between 8.45am and 5:15pm from Monday to Friday.

Information below is provided to assist people with accessing information under the Environmental Information Regulations (as amended).

There are no staff available on standby to assist with these enquiries. All enquiries or requests for appointments are required to be in writing/email to enable the relevant data custodian to investigate and respond as soon as possible and within 20 working days.

Council reception staff have been instructed to direct all enquiries to the contact list below.

Inspecting public registers

- There is no appointment system other than LLCR at South Staffs Council. People may view the available public registers at the council offices during working hours.
- Researchers and organisations that regularly inspect public registers are expected to do that without support from council staff.
- For public registers that are made available on-line or at the Council offices training can be arranged where necessary (by appointment) to permit inspection. However, staff are not available on standby to provide support or deal with enquiries about the information held on a public register.
- Where it is not possible or practicable to provide direct public access to a register the enquirer will be supplied with that part of the register that they are enquiring about. This will be supplied for inspection as set out in the procedures below. Where information is not held on a public register there may be a charge for supplying information. Refer to the Charging Scheme below.
- Any request for the supply of environmental information, or to inspect registers that are not available to the public will be responded to by council staff, in accordance with the Environmental Information Regulations as soon as possible and within 20 working days.

Suspected errors or omissions discovered within public registers

- Everything reasonably possible is done to ensure the electronic data is accurate. However, it is possible that people inspecting the public registers may suspect there are errors or omissions in the data.
- The council welcomes any feedback and would like all suspected errors or omissions to be raised for investigation.
- There are no staff available on standby to deal with suspected errors discovered within public registers. All errors will need to be reported to, and investigated by the relevant Data Custodian.
- The Data Custodian will investigate and confirm that the data is correct.
- Where Data is found not to be correct the Data Custodian will inform the enquirer when the repaired data is ready for inspection.
- The contact details for the relevant Data Custodians are provided below. There is no charge for this service. Investigations will be carried out as soon as possible and within 20 working days.

1. Local Land Charges Register

1.1 Inspection of the Local Land Charges Register (LLCR).

Local Land Charges Services are provided in partnership with South Staffs Council and Lichfield District Council. The councils are currently working with HM Land Registry to provide an automated centralised LLCR that will be available as part of the on-line Land Registry services. Until that is implemented the following procedure applies:

- Cost. There is no charge for attending the Council offices in person to inspect public registers.
- The LLCR at Lichfield DC is not in a format that is publicly accessible. It is part of a land and property information system that contains personal data. Therefore, the relevant part of the LLCR will be extracted by Council staff and made available for inspection at the council's reception area, or emailed.
- The LLCR at South Staffs Council is a self-help service. Appointments need to be arranged. Staff will make available the relevant plotting sheets and there is a computer available with relevant information to enable inspection of the available information.
- Request to inspect the LLCR. Local Land Charges will require the name and address of the person carrying out the request, and a precise plan of the location(s). This information must be sent to The Local Land Charges Partnership and will be available for inspection as soon as possible and will be no longer than 20 working days.
 - **South Staffs Council - landcharges@sstaffs.gov.uk**
 - **Lichfield District Council - landcharges@lichfielddc.gov.uk**
- Inspecting the LLCR. The print out of the relevant part of the register will be made available at the relevant council office for inspection, or emailed.
- This concludes the Personal Search of the LLCR

2. Locating answers to frequently asked questions

The information required to answer frequently asked questions is available as indicated in the table below.

NOTE 1: Building Control Services are provided in Partnership with South Staffs Council, Tamworth Borough Council and Lichfield District Council. The service is known as the 'Southern Staffordshire Building Control Partnership'.

NOTE 2: For environmental information relating to Building Control for properties in Tamworth since 1st April 2009 email: landcharges@lichfielddc.gov.uk.

<p>Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements -</p> <ol style="list-style-type: none"> 1. a planning permission; (Planning Register) (on LLC Register if conditional after 01.08.77) 2. a listed building consent; (Planning & LLC Register) 3. a conservation area consent; (Planning & LLC Register) 4. a certificate of lawfulness of existing use or development; (Planning Register) 5. a certificate of lawfulness of proposed use or development; (Planning Register) 6. a certificate of lawfulness of proposed works for Listed Building. 7. a heritage partnership agreement 8. a listed Building consent order. 9. Local listed building consent order 10. building regulations approval; 11. a building regulation completion certificate; and 12. any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme? 	<p>Questions 1-9</p> <p>This information is accessible for free from the 'Planning Public Access' service. See notes below</p> <p>Questions 10-12</p> <p>This information is not a public register. This information is available and will be supplied by 'Southern Staff's Building Control Partnership'. Charges apply- refer to Charging Scheme below.</p>
<p>What designations of land use for the property or the area, and what specific proposals for the property, are contained in any existing or proposed development plan? (Local Plans etc)</p>	<p>This information is available for free by viewing the Local Plan and associated information on the council's website.</p>
<p>Roads and public rights of way</p>	<p>Refer to Staffordshire County Council</p>
<p>Land required for Public Purposes</p>	<p>Refer to Staffordshire County Council</p>
<p>Land to be acquired for Road Works</p>	<p>Refer to Staffordshire County Council</p>
<p>Is the property served by a SUDS</p>	<p>Information contained within individual Planning Applications</p>
<p>Are there SUDS features within the boundary of a property and is the owner responsible for maintenance</p>	<p>Some information contained within Planning Applications. Some information is not held by the council.</p>
<p>Who bills the property for the SUDS surface water drainage charge</p>	<p>Information not held by Council.</p>
<p>Nearby Road Schemes</p>	<p>Refer to Staffordshire County Council</p>
<p>Is the property (or will it be) within 200 metres of the center line of a proposed railway, tramway, light railway or monorail? <i>Note: The primary information holder will be the Statutory Undertaker, Government Agency or Staffordshire County Council.</i></p>	<p>Some information available on the Local Plan and Planning Application Register.</p>
<p>Are there any proposals for a railway, tramway, light railway or monorail within the local authority's boundary</p>	<p>Information available on Local Plan. See note</p>

<p>Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule:-</p> <ul style="list-style-type: none"> building works; *environment; *health and safety; *housing; highways; *public health <p>Flood and coastal erosion risk management</p>	<p>above.</p> <p>Access is provided for free to the relevant Council committee minutes to enable a search for this information.</p> <p>*At South Staffs Council: email Env.protection@sstaffs.gov.uk</p> <p>Response will be provided as soon as possible and within 20 working days.</p> <p>Information is provided for free.</p> <p>Refer to Staffordshire County Council</p>
<p>Has a local authority authorized in relation to the property any proceedings for the contravention of any provision contained in building regulations?</p>	<p>Access is provided to the relevant Council committee minutes to enable a search for this information.</p>
<p>Do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following:-</p> <ul style="list-style-type: none"> • an enforcement notice; (stop & enforcement register) • (LLC Register if effective and no appeal in progress) • a stop notice; (S&E register) • a listed building enforcement notice; (S&E Register – LLC see above) • a breach of condition notice; (S&E Register) • a planning contravention notice; (S&E Register) • another notice relating to breach of planning control; (S&E Register) • a listed building repairs notice; (LLC Register) • in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation; • a building preservation notice; (LLC Register) • a direction restricting permitted development; (LLC Register) • an order revoking or modifying planning permission; (Planning Register & LLC Register) • an order requiring discontinuance of use or alteration or removal of building or works; (planning and LLC Register - discontinuance) • a tree preservation order; or (LLC Register) • proceedings to enforce a planning agreement or planning contribution 	<p>This information is accessible for free from the public computer in Planning Reception.</p> <p>Access is also provided to the relevant Council committee minutes to enable a search for this information as some notices, orders and other enforcement may have been decided but not yet appear on public records. Refer to S2.1 below</p>
<p>Is there a CIL charging schedule?</p> <p>If, yes, do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following?</p> <ul style="list-style-type: none"> • A liability notice • A demand notice 	<p>Refer to the council's Local Plan available on the council's website.</p> <p>At Lichfield –located www.lichfielddc.gov.uk/CIL</p>

<ul style="list-style-type: none"> • A default liability notice • An assumption of liability notice • A commencement notice <p>Has any demand notice been suspended? Has the Local Authority received full or part payment of any CIL liability? Has the Local Authority received any appeal against any of the above? Has a decision been taken to apply for a liability order? Has a liability order been granted? Have any other enforcement measures been taken?</p>	<p>Where there is a CIL in place this is a Local Land Charge and will be revealed for free on the LLCR.</p> <p>Further information about the CIL is available and will be supplied in accordance with the Environmental Information Regulations Charges apply- refer to Charging Scheme below.</p>
<p>Do the following apply in relation to the property-</p> <ul style="list-style-type: none"> • the making of the area a Conservation Area before 31 August 1974; or • an unimplemented resolution to designate the area a Conservation Area? 	<p>This information is accessible for free from the public computer in Planning Reception</p>
<p>Has any enforceable order or decision been made to compulsorily purchase or acquire the property?</p>	<p>Refer to Staffordshire County Council</p>
<p>Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property):-</p> <p>(a) a contaminated land notice;</p> <p>(b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990:-</p> <p style="padding-left: 40px;">(i) a decision to make an entry; or</p> <p style="padding-left: 40px;">(ii) an entry; or</p> <p>(c) Consultation with the owner or occupier of the property conducted under section 78G (3) of the Environmental Protection Act 1990 before the service of a remediation notice?</p>	<p>This information is accessible for free from a folder located in Planning Reception</p> <p>There are currently no entries in the register for Lichfield DC or South Staffs Council.</p>
<p>Do records indicate that the property is in a “Radon Affected Area” as identified by Public Health England?</p>	<p>Public Health England</p>
<p>Has the property been nominated as an asset of community value</p>	<p>The list of community assets is available for free on the council’s website. Refer to links opposite:</p> <p>Further information is available and will be supplied under the Environmental Information Regulations.</p> <p>Charges apply- refer to Charging Scheme below.</p>
<p>Is it listed as an asset of community value</p>	
<p>Was it excluded and placed on the ‘nominated but not listed’ list</p>	
<p>Has the list expired</p>	
<p>Is the local authority reviewing or proposing to review the listing</p>	
<p>Are there any subsisting appeals against the listing</p>	
<p>Has the local authority decided to apply to the Land registry for an entry or cancellation of a restriction in respect of listed land affecting the property</p>	
<p>Has the local authority received a notice of disposal</p>	
<p>Has any community interest group requested to be treated as a bidder</p>	
<p style="text-align: center;"><i>Links to List of Community Assets:</i></p> <p><i>Lichfield DC:</i> https://www.lichfielddc.gov.uk/Residents/Community/Community-rights-bids-assets-and-more/Community-Rights-how-to-nominate-or-bid-for-an-asset.aspx#DynamicJumpMenuManager_1_Anchor_8</p> <p><i>South Staffs Council:</i> http://www.sstaffs.gov.uk/your_services/legal_p_h_protection/localism/community_asset_register.aspx</p>	

2.1 Searching Planning History.

All the information relating to a Planning application is available on the Planning Register which is a publicly accessible service on the council's website, and plotting sheets that are located on a computer in the Council Reception area.

2.1.1 Searching Planning History ay Lichfield District Council

To Search Planning History on Lichfield DC Pre 1997 Applications

- Use the public access computer available in the Council's reception area.
- Identify on which plotting sheets the property or land is located from the appropriate index (Lichfield City, Burntwood or Rest of District).
- Record any applications plotted against the property or land in question.
- Look up each application in the folder of decision notices. It should be noted that the decision notices are not indexed, but have been scanned to this folder in planning application order which can be found on the top of each decision Notice. Therefore, for new users additional time is required to find the information. This is the same folder used by council staff. However, council staff are not available to assist searching this information.
- All shortcuts to indices, plotting sheets and decision notices are stored on the desktop of the public computer.
- The computer located in the Council's Reception area isn't able to process and render Planning information fast and extra time should be allowed. There are no time limits (other than opening hours) on how long you can use the computer. This computer is specifically designed for public access. It provides safe public access to a great deal of information, including planning information not published on the council's website. This type of computer access is essential for security reasons as the council is unable to allow the public to have direct access to the IT systems.
- When inspecting the information you will be loading folders that contain electronic versions of historic plotting sheets, pictures of Decision Notices, etc. These folders are very large and as such the computer needs time to create, process and render the information in web format as it does not have a specific search engine. There is a waiting period because of the large folders are being created into web format. The waiting periods are usually less than a minute and workable. Occasionally, users have found that after a longer period of time the computer will report a server error message and stop searching and any request will have to be repeated.
- The server error message has been investigated by the council's IT team and is not a computer failure. No reports about this error message will be investigated further. The error message is a time out issue. The user should ensure no other requests are active and repeat the request.
- The Council's IT team have advised that there are no improvements that can be made to the computer. The council is investigating ways that we can reorganise the data to assist with the speed, re-indexing the decision notices and reduce server errors and will issue updated guidance when that work is completed.

To Search Planning History on Post 1997 Applications

- This information can be searched by following the appropriate link on the desktop on the public access computer in the Council reception area or on the council's website. Use the identify tool whilst performing a search for 'Planning Applications'. Any results found will be displayed in a new window.

Understanding Lichfield's Planning Application Numbering Systems

- Prior to 1974 the District was divided into Rural and City areas with each set of planning applications having their own numbering system starting at application number 1. Rural and City are plotted on the sheets without a prefix letter however when looking up a pre-1974 application in our folder of decision notices it should be noted that Rural applications should have the prefix 'ELR' and City applications the prefix 'LC' (occasionally also called 'ELC'). Amongst others, Listed Building and Advertisement applications from this era also have their own prefixes.
- When the old Rural and City Councils became the District Council in 1974 the application numbering began again at 1, this time prefixed by an L. Again, other applications such as Listed Buildings and Advertisement applications maintained their own prefixes.
- In late 1986 the application numbering changed to include a year identifier within the reference. The numbers still began with an L (or LB, AD etc...), followed by a two-digit year identifier, which was in turn followed by the four-digit incremental counter. These numbers began with L860721 and ended with L960963 when a new computerized system was introduced.
- These new numbers commenced in 1997 and followed the pattern Year/Counter/Type. The first application using this style was number 97/00001/FUL and this format is still the one currently being used by the Council for new applications.

Contact Information for Data Custodians

The councils do not provide staff support on standby to provide assistance. Please email the address below with the details of your enquiry about the register. The relevant data custodian will investigate and respond as soon as possible and within 20 days.

Data Sets	Contact South Staffs Council	Contact Lichfield DC
LLCR	landcharges@sstaffs.gov.uk	landcharges@lichfielddc.gov.uk
Building Control	enquiries@southernstaffs-buildingcontrol.co.uk	enquiries@southernstaffs-buildingcontrol.co.uk
Planning	dmsearch@sstaffs.gov.uk	devcontrol@lichfielddc.gov.uk
Planning enforcement	planningenforcement@sstaffs.gov.uk	planningenforcement@lichfielddc.gov.uk
Environmental Health	Env.protection@sstaffs.gov.uk	pollution@lichfielddc.gov.uk
CIL	N/A	CIL@lichfielddc.gov.uk
ACV	L&PHPAdmin@sstaffs.gov.uk	mark.hooper@lichfielddc.gov.uk

To book a training session:

Training sessions are entirely focused on explaining how public information is made available.

Any enquiries about the data will need to be made to the relevant Data Custodians.

To book a training session please contact :

landcharges@lichfielddc.gov.uk

CHARGING SCHEME

FAQ	CONTACT	COST	
BUILDING REGULATIONS			
Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements -			
Building Regulations approval;	landcharges@lichfielddc.gov.uk	Not yet implemented	
A Building Regulation completion certificate;			
Any Building Regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme?			
COMMUNITY INFRASTRUCTURE LEVY			
Do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following?	landcharges@lichfielddc.gov.uk	Not yet implemented	
<ul style="list-style-type: none"> • A liability notice • A demand notice • A default liability notice • An assumption of liability notice • A commencement notice 			
Has any demand notice been suspended?			
Has the Local Authority received full or part payment of any CIL liability?			
Has the Local Authority received any appeal against any of the above?			
Has the Local Authority received any appeal against any of the above?			
Has a liability order been granted?	Not yet implemented		
ASSETS OF COMMUNITY VALUE			
Has the property been nominated as an asset of community value			
Is it listed as an asset of community value			
Was it excluded and placed on the			

'nominated but not listed' list	landcharges@lichfielddc.gov.uk	Not yet implemented
Has the list expired		
Is the local authority reviewing or proposing to review the listing		
Are there any subsisting appeals against the listing		
Has the local authority decided to apply to the Land registry for an entry or cancellation of a restriction in respect of listed land affecting the property		
Has the local authority received a notice of disposal		
Has any community interest group requested to be treated as a bidder		
REQUEST FOR OTHER INFORMATION		
This section will be updated to include standard questions.	landcharges@lichfielddc.gov.uk	Not yet implemented

Notes to Charging Scheme

The Environmental Information Regulations (EIR) provide councils with a duty to make environmental information available. The duties of councils are such that they hold lots of environmental information, collected over the years for many different purposes. Where the councils are required to hold 'Public Registers' these are available to the public for inspection at no charge. The EIR permits a fee to be charged for supply of information where information is not held on a public register. Fees are charged entirely on a not-for-profit basis and do not include costs associated with the IT systems used by councils. Further information on how the charges are calculated is available from landcharges@lichfielddc.gov.uk.

Exemptions from fees

The council will consider reducing or removing the fee for people who are unable to pay. This will include but is not limited to people who are unemployed and receive benefits. Further information is available at landcharges@lichfielddc.gov.uk.

Payment of fees

Regular business users of the service are encouraged to open a business account. Account holders are invoiced at the end of each month. Further information is available at landcharges@lichfielddc.gov.uk.

Payment of business accounts or individual searches can be by cheque or card. Unfortunately, we are unable to accept cash.