

**REQUISITION FOR AN OFFICIAL SEARCH**

(For the use of the registration authority)  
**Official Number**

(For completion by or on behalf of the applicant: Please read NOTES overleaf)

Name of applicant (or agent) and address to which completed certificate is to be returned (in BLOCK LETTERS)

The Worcestershire County Council is required to make a search in its Registers of Common Land and Town or Village Greens in respect of land at .....shown edged/coloured .....on the enclosed plan and duplicate plan (OS (6 figure) map reference .....). The fee of £.....is enclosed.

Signature of applicants (or agent) ..... Reference .....

Date ..... Telephone Number .....

**CERTIFICATE OF OFFICIAL SEARCH**

*(For the use of the registration authority. If (a) is deleted, complete (b) to (f) deleting the words in brackets as appropriate. If (a) is not deleted, delete (b) to (f).*

A search has been made in the registers with respect to the land shown on the plan enclosed with the requisition. The result, up to and including the date of this certificate, is as follows.

**REGISTER OF COMMON LAND**

- (a) There are no entries.
- (b) (None of the land) (The land) (The part edged/coloured ..... on the plan herewith) is (provisionally/finally registered) (registered under section 13 of the 1965 Act) (under Unit No(s) .....
- (c) (None of the land) (The land) (The part edged/coloured ..... on the plan herewith) is (provisionally/finally registered) (registered under section 13 of the 1965 Act) as subject to rights of common.
- (d) (None of the land) (The land) (The part edged/coloured ..... on the plan herewith) is the subject of (provisional/final ownership registration) (ownership registration under section 13 of the 1965 Act).
- (e) (None of the land) (The land) (The part edged/coloured ..... on the plan herewith) is stated to be registered under the Land Registration Acts 1925 to 1997.
- (f) (None of the land) (The land) (The part edged/coloured ..... on the plan herewith) is exempt from registration under section 4 of the 1965 Act.

**REGISTER OF TOWN OR VILLAGE GREENS**

- (a) There are no entries.
- (b) (None of the land) (The land) (The part edged/coloured ..... on the plan herewith) is (provisionally/finally registered) (registered under section 13 of the 1965 Act) (under Unit No(s) .....
- (c) (None of the land) (The land) (The part edged/coloured ..... on the plan herewith) is (provisionally/finally registered) (registered under section 13 of the 1965 Act) as subject to rights of common.
- (d) (None of the land) (The land) (The part edged/coloured ..... on the plan herewith) is the subject of (provisional/final ownership registration) (ownership registration under section 13 of the 1965 Act).
- (e) (None of the land) (The land) (The part edged/coloured ..... on the plan herewith) is stated to be registered under the Land Registration Acts 1925 to 1997.
- (f) (None of the land) (The land) (The part edged/coloured ..... on the plan herewith) is exempt from registration under section 4 of the 1965 Act.

Signed on behalf of the registration authority

Official stamp of the registration authority giving date of issue of certificate

.....  
Head of Legal Services

## NOTES

1. A requisition for an official search may be made only on the form overleaf. The form should be completed, together with its duplicate (which may be completed as a carbon copy), and sent by post or delivered personally to the registration authority for the area in which the land is situated. In the absence of special local arrangements the registration authority is the relevant County Council, London Borough Council or Metropolitan District Council for the area in which the land is situated.
2. A separate requisition must be made in respect of each parcel of land in relation to which a search is requested except where for the purposes of a single registration or a single transaction a certificate is required in respect of two or more parcels of land which have a common boundary or are separated only by a road, railway, river stream or canal. By "parcel of land" is meant a piece of land which is or is deemed to be in separate occupation or separately rated at the time of the requisition. Unoccupied land is to be deemed to be occupied by the person who receives the rackrent, whether on his own account or as agent or trustee for any other person, or by the person who would receive the rackrent, if the land were let at a rack rent.
3. A requisition must be accompanied by a PLAN IN DUPLICATE, and by sufficient particulars of the situation of the land to enable a registration authority to identify it including an Ordnance Survey 6 figure map reference.
4. A certificate of official search includes registrations made up to and including the date of issue, but takes no account of pending applications and confers no protection on a purchaser or intending purchaser
5. A certified copy of any entry in a register maintained under the Act may be obtained on payment of the fee.
6. Certain areas (referred to in section 11 of the Commons Registration Act 1965) were exempt from registration under section 4 of the Act. Parts of such areas may however be registered subsequently under section 13 of the Act (which provides for the registration of new common land and town or village greens).

## FEES

### (All fees must be prepaid)

Official search and certificate	£14.00
Further charge in respect of each additional parcel of land included in the requisition	£1.00 (subject to a maximum additional fee of £20)
Certified copy of an entry in a register, or a certified copy of or extract from any register map	Such reasonable fee as the registration authority may fix according to the time and labour involved.