



**BOROUGH OF  
BROXBOURNE**

www.broxbourne.gov.uk

INFORMATION NOTE FOR PERSONAL SEARCHES
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As from 29<sup>th</sup> July 2010 the Local Land Charges Register is free for inspection by Personal Searchers. Please note that no verbal or written information will be given and it is the responsibility of the personal searcher to do their own research and make notes.

All information on public registers is available at Broxbourne Council, Hertfordshire County Council (in respect of Highway and Common Land Enquiries) and Thames Water (for Drainage Enquiries).

If you wish to carry out a personal search of the Land Charges Register the procedure is as follows:-

- Normal opening hours for dealing with personal searches are between 9am and 5pm Monday to Friday.
- The service is available via the Land Charges Section, Borough Offices, Churchgate, Cheshunt, Herts EN8 9XQ.
- Prior notice of the address is required for all searches
- An appointment must be made and personal search enquiries will be accommodated on a 'first come, first served' basis as soon as possible, depending on staff availability and service demands. Appointments should be arranged with the Land Charges section on 01992 785552, and confirmed by email to [landcharges@broxbourne.gov.uk](mailto:landcharges@broxbourne.gov.uk). No appointment time is given but attendance should be within the daily session as agreed.
- Land Charges must be notified as soon as possible if an appointment cannot be kept, so that the appointment can be re-scheduled.

**Note:** The above information will be reviewed periodically, and may be subject to alteration.

## CON29 Enquiries of a Local Authority

Personal Searchers requiring information in relation to Con29 under EIR should address their questions, in full, to the relevant department.

Enquiries regarding Planning, Building Control or Environmental Health matters should be addressed to the Admin Section of the relevant team at:-

Broxbourne Council  
Borough Offices  
Bishops College  
Churchgate  
Cheshunt  
Herts  
EN8 9XQ

Tel: 01992 785555

Email: [planning@broxbourne.gov.uk](mailto:planning@broxbourne.gov.uk)  
[buildingcontrol@broxbourne.gov.uk](mailto:buildingcontrol@broxbourne.gov.uk)  
[envhealth@broxbourne.gov.uk](mailto:envhealth@broxbourne.gov.uk)

Enquiries regarding Highways should be addressed to:-

Highway Boundaries & Land Charges  
Hertfordshire County Council  
County Hall  
Room 348, Postal Point CHN207  
Pegs Lane  
Hertford  
SG13 8DE

Tel: 01992 556181

Fax: 01992 588354

Email: [jolanta.duraj@hertfordshire.gov.uk](mailto:jolanta.duraj@hertfordshire.gov.uk)

Enquiries regarding Drainage Information, Agreements and Consents should be addressed to:-

Thames Water Utilities

PO Box 3189

Slough SL1 4WW

DX 151280 Slough13

Residential Conveyancing: Tel: 0118 923 6656 or Fax: 0118 923 6657

Commercial Conveyancing: Tel: 0118 923 6652 or Fax: 0118 923 6655

[www.twsearches.co.uk](http://www.twsearches.co.uk)

Hertfordshire County Council

Flood Risk Management Team

Environment Resource Planning

Environment

County Hall

Postal Point CHN215

Pegs Lane

Hertford

SG13 8DN

Tel: 01992 556470

If you have any further enquiries please contact:

Land Charges Section

Borough Offices

Bishops' College

Churchgate

Cheshunt

EN8 9XQ

Tel: 01992 785552

Fax: 01992 350555

Email: [landcharges@broxbourne.gov.uk](mailto:landcharges@broxbourne.gov.uk)

Please forward all comments, suggestions and complaints about the service offered to personal searchers to the Head of Support Services, Borough of Broxbourne, Borough Offices, Churchgate, Cheshunt, Waltham Cross, Herts, EN8 9XQ or email [stephen.billington@broxbourne.gov.uk](mailto:stephen.billington@broxbourne.gov.uk).