

## CON29R & CON29O ENQUIRY FORM

Official Number .....

Email: LocalLandCharges@cheltenham.gov.uk

Vat registration No. 276 0928 35 for CON29 & CON29O

<b>Address of Property</b>			
Note: enter address sufficient to identify the property. <b>O.S plans are required for all CON29R &amp; CON29O requests</b>			
<b>Other Roadways, Footpaths and Footways</b>			
Note: Enter name of road <u>or identify on a plan</u> any other roadways, footpaths or footways abutting the property to which a reply to enquiry 2 of the CON29 (ROADS) is required <b>(max. of 3 roads only)</b>			
<b>Type of request, your Details and References</b>			
Company Name:  Telephone:  Reference:  Return e-mail address:  Date:		<b>Type of Search</b>  CON29 £163.80 <input type="checkbox"/> (£136.50 Net + £27.30 VAT)  Con29O listed below (VAT included) <input type="checkbox"/> Method of payment Debit / Credit card	
<b>Official Certificate of Con29R &amp; Con29O Enquiries</b>			
The certified search reveals .....  registrations described in the Schedule		Signed: .....  Dated: .....	
<b>Optional Enquiries (please tick as required).</b>			
	4. Road proposals by private bodies	£13.80	
	5. Advertisements	£13.80	
	6. Completion Notices	£13.80	
	7. Parks and Countryside	£13.80	
	8. Pipelines	£13.80	
	9. Houses in Multiple Occupation	£13.80	
	10. Noise Abatement	£13.80	
	11. Urban Development Areas	£13.80	
	12. Enterprise Zones, Local Development Orders and BIDs	£13.80	
			13. Inner Urban Improvement Areas
			14. Simplified Planning Zones
			15. Land Maintenance Notices
			16. Mineral consultation and safeguarding areas
			17. Hazardous Substance Consents
			18. Environmental and Pollution Notices
			19. Food Safety Notices
			20. Hedgerow Notices
			21. Flood Defence and Land Drainage consents
			22.1 & 22.2 Common Land & Town or Village Green
			£46.80

**Please note: Important Information overleaf regarding the Data Protection Act 2018**

## **Data Protection Act 2018:**

Cheltenham Borough Council is a Controller of the personal data we collect and can be contacted at:  
Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA. Tel: 01242 262626.

We are collecting personal data in order to provide Land Charge services to you under the Local Land Charges Act 1975 and Limitations Act.

If you do not provide the information required on the form then we will not be able to process your application as we are unable to complete our obligations under the contract (application you have submitted) as we cannot return the results.

Your data may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share the data under other legislation.

Your data will be kept for 7 years (six years plus current) in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the council for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the council at [customerrelations@cheltenham.gov.uk](mailto:customerrelations@cheltenham.gov.uk)

Any complaints regarding your data should be addressed to the Council, at the above address, in the first instance. If the matter is not resolved you can contact the Data Protection Officer at [dpo@teWKesbury.gov.uk](mailto:dpo@teWKesbury.gov.uk).

For further information about our Data Protection Policies or how the council uses information it holds about you please go to [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) and visit our pages on [how we use your data](#). Further information regarding the General Data Protection Regulation can be obtained from the Information Commissioner's Office at: [www.ico.org.uk/your-data-matters/](http://www.ico.org.uk/your-data-matters/)