



# **PART CON29R & CON290 ONLY REQUEST FORM**

CON29R/CON290  
Reference No.

.....  
(For internal use only)

**Send to:** Local Land Charges, Email: [locallandcharges@cheltenham.gov.uk](mailto:locallandcharges@cheltenham.gov.uk)

Vat. Registration No. 276 0928 35

**Note: Enter property address including postcode and attach an O.S. plan with the property outlined in red. (we do not search on plot numbers)**

I undertake to pay the admin fee of **£16.20 + .....**

**There is an admin fee for part Con29R & Con29O requests of £16.20 (£13.50 + £2.70 Vat) ✓**

By Credit/Debit Card

Signed .....

On behalf of .....

Your Reference: .....

Telephone No. ....

E-mail: .....

**Con29R & Con29O requests will only be processed upon receipt of payment.**

**Please note: Important Information regarding the Data Protection Act 2018 is shown on the final page (3)**

CON29R – Standard Enquiries					
Question	Description	Required (Please tick)	Price: Net	VAT	Total
1.1 ALL PARTS (a - l)	Planning and Building decisions and pending applications	Bundle 1.1a-l	£20.66	£4.13	£24.79
1.1 (a - h)	Planning applications		£15.16	£3.03	£18.19
1.1 (j - l)	Building applications		£5.50	£1.10	£6.60
1.2	Planning Designations and proposals		£2.75	£0.55	£3.30
2.1, 2.2, 2.3, 2.4, 2.5 ALL PARTS	Roadways, footways and footpaths		£22.30	£4.46	£26.76
3.1	Land required for public purposes		£4.74	£0.95	£5.69
3.2	Land to be acquired for road works		£3.72	£0.74	£4.46
3.3 (a - c)	Drainage matters		£7.48	£1.50	£8.98
3.4 ALL PARTS (a - f)	Nearby road schemes		£7.37	£1.47	£8.84
3.5 (all parts)	Nearby railway schemes		£3.31	£0.66	£3.97
3.6 ALL PARTS (a - l)	Traffic Schemes		£5.77	£1.15	£6.92
3.7 ALL PARTS (a - g)	Outstanding Notices		£11.99	£2.40	£14.39
3.8	Contravention of building regulations		£2.58	£0.52	£3.10
3.9 ALL PARTS (a - n)	Notices, orders, direction and proceedings under Planning Acts		£9.24	£1.85	£11.09
3.10	Community Infrastructure Levy (CIL)		£16.02	£3.20	£19.22
3.11 ALL PARTS (a & b)	Conservation Area		£2.58	£0.52	£3.10
3.12	Compulsory purchase		£4.04	£0.81	£4.85
3.13 ALL PARTS (a - c)	Contaminated Land		£5.05	£1.01	£6.06
3.14	Radon Gas as from 15.7.13 refer to <a href="http://www.ukradon.org.uk">www.ukradon.org.uk</a>	N/A	N/A	N/A	N/A
3.15 (all parts)	Assets of Community Value		£6.88	£1.38	£8.26

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CON29O – Optional Enquiries					
Question	Description	Required? (Please tick)	Price: Net	VAT	Total
Q4	Road proposals by private bodies		11.50	2.30	13.80
Q5	Advertisements		11.50	2.30	13.80
Q6	Completion Notices		11.50	2.30	13.80
Q7	Parks and countryside		11.50	2.30	13.80
Q8	Pipelines		11.50	2.30	13.80
Q9	Houses in Multiple Occupation		11.50	2.30	13.80
Q10	Noise Abatement		11.50	2.30	13.80
Q11	Urban Development Areas		11.50	2.30	13.80
Q12	Enterprise Zones, Local Development Orders & Bids		11.50	2.30	13.80
Q13	Inner Urban Improvement Areas		11.50	2.30	13.80
Q14	Simplified Planning Zones		11.50	2.30	13.80
Q15	Land Maintenance Notices		11.50	2.30	13.80
Q16	Mineral Consultation Areas		11.50	2.30	13.80
Q17	Hazardous Substance Consents		11.50	2.30	13.80
Q18	Environmental and Pollution Notices		11.50	2.30	13.80
Q19	Food Safety Notices		11.50	2.30	13.80
Q20	Hedgerow Notices		11.50	2.30	13.80
Q21	Flood Defence and Land Drainage		11.50	2.30	13.80
Q22.1 & 2	Common Land and Village Greens (Q22.2 New Enquiry)		39.00	7.80	46.80

For part Con29R & Con29O requests there is an admin fee of £16.20 (£13.50 + £2.70 Vat) ✓

**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 [customer.relations@cheltenham.gov.uk](mailto:customer.relations@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/)