

CON29R & CON29O ENQUIRY FORM

Official Number

Email: LocalLandCharges@cheltenham.gov.uk

Vat registration No. 276 0928 35 for CON29 & CON29O

Address of Property																																							
Note: enter address sufficient to identify the property. O.S plans are required for all CON29R & CON29O requests																																							
Other Roadways, Footpaths and Footways																																							
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 (max. of 3 roads only)																																							
Type of request, your Details and References																																							
Company Name: Telephone: Reference: Return e-mail address: Date:	Type of Search CON29 £214.80 <input type="checkbox"/> (£179.00 Net + £35.80 VAT) Con29O listed below (VAT included) <input type="checkbox"/> Method of payment Debit / Credit card																																						
Official Certificate of Con29R & Con29O Enquiries																																							
The certified search reveals registrations described in the Schedule	Signed: Dated:																																						
Optional Enquiries (please tick as required).																																							
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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

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.

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 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/