

Report Title	Enforced Sale Policy and Procedure
Meeting	Overview and Scrutiny
Meeting Date	8 th December 2025
Report Author	Sarah Whitwell
Directorate	Place
Lead Executive Member(s)	Cllr Ali, Cllr Hanif
Wards Affected	All
Public. Part Exempt, or Fully Exempt	Public
Appendices (if any)	Appendix 1 - Draft Enforced Sale Policy and procedure

1. Executive Summary

- 1.1 For Overview and Scrutiny Committee to scrutinise and assess the Enforced Sale Policy and Procedure for bringing vacant properties back into use and to provide feedback and recommendations to Council.

2. Recommendations

For the reasons set out in this report, Overview and Scrutiny is recommended to:

- 2.1 have first sight and comment on the Enforced Sale Policy and Procedure and make recommendations to Executive.
- 2.2 make recommendations on the proposed conditions and threshold amounts for undertaking enforced sales. The assessment framework for prioritising enforced sales for enforcement can be found in Appendix 1 of the Enforced Sales Procedure (ESP).

To be further considered specifically for the ESP, the following conditions must be met:-

- The total outstanding debt on the property must have been incurred under an enabling statutory power and should exceed £1,000, this does not include Council Tax arrears
- The property is vacant and has been for a minimum of 6 months
- Outstanding debt derived under an enabling statutory power is registered on Part 2 of the Local Land Charges Register
- The owner shows no commitment to bringing the property back into use and/or to settle their debt with the Council.
- In exceptional circumstances, if there is a derelict property causing a great problem where the debt is below £500 and the owner cannot be traced, or is refusing to co-operate, the use of the ESP could be considered.

3. Information: the Rationale & Evidence for the Recommendations

3.1 Pendle Borough Council's Finance Team show that there are 54 charges lodged against empty properties which relate to works in default action taken by Council Officers. The debt outstanding to the Council from these charges is £75,863.94.

3.2 Enforced sale is a process that is used to recover debts and charges that have been attached to an empty property, through work being carried out in default by the Council, where owners have failed to act. It can also help to bring long term problematic empty properties back into use and reduce the number of empty properties. The procedure can only be used when there is an outstanding debt attached to a property. Where properties are causing problems and there is no debt attached the Council can consider other enforcement tools such as a Compulsory Purchase Order (CPO) or an Empty Dwelling Management Order (EDMO).

3.3 The Statutory Powers that enable a Local Authority to use Enforced Sale are:

- Public Health Act 1936
- Local Government (Miscellaneous Provisions) Act 1976
- Local Government (Miscellaneous Provisions) Act 1982

- Building Act 1984
- Housing Act 2004
- Town & Country Planning Act 1990
- Environmental Protection Act 1990
- Prevention of Damage by Pests Act 1949

3.4 The Empty Property Officer will use a scoring matrix (see appendix 1 of the Enforced Sale Procedure) to assess whether enforcement action is required and to determine what procedure should be used.

3.5 This policy forms part of a suite of tools that officers will use to deal with long-term problematic empty homes. It will not be used where the property is occupied or where the owner is working with the Council.

3.6 There are approximately 897 Long Term Empty (LTE) properties across Pendle and the Council has set out its plan to deal with this problem in its Empty Property Strategy 2025-2030.

3.7 This policy and procedure will provide a clear, open, defined statement of the Council's role in dealing with such properties which would be better suited for enforced sale as well as providing clarity to Council departments around the process

3.8 There are the following substantive risks arising from adopting the Policy as attached in appendix 1.

- Financial risks such as unrecoverable costs if a property owner pays the debt at a late stage.
- Legal action against the Council for a loss incurred by a former owner
- Reputational and public relations risks such as the perception of harshness if not managed appropriately and sensitively.

It is imperative that the Council strictly adheres to all statutory requirements and has a firm process in place. This Policy and process has been reviewed by the Legal Services Team.

4. Link to Corporate Plan Priorities: (Providing High Quality Services and Facilities, Proud and Connected Communities and Places, Good Growth and Healthy Communities)

4.1 The matters discussed in this report impact directly on the corporate priority

- Housing and Healthy Communities.

5. Implications

5.1 Financial Implications

There is the potential for the Council to recover outstanding debt in regard to existing property charges through the implementation of the Enforced Sale Policy and Procedure.

The use of a clear procedure will minimise the risk of errors when carrying out enforced sales as it will instruct Officers within each stage of the process.

The Council facilitates the sale of the properties and as such capital is not required for their purchase.

5.2 Legal and Governance Implications

While the Council has the ability to undertake enforced sales through the Law of Property Act 1925, this policy and associated procedure provides a clear and concise statement of the role of the Council when dealing with these circumstances. If no procedures are put in place and followed this would leave the Council open to challenges if the process is carried out incorrectly.

The Legal Team have been involved in the development of this Enforced Sale Policy and Procedure.

5.3 Climate and Biodiversity Implications

None arising directly from this report

5.5 Human Resources Implications

The procedure will help Officers when dealing with Enforced Sales which should reduce time spent on cases, therefore at this stage it is expected that no extra resource should be required in terms of staff.

5.6 Equality and Diversity Implications

The policy recognises the need to ensure that regulatory activity and enforcement action is fair and objective.

6. Consultation

6.1 Consultation is not required for the introduction of this Policy.

7. Alternative Options Considered

None

8. Reasons for the Recommendations

8.1 The Council presently does not have an approved Enforced Sales Policy or Procedure in place. This policy provides a clear statement and process for dealing with long-term empty properties where charges have been levied against the property and all other options have been considered.

8.2 An adopted policy and procedure will ensure that rules and regulations are applied consistently, fairly and there is transparency in decision making.

9. Statutory Officer Sign off (please tick)

Section 151 Officer	X
Monitoring Officer	X

10. Background Documents

None

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ENFORCED SALE POLICY & PROCEDURE

Private Empty Properties

STANDARD OPERATING PROCEDURE

1. Introduction

1.1 Enforced Sale is a procedure that is primarily designed to enable councils to recover outstanding debts, created by actions that result in a land charge against a property. However, it also provides a method for getting long-term problematical properties back into use and has been adopted by a number of councils across the country as an effective way of dealing with empty properties.

1.2 There are social and financial benefits from adopting the enforced sale procedure. By selling a property that is in a derelict or semi derelict condition to a new owner, there is a likelihood the new owner will refurbish the property, and this increases the chances that it will become inhabited again. Financial charges, which could otherwise prove impossible to recover, can be discharged out of the proceeds of sale. It is also hoped that when empty property owners become aware of this initiative, they may maintain their properties in a reasonable state and condition to avoid the prospect of formal enforcement.

1.3 An Empty Property Enforcement Group has been established to identify and examine appropriate cases to put forward for enforced sale. This consists of representatives from Environmental Health, Legal Services, Revenues and the Empty Property Officer.

2. Limitations of the Procedure

2.1 The issues surrounding the empty condition of a property vary so widely that no single measure offers a tailor-made solution. Even where the criteria for invoking the Enforced Sale Procedure (ESP) are met, it is necessary to consider how likely the procedure is to achieve the desired outcome and to ask whether alternative courses of action might be more suitable.

2.2 The Enforced Sale Procedure can be followed even where the owner cannot be traced and even where the property has changed hands – so long as the relevant debt remains.

The procedure may be used to recover debt arising from the exercise of any statutory powers that: -

- Confer a charge on all the estates and interests in the property
- Confer Law of Property rights (i.e. grant the powers and remedies available as if the charge had been created by deed).

2.3 Any such charge will bind any prior charges affecting the property, i.e. the council's charge will have priority over other charges. However, covenants and easements over the property will not be so bound.

2.4 If the statutory powers under which the debt has arisen do not confer the above-mentioned rights, then it will be necessary to consider whether Section 7 of the Local Land Charges Act 1975 applies. If it does, then the procedure may still be used, but only the state of the offending party will be bound, not all the interests in the property. Other charges may therefore take priority over the council's charge, and our legal department would need to liaise with those charge owners to establish whether they would agree to the council's charge taking priority. If the charge owners refuse to waive their priority, then the council would need to establish whether it is beneficial to continue with an enforced sale. The council's priority must be to take the best action that will enable the council to recover the debt.

2.5 Principally, the statutory powers that will enable the procedure to be used are:-

- Public Health Act 1936
- Local Government (Miscellaneous Provisions) Act 1976
- Local Government (Miscellaneous Provisions) Act 1982
- Building Act 1984
- Housing Act 2004
- Town & Country Planning Act 1990
- Environmental Protection Act 1990
- Prevention of Damage by Pests Act 1949

2.6 Actions in relation to the service of statutory notices under these provisions are most likely to have given rise to the relevant debt(s).

2.7 Additionally, the following criteria will be applied when considering whether to instigate the procedure: -

- The principle sum of the original work carried out in default must be at least £1,000 (This can be the total of a number of combined principle sums) and is registered as a local land charge
- The statutory notices must have been served correctly. Refer to the relevant statute for the requirements relating to service. All copy notices must have been stamped and signed by the serving officer. The procedure cannot be employed if the notices have not been served in this manner. (If the serving officer is still employed by the council, then it may be possible to ask them to rectify the notice).
- The serving officer must complete a 'Record of Service of Notice' form on service of the statutory notice. (See example in Appendix 5).
- There should be no proposed CPO action within a 2-year period.
- The property must not be the subject of any bankruptcy action. (This would usually be noted on the title).

2.8 It should be noted that the right to enforce a sale in order to recover land charges is limited by section 20 of the Limitation Act to 12 years from when the right to receive the money accrued, not from when the demand was sent out. However, where the owner has attempted to repay and any amount has been received, the 12-year period starts afresh from that date.

3. Properties shown as Unregistered using the online link to the Land Registry

3.1 The following key considerations arise in such cases: -

- Where the statutory charge does not bind all the estates and interests in the property, it would probably be inadvisable to proceed unless it is certain that there are no prior charges and that the statutory charge binds the freehold or a long lease.

- It will be necessary for the eventual purchaser of the property to apply for first registration of the title. Difficulties might arise in determining the extent of the land to be registered and in identifying the encumbrances affecting the property.

4. Human Rights Act 1998

4.1 Consideration of the provisions of the Human Rights Act 1998 must be taken by the Council. In particular, Part 1, Article 8 “the right to respect for... private and family life..., home and... correspondence”, and Protocol 1, Article 1 “peaceful enjoyment of... possessions”, need to be balanced against the general benefits and rights of neighbours and the surrounding community.

4.2 Letters to Owners and Chargees should include a statement that the intended action of the Council in exercising its power of sale is considered to be proportionate and in accordance with the Act.

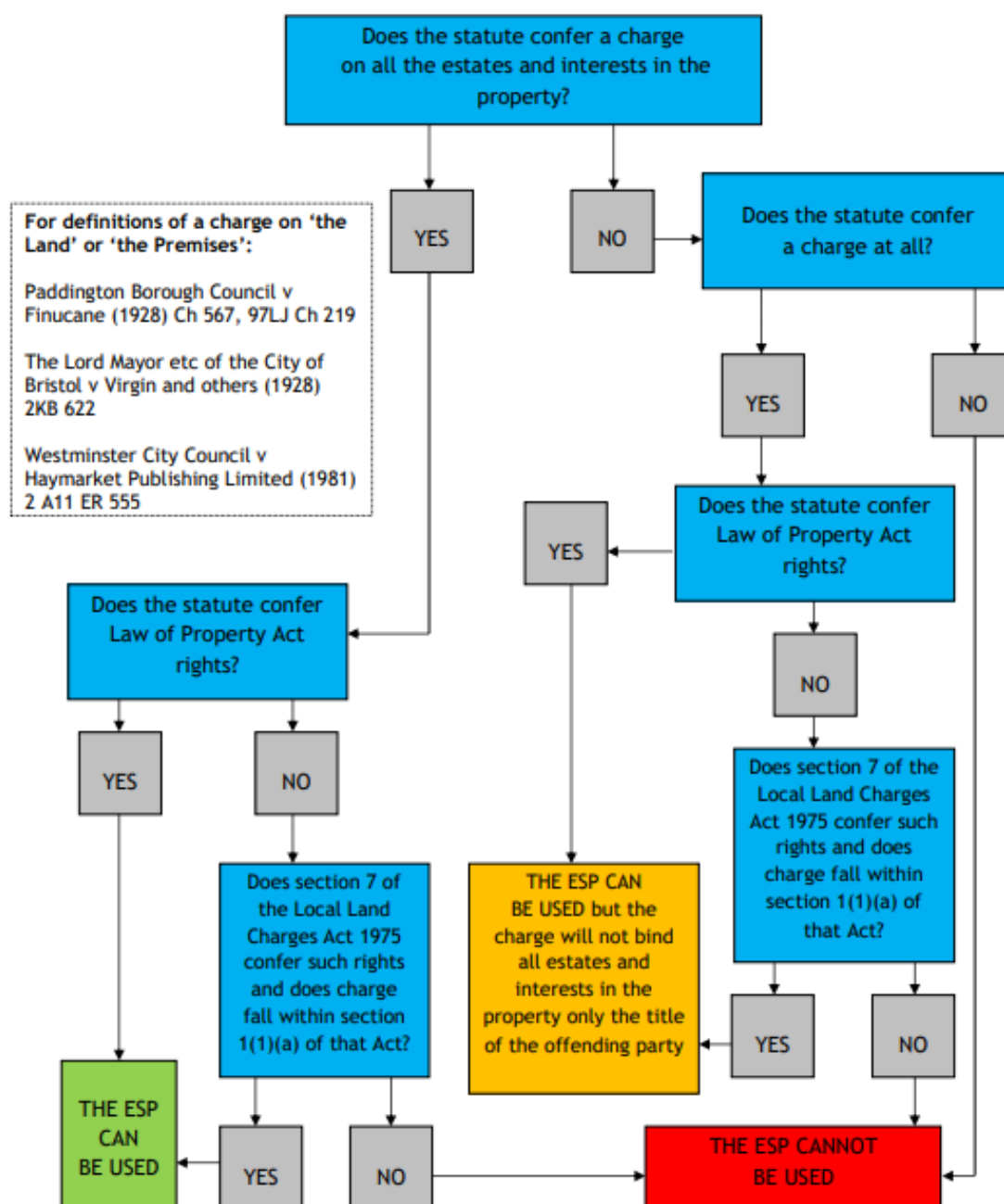
5. Pre-Action to Enforced Sale Procedure

5.1 Other, more appropriate, types of action must always be considered prior to pursuing ESP. The use of ESP is appropriate, when all reasonable measures have been taken and formal processes have been followed, in order to recover the debt and to resolve the existence of the empty property and its associated problems. It is acknowledged that ESP is a last resort.

5.2 The first priority is always to try and trace owners of empty properties and to make contact with them. Every effort is made to try and engage with the owners and to offer them advice and assistance in getting their property back into use prior to embarking on enforcement-based solution.

6. Enforced Sale decision flow chart

(See Appendix 16 for relevant statutes)



7 Priority and Criteria

7.1 The Council's Empty Property Strategy sets out how the Council prioritises properties for formal enforcement following a lack of success utilising more informal measures. The assessment framework for prioritising empty homes for enforcement can be found in Appendix 1. To be further considered specifically for the ESP, 5 conditions must be met:-

- The total outstanding debt on the property should exceed £1,000, this does not include Council Tax arrears
- The property is vacant and has been for a minimum of 6 months

- The outstanding debt must be registered on Part 2 of the Local Land Charges Register
- The owner shows no commitment to bringing the property back into use and/or to settle their debt with the Council.
- However, in exceptional circumstances, if there is a derelict property causing a great problem where the debt is below £500 and the owner cannot be traced, or is refusing to co-operate, the use of the ESP could be considered.

7.2 If the title to the property has not been registered at the Land Registry and the Council is not aware of the identity of the owner (s) the following investigations can be carried out:-

- A search of The Council's electoral register and council tax records
- Enquiry of the adjoining house owners
- A search of the Service's records to see if anyone has been rehoused from the property
- Appointing of tracing specialists

8 Compiling a property file

8.1 A property file must be prepared in order to refer the case to legal services. The property file must contain: -

- a. Copies of all the statutory notices served prior to the Council carrying out the necessary works in default together with details as to how the notices were served
- b. The record of service of notice form (see Appendix 5)
- c. Copies of the work instructions to the contractor for the work to be carried out
- d. Dates work carried out
- e. Copies of all the invoices from the contractors along with their breakdown of labour and material charges
- f. Cost of any fees charged by the council
- g. Property address
- h. Name of current owner and address (including source of information)
- i. Copies of any relevant correspondence sent to, or received from, the owner and/or interested parties in respect of the notice(s) or the debt.
- j. A summary of the steps taking to try and locate the owner including the use of tracing specialists and enquiries with neighbouring properties.

An account summary sheet is also included which shows what is in the file, the notice number/s and the amount of financial charge in each case.

8.2 The Empty Property Enforcement group will meet to decide in each case whether the property should be prioritised for Enforced Sale

9. Re-service of Notices

9.1 All of the notices originally served and notices of demand for payment are re-served on the property with covering letter (Appendix 1). This will ensure that an owner or interested party is made aware of the debt and also ensures that there is adequate evidence available.

Notices will be served by the following methods: -

- a. One must be served on the listed owner or owners by first class post or by hand, or by affixing it to the property.
- b. One must be posted to any other address(es) shown on the Land Registry and to any other interested party of which the Council is aware.
- c. Copies must be stamped and signed by the serving officer.
- d. A "record of service of notice" form must be completed for each by the serving officer.
- e. A photograph must be taken as evidence of any notices affixed to the property and weekly visits should be made in order to replace any notices that have been torn down.

9.2 Also at this point any notices needed to be served under section 81A of the Environment Act 1990 are served (See Appendix 2 for sample 81A).

9.3 From the date of service the owner has 21 days to appeal the notice, they must do this by contacting the County Court who will assess the case and determine whether the Local Authority can proceed with enforcing the sale.

10 Section 103 Notice

10.1 After a period of 28 days if no appeal (as to the Section 81A notice) or payment is made, a notice pursuant to Section 103 of the Law of Property Act 1925 is then served. This gives the owner three months to repay the debt.

10.2 The property cannot be sold until the Section 103 notice has expired, but during this time the procedure is progressed through the various stages as far as possible.

10.3 The Section 103 Notices are divided into 2 categories:

- a. Where notices pursuant to the Environmental Protection Act 1990 have been served (Appendix 3).

- b. Where no notices pursuant to the Environmental Protection Act 1990 have been served (Appendix 4).

10.4 When serving the notices, a photograph is taken of the property and copies of all the notices served and confirmation of the method of service are attached to the property file.

11. Authorisation

11.1 Following the expiry of the 3 month period a check needs to be made to ascertain whether or not the debt has been paid.

11.2 If the debt has not been paid the Empty Property Officer must review the case with the Head of Housing and Environmental Health. The review should include consideration of whether the property should be sold to a preferred owner or whether it should be sold at auction.

11.3 If following this review, it is decided that the Enforced Sale Procedure should be followed to its conclusion; the Empty Property Officer must prepare an authorisation form which, together with the property file, is passed to a Director (or such other officer as the council may nominate) for authorisation under delegated powers. Following authorisation, the file is returned to the Empty Property Officer.

12 Legal Services

12.1 A copy of the authorisation and the file are then forwarded to the Legal team.

12.2 The legal team are responsible at this stage to send an instruction to the Debt Recovery Team to:

- a. Suspend all legal action regarding the debt
- b. Check the account numbers of the outstanding debts to make sure no payments have been received to date.

Procedure when the property is registered at Land Registry

12.3 Upon receipt of the file from the Empty Property Officer, the first step is to go through the works in default file and make a list of all the charges.

- a. A check then needs to be carried out to find out which charges are still outstanding
- b. This work is done as there are many ways debts can be paid and there is little point in undertaking work where a charge has been repaid
- c. Checks should also be made that the statutory notices have been correctly served.

12.4 Write to all interested parties:

- a. If charges are still outstanding a letter (Appendix 6) is sent to all persons on the register who have an interest in the property advising them of the position. This will include others who have a charge registered against the property.

b. The letter must be copied to the Case Officer for information. The letter gives the owner and any other interested parties fair notice of the steps the Local Authority proposes to take. It is accepted that in most cases the whereabouts of the owner will be unknown. Even so a letter addressed to the property and any other address (es) is sent in an attempt to notify the owner. Every attempt is made to give such persons notice of the local authorities' proposals and ample opportunity to repay the debt.

c. A period of 21/28 days is allowed for the persons served to respond

12.5 Registration of Charge

- a. If there is no response to the letter and no debts have been repaid, then a charge must now be registered with the Land Registry.
 - b. A resolution for the relevant charges must be prepared and be sealed by the Council (Appendix 7). This must record:
 - i. The statutory provisions
 - ii. The service of the necessary notices
 - iii. What work was done and when
 - iv. The registration of the charge in the register of local land charges and claims priority over all estates and interests
 - v. A certificate made by the Council that it has all the necessary rights and powers to make the application for registration of the charges and that it has taken all the appropriate steps in accordance with the relevant statute
 - c. An application (form AP1), (Appendix 8) must be prepared for registration of the charge. The current registration fee is £40 per charge provided that each charge does not exceed £100,000.
 - d. If applicable, Form SC (Appendix 9) must also be completed in order to claim priority in favour of the Councils charge over any existing charge registered against the title.
 - e. The completed application must be sent to the Land Registry. This will comprise:
 - i. A covering letter (Appendix 10)
 - ii. The sealed and dated resolutions together with a certified copy of each resolution
 - iii. The land/charge certificate or copies of the correspondence requesting the same
 - iv. Completed for SC (Appendix 9)
 - f. Confirmation of the application form must be provided to the Empty Property Officer
- 12.6 Charges are registered.

- a. Notification of completion of the registration is received from Land Registry on completion of the registration. Arrangements are then made for the sale of the property.
- b. At this point:
 - i. A check is made that the charges have not been paid
 - ii. The Empty Property Officer must be informed of the registration and must be asked whether the property is to be sold at auction or to a preferred purchaser

C. Letters are then sent to the owners and interested parties advising them that the Council's charges are registered and it is the Council's intention to pursue a sale of the property (Appendix 11). This gives the owner and interested parties notice of the Council's intentions so that they cannot claim steps were not taken to notify them.

d. The letter must be copied to the Empty Property Officer for information.

Procedure when the property is NOT registered at Land Registry

12.7 Upon receipt of the file from the Empty Property Officer, the first step is to go through the works in default file and make a list of all the charges.

- a. A check then needs to be carried out to find out which charges are still outstanding
- b. This work is done as there are many ways debts can be paid and there is little point in undertaking work where a charge has been repaid
- c. Checks should also be made that the statutory notices have been correctly served.

12.8 Check that the property is not registered.

a. A search of the index map must be undertaken at the Land Registry to ensure that the property is not registered. The search must also include the adjoining properties. This might reveal what encumbrances affect the property and also the extent/limits of the title of the property in question.

b. The extent of the property bound by the charge and that can be sold is ascertained by applying the facts to each case, and the particular statutory provisions that have given rise to the Local Land Charge. The position is clear in the case of charges which arise under the following legislation. Thus, the ESP should be able to proceed in these cases:

- i. Public Health Act 1936, Section 291
- ii. Prevention of Damage by Pests Act 1949
- iii. Building Act 1984, Section 107

12.9 Try to ascertain what encumbrances affect the property

a. Using any information found during this investigation and any other information available as to the name(s) of the owner, the purported owner or any other interested party, a Land Charges Act 1972 search must then be carried out against the name of any such person(s) and the property concerned. This may produce clues as to encumbrances affecting the property e.g. easements, covenants and charges.

i. Where the statutory charge binds all the estates and interests in the property, any registered charges will be of little significance, other than for the purpose of giving notice to any charge as to the Council's intentions. However, where this is not the case, then it would probably be inadvisable to proceed unless it is certain that there are no prior charges and that the statutory charge binds the freehold or a long lease

ii. As stated above, if any of the adjoining properties are registered, it may be possible to ascertain what encumbrances affect the same. This may give a

purchaser some clues as to the matters affecting the property and make the property more marketable. The alternative is that no such steps are taken and the purchaser is made aware, via the contract terms, that such is the case. In both cases though, the contract for sale will need to contain special conditions covering the position.

12.10 Write to all interested parties.

a. If the searches provide any information as to the identity or whereabouts of the owner(s) or other interested parties, or such information is already available, a letter is now sent to all persons having an interest in the property in order to advise them of the position (See Appendices 6 and 12). This will include others who have a charge registered against the property. The owners copy must be:

- i. Delivered to the Owner or Owners by post, or by hand or should be affixed to the property and
- ii. Must be posted to any other address(es) shown on the Land Registry.

b. The letter must be copied to the Empty Property Officer for information

12.11 Enquiries are completed

a. If either:

- i. No information is found as to the identity or whereabouts of the owner(s) or other interested parties or
- ii. There is no reply within 21 days to the letter above

The property is put forward for sale. The contract will need to contain special conditions

13.Selling the empty property

13.1 Methods of selling the empty property:-

a. Once the Head of Housing & EH (or such other officer as the council may nominate) has been advised that the charges have been registered against the title and/or that the property can be put forward for sale, the Head of Housing & EH considers how the sale is to be affected and instructs the Empty Property Officer accordingly. Other than where there is particular justification, sale at auction will be the preferred option.

b. If choosing sale by private treaty to a preferred purchaser then commission two independent valuations of the property and have the Councils surveyor to vet the valuations to determine the sale price. Sales to a preferred purchaser will require approval through the Executive Committee.

c. Whatever the method of sale a valuation is undertaken by the local authority's surveyor

13.2 Contract

a. For a registered property the contract for sale will be the same as any contract for sale by a mortgagee and no title guarantee will be given

b. In the case of an unregistered property there will probably be no deeds or details of any encumbrances affecting the property and the contract for sale needs to reflect this:

i. In such cases the form of the resolution prepared in respect of registered land is incorporated into the contract as a recital (see e.g. in Appendix 13 for form of suggested special conditions of sale)

ii. On completion of the sale the Land Registry require the Council to provide a letter containing a certification by the Council that it has all the necessary rights and powers to dispose of the property and that it has taken all appropriate steps in accordance with the relevant statute (Appendix 14)

iii. It will be necessary to make the purchaser's solicitor aware that the letter must be submitted with their client's application for first registration

iv. As far as the encumbrances are concerned, the Land Registry will probably make a "protective entry" on the register to the effect that the property is subject to such encumbrances as affect the same at the date of the registration, no details having been provided on first registration.

13.3 Title

a. Where the title deeds have not been recovered the following should be borne in mind:

i. Registered titles: Copies can be obtained of the documents referred to on the title from the Land Registry. Where they are not available, include an appropriate clause in the contract to cover the position

ii. Unregistered titles: There will probably be no needs or details of the encumbrances affecting the property.

13.4 Immediately prior to auction/exchange of contracts a further check is made to ascertain whether the charges have been repaid.

13.5 Post Sale

a. The post-sale procedure is to be generally the same as that for a normal sale

b. The following deductions will be made from the proceeds of the sale:

i. Any auctioneer's fee

ii. The legal fee

iii. The surveyor's fee

iv. Any administration fee

v. The outstanding charges

vi. Any tracing specialist fees

These sums will be processed in the same manner as for a normal sale.

c. If the debts are greater than the proceeds of sale, consider whether the fees are to have first call on the proceeds or not. The auctioneer's fees will have to be paid in any event and the other fees should also have first call on the proceeds. Any remaining debt is taken off the property and placed against the former owner as a personal debt, to be pursued in the normal manner if economically viable.

d. If any balance remains from the proceeds of the sale and the whereabouts of the owner/the person first entitled is known, then the balance is paid in the normal way.

e. If, as is most likely, the owner's whereabouts are not known, then the balance must be paid into an interest-bearing account and the Council will hold the balance as trustee. If no claim on the money is made within a period of 12 years and attempts have been made to trace the property owner, their family and relatives – distant or otherwise – then the balance is paid to the Crown.

14. Appendices

Assessment framework for prioritising empty homes for enforcement

Appendix 1

Issue	How assessed	0 Points	1 Point	2 Points	3 Points
Length of time property has been empty	From Council Tax data		Per year of vacancy		
Number of complaints received about the property	From Uniform	None	1-2	3-4	5+
Level of impact on the surrounding neighbourhood	Physical assessment	None	Low	Moderate	High
State of repair	HHSRS inspection	No disrepair	Low	Moderate (Cat 2 hazard)	High (Cat 1 Hazard)
Attracting secondary issues e.g. fly tipping/antisocial behaviour	From Uniform	None	Low	Moderate	High
Local Housing Demand	Analysis of bids on Choice Based Letting scheme	Low	-	-	High
Empty Property High Incidence Ward area	Annual ward analysis of LTE	Not in priority ward	-	-	In Priority Ward
Outstanding debt on property e.g. Works in default	Local Land Charges	None	Below Enforced Sale Threshold	At Enforced Sale Threshold	Above Enforced Sale Threshold
Owner engagement	-	Owner identified and has clear plans for property	Owner identified and is engaging with Council	Owner identified but refusing to engage	Owner unknown

Dear,

Property Address:

Subject:

I am writing to you as our records show/suggest that you have an interest in the above vacant property.

On the dates shown below notices were served upon you requiring you to undertake work in order to remedy unsatisfactory circumstances. Because you did not comply with the notice/s, the Council arranged for the work to be carried out in default once it/they had expired. The cost of the work totals £500.00 excluding interest. This is now a debt which you owe the Council and one which comprises a local land charge attached to the property.

Date of Notice	Legislation	Date of Work	Amount

Please note that, should you fail to settle these outstanding debts, or contact the Council within 28 days to discuss this matter, the Council may serve on you a notice under Section 103(1) of the Law of Property Act 1925 which would advise you of its intention to sell the above property or some part of such property.

Please also note that the Council will exercise its right to charge interest at a rate of not more than 2% above the current Bank of England base rate, on any sums that are owed to it. For any works where a Section 81a notice applies, interest will run from the date of service of such notice; in all other cases, interest will run from the date of service of the aforementioned Section 103(1) notice should it be necessary to serve such notice.

Please be advised that you should contact the officer named at the top of this letter, as the Councils Finance Department will not take payment without authorisation from that named officer

This letter has been sent to all those that have, or appear to have, an interest in the above property

Yours faithfully,

Notice under Section 81A of the Environmental Protection Act 1990 relating to: *Property*
Address

To: **XXXX**

On (date) the council served on you a Notice under Section 80 of the Environmental Protection Act 1990 ("the Act") requiring the execution of certain works and the taking of such other steps in relation to the above property to abate the nuisance or prohibit or restrict its occurrence or recurrence arising from the defective state of such property.

You failed to comply with such Notice and the Council, in default, carried out such works and took such steps as aforesaid at a total cost to the Council of (£ **XXX**). This is the sum recoverable by the Council pursuant to Section 81(4) of the Act in respect of the above Notice and this Notice is given pursuant to Section 81A of the Act.

I am required by Subsection 81A(2) of the Act to advise you that, pursuant to Subsection 81A(1) thereof, where any expenses are recoverable under Section 81(4) of the Act from a person who is the owner of the premises there mentioned and the local authority serves a Notice on him under Section 81A of the Act (pursuant to which this Notice is given):

- a) The expenses shall carry interest, at such reasonable rate as the local authority may determine, from the date of service of the Notice until the whole amount is paid, and
- b) Subject to the provision of Section 81A of the Act, the expenses and accrued interest shall be a charge on the premises.

The rate of interest payable is determined by the Council as referred to in a) above and varies from time to time.

I am further required to advise you of the provisions of Subsections 81A(4) to (6) of the Act which are as follows:

- (4) Subject to any Order under Subsection (7)(b) or (c) below, the amount of any expenses specified in a Notice under this Section and the accrued interest shall be a charge on the premises:
 - a) as from the end of the period of 21 days beginning with the date of service of the Notice or,
 - b) where an appeal is brought under Subsection (6) below, as from the final determination of the appeal, until the expenses and interest are recovered.
- (5) for the purposes of Subsection (4) above, the withdrawal of an appeal has the same effect as a final determination of the appeal.
- (6) a person served with a Notice or copy of a Notice under this section may appeal against the Notice to the County Court within a period of 21 days beginning with the date of service.

If you are in any doubt as to the effect of this Notice, you should take legal advice.

Dated:

Signed:

Notice under Section 103(1) of the Law of Property Act 1925/ Letter before action (where the Environmental Protection Act applies) relating to: *Property Address*

On the (date), the Council served on you Notice under Section 80 of the Environmental Protection Act 1990 ("the Act") requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ XXX

This is now a debt that is due to the Council as well as a Local Land Charge attaching to the above property. Also, interest is now accruing on such amount at the current statutory rate.

On the date the Council gave you Notice under Section 81A of the Act and the period of 21 days referred to in Subsections 81A (4) (a) and (6) having elapsed and no appeal against that Notice having been made pursuant to the said Subsection 81A (6) then by virtue of the provisions of Subsection 81A (4) of the Act:

1. The expenses incurred by the Council as referred to above and the accrued interest have become a charge on the above property and
2. The Council has for the purpose of enforcing the said charge by virtue of Subsection 81A (8) of the Act all the same powers and remedies under the Law of Property Act 1925, and otherwise, as if it were a mortgagee by deed having powers of sale and lease, of accepting surrenders of leases and of appointing a receiver.

The council now requires you to pay to it immediately the above amount with the interest owing in respect of it on the date of payment. If you do not pay the amounts due, the Council, without further Notice, can:

- 1) If the debt is not paid within 28 days from the service of this Notice commence proceedings in the County Court for the recovery of the debt or
- 2) If the debt is not paid within three months from the date of service of this Notice sell the above property or some part of such property.

Please note that the Council is legally obliged to give you Notice pursuant to Section 103 (1) of the Law of Property Act 1925 if it chooses the option in point (2) above and this letter constitutes such a Notice.

I would remind you that once again you are required to settle the amounts due to the Local Authority and it is important that you contact me within 28 days to advise me how you intend to proceed.

Please note that you must only attempt to settle this matter after contacting me, as the Finance Department will not take payment without my authorisation and you may incur extra charges through the delay.

If you are in doubt as to the effect of this Notice you should take legal advice.

Dated:

Signed:

Notice under Section 103(1) of the Law of Property Act 1925/ Letter before action (where the Environmental Protection Act does not apply) relating to: *Property Address*

To:

On the (date), the Council served on you Notice under the provision of [Statute and Section] requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ XXX

On the (date), the Council served on you Notice under the provision of [Statute and Section] as above requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ XXX

On the (date), the Council served on you Notice under the provision of [Statute and Section] as above requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ XXX

On the (date), the Council served on you Notice under the provision of [Statute and Section] as above requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ XXX

These are now debts that are due to the Council as well as Local Land Charges attaching to the above property. Also, interest is now accruing on such amount at the current statutory rate.

By virtue of the provisions of the above statute(s), the debts due to the Council have, from the date of completion of the said works, taken effect, until recovered, as charges on the above property and the Council has all the same powers and remedies under the Law of Property Act 1925 and otherwise, as if it was a mortgagee by deed having powers of sale and lease, of accepting surrenders of leases and of appointing a receiver.

The council now requires you to pay to it immediately the above amount with the interest owing in respect of it on the date of payment. If you do not pay the amounts due, the Council, without further Notice, can:

- 1) If the debt is not paid within 28 days from the service of this Notice commence proceedings in the County Court for the recovery of the debt or
- 2) If the debt is not paid within three months from the date of service of this Notice sell the above property or some part of such property.

Please note that the Council is legally obliged to give you Notice pursuant to Section 103 (1) of the Law of Property Act 1925 if it chooses the option in point (2) above and this letter constitutes such a Notice.

I would remind you that once again you are required to settle the amounts due to the Local Authority and it is important that you contact me within 28 days to advise me how you intend to proceed.

Please note that you must only attempt to settle this matter after contacting me, as the Finance Department will not take payment without my authorisation and you may incur extra charges through the delay.

If you are in doubt as to the effect of this Notice you should take legal advice.

Dated:

Signed:

Example of Record of Service of Notice form

RECORD OF SERVICE OF NOTICE

THE PREVENTION OF DAMAGE BY PESTS ACT 1949 AND THE BUILDING ACT 1984

Property: **XXXX** ("the Property")

I, (**name**) confirm that I have given/served a notice in respect of the Property under the Prevention of Damage by Pests Act 1949, Building Act 1984 and certify that:

1. a) Property unoccupied – registered/unregistered title

The property was at the date of giving/service of the said notice, unoccupied and the notice was served by addressing it to the owner or occupier of the Property and affixing it, or a copy of it, to some conspicuous part of the Property and a notice was also given/served by (*detail also any other method of service*)

b) Property occupied – registered title

The property was at the date of giving/service of the said notice, occupied and I made reasonable enquiry to ascertain the name and address of the person to or on whom the notice should be given or served (including a search at the Land Registry which revealed that the property is registered) and the notice was given/served by (*detail also any other method of service*)

c) Property occupied – unregistered title

The property was at the date of giving/service of the said notice, occupied and I made reasonable enquiry to ascertain the name and address of the person to or on whom the notice should be given or served (including a search at the Land Registry which revealed that the property was unregistered) and the notice was given/served by (*detail also any other method of service*)

Type of Notice:

Notice Ref Number:

Date of Notice:

Signed:

Designation:

Date:

Letter to interested parties

Dear,

Property:

Your Charge Dated:

I am aware from the contents of the registers of title number [], which relates to the above property, that you have a charge registered against the same. That charge is dated [] and the owner of the property is shown to be [].

The Council has, pursuant to its statutory powers, carried out certain works to the above property, the costs of which have been registered in Part 2 of the Register of Local Land Charges as financial charges

The statutes pursuant to which the Council has carried out such works confer, in favour of the Council, a charge on the premises and all estates and interests therein and the Council has, for the purposes of enforcing the charge all the same powers and remedies under the Law of Property Act 1925, and otherwise as if it were a mortgagee by deed having powers of sale, of lease, of accepting surrenders of leases and of appointing a receiver. The said statutes confer a priority on the Council's charge over your own charge and therefore, when registered, the Council will be first chargee.

The Council proposes, pursuant to its statutory powers, to register the financial charges against the title to the above premises. Thereafter the Council may exercise its power of sale over the property and apply the proceeds of sale towards the discharge of the debt due to the Council.

If you wish to pay the outstanding debt due to the Council, I will provide details of the outstanding amounts. Otherwise, I should be grateful if you would forward to me all the title deeds and documents in your possession relating to the property.

If you do not have the deeds and documents in your possession, please let me know. I should be grateful if you were then able to let me know their whereabouts.

If you wish to discuss this matter, please do not hesitate to contact me on the above details

Yours Faithfully

Example of resolution – Section 76, Building Act 1984

PROPERTY:

BUILDING ACT 1984

XXXX COUNCIL

1. Whereas XXXX Council ("the Council") is a "local authority" within the meaning of Section 126 of the Building Act 1984 ("the Act").
2. And whereas a local authority, if it considers that any premises are in such a state as to be prejudicial to health or a nuisance, and unreasonable delay in remedying that defective state would be occasioned by following the procedure prescribed by Section 80 of the Environmental Protection Act 1990 may, under Section 76 of the Act, serve Notice on the owner or occupier of those premises stating that the local authority intend to remedy the defective state and may do so, subject to there being no counter-notice served by the owner or occupier.
3. And whereas a notice under Section 76 of the Act is to be served in accordance with Section 94 of the Act.
4. And whereas the expense of such works may, by virtue of Subsection (2) of Section 76 of the Act, be recovered from the owner or occupier of the premises and such expense plus interest thereon, by virtue of Section 107 of the Act, from the date of completion of the works shall, until recovered, be a charge upon the premises and all estates and interests in them and gives a local authority for the purposes of enforcing such a charge, all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagees by deed.
5. And whereas such charge is by virtue of Section 1(1)(a) of the Local Land Charges Act 1975, registerable as a Local Land Charge.
6. And whereas, under Section 7 of the Local Land Charges Act 1975, a local land charge falling within the aforementioned Section 1(1)(a) takes effect as if it had been created by deed of charge, by way of legal mortgage within the meaning of the Law of Property Act 1925, but without prejudice to the priority of the charge.
7. And whereas Section 101 of the Law of Property Act 1925 provides that a mortgagee by deed shall have inter alia the power of sale of the property so mortgaged.
8. And whereas pursuant to a notice dated [] the Council gave Notice to the owner or owners of the property known as [] ("the premises") under Section 76 of the Act by serving the Notice in accordance with Section 94 of the Act by –

ALTERNATIVE 1 addressing the Notice to [] and delivering it to that person **and/or**

ALTERNATIVE 2 addressing the Notice to [] and leaving it or sending it in a pre-paid letter addressed to that person at [] being the usual or last known residence of that person **and/or**

ALTERNATIVE 3 addressing the Notice to the Secretary or Clerk of [XXXX Limited] at [], being the registered or principal office of [XXXX Limited] and delivering it or sending it in a pre-paid letter to that address and/or

ALTERNATIVE 4 (it not being practicable, after reasonable inquiry having been made, to ascertain the name and address of the person to or on whom the Notice should be given or served) addressing the Notice to the owner or owners of the premises (naming the premises) and either delivering it to some person on the premises or (there being no person on the premises to whom it can be delivered) affixing the Notice or a copy of it to some conspicuous part of the premises.

ALTERNATIVE 5 (the premises at the date such Notice is given or served being unoccupied) addressing the Notice to the owner or owners of the premises (naming the premises) and affixing the Notice or a copy of it to some conspicuous part of the premises stating that the Council intended to remedy the defective state of the premises after the expiration of [] days from the date of service of the Notice by carrying out the following works: [XXXX]

9. And whereas there being no counter-notice served upon the Council within the period prescribed by Section 76(3) of the Act, the Council executed the said works between the [date] and the [date] at a cost to the Council of £ [].
10. And whereas on the [date] the Council registered the cost of the works in Part II of the Council's Local Land Charges Register as a specific financial charge against the premises, such charge attracting interest at such a rate from time to time applying.
11. And whereas pursuant to a Notice dated [] the Council gave Notice to the owner or owners of the property known as [] ("the premises") under Section 76 of the Act by serving the Notice in accordance with Section 94 of the Act by

ALTERNATIVE 1 addressing the Notice to [] and delivering it to that person and/or

ALTERNATIVE 2 addressing the Notice to [] and leaving it or sending it in a pre-paid letter addressed to that person at [] being the usual or last known residence of that person and/or

ALTERNATIVE 3 addressing the Notice to the Secretary or Clerk of [XXXX Limited] at [], being the registered or principal office of [XXXX Limited] and delivering it or sending it in a pre-paid letter to that address and/or

ALTERNATIVE 4 (it not being practicable, after reasonable inquiry having been made, to ascertain the name and address of the person to or on whom the Notice should be given or served) addressing the Notice to the owner or owners of the premises (naming the premises) and either delivering it to some person on the premises or (there being no person on the premises to whom it can be delivered) affixing the Notice or a copy of it to some conspicuous part of the premises.

ALTERNATIVE 5 (the premises at the date such Notice is given or served being unoccupied) addressing the Notice to the owner or owners of the premises (naming the premises) and affixing the Notice or a copy of it to some conspicuous part of the premises stating that the Council intended to remedy the defective state of the premises after the expiration of [] days from the date of service of the Notice by carrying out the following works: [XXXX]

12. And whereas there being no counter-notice served upon the Council within the period prescribed by Section 76(3) of the Act, the Council executed the said works between the [date] and the [date] at a cost to the Council of £ XXX.
13. And whereas on the [date] the Council registered the cost of the works in Part II of the Council's Local Land Charges Register as a specific financial charge against the premises, such charge attracting interest at such a rate from time to time applying.
14. And whereas the said monies continue to remain outstanding

XXXX COUNCIL being now desirous of exercising their aforementioned power of sale over the premises to recover the costs they have incurred in relation thereto,

HEREBY RESOLVES

1. (i) To make application to the District Land Registry for Lancashire and Greater Manchester under the Land Registration Act 1925 to register their charge against all titles subsisting in the premises.

(ii) To claim, affirm and avow in said application the binding nature of the Council's charge on all estates and interests in the premises and the priority of the Council's charge over all existing and future charges affecting each and every title in the premises (whether or not they be registered), such claims, affirmations and avowals being supported by the decisions in Bristol Corporation-v-Virgin [1928] 2.K.B.622 and Paddington Borough Council-v-Finucane [1928] Ch567.

(iii) To affix the Council seal hereto.

HEREBY CERTIFIES TO HM LAND REGISTRY

2. (i) As recited in paragraph 4 of this resolution, the Act contains provisions conferring a charge on the premises and interests therein.
(ii) As further recited in paragraph 4 of this resolution, the Act confers on the Council all the powers and remedies under the Law of Property Act 1925 and otherwise as if it were a mortgage by deed.
(iii) The Council has followed the procedure in the Act as to services of Notices and the carrying out of the works
(iv) The charge (s) for which an application for registration is made pursuant to 1(i) above affects the whole of the property known as [] and registered under title number (s) [].
(v) As recited in paragraphs 10 and 13 of this resolution, the charge (s) for which an application for registration is made pursuant to 1(i) hereof was/were registered in Part II of the Council's Register of Local Land Charges on the [] and the []

Dated:

The COMMON SEAL of the XXXXX Council was hereunto affixed in pursuance of an Order of the Council

Authorised Signatory:

Land Registry

Application to change the register

AP1

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Land Registry is unable to give legal advice, but you can find guidance on Land Registry applications (including our practice guides for conveyancers) at www.gov.uk/land-registry.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Enter the title number of each title that requires an entry to be made in that register.

Place 'X' in the appropriate box.

Give a brief description of the part affected, for example 'edged red on the plan to the transfer dated'.

To find out more about our fees visit www.gov.uk/government/collections/fees-land-registry-guides

Place 'X' in the appropriate box.

LAND REGISTRY USE ONLY

Record of fees paid

Particulars of under/over payments

Reference number

Fees debited £

1 Local authority serving the property:

Full postcode of property (if any):

2 Title number(s) of the property:

3 The application affects

☐ the whole of the title(s)

☐ part of the title(s) as shown:

4 Application, priority and fees

Applications in priority order	Price paid/Value (£)	Fees paid (£)
Total fees (£)		

Fee payment method

☐ cheque made payable to 'Land Registry'

The fee will be charged to the account specified in panel 7.

List the documents lodged with this form. We only need certified copies of deeds or documents you send to us with Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies

Provide the full name(s) of the person(s) applying to change the register. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

Complete as appropriate where the applicant is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

This panel must always be completed.

If you are paying by direct debit, this will be the account charged.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible.

Complete this panel if you want us to notify someone else that we have completed this application.

☐ direct debit, under an agreement with Land Registry

5 Documents lodged with this form:

6 The applicant:

For UK incorporated companies/LLPs

Registered number of company or limited liability partnership including any prefix:

For overseas companies

(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

7 This application is sent to Land Registry by

Key number (if applicable):

Name:

Address or UK DX box number:

Email address:

Reference:

Phone no:

Fax no:

8 Third party notification

Name:

Address or UK DX box number:

Email address:

Reference:

Place 'X' in the appropriate box.

In this and panel 10, each proprietor may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

Where a charge has an MD reference we will ignore an address given in this panel unless the charge is in favour of a United Kingdom bank and neither the charge form nor any agreement we have with the lender specifies an address for service.

For permitted addresses see note to panel 9.

Complete as appropriate where the lender is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

If this statement applies (i) place 'X' in the box and (ii) enclose Form D1.

Section 27 of the Land Registration Act 2002 lists the registrable dispositions.

Rule 57 of the Land Registration Rules 2003 sets out the disclosable overriding interests that you must tell us about.

Full details of the evidence of identity that is required can be found in [Practice Guide 67](#) and in ['Completing the evidence of identity panels on forms AP1, FR1, and DS2'](#) both of which can be found on the GOV.UK website.

9 The address(es) for service for each proprietor of the registered estate(s) to be entered in the register is

- ☐ the address of the property (where this is a single postal address)
- ☐ the address(es) for service from the transfer/assent
- ☐ (for existing proprietors who are remaining in the register) the current address(es) for service in the register
- ☐ the following address(es):

10 Name and address(es) for service of the proprietor of any new charge to be entered in the register:

For UK incorporated companies/LLPs

Registered number of company or limited liability partnership including any prefix:

For overseas companies

(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

11 Disclosable overriding interests

- ☐ This application relates to a registrable disposition and disclosable overriding interests affect the registered estate.

12 Confirmation of identity

When registering transfers, charges, leases and other dispositions of land, or giving effect to a discharge or release of a registered charge, Land Registry relies on the steps that conveyancers take, where appropriate, to verify the identity of their clients. These checks reduce the risk of property fraud.

Where a person was not represented by a conveyancer, Land Registry requires 'evidence of identity' in respect of that person, except where the first alternative in panel 13(2) applies.

Place 'X' in the appropriate box.

Conveyancer is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

Place 'X' in the box in the second column if the person or firm who is sending the application to Land Registry represented that party in the transaction. Otherwise complete the details in the third column. If the party is not represented insert 'none' in the third column.

'Evidence of identity' is evidence provided in accordance with any current direction made by the Chief Land Registrar under section 100(4) of the Land Registration Act 2002 for the purpose of confirming a person's identity.

If this application is to register a transfer, lease or charge, or to give effect to a discharge in Form DS1 or a release in Form DS3 complete one of the following

- ☐ I am a conveyancer, and I have completed panel 13
- ☐ I am not a conveyancer, and I have completed panel 14

13 Where the application is sent to Land Registry by a conveyancer

(1) Details of conveyancer acting

If you are sending an application to register a transfer, lease or charge, for each party to each disposition that is to be registered state in the table below the details of the conveyancer (if any) who represented them.

Where a party is not represented by a conveyancer you must also complete (2) below.

Name of transferor, landlord, transferee, tenant, borrower or lender		Conveyancer's name, address and reference
	<input type="checkbox"/>	Reference:
	<input type="checkbox"/>	Reference:
	<input type="checkbox"/>	Reference:

If you are sending an application to give effect to a discharge in Form DS1 or release in Form DS3 for each lender, state in the table below the details of the conveyancer (if any) who represented them.

Place 'X' in the box in the second column if the person or firm who is sending the application to Land Registry represented that party in the transaction. Otherwise complete the details in the third column. If the party is not represented insert 'none' in the third column.

Place 'X' in the appropriate box(es).

Insert the name of each unrepresented transferor, landlord, transferee, tenant, borrower or lender for whom you give this confirmation.

Evidence of identity is defined in panel 12. Full details of the evidence of identity that is required can be found in [Practice Guide 67](#) available on the [GOV.UK website](#).

If the party is not represented insert 'none' in the second column.

Where a lender is not represented by a conveyancer you must also complete (2) below.

Name of lender		Conveyancer's name, address and reference
	<input type="checkbox"/>	Reference:
	<input type="checkbox"/>	Reference:

(2) Evidence of identity

Where any transferor, landlord, transferee, tenant, borrower or lender listed in (1) was not represented by a conveyancer

☐ I confirm that I am satisfied that sufficient steps have been taken to verify the identity of

and that they are the registered proprietor or have the right to be registered as the registered proprietor

☐ I enclose evidence of identity in respect of each unrepresented transferor, landlord, transferee, tenant, borrower or lender for whom I have not provided the confirmation above

14 Where the application is sent to Land Registry by someone who is not a conveyancer

(1) Details of conveyancer acting

If you are sending an application to register a transfer, lease or charge (i.e. a mortgage), for each party to each disposition that is to be registered, state in the table below the details of the conveyancer (if any) who represented them.

You must also complete (2) below.

Name of transferor, landlord, transferee, tenant, borrower or lender	Conveyancer's name, address and reference
--	---

			Reference:
			Reference:
			Reference:

If the party is not represented insert 'none' in the second column.

Place 'X' in the appropriate box(es).

Evidence of identity is defined in panel 12. Full details of the evidence of identity that is required can be found in ['Completing the evidence of identity panels on forms AP1, FR1 and DS2'](#) available on the GOV.UK website.

If a conveyancer is acting for the applicant, that conveyancer must sign.

If no conveyancer is acting, the applicant (and if the applicant is more than one person then each of them) must sign.

If you are sending an application to give effect to a discharge in Form DS1 or release in Form DS3, for each lender state in the table below the details of the conveyancer (if any) who represented them.

You must also complete (2) below.

Name of lender	Conveyancer's name, address and reference
	Reference:
	Reference:

(2) Evidence of identity

- ☐ for each applicant named in panel 6 is enclosed
- ☐ for each unrepresented transferor, landlord, transferee, tenant, borrower or lender listed in (1) is enclosed

15

Signature of conveyancer:

Date:

OR

Signature of applicant:

Date:

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.



Land Registry

Application for noting the overriding priority of a statutory charge

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Land Registry is unable to give legal advice, but you can find guidance on Land Registry applications (including our practice guides for conveyancers) at www.gov.uk/land-registry.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

LAND REGISTRY USE ONLY

Record of fees paid

Particulars of under/over payments

Reference number
Fees debited £

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Place 'X' in the appropriate box.

State reference, for example 'edged red'.

To find out more about our fees visit www.gov.uk/government/collections/fees-land-registry-guides

Place 'X' in the appropriate box.

The fee will be charged to the account specified in panel 6.

1	Local authority serving the property:					
2	Title number(s) of the property:					
3	Property: The statutory charge affects <input type="checkbox"/> the whole of each registered estate <input type="checkbox"/> the part(s) of the registered estate(s) shown on the attached plan:					
4	Application and fee <table border="1"> <tr> <td>Application</td> <td>Fee paid (£)</td> </tr> <tr> <td>Noting of priority of statutory charge</td> <td></td> </tr> </table> Fee payment method <input type="checkbox"/> cheque made payable to 'Land Registry' <input type="checkbox"/> direct debit, under an agreement with Land Registry		Application	Fee paid (£)	Noting of priority of statutory charge	
Application	Fee paid (£)					
Noting of priority of statutory charge						

Provide the full name(s) of the person(s) applying for the noting of the overriding priority. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

This panel must always be completed.
If you are paying by direct debit, this will be the account charged.
This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible.

List the documents lodged with this form. If this application is accompanied by either Form AP1 or FR1 please only complete the corresponding panel on Form AP1 or DL (if used). Original documents are only required if your application is a first registration, when we will return the originals if a certified copy is supplied. If your application is not a first registration then we only need certified copies of deeds or documents you send to us with Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies.

Place 'X' in the appropriate box and complete as necessary.

State the provision or other reason.

If there are two or more charges of the same date to the same lender, you must clearly identify which charge(s) priority is claimed over by including a number or other identifier for the charge in the first column.

5 The applicant:

6 This application is sent to Land Registry by

Key number (if applicable):

Name:

Address or UK DX box number:

Email address:

Reference:

Phone no:

Fax no:

7 Documents lodged with this form:

- 8
- ☐ I certify that the statutory charge is already registered as entry number in the charges register
- ☐ I certify that the statutory charge has arisen and this is evidenced by:

9 The applicant applies for an entry to be made in the register to show that a statutory charge referred to in panel 8 has priority over the charge(s) shown in panel 10. The statutory charge has priority by virtue of:

10 Identify the charge(s) over which priority is claimed

Date of charge

Lender

If a conveyancer is acting for the applicant, that conveyancer must sign. If no conveyancer is acting, the applicant (and if more than one person then each of them) must sign.

11 Signature of applicant
or their conveyancer:

Date:

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

Letter to Land Registry in respect of unregistered property

Your ref:

Our ref:

Date:

The Chief Land Registrar

XXXXXX

Dear Sir,

Property:

I refer to the above property, which has today been transferred by the Council under the Enforced Sale Procedure.

In accordance with the procedure agreed with you I, on behalf of the Council and being duly authorised to DO so, hereby certify that:

1. As recited in clause [] of the Contract for Sale dated [] the Act (as referred to therein) contains provision conferring a charge on the Premises and on all estates and interests therein.
2. As further recited in clause [] of the said Contract for Sale the Act confers on the Council all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagee by deed.
3. The Council has followed the procedure in the Act as to service of notices and the carrying out of the works.
4. The charge(s) pursuant to which the Council has disposed of the property affect(s) the whole of the property known as [] today disposed of by the Council.
5. As recited in clause [] of the Contract for Sale the charge(s) pursuant to which the Council has disposed of the property was/were registered in Part 2 of the Register of Local Land Charges on the [].

Yours Faithfully

Council Solicitor

Dear,

Re:

Address:

I refer to the above and my letter dated, requesting the Title Deeds and advising you of the Council's statutory powers in relation to the charges outstanding in respect of the above property.

In that letter, I advised you that the Council has the power to sell the above property, for the purpose of enforcing the charge and to deduct from the proceeds of sale the debts due to the Council.

The Council's charge has now been registered at HM Land Registry and it is now the Council's intention to market the property with a view to a sale thereof.

Yours Faithfully,

Dear,

Re:

Address:

The Council has, pursuant to its statutory powers. Carried out certain works to the above premises, the cost of which have been registered in Part 2 of the Register of Local Land Charges as financial charges. Notice(s) detailing the works and the costs have been served, together with Notice(s) of demand for payment of the amount(s) due to the Council in order to satisfy the requirements of Section 103(1) of the Law of Property Act 1925.

The statutes pursuant to which the Council has carried out such works confer, in favour of the Council, a charge on the premises and all estates and interests therein and the Council has, for the purposes of enforcing the charge all the same powers and remedies under the Law of Property Act 1925, and otherwise as if it were a mortgagee by deed having powers of sale, of lease, of accepting surrenders of leases and of appointing a receiver.

The Council proposes, pursuant to its statutory powers, to register the said financial charges against the title to the above premises. Once the charge(s) have been registered, the Council may then sell the premises and apply the proceeds of sale towards the discharge of the debt. If, however, the debt is greater than the proceeds received on any sale, the Council has the right to pursue you for any balance owing, if necessary by legal action.

I should therefore be grateful if you would make arrangements through me for the discharge of the outstanding debt or, if you are not prepared to do this, then please forward to me all the title deeds in your possession relating to the above property. If they are not in your possession, please let me know and advise me of the whereabouts of the deeds.

Please note, if I hear nothing from you within 21 days from the date hereof, I will proceed to register the Council's charges against your title to the above premises.

If you wish to discuss this matter, please do not hesitate to contact me on the above details.

Yours faithfully,

Suggested Special Conditions

Building Act 1984 (Section 76) Charge – Unregistered Property

1. The Property

All that Property situate at and known as [] on the borough of XXXXX shown for identification purposes only edged red on the attached plan.

2. Recitals

- 2.1 WHEREAS** the Vendor is a "local authority" within the meaning of S126 of the Building Act 1984 ("the Act") and the steps taken by the Vendor as referred to in these recitals were taken in their capacity as a local authority within the meaning of the Act
- 2.2 AND WHEREAS** a local authority, if it considers that any premises are in such a state as to be prejudicial to health or a nuisance, and unreasonable delay in remedying that defective state would be occasioned by following the procedure prescribed by Section 80 of the Environmental Protection Act 1990 may, under Section 76 of the Act , serve Notice on the owner or occupier of those premises stating that the local authority intend to remedy the defective state and may do so, subject to there being no counter-notice served by the owner or occupier.
- 2.3 AND WHEREAS** a notice under Section 76 of the Act is to be served in accordance with Section 94 of the Act.
- 2.4 AND WHEREAS** the expense of such works may, by virtue of Subsection (2) of Section 76 of the Act, be recovered from the owner or occupier of the premises and such expense plus interest thereon, by virtue of Section 107 of the Act, from the date of completion of the works shall, until recovered, be a charge upon the premises and all estates and interests in them and gives a local authority for the purposes of enforcing such a charge, all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagees by deed.
- 2.5 AND WHEREAS** s such charge is by virtue of Section 1(1)(a) of the Local Land Charges Act 1975, registerable as a Local Land Charge.
- 2.6 AND WHEREAS** under Section 7 of the Local Land Charges Act 1975, a local land charge falling within the aforementioned Section 1(1)(a) takes effect as if it had been created by deed of charge, by way of legal mortgage within the meaning of the Law of Property Act 1925, but without prejudice to the priority of the charge.
- 2.7 AND WHEREAS** Section 101 of the Law of Property Act 1925 provides that a mortgagee by deed shall have inter alia the power of sale of the property so mortgaged.
- 2.8 AND WHEREAS** pursuant to a notice dated [] the Vendor gave Notice to the owner or owners of the property known as []("the premises") under Section 76 of the Act by serving the Notice in accordance with Section 94 of the Act by –

ALTERNATIVE 1 addressing the Notice to [] and delivering it to that person and/or

ALTERNATIVE 2 addressing the Notice to [] and leaving it or sending it in a pre-paid letter addressed to that person at [] being the usual or last known residence of that person and/or

ALTERNATIVE 3 addressing the Notice to the Secretary or Clerk of [XXXX Limited] at [], being the registered or principal office of [XXXX Limited] and delivering it or sending it in a pre-paid letter to that address and/or

ALTERNATIVE 4 (it not being practicable, after reasonable inquiry having been made, to ascertain the name and address of the person to or on whom the Notice should be given or served) addressing the Notice to the owner or owners of the premises (naming the premises) and either delivering it to some person on the premises or (there being no person on the premises to whom it can be delivered) affixing the Notice or a copy of it to some conspicuous part of the premises.

ALTERNATIVE 5 (the premises at the date such Notice is given or served being unoccupied) addressing the Notice to the owner or owners of the premises (naming the premises) and affixing the Notice or a copy of it to some conspicuous part of the premises stating that the Vendor intended to remedy the defective state of the premises after the expiration of [] days from the date of service of the Notice by carrying out the following works: [XXXX]

2.9 AND WHEREAS there being no counter-notice served upon the Vendor within the period prescribed by Section 76(3) of the Act, the Vendor executed the said works between the [date] and the [date] at a cost to the Vendor of £ [].

2.10 AND WHEREAS on the [date] the Vendor registered the cost of the works in Part II of the Council's Local Land Charges Register as a specific financial charge against the premises, such charge attracting interest at such a rate from time to time applying.

2.11 AND WHEREAS the expenses incurred by the Vendor as referred to in Recital 2.9 have become a charge on the premises by virtue of Section 107 of the Act as more particularly referred to in Recital 2.4 and the said expenses continue to remain outstanding.

3. Title

3.1 The title to the property is unregistered and the Vendor does not have in its possession any of the title deeds or documents relating to the Property and the Purchaser shall raise no requisition thereon or objections thereto and shall not be entitled to postpone or delay completion as a result thereof.

3.2 The Vendor cannot produce an up-to-date receipt in respect of any yearly rent (if any) payable on the Property nor any other evidence that any such rent has been paid to date (and in which respect the Vendor shall not be liable for any arrears of such rent up to the date of Actual Completion and which liability the Purchaser will assume on Actual Completion) and the Purchaser shall raise no requisition nor be entitled to delay or postpone completion as a result thereof.

3.3 The Purchaser purchases with full knowledge of the fact that on first registration of the title to the Property at HM Land Registry the Chief Land Registrar will make an entry against such

title on the following (or similar terms) and the Purchaser shall make no claim or demand against the Vendor in regard thereto:

"The Property is subject to such restrictive covenants and to such rent charges as may have been imposed thereon before [*this will be the date of application for first registration*] and are still subsisting and capable of taking effect".

4. Possession

Vacant possession of the Property will be given to the Purchaser on Actual Completion

5. Covenants for Title

5.1 The Vendor is selling all of the estates and interests in the Property as are bound by the Charge(s) arising under Section 107 of the Building Act 1984 as referred to in Recital 2.11 of these Special Conditions but freed and discharged from the said Charge(s).

5.2 Sections 1 to 9 of the Law of Property (miscellaneous Provisions) Act 1994 shall not apply to this Agreement and the Transfer of the Property to the Purchaser ("the Transfer") and the Transfer shall contain the following provisions:

5.2.1 In consideration of £ [**naming the amount of the consideration**] (receipt of which is acknowledged) the Vendor transfers the Property to the Purchaser

5.2.2 The parties agree and declare that the covenants by the Vendor implied by Sections 1 to 9 of the Law of Property (Miscellaneous Provisions) Act 1994 shall not apply to this transfer

6. Matters affecting the Property

The property is sold subject to and (as the case may be) with the benefit of:

6.1 all rents rights exceptions and reservations and covenants and conditions provisions and agreements and declarations or otherwise as subsist and relate to the Property without any obligation or liability on the part of the Vendor (whether as a result of its inability to produce the title deeds or documents to the property or otherwise) to define or provide details of the same.

6.2 all Local Land Charges whether registered or not before or after the date hereof and all matters capable of being registered as such

6.3 all notices served and orders demands proposals or requirements made by any local or public authority whether before or after the date hereof

6.4 all actual or proposed orders directions notices charges restrictions conditions agreements or other matters arising under the town and country planning legislation and environmental law.

6.5 all covenants exceptions and reservations of whatever nature all rights of way water light air and other rights easements quasi easements liabilities and public or private rights whatever and to any liability to repair or contribute to the repair of sewers drains fences or other like

matters as the Purchaser shall have notice of or shall be apparent on inspection of the Property.

7. Indemnity covenant by the Purchaser

The transfer will contain a covenant by the Purchaser with the Vendor that the Purchaser and its successors in title will henceforth observe and perform all such matters subject to which the property is expressed to be sold in Clause 6.1 of these Special Conditions the breach of which would or could expose the Vendor to liability (either direct or indirect) and will contain an indemnity by the Purchaser in favour of the Vendor against all actions proceedings costs claims and demands which may be made against the Vendor in connection with the breach non-performance or non-observance of the same.

8. Subsales

The Vendor will not be required to execute a Transfer of the property to any person other than the Purchaser and in one parcel and by one transfer.

9. General Conditions

9.1 "The General Conditions" means the Standard Conditions of Sale (Fourth Edition)

9.2 The General Conditions are deemed to be incorporated herein so far as the same are applicable to a sale by private treaty and are not varied by or inconsistent with these Special Conditions and the "contract rate" will be four per cent (4%) per annum above the Base Rate for the time being of the Co-operative Bank plc.

9.3 The General Conditions are amended as follows:

9.3.1 Standard Conditions 2.2.5 and 2.2.6 shall not apply and the Deposit shall be paid to the Vendor's Solicitor as agent for the Vendor

9.3.2 In Standard Condition 3.1.2 sub clause (c) the words "and could not reasonably" shall be deleted

9.3.3 Standard Condition 3.4 shall not apply

9.3.4 Standard Condition 4.6.2 shall not apply

9.3.5 Standard Condition 5.1.1 shall not apply and the buyer assumes the risk when the contract is made

9.3.6 Standard Condition 5.1.2 shall not apply and the buyer must buy the Property in whatever physical state it is in at completion.

9.3.7 Standard Conditions 5.2.2 (b), 5.2.2 (e) and 5.2.2 (g) shall not apply

9.3.8 Standard Condition 5.2.3 shall not apply

9.3.9 Standard Condition 5.2.7 shall not apply

9.3.10 In Standard Condition 5.2.2 (f) the words "nor change its use and is to comply with all statutory obligations relating to the property and indemnify the seller against all liability arising as a result of any breach of such obligation" shall be added at the end

9.3.11 In Standard Condition 7.1.1 the words "or in negotiation leading to it" and "or was" shall be deleted

9.3.12 Standard Condition 7.3.2 shall be deleted and the following substituted:
Compensation is calculated at the contract rate on all sums payable under the contract (other than pursuant to Standard Condition 6.3) for the period between the completion date and actual completion.

10. Non-Merger

The contract will not merge in the Transfer on completion but will continue in full force and effect in relation to any matters outstanding at completion.

11. Condition of the Property

The Purchaser is deemed to have made a full and complete inspection of the Property and to have full knowledge and notice of the state of repair and condition thereof in all respects and the Purchaser shall make no claim or demand whatsoever against the Vendor in respect of any matter or thing arising out of or in connection with the state of repair and condition of the Property or any part thereof.

12. Transfer to take effect subject to General and Special Conditions

The transfer is to take effect as if the disposition is expressly made subject to all matters to which the Property is sold subject under the General Conditions and Special Conditions of sale.

13. Completion date

The sale will be completed at the office of the Vendor's Solicitor before 2.30pm on []

14. Restriction on Assignment

This Agreement is personal to the Purchaser and shall not be capable of assignment.

Dear,

Re:

Address:

I refer to the above property, which has today been transferred by the Council under the Enforced Sale Procedure.

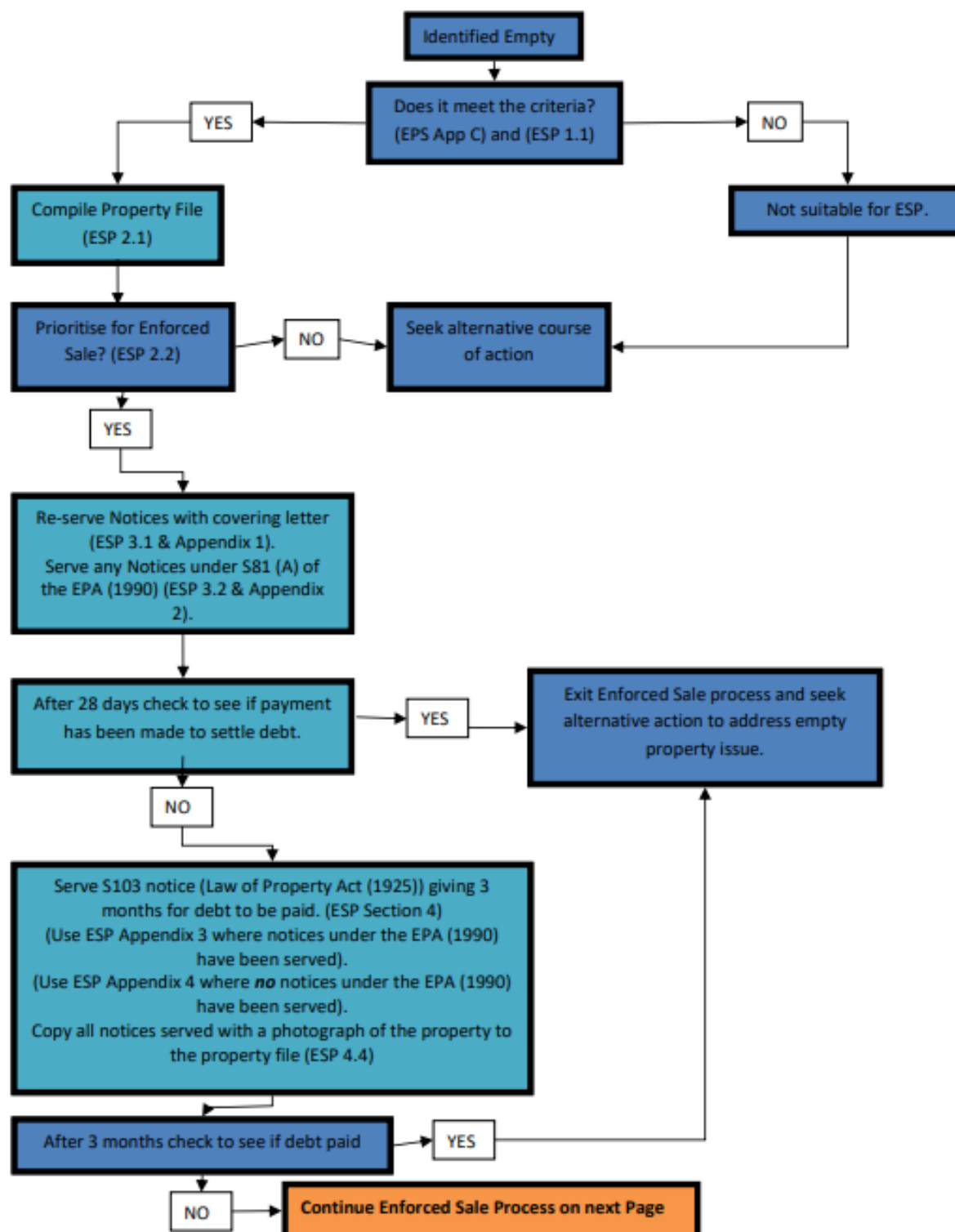
In accordance with the procedure agreed with you, I on behalf of the Council and being duly authorised to do so, hereby certify that:

1. As recited in clause [] of the Contract for Sale dated [] the Act (as referred to therein) contains provision conferring a charge on the Premises and on all estates and interests therein.
2. As further recited in clause [] of the said Contract for Sale the Act confers on the Council all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagee by deed.
3. The Council has followed the procedure in the Act as to service of notices and the carrying out of the works.
4. The charge(s) pursuant to which the Council has disposed of the property affect(s) the whole of the property known as [] today disposed of by the Council.
5. As recited in clause [] of the Contract for Sale the charge(s) pursuant to which the Council has disposed of the property was/were registered in part 2 of the Register of Local Land Charges on the [].

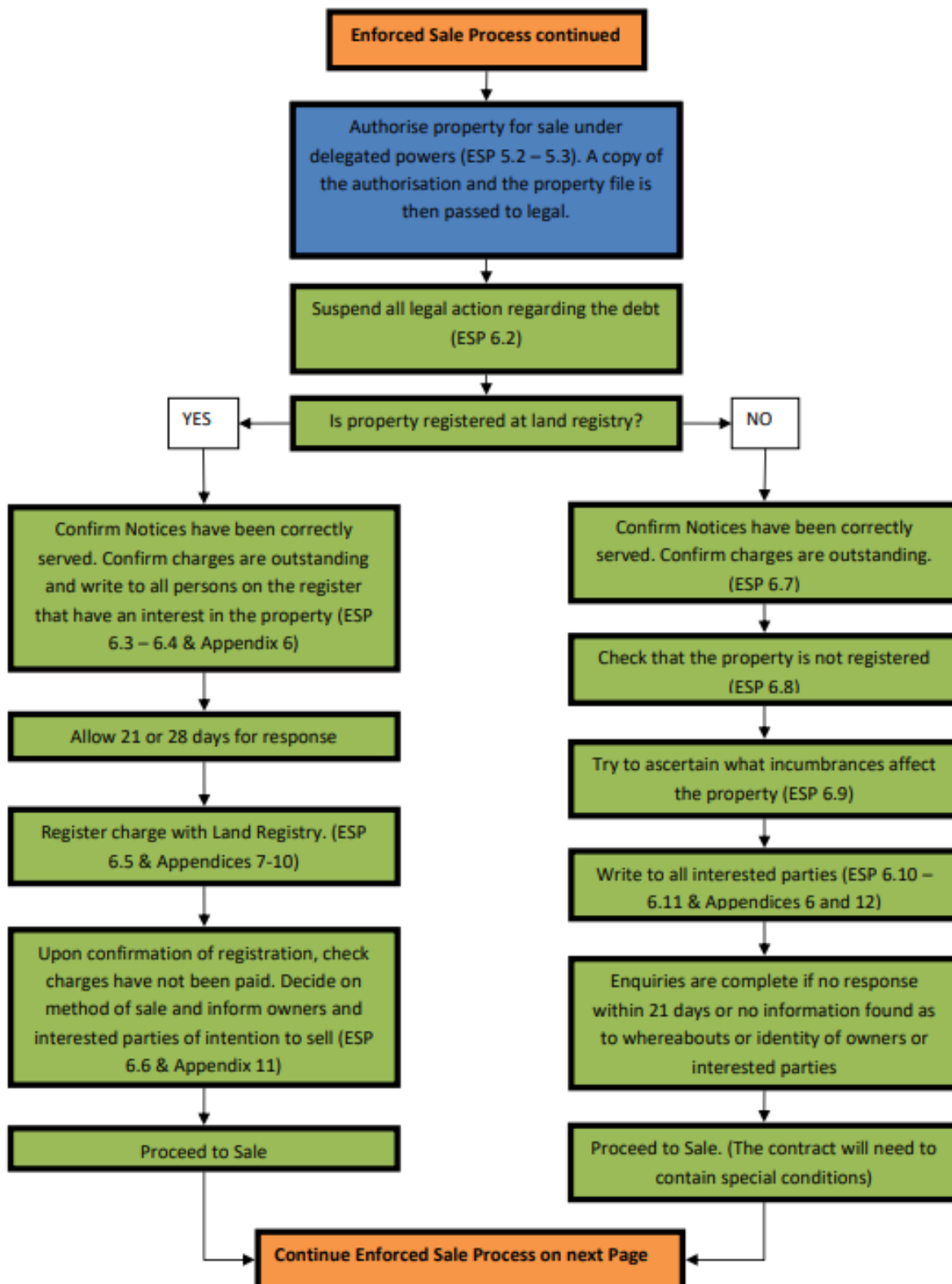
Yours Faithfully,

Solicitor

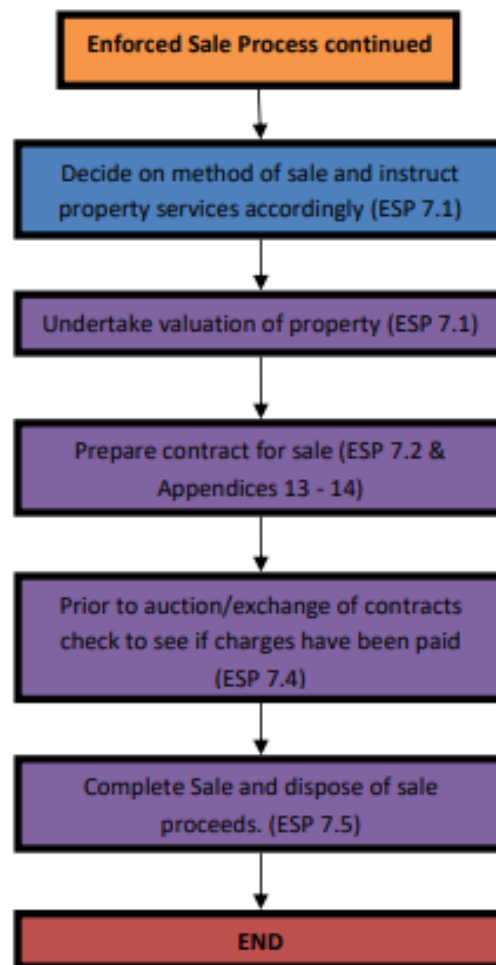
ESP process responsibility flow chart (Page 1)



ESP process responsibility flow chart (Page 2)



ESP process responsibility flow chart (Page 3)



Key to colours



Notices and charges used in the Enforced Sale Procedure

STATUTE	PRIORITY CHARGE	DOES INTEREST ACCRUE?
Public Health Act 1936 S45 (works to closets) & S83 (filthy or verminous)	YES	YES
Local Government (Miscellaneous Provisions) Act 1976 S33 (restore services) & S35 (private sewer)	YES	NO
Local Government (Miscellaneous Provisions) Act 1982 S27 (drains) & S29 (boarding up)	NO	NO
Highways Act 1980 S154 (hedges, trees) & S165 (unfenced land)	YES	NO
Building Act 1984 S59 (drainage), S60 (soil pipes), S76 (defective premises), Ss 77/78 (defective buildings), S79 (dilapidated building) & S84 (yards)	YES	NO
Housing Act 2004 Ss 11 & 12 (improvement), S40(2) (emergency remedial action), Ss 49/50 (recovery of charges for enforcement action)	YES	YES
Town & Country Planning Act 1990 S215 (land condition)	NO	NO
Environmental Protection Act 1990 S80 (statutory nuisance)	YES	YES
Prevention of Damage by Pests Act 1949 S4 (rats and mice)	YES	YES