

Dungannon & South Tyrone Borough Council

APPLICATION FORM

PROPERTY CERTIFICATE ENQUIRY

PROPERTY

I / We hereby require a Property Certificate for

- (a) Dwelling
- (b) Residential – eg. Nursing home, Hotel , Guest House, etc
- (c) Commercial – eg. Shop , Factory Unit, etc.
- (d) Land Only

PERIOD REQUEST (see note 2) 10 year search
 1973 search Follow on from 10 year search
 Specified 10 Year Search - from

Office use only:

Date received:
Receipt no. :
Payment received:
Cash / cheque:
Bank.....
Reference no.

ADDRESS OF PROPERTY

Address: _____

Postcode: _____

If Commercial : Please specify current business name :-

NAME OF VENDOR _____

NAMES OF PREVIOUS OWNERS (during specified period of search)

NAME OF PRESENT OCCUPIER (if not Vendor)

Surname: _____ Forenames: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____ Email: _____

NAME AND ADDRESS OF APPLICANT

Name/ Company: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____ Email: _____

Applicant's Reference _____

Applicant's signature: _____ Date of Application: _____

INFORMATION FOR APPLICANTS

1. Interpretation

1.1 For the purposes of this document:-

- * "the Applicant" means the person applying for the Property Certificate and who has signed the application.
- * "the Application" means the application hereby made for the Property Certificate
- * "the Certificate Period" means the period specified by the Applicant in the Application.
- * "the Council" means the Council issuing the Property Certificate.
- * "the Property" means the property identified by the Applicant for the purposes of the Property Certificate.
- * "the Property Certificate" means the completed set of replies by the Council to the questions set out in the questionnaire annexed hereto.

1.2 The expression "contemplated" in the context of the replies to questions set out in the Property Certificate means proposed or actively considered by the Council or its senior officers to whom the relevant functions have been delegated.

2. Certificate Period

2.1 The Property Certificate is issued by the Council in respect of the Certificate Period.

2.2 The Certificate Period shall be counted in calendar years going back from 1st January last preceding the date of the Application.

2.3 Where a search back to 1973 has been carried out, the Certificate Period shall count from 1st October 1973 to the date of the Application

3. Fees

3.1 The Application must be signed or otherwise authenticated by the Applicant and submitted **in duplicate** together with the appropriate fee.

3.2 Fees are set out in the following Table (apply to applications received on or after 1 March 2004)

Type of Certificate	Fee
Standard 10 year Search	£60
Search from 1973	£85
Specified 10 year Search	£60
Follow on from 10 year Search	£25

4. Property Location Plan

4.1 The Application must be accompanied by a site location plan of the Property, with relevant boundaries clearly defined.

4.2 The plan must be to scale 1:2500 Irish Grid or County series. For urban areas, a scale of 1:1250 should be used where available. For large tracts of land, a scale of 6": 1 statute mile County series or 1:10,000 Irish Grid is sufficient provided buildings thereon are identified to scale 1:2500.

4.3 Plans should clearly show the North point.

5. Accuracy of Information etc.

- 5.1 While the information given in the Property Certificate is accurate to the best of knowledge of the Council's officers dealing with the enquiries raised, nevertheless the Applicant should note:-
- 5.1.1 No inspection of the Premises has been carried out for the purpose of completing the Property Certificate;
 - 5.1.2 The information is given on the basis of a desktop search by reference to the Council's records in relation to the Property;
 - 5.1.3 Whilst the Council endeavours to ensure that its records are accurate, no warranty can be given in relation thereto, particularly in relation to older records;
 - 5.1.4 The Applicant is advised to make his own enquiries and to ensure that the Property is properly surveyed by an appropriately qualified person.
 - 5.1.5 While due care is taken to ensure the accuracy of the information given in the Property Certificate, neither the Council nor its officers can accept any liability for inaccuracies, mis-statements, or errors therein.
 - 5.1.6 The information given in the Property Certificate is intended to be solely in the context of matters relevant (adversely or otherwise) to the Property, and not to any personal interest or attribute of any individual who may have or have had a connection with the Property.
- 5.2 The Property Certificate is issued by the Council as a non-statutory public service.
- 5.3 The officers completing the Property Certificate have no authority to bind the Council as to future actions.

6. Follow up Enquiries

Where the Property Certificate contains a reply adverse to the Property, subject to a matter which is subsequently resolved, any follow up Certificate will attract a reduced fee (see 3.2).