

First Registration applications where there is a change of trustee or partition of trust property – guidance for trustees.



Using this checklist before lodging an application at Land Registry will help reduce the most common requisitions.

The following guides are available to assist you. These are available from your Land Registry local office or from our website at www.landregistry.gov.uk

Practice Guides

LRPG001 – First registrations

LRPG002 – First registration of title where deeds have been lost or destroyed

LRPG014 – Charities

LRPG015 – Overriding interests and their disclosure

LRP019 – Notices, restrictions and the protection of third party interests in the register

LRPG024 – Private trusts of land

LRPG046 – Land Registry forms

LRPG051 – Areas served by Land Registry offices

LRPG063 – Land Charges – applications for registration, official search, office copy and cancellation

LRPG067 – Evidence of identity – conveyancers

Public Guides

PG001 – A guide to the information we keep and how you can obtain it

PG008 – Registering title to land – the characteristics and advantages

PG020 – Identity checks – when ID is needed in support of an application

Have you:

- completed form FR1 including applicant's and/or chargee's addresses?
- attached a plan to form FR1 where either the title deeds do not contain a satisfactory plan of the land to be registered or where the land cannot be fully identified from a verbal description?
- completed form DL (in duplicate)?
- lodged a certificate of value of the land based on the full market value? You should also include a scale 1 fee based on that value.
- lodged copy deeds referred to in memoranda (for example sales off) or other deeds referred to in the root deed(s)?
- lodged all the deeds and documents of title which the applicant has control of?
- lodged certified copies of all deeds where you want the original deeds returned?
- lodged certified land charges searches?
- in the case of a leasehold estate, lodged any necessary consents to the grant of the lease by mortgagees of the reversion and of any superior lessors where you are applying for absolute leasehold title?
- In the case of a leasehold estate, lodged any necessary consent to the assignment of the lease?
- lodged Stamp Duty Land Tax forms for those applications (such as a partition) where additional monies have been paid? (contact HMRC on 0845 603 0135 for further information and assistance)?
- lodged evidence of identity for all unrepresented parties?
- applied for a restriction where required, using form RX1?

Information on fees can be found on our website: www.landregistry.gsi.gov.uk