

Property certificate process

Building Control Services provide a facility where the public can apply for information held by the Service with regard to applications made for property or land within the Council's area from 1973.

Information with respect to contraventions, infringements and relaxations or dispensations of Regulations can also be supplied. This combined information is a comprehensive reference source for everyone interested in a particular property or site.

When buying or selling property, it is prudent that a check is carried out on its previous history as a new owner will take on the responsibility of any legal notices against the building. A solicitor and/or agent representing those involved in the transfer of ownership usually carry out this check.

- **Property certificates contain information on:**
 - Building regulatory matters
 - Public health and smoke control matters
 - Dangerous structure notices
 - Licensing matters
 - Street naming and numbering
 - Countryside matters

Customers have a choice of four property certificate types:

- **Standard 10 Year Search (PC)* (£60)**

This certificate provides information for 10 years from the 1st January of the year in which the enquiry was made e.g. If the certificate was produced on the 12th Oct 2001, the information supplied will date back to the 1st of January 1991.
- **Full Search (CO)* (£85)**

This is the most comprehensive certificate relating all information, which pertains to the questions asked, dating back to the 1st October 1973.
- **Follow Up Search (AP)* (£25)**

A certificate designed to follow on from a 10 Year Search, which updates the information back until the 1st October 1973.
- **Specified Search (SP)* (£60)**

In a response to demands from customers, Building Control Services now offer a certificate which will span any 10 year period. This is particularly useful if you know the dates of alterations to property of interest.

**Codes refer to the application type and are relevant to on-line applications.*

Related to the property certificate process is the Regularisation procedure. This allows the Council to formally consider, as appropriate, works carried out and completed without the submission of plans and the giving of notices. It is a procedure that property owners can avail themselves of where problems arise in conveyancing. For further details see our guidance leaflet entitled '04. Regularisation'.

Requesting a certificate

In order to obtain any of the above certificates, write to us at the address below with the appropriate fee enclosed, outlining your requirements. Please give as much detail as possible e.g. date of construction, date of alteration etc. to assist us with our search. A copy of a relevant site map should be included with the application form.

Alternatively, why not use Building Control Services on-line property certificate service, accessed via the Lisburn City Council website.

On-line applications

The on-line application process allows customers to submit a search request via the Council website. The customer can choose to become an account holder with the Service, a process offering greater convenience to regular users. Non-account holders are also able to apply on-line but are required to provide payment via credit/debit card over the telephone.

A scanned image of the location map must be attached to the on-line application. The location map can be provided in a number of standard formats in order to cater for the market range in desktop scanners.

On-line applicants can track the progress of their applications using a unique PIN code and hyperlink facility provided by the service.

For further information on this facility, please refer to the Council website 'on-line applications', or contact the Technical helpline.

Performance Standards

Irrespective of your method of application, our current target turnaround time is seven days. This means that we will have processed and returned the certificate within seven working days from the date on which the Service receives payment for the certificate. If you are an account holder it is from the date that you press the send button on our web page.

If you require any further advice please contact...

Building Control Services
2nd Floor
Lisburn City Council
Island Civic Centre
The Island
Lisburn BT27 4RL

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