

<b>APPLICATION FORM</b>	<b>To:-</b> ..... Council <i>see Council Directory overleaf</i>
<b>LOCAL AUTHORITY PROPERTY CERTIFICATE</b>	
<b>1. PROPERTY</b> <b>I / We hereby require a Property Certificate for:-</b> <input type="checkbox"/> Dwelling <input type="checkbox"/> Other Residential – eg. Nursing Home, Hotel, Guest House, etc. <input type="checkbox"/> Commercial – eg. Shop, Factory Unit, etc. <input type="checkbox"/> Land Only <b>PERIOD REQUEST</b> <i>(see Information for Applicants, note 2)</i> <input type="checkbox"/> 10-year search <input type="checkbox"/> 1973 search <input type="checkbox"/> 10-year search from.....to..... <input type="checkbox"/> Follow-on 10-year search from.....	<b>Office use only:</b> Date received:..... Payment received:..... Receipt No.:..... Cash/cheque..... Bank..... BACS ref:..... Reference No.:..... Case/File no.:.....
<b>2. ADDRESS OF PROPERTY</b> Address:..... ..... ..... Postcode:..... <b>NAME OF VENDOR:</b> ..... Tel:..... <i>If Commercial Property: Please specify current business name:.....</i>	
<b>3. NAMES OF PREVIOUS OWNERS (during specified period of search)</b> ..... .....	
<b>4. DETAILS OF PRESENT OCCUPIER (if not Vendor)</b> Surname:..... Forenames:..... Address:..... ..... Postcode:..... Tel:..... Fax:..... Email:.....	
<b>5. DETAILS OF APPLICANT</b> Name / Company:..... Address:..... ..... Postcode:..... Tel:..... Fax:..... Email:..... <b>The relevant Fee is enclosed with this Application</b> Date:..... Applicant's signature:.....	

**Standard Fees**

Type of Certificate	Fee
Standard 10-year search	£70
1973 search	£95
Specified 10-year search	£70
Follow-on 10-year search	£30

You are providing your personal data to a Council, a Data Controller under the General Data Protection Regulations (GDPR). The basis for processing this data is to complete the preparation of a Local Authority Property Certificate, a lawful business process. This data is not used for any other purpose and is not disclosed to any other organisation. For more information, see Lisburn & Castlereagh City Council's corporate privacy notice or the Building Control privacy statement which can be found on the reverse of this application form.



## **BUILDING CONTROL PRIVACY STATEMENT**

Your Personal Data:

### What we need

Lisburn & Castlereagh City Council is the 'Controller' of the personal data that you provide to us. We only collect basic personal data such as name, address, phone contact and email.

### Why we need it

We require this personal data from you for the purposes of administering and enforcing the Building Regulations. Our lawful basis is 6 (1) (c) -processing necessary compliance with a legal obligation. This is in accordance with the following legislation, the Building Regulations (Northern Ireland) Order 1979, the Building Regulations (Northern Ireland) 2012 (as amended), the Buildings (Prescribed Fees) Regulations (Northern Ireland) 1997 (as amended) and the Rates (Northern Ireland) Order 1977. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

### What we do with it

All personal data that we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union and may be shared internally with other Council Services. No third parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

### How long we keep it

All information will be held in accordance with the Council's retention and disposal schedule and will be disposed of securely when no longer required. The Building Regulations do not stipulate a retention period after which basic personal data collected for this lawful purpose is to be destroyed. We will retain this data to aid ongoing legal searches requested by solicitors involved in the process of property conveyancing.

### What are your rights?

If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Our Data Protection Officer can be contacted at [data.protection@lisburncastlereagh.gov.uk](mailto:data.protection@lisburncastlereagh.gov.uk)

Full details of the LCCC Primary Privacy Notice can be found on the Lisburn & Castlereagh City Council website: [www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk).