

**APPLICATION FORM****LOCAL AUTHORITY PROPERTY CERTIFICATE**

To:-

Ards and North Down Borough Council

**1. PROPERTY**

I / We hereby require a Property Certificate for:-

- ( ) Dwelling  
 ( ) Other Residential – eg. Nursing Home, Hotel, Guest House, etc.  
 ( ) Commercial – eg. Shop, Factory Unit, etc.  
 ( ) Land Only

**PERIOD REQUEST** (see Information for Applicants, note 2)

- ( ) 10-year search  
 ( ) 1973 search  
 ( ) 10-year search from.....to.....  
 ( ) Follow-on 10-year search from.....

**Office use only:**

Date received:.....  
 Payment received:.....  
 Receipt No.:.....  
 Cash/cheque.....  
 Bank.....  
 BACS ref:.....  
 Reference No.:.....  
 Case/File no.:.....

**2. ADDRESS OF PROPERTY**

Address:.....  
 .....  
 ..... Postcode:.....

NAME OF VENDOR:.....Tel:.....

If Commercial Property: Please specify current business name:.....

**3. NAMES OF PREVIOUS OWNERS (during specified period of search)**

.....  
 .....

**4. DETAILS OF PRESENT OCCUPIER (if not Vendor)**

Surname:.....Forenames:.....

Address:.....

..... Postcode:.....

Tel:.....Fax:.....Email:.....

**5. DETAILS OF APPLICANT**

Name / Company:.....

Address:.....

..... Postcode:.....

Tel:.....Fax:.....Email:.....

**The relevant Fee is enclosed with this Application**

Date:.....Applicant's signature:.....

**Standard Fees from 1<sup>st</sup> April 2020**

Type of Certificate	Fee
Standard 10-year search	£90
1973 search	£122
Specified 10-year search	£90
Follow-on 10-year search	£38

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 Ards and North Down Borough 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

Ards and North Down Borough 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.

### 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. 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 12 years after the certificate is issued.

### Your rights?

You have a right to see and review the information held on you. If you wish to request your personal information or have a data protection query, please put your request in writing, stating clearly who you are and your query to: Data Protection Officer, Ards and North Down Borough Council, Town Hall, The Castle, Bangor, BT20 4BT, email: [dataprotection@ardsandnorthdown.gov.uk](mailto:dataprotection@ardsandnorthdown.gov.uk), tel: 0330 013 3333 or visit the Council's website at [www.ardsandnorthdown.gov.uk/privacy-and-cookies](http://www.ardsandnorthdown.gov.uk/privacy-and-cookies).