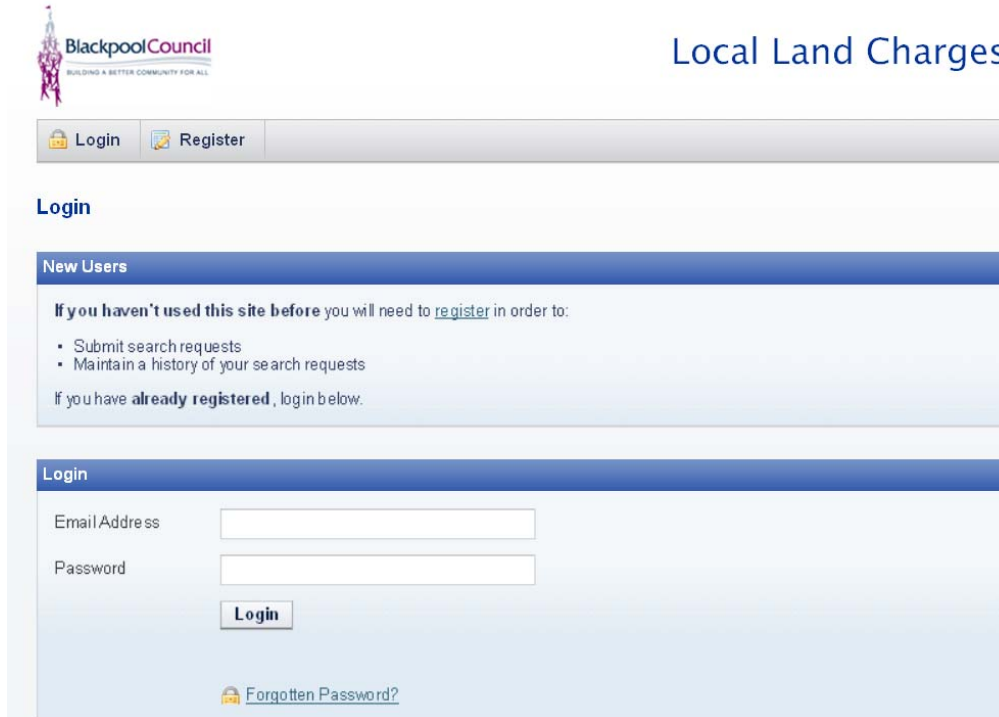


Public Access Instructions : Submitting a Local Authority Search

Note : Please do not use the Back and Forward buttons on your browser, nor the Enter and Return keys on your keyboard when using Public Access. Please use the system navigation buttons/links.

Enter this link <http://publicaccess.blackpool.gov.uk:90/osm/> which will take you to the Public Access pages at Blackpool Council and the page below will be displayed:



Blackpool Council
BUILDING A BETTER COMMUNITY FOR ALL

Local Land Charges

Login Register

Login

New Users

If you haven't used this site before you will need to [register](#) in order to:

- Submit search requests
- Maintain a history of your search requests

If you have **already registered**, login below.

Login

Email Address

Password

Login

[Forgotten Password?](#)

Enter your email address and password chosen at registration. If you haven't registered you will need to do so before you can use Public Access.

Enter your login details and press the Login Button and then you will be presented with the 'My Searches' pages from where you can create a new search, view previous searches that you have submitted, amend/update your profile or simply logout. You will notice that it will show your name to identify that you are logged in.

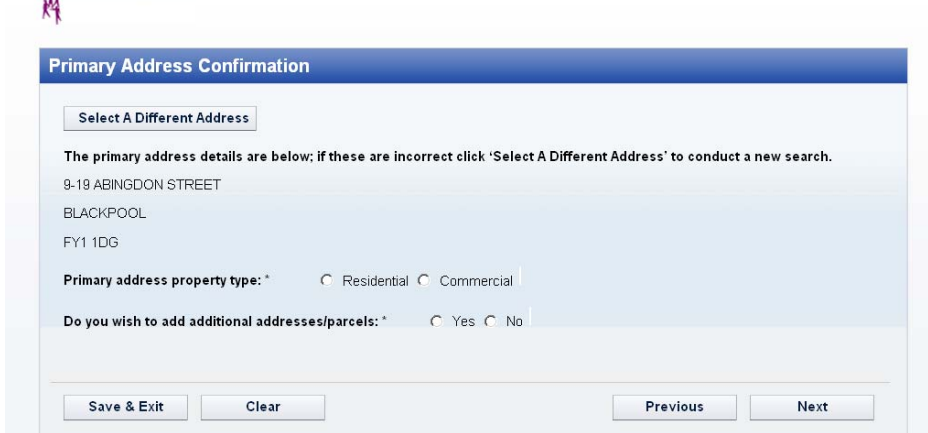
1. New Search

When you click on the new search button, you will be presented with a Search Request Summary page which outlines the steps to follow to submit a valid search.

1.1 **Step 1 Complete a Form** – when you click on 'Local Land Charges Search Request' your search will be allocated a Public Access reference number and you will be given the opportunity to enter your own reference number (optional). From this page, clicking on 'Next' will open the page where you enter the details of the location that you wish the search to be carried out on, or you can save and exit the search to return at a later date.

1.2 Enter the details of the Search location.

Click on 'Next'. If the system can find the address in the system it will display the following page:



Primary Address Confirmation

[Select A Different Address](#)

The primary address details are below; if these are incorrect click 'Select A Different Address' to conduct a new search.

9-19 ABINGDON STREET
BLACKPOOL
FY1 1DG

Primary address property type: * Residential Commercial

Do you wish to add additional addresses/parcels: * Yes No

[Save & Exit](#) [Clear](#) [Previous](#) [Next](#)

When you are happy that you have selected the correct address go to 1.3 below.

If the address can't be located in the system, try to search for the address without entering the building number.

When you leave the building number field blank it will provide you with a list of the properties on that street in drop down menu for you to select the one that you want.

Select the location that you require from the list and click on the 'Next' button then go to 1.3 below.

If the system still can't find the location for the search it will display the following page from where you may enter the details of the location manually.



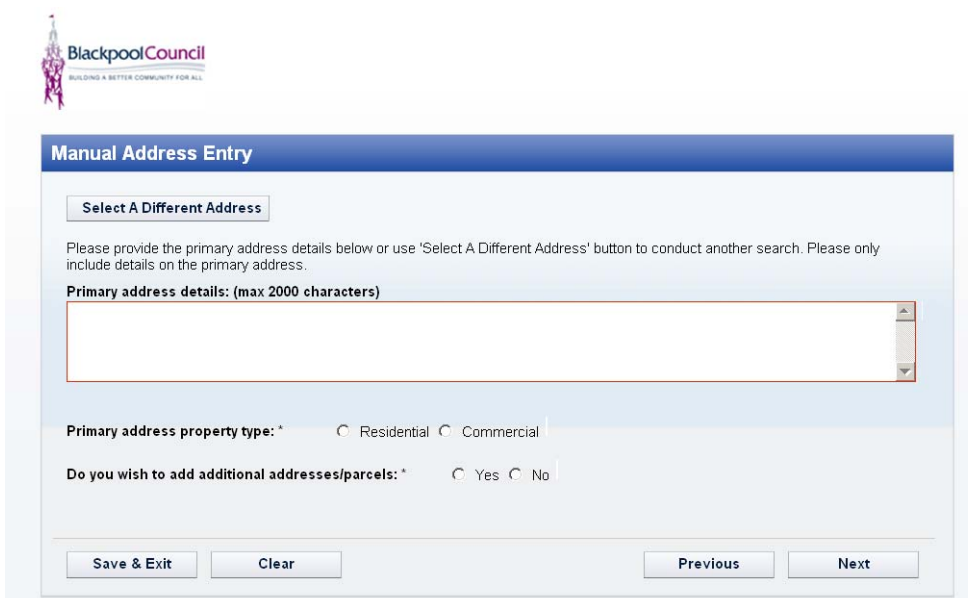
Primary Address Search Results

No addresses found matching the details entered.

Click the 'Previous' button to perform another search. Alternatively click the 'Manual Address' button to enter the address details manually.

[Manual Address](#) [Previous](#)

Clicking on the 'Manual Address' button will display the following page:



Manual Address Entry

[Select A Different Address](#)

Please provide the primary address details below or use 'Select A Different Address' button to conduct another search. Please only include details on the primary address.

Primary address details: (max 2000 characters)

Primary address property type: * Residential Commercial

Do you wish to add additional addresses/parcels: * Yes No

[Save & Exit](#) [Clear](#) [Previous](#) [Next](#)

Enter the location of the search in the box highlighted red.

1.3 When you are happy that the correct address/location has been selected/entered, select whether the property is Residential or Commercial and choose whether or not you require additional parcels adding to the search.

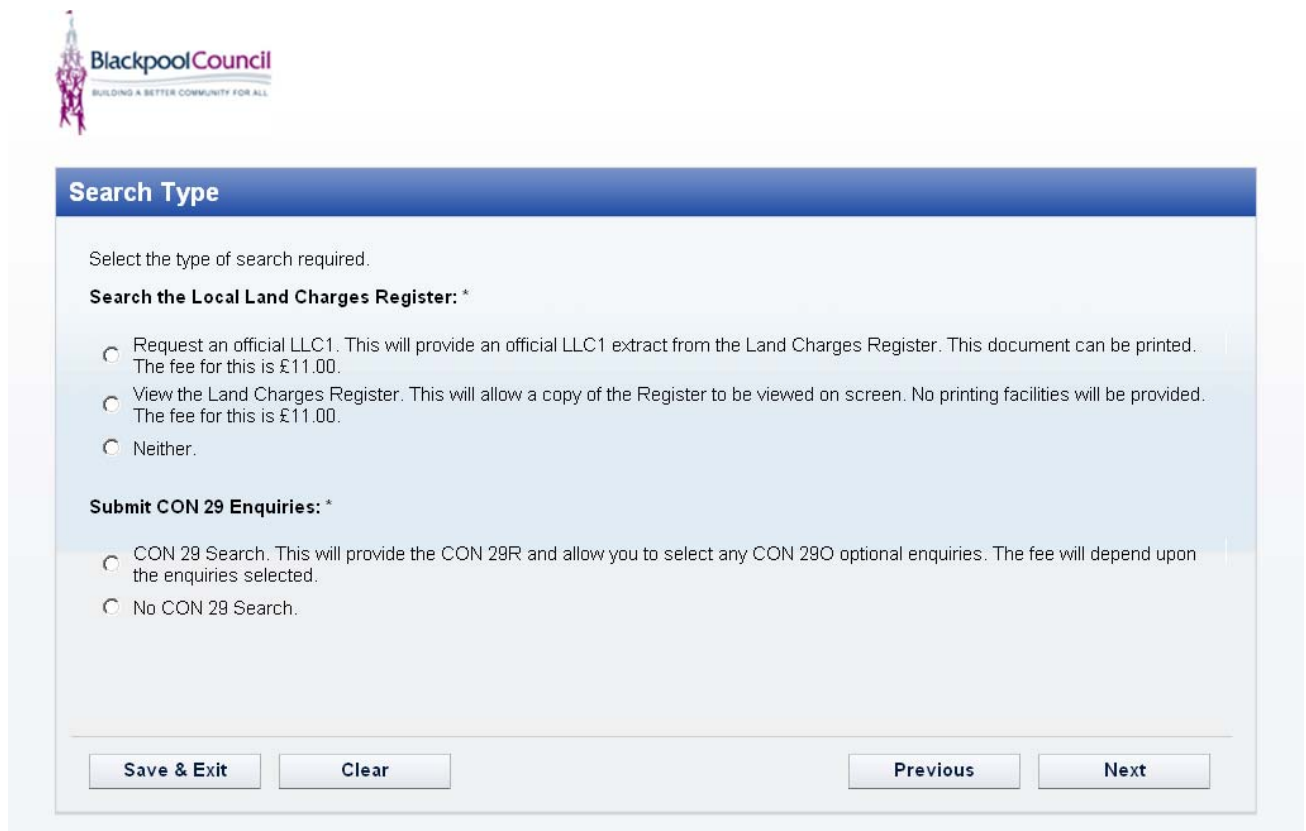
If you choose to add additional parcels, when you click on the 'Next' button, the following page will be displayed:



At this point you can use either method of entering the address into the system using the instructions above.

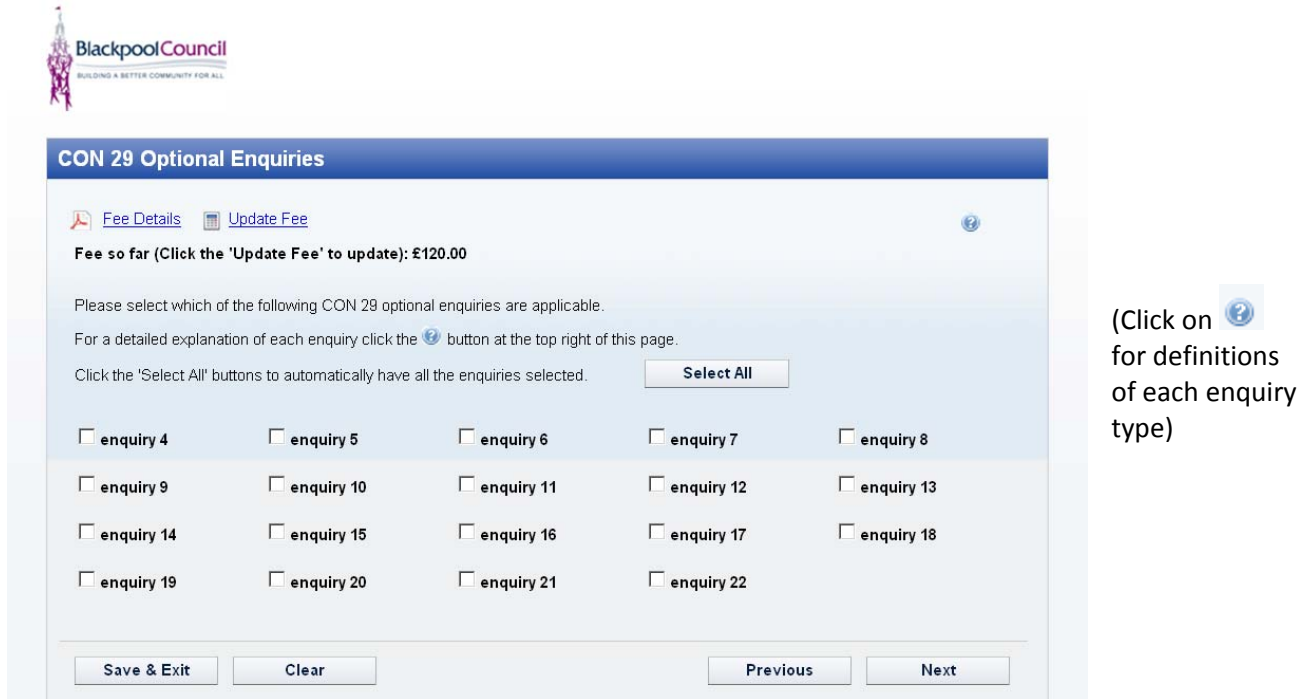
1.4 Once you have entered all additional address(es) into the system, click on the 'Next' button and a summary page showing shows the additional address for the search and the total number of additional parcels will be displayed.

1.5 Click on the 'Next' button. This will display the page to enter the type of search that you require (shown below).




1.6 Once you have selected the type of search that you require click on the 'Next' button and you will be given the opportunity to enter details of roads, footways and footpaths that are relevant to your search. Enter the details then click on the 'Next' button.

1.7 At this point (depending on the type of search you have requested) the CON29 Optional Enquiries window will be displayed.



CON 29 Optional Enquiries

[Fee Details](#) [Update Fee](#) 

Fee so far (Click the 'Update Fee' to update): £120.00

Please select which of the following CON 29 optional enquiries are applicable.
For a detailed explanation of each enquiry click the  button at the top right of this page.
Click the 'Select All' buttons to automatically have all the enquiries selected. [Select All](#)

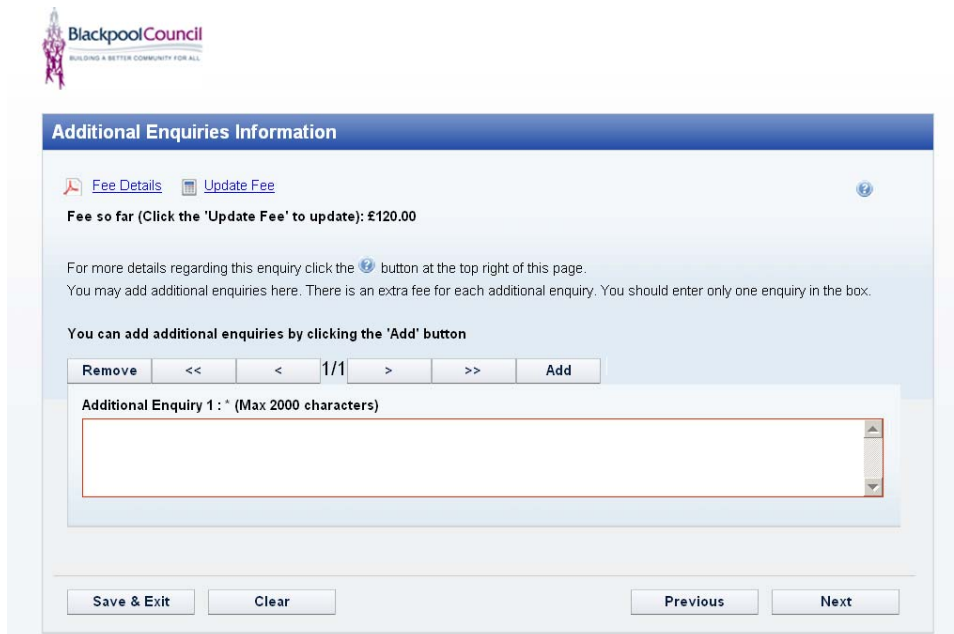
<input type="checkbox"/> enquiry 4	<input type="checkbox"/> enquiry 5	<input type="checkbox"/> enquiry 6	<input type="checkbox"/> enquiry 7	<input type="checkbox"/> enquiry 8
<input type="checkbox"/> enquiry 9	<input type="checkbox"/> enquiry 10	<input type="checkbox"/> enquiry 11	<input type="checkbox"/> enquiry 12	<input type="checkbox"/> enquiry 13
<input type="checkbox"/> enquiry 14	<input type="checkbox"/> enquiry 15	<input type="checkbox"/> enquiry 16	<input type="checkbox"/> enquiry 17	<input type="checkbox"/> enquiry 18
<input type="checkbox"/> enquiry 19	<input type="checkbox"/> enquiry 20	<input type="checkbox"/> enquiry 21	<input type="checkbox"/> enquiry 22	

[Save & Exit](#) [Clear](#) [Previous](#) [Next](#)


(Click on  for definitions of each enquiry type)

Tick the enquiries you require, then click the 'Next' button.


1.7 If you have any additional enquiries, please select yes and click on the 'Next' button and the following page will be displayed:



Additional Enquiries Information

[Fee Details](#) [Update Fee](#) 

Fee so far (Click the 'Update Fee' to update): £120.00

For more details regarding this enquiry click the  button at the top right of this page.
You may add additional enquiries here. There is an extra fee for each additional enquiry. You should enter only one enquiry in the box.

You can add additional enquiries by clicking the 'Add' button

[Remove](#) [<<](#) [<](#) 1/1 [>](#) [>>](#) [Add](#)

Additional Enquiry 1: * (Max 2000 characters)

[Save & Exit](#) [Clear](#) [Previous](#) [Next](#)

Once you have entered any additional enquiries click on the 'Next' button and the Enquirer Details will be displayed.

1.8 If any of the details are incorrect you can modify them here. However any changes made will only be saved for this search. If a change is required for all future searches, then you will need to make the change in 'My Profile' also.

1.9 To view the fee breakdown for the search click on the 'Fee Details' link at the top of the page. Clicking on the 'Next' button will then give you the opportunity to enter any additional information that may be useful to the Land Charges officer dealing with your search. Click 'Next' to take you to the Review page where you can check all the information you have entered so far.

1.10 Once you are satisfied that the information is correct, click 'Next' and the Declaration page will be displayed. Please check the declaration and tick to complete it. Click on the 'Next' button and the following page will be displayed:

Form Complete

Online Reference Number: **EBBC00000076**

Please check your search request to ensure you have given full and accurate information.

Please select one of the options below, or click 'Complete' to finalise the form and return to the Search Request Summary where you can then add attachments and submit the search.

Return to the first page and review all of the information for this search request:

View the completed form as a PDF: (Requires Adobe Acrobat)

This is another chance for you to preview your search and check for any errors.

Once happy with the form, click on the 'Complete' button. This will return you to the Search Request Summary Page, and indicates that you have successfully completed Step 1.

2. Step 2 – Attach Supporting Documentation

2.1 Click on the 'Attach additional documents' link on the search request summary page and the following window will be displayed:

Local Land Charges

[New Search](#) [My Searches](#) [My Profile](#) [Logout \(Land Charges \)](#)

Search Request Summary » Attach Additional Documents

- Please attach a location plan with the site boundary edged in red.
- The plan must be sufficient to clearly identify the land to which the search relates.
- Location plans should ideally be submitted in the following formats: gif, jpg and png. Other formats: txt, doc, htm, html and pdf will be accepted but treated as attachments.
- If you have more than one location plan, please attach your primary one first.
- Other attachments can be submitted in the following formats: txt, doc, htm, html, pdf, gif, jpg and png.

[Back to Search Request Summary](#)

Attached Document

No attachments

Attach a Document

Select file

Document type

Description

[Back to Search Request Summary](#)

2.2 Use the Document Type drop down menu to select the document type you would like to upload (either Location Plan or Other), and use the browse button to navigate to the relevant file then click 'Open'. Its file path will then be displayed in the 'Select File' field. Double check the document type is correct and then enter a description.

2.3 Click on 'Upload' to attach the file to the Search. If it is successfully uploaded it should appear as an Attached Document as shown below:

Blackpool Council Local Land Charges

[New Search](#)
[My Searches](#)
[My Profile](#)
[Logout \(Land Charges\)](#)

[Search Request Summary » Attach Additional Documents](#)

- Please attach a location plan with the site boundary edged in red.
- The plan must be sufficient to clearly identify the land to which the search relates.
- Location plans should ideally be submitted in the following formats: gif, jpg and png. Other formats: txt, doc, htm, html and pdf will be accepted but treated as attachments.
- If you have more than one location plan, please attach your primary one first.
- Other attachments can be submitted in the following formats: txt, doc, htm, html, pdf, gif, jpg and png.

[Back to Search Request Summary](#)

Date	Document Type	Description	Remove
03/08/2011	Location Plan	Location Plan 9-19 Abingdon Street	

Attach a Document

Select file: [Browse...](#)

Document type:

Description:

[Upload](#)

If there are any additional documents required for the search simply upload them by repeating 2.2 and 2.3 above.

2.4 Once all documents have been added to the search, click on the 'Back to Search Request Summary' link.

3. Step 3 - Submit

When you are ready to submit the search click on the 'Submit' button and a 'Search Request Summary » Submission Summary' page will be displayed.

Check the details shown on the Submission Summary and once satisfied click on the 'Submit' button. You will then be taken to the Council's payment pages for you to pay by debit or credit card.

Home | Contact Us | Help | Accessibility | Whats New

Blackpool Council Self-service

Your Basket

Product	Reference	Amount	
Land Charges Payment	EBBC00000075	£11.00	

Your card will be charged a total of £11.00.

Select your Payment Method

Please click on the logo of the credit or debit card you wish to use for this payment, or click on basket logo to pay for another item.

Please note Visa Electron will not be accepted

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Follow the on-screen instructions to pay the fee. Once you have made the payment you will be returned to the Local Land Charges pages and your search will be submitted to us.

You will receive an email confirming that your search has been submitted. Once we have started to process the search you will receive another email advising you of the case (search) reference number and once completed, the results of your search will also be sent to you by email.