



Apply for a Personal Search



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Guidance for solicitors and conveyancers

There are two ways you can apply to view the local land charges register at Hertsmer. You can either apply electronically using our Public Access System (PALC) or you can make an appointment to visit the offices in person.

Online (PALC)

Make an appointment


Personal Search Appointments


Our Customer Service Centre is now open. If you would like to make an appointment, please follow the instructions opposite.

Using Public Access for Land Charges (PALC)

PALC provides a totally electronic official search service, connecting users directly to land and property information held by Hertsmer Borough Council.

Searching for Addresses

 [The Local Land and Property Gazetteer \(LLPG\)](#) holds the address of every official property in Hertsmer, so if the property you are looking for does not appear in the drop down menu there is a reason. Please check the following before submitting your search:

- The address is in Hertsmer - [Find your local council](#)
- You have the correct address and postcode -  [Find my Official Address](#) or [Royal Mail Postcode Finder](#)
- You are searching the official address. Our LLPG does not hold

plot numbers so if you are searching a new build check the address first with our [Street Naming and Numbering Officer](#)

If you have not used the system before we would recommend reading the guidance notes first. When uploading your search, please ensure plans do not exceed 4MB.

[PALC guidance notes](#)

PALC is a supplementary service for which we charge a reasonable fee. If you do not wish to use this service then please book an appointment to inspect the register at our council offices which is free of charge.

Making an Appointment

If you are seeking to inspect the register in person at our council offices, please [email](#) us to arrange an appointment.

You will need to supply the official address to be searched (not the developer address or plot number) and an up to date plan clearly marking the area you wish to be searched.

Once your request has been processed, we will email our Customer Service Team who will confirm availability.

[Schedule of charges](#)



[Turnaround times](#)



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