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How to request Local Land and Property Searches



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Online Searches - Public Access for Land Charges (PALC)

Submitting searches is easy, all you need to do is log onto our [Public Access System](#), register your details and away you go. Payment will be taken by credit or debit card on the same system, there is no need to make payment separately.

Can't find your address?

If you are having trouble finding an address, please call us on 020 8207 7491

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

The system is really simple and easy to use but please follow our step by step [Guidance Notes](#) if it is your first time using the system, or you are unsure about certain functions.

Please upload one copy of a current and up to date plan showing the full extent of the area to be searched upon edged in red. We do not accept plot plans or floor plans.

We ask that you do not input manual address searches into the PALC system unless instructed to do so by the Local Authority. Our address gazetteer holds the official addresses for all properties in Hertsmere, so there is no need enter a manual address. Much like ordering goods on line, if you enter the address you are looking for, the system will present you with a drop down/ look up so you can select the address you want. If the address you want is not listed, then it may be incorrect, or not in our authority. To avoid delays, please contact us if you can't find the address you are looking for.

Please note that the address gazetteer does not hold plot addresses or unofficial addresses ie first floor flat, you will need to search for the official address issued by the Council. If you aren't sure what that is then, please go to our [Find My](#)

News for You
Sign up to our e-alerts

Request it Online

- Access your online accounts
- Register a food business

Pay it Online

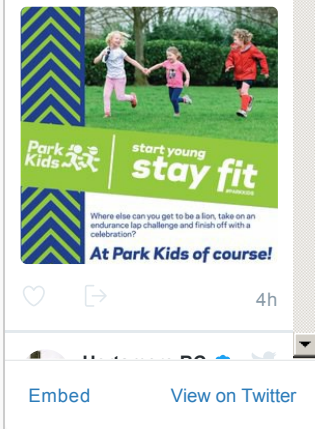
- Pay for street naming & numbering
- Pay local land charges
- Pay sundry invoice / garage rent
- Pay your business rates

Twitter Feed

Tweets by [@HertsmereBC](#)

Hertsmere BC [@HertsmereBC](#)

Looking for a way to give back and improve your own health and well-being. Why not volunteer for [@parkkidsuk1](#) a new free community running event which we're hoping to launch in [#Borehamwood](#) and [#PottersBar](#) with [@InspireAllUK](#) and



[Official Address](#) page where you will have access to our official property gazetteer and a mapping system. Maps are copyright so please do not snip or save these to submit with searches.

Postal Searches

You can still submit searches by post however as we are all working towards a greener future, postal searches are gradually being phased out. Therefore it is good idea to familiarise yourselves with the [Public Access System](#) now.

Electronic searches are also cheaper because there is less work involved in processing them. If you don't have a company credit, don't worry, we can sort something out. Just drop us an email or give us a call.

You can submit hard copy searches via post or DX however please be aware that due to collection times there can be a 1-2 day delay in receiving searches by DX.

Searches should be sent by post FAO of the Local Land and Address Management team [at our main offices](#), or by DX - DX45602 Borehamwood.

Email Searches

Unfortunately we are no longer able to accept searches via email, please select one of the above options.

Highway Extent Plans

Please send extent of highway requests to [Hertfordshire County Council](#) giving them the address and the plan of the property subject to the search. Please note there is an additional cost involved - see our Fees and Charges for a link to the County Council website.

Can I get all my searches from the Local Authority?

Unfortunately we are unable to offer this service at the moment but we would highly recommend The National Land Information Service (NLIS) for this facility. Their hub provides a single point of electronic access to a variety of sources of land and property information, including every local authority in England and Wales, HMLR, water companies and other organisations that provide official sources of data.

Please visit their [website](#) for more information


Turnaround times


Our advertised turnaround time is 7 working days but we turnaround searches around on average in about 5 working days. Priority is given to official searches. Please see our [Personal Searches](#) page if you or your solicitor have requested one of these.

Cancellation policy

Like most authorities we are unable to cancel searches, or provide refunds, once requests have been processed and uploaded to our system.

Fees and Charges

 [Hertsmere Fees and Charges from 1 April 2019](#)

 [Hertfordshire County Council Fees and Charges](#)

[Comments, compliments and complaints form](#)

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