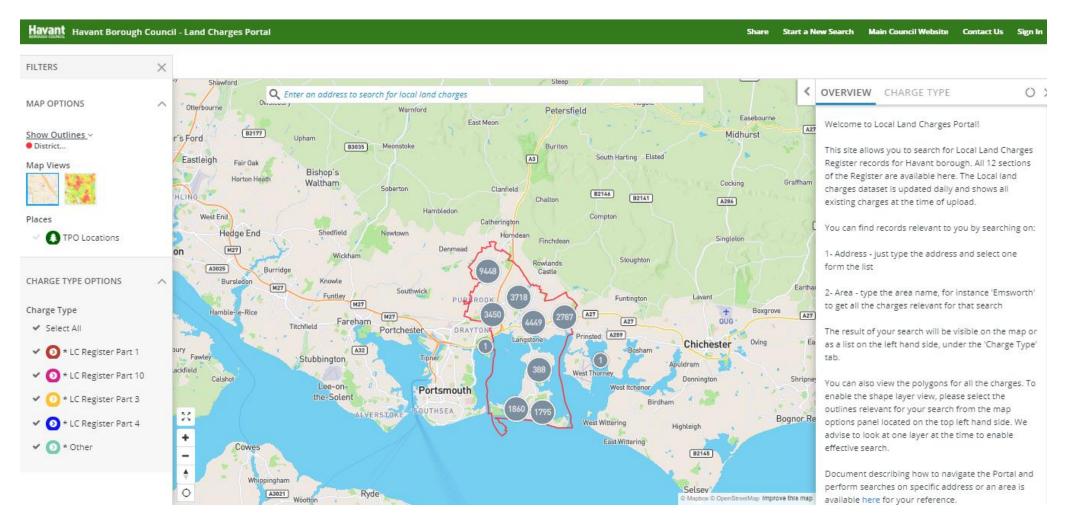
Local Land Charges Portal - User guide

Local Land Charges Portal allows you to search for Local Land Charges Register records for Havant Borough. All 12 sections of the Register are available here. The Local land charges dataset is updated daily around 9.30am and shows all existing charges at the time of the data extract (4am).

Here you will find online Land Charges Portal <u>https://landcharges.havant.gov.uk</u> The Portal Looks like this:



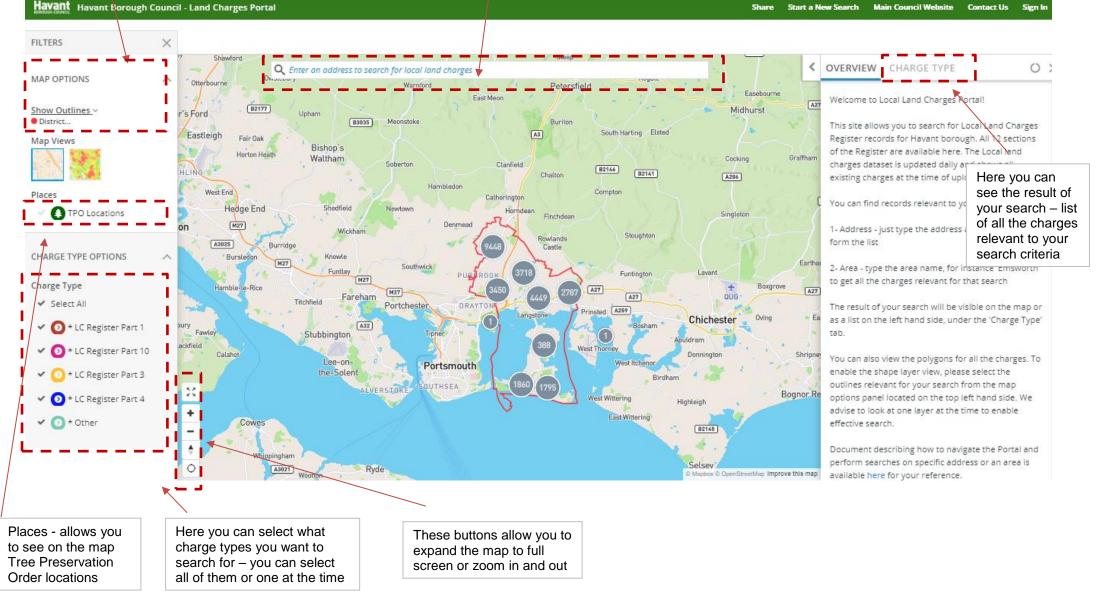
There are different sections of the portal which allow you to interrogate and find the information you are looking for. Below you will find explanation on how each area of the portal will help you do that.

Map Options - here you can enable shape view or polygons for all type of charges we advise to select each layer one at the time to enable effective polygon view; Allow some time to generate the layer and zoom in to specific area of your interest

Search box - Here you can search on a specific address or just type in location you are interested in - the search options can be adjusted by using the dropdown

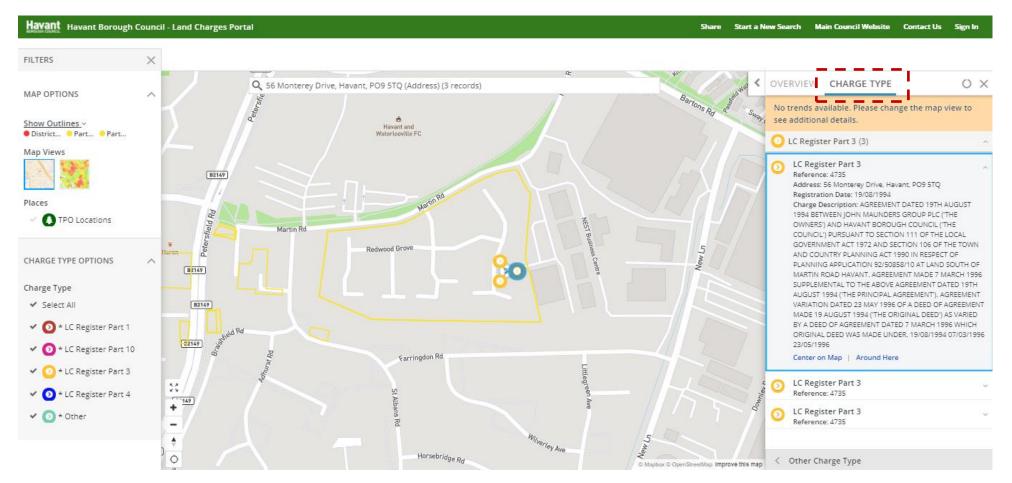
to start a new search use 'Start a New Search' button

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To do a search on a specific address:

- 1- start typing in the search box the address you want to find charges for
- 2- select from the list of proposed addresses the relevant one (if address is not showing, that means there are no charges on that property please do visual search using the map zoom in to the area of interest to confirm no charges are recorded for that address; there will be no charge types listed in that location)
- 3- the map will zoom in to the location and present a view below
- 4- in this example, we have three charges (dots on the map)
- 5- when you click on each of the dots, the details of this record will show in the 'Charge Type' panel on the left
- 6- yellow polygons you see on the map represent the Planning Charges Outlines (we selected these shapes from Map Options panel in the top left corner) please allow for the map to generate the shapes it make take a short while
- 7- you can highlight the details of the charge, copy and paste results to the document on your computer
- 8- to start a new search, click on the 'Start a New Search' button on top of the page



To do a search on an area or location (no specific address):

- 1- select the 'Area Search' from the drop-down list of the Search Box.
- 2- start typing the location you want to find charges for e.g. West Leigh; you may choose an area search using specific address as a centre point
- 3- select from the list of proposed locations the relevant one
- 4- the map will zoom in to the location and present a view below
- 5- all charges present in the 0.25-mile radius from your chosen location will be visible on the screen (you can adjust that radius using the slider at the bottom of the map)
- 6- you can further zoom in to reduce the number of records or be more specific about the area you are interested in
- 7- the details of all the records visible on the map will be listed in the Charge Type panel on the left-hand side
- 8- when you click on the specific dot on the map, the details of this charge will show in the 'Charge Type' panel on the left
- 9- yellow polygons you see on the map represent the Planning Charges Outlines, dark green outlines show TPO charges, pink represent Listed Buildings, etc... (we selected these shapes from Map Options panel in the top left corner)
- 10- you can highlight the details of the charge, copy and paste results to the document on your computer
- 11- to start a new search, click on the 'Start a New Search' button on top of the page

